

The regular meeting of the Library Board of Control was called to order on Monday, April 25, 2016 at 5:34pm with the following:

PRESENT: Bennie Smith
Lonnie Granier
Angelique Torres
Harvey Clement
Selma Malcombe
Judy Bazare

ABSENT: Suzanne Troxclair
Lafourche Parish Council representative

Also present were Mrs. Laura Sanders, Director, Mrs. Sherry Lucas, Finance Manager and Mrs. Dana Clement, Administrative Assistant.

The Pledge of Allegiance was led by Mr. Granier.

A motion to accept the minutes of the regular meeting of February 22, 2016 was made by Mr. Granier, seconded by Mr. Clement, and carried unanimously.

A motion to accept the minutes of the Finance Committee meeting of April 1, 2016 was made by Mr. Clement, seconded by Mrs. Malcombe, and carried unanimously.

Public wishing to address the Board: N/A

Finance Report:

Mrs. Lucas reported we ended March with approximately \$13.2 million and our balance today is \$12.9 million. Our expenses to date on the Thibodaux HVAC Project are now at \$314,780, which is at 59% paid out. Our eRate application is complete. We've requested \$100K in rebates. With no other business a motion was made by Mrs. Brazare, seconded by Mrs. Malcombe, to accept the Finance Report. The motion carried unanimously.

Director Report:

Mrs. Sanders reported managing the daily operations of the library system; participated in the following community events: E. D. White under the Oaks on Saturday April 9, Leeville Heritage Festival on Saturday, March 19 and Lemonade Day will be on Saturday, April 30, 2016. Thibodaux Branch will be closed on Saturday, May 7 for installation of the lift as we approach completion of the HVAC project. A motion was made by Mr. Granier, seconded by Mrs. Torres, to accept the Director's Report. The motion carried unanimously.

Executive Session:

1. Strategic Planning- A motion was made by Mr. Granier, seconded by Mrs. Bazare, to go into Executive Session at 5:47pm and the motion passed unanimously. The room was cleared for the Board to discuss strategic planning. At 6:15 pm, a motion was made by Mr. Granier, seconded by Mrs. Bazare, to close the Executive Session and return to the regular agenda. The motion carried unanimously.

New Business:

1. Discussion and approval of Bylaws revision:
 - a. A motion was made by Mr. Granier, seconded by Mrs. Bazare to accept all of the housekeeping corrections in the LPPL Organization and Bylaws for Lafourche Parish Public Library Board of Control and carried unanimously.
 - b. A motion was made by Mr. Granier, seconded by Mrs. Bazare to accept 7 (seven) LBC regular meetings per calendar year and to accept the new member absenteeism policy as presented. Motion carried with a vote of 6-1-1, with Mr. Clement voted no.
2. Discussion of amending the 2016 Budget:

Mrs. Lucas explained our revenues are rather consistent and we adjust expense items to closely match prior years' actual expenses. We decreased the amount allocated for Health Insurance since we passed the premium increase onto staff. We were notified by LPG of a 35% increase to workers compensation insurance costs and made the appropriate adjustment. In total, the Personnel Services category decreased by \$47,500. There was no change to the Supplies & Materials category. Based on actuals, we decreased the Other Services & Charges category by \$10,500. We increased the Capital Expenditures category by \$28K to cover the costs of needed software upgrades including the purchase of MS Office 2016. No changes were needed in the Repairs & Services category. Overall, the proposed amended 2016 Budget is \$30K less than the originally approved budget.
3. Discussion and approval of the proposed 2017 Budget:

Mrs. Lucas explained the proposed 2017 Budget is very similar to the proposed amended 2016 Budget with the exception of a few items highlighted on the handout. We increased the Personnel Services category to cover various possibilities, such as new hires, future COLA/merit, increased retirement plan participation, and increases to insurance premiums. Supplies & Materials category remained the same. Other Services & Charges was increased by \$10K. Capital Expenditures were reduced by \$23K. We left 2 vehicle replacements in this budget, but that can be reduced later if need be. Repairs & Maintenance category remained the same. Overall, the 2017 Budget is only \$171K higher than the 2016 Budget.
4. Discussion and approval of employee salary and scale adjustment for 2016:

Mrs. Sanders explained we are proposing that our employees receive a 2% scale shift to represent COLA and up to a 4% merit increase based on evaluation scores. The cost of living increase shifts the pay scale and affects all employees. A motion was made by Mrs. Bazare to give up to 2% merit but not COLA, motion failed without being seconded. A motion was made by Mr. Clement, seconded by Mr. Granier for 4% merit increase and 2% COLA for LPPL employees effective pay period that includes July 1, 2016. A voice vote with Board members took place: Bennie Smith, Selma Malcombe, and Angelique Torres abstained due to family member working at the library; Judy Bazare voted no, Harvey Clement and Lonnie Granier voted yes: motion passed.
5. Discussion and approval of Mobile Technology Library:

After a lengthy discussion the Board decided to table this item until more detailed information was available.

With no further business to discuss, a motion for adjournment was made by Mr. Clement, seconded by Mrs. Malcombe and carried unanimously. The Library Board of Control was adjourned at approximately 8:09pm.