

March 24, 2008
Lockport, Louisiana

State of Louisiana
Parish of Lafourche

The Regular Meeting of the Library Board of Control was called to order at 5:10 p.m. with the following

PRESENT: John Brandon
Mary Gayle Bryant
James Cantrelle
Sharleen Hotard

ABSENT: Judy Babin
Nicholas Cheramie
Lynette Fossum

Also present was Ms. Susanna LeBouef, Director; Ms. Stacey Guidry, Finance Manager; and Mr. Rodney Doucet and Mr. Joe Fertitta, Lafourche Parish Council members, districts 8 and 4, respectively.

The Pledge of Allegiance was led by Ms. Bryant.

A motion to adopt the agenda was made by Mr. Brandon and seconded by Ms. Hotard. After a short discussion between Ms. Hotard and Mr. Cantrelle regarding the possible inclusion in tonight's agenda of the topic of the transfer of funds to the Lafourche Parish Council and a related motion to consult the District Attorney and the Library's auditors that, according to the minutes of the Board meeting of February 25, 2008, was to be addressed tonight, the motion was passed unanimously.

A motion was then made by Ms. Hotard, seconded by Ms. Bryant, and passed unanimously to approve the minutes of that prior meeting as presented.

Mr. Joe Fertitta, member of the Lafourche Parish Council, District 4, then addressed the Board expressing his concern, as well as the concern of the Council members from districts 1, 2, and 3 who had also met previously with Ms. LeBouef, regarding the library to be built in Thibodaux. He stated that of the project's \$4.2 million allocation, \$2.8 million remain. Mr. Cantrelle responded by pointing out that the \$4.2 million had included the purchase of the land and includes a budget of \$450,000 for furniture and architect's fees of \$320,000. Though tight, he felt that the remaining monies would be adequate for project completion within budget. Discussion continued regarding the possible use of contingency funds and furniture already in hand, rather than the purchase of new furniture, as Larose had done. In response to Mr. Fertitta's query regarding the cost of an increase from 20,000 square feet to 22,000 square feet, Mr.

Cantrelle reminded him that, in retaining the space at the Martha Sowell Utley Memorial Library, the Thibodaux Branch would have a total of 30,000 square feet.

Mr. Fertitta brought up a summary of building costs by branch as of March 24, 2008, focusing on South Lafourche. With input by Mr. Cantrelle, Ms. Hotard, Ms. Guidry and Ms. LeBouef regarding some of the financial responsibilities originally designated the Parish Council and the Library, which, finally, were borne by the Library in that project, clarification as to the reduced amount of the contingency fund was then provided.

Mr. Fertitta expressed his desire, as well as the desire of the other Council members he was representing, that the Thibodaux project be a showplace for the city of Thibodaux in its role as the Parish seat. In discussing at the same time the necessity for frugality, it was brought out that the project was pre-engineered structurally to save money and that it is the responsibility of the architect to take that and make it aesthetically pleasing. Board members felt that, if the architect refrained from making design changes; with budget cuts already made; with the interest being earned on funds designated Lockport and Thibodaux; and if construction begins as soon as possible to avoid rising construction costs, a budget overrun would be minimal and aesthetic responsibilities achieved.

Ms. LeBouef began the Director's Report. Included in the Board members' packets were the minutes of the Regular Meeting of February 25, 2008 and Library statistics for February, 2008 and revised statistics for January, 2008. Regarding finances, a Capital Outlay Projects summary was distributed at the meeting in anticipation of discussion to be had later. Regarding the Finance Report distributed in the packet, Ms. LeBouef brought to the Board's attention that fuel, line item 824, might need additional funding at some point -- thirty percent of its budget had already been expended. Income from LAMP, the ad valorem tax fund and drainage and library was also provided.

Concerning the Parish Council, Ms. LeBouef stated that Mr. Jay Caillouet had presented a report to them at their March 11, 2008 meeting; Mr. Fertitta had requested information on public wishing to address the Board; and she would be making the Library Annual Report to the Council on March 25, 2008.

Regarding Headquarters, Ms. LeBouef stated that she had sent the letter to Mr. Caillouet as directed by the Board at its February 25, 2008 meeting, copies of same having been sent them. On March 12, 2008, she met with representatives of the National Park Service in Charlotte Randolph's office, at which meeting the issue of a contract was discussed. Ms. LeBouef told those present that the Board was quite satisfied with the lease in force. Ms. LeBouef told the Board that she has not yet received a response from the National Park Service to a request to change hours at that branch, so she advised the Board they would be proceeding cautiously and that this item will be placed on the agenda for next month's meeting. Also at that meeting, Ms. Randolph had requested capital outlay budget information, so she forwarded most of the information to her that had been included in the Board packets. Regarding the March 18, 2008 meeting with three representatives of the Citizens for Forum committee, they discussed their request

for a public information forum, as well as some of the same concerns voiced by Mr. Fertitta this evening. Ms. LeBouef was able to update them on what had been accomplished on the Thibodaux Branch project -- blueprints, interior design, etc. She also told the Board that she would be glad to help the Board proceed with a forum, if that is what they decide.

Information on three workshops had also been distributed to the Board, and Ms. LeBouef requested that they inform her or her assistant if they wished to attend any, so that they might be registered. Mr. Cantrelle and Ms. Hotard said they would attend the travel workshop; Mr. Cantrelle, Ms. Bryan and Ms. Hotard, the trustees workshop; and Mr. Cantrelle and Ms. Hotard, the open meetings workshop.

Regarding technology, Ms. LeBouef said that she had begun purchasing computers for the Lockport lab and including the back-up system at Headquarters, utilizing 2007-08 State Aid Grant funding of \$58,000. The computers presently being used at Lockport will be used as extra back-ups and will also go into Larose when it is open.

Ms. LeBouef announced the hiring of two new employees, Emily Serigne and Sherry Nadeau. They are on three-month probation, and background checks were made. Openings were also announced for the positions of janitor; a part-time branch assistant; and an MLS technical services librarian.

Copies of press releases had also been included in the board packets. Also, all branches will have National Library Week activities and displays, in addition to other exhibits and an appearance by local author, Janet Lococo, at the Thibodaux Branch.

Regarding building progress, Friends of the Library will be selling memorial bricks to raise funds for the Library, and Ms. LeBouef will be working with Mr. Caillouet to set aside an area for that purpose. They will also supply the monies for a Friends Reading Café in the Thibodaux Branch.

Ms. LeBouef then read a letter she had received from Mr. Caillouet dated March 24, 2008 responding to her letter of February 29. In it he provided a status report of progress on the three library projects. Larose, under construction, is seventy percent complete. Lockport's site preparation bid package is scheduled to bid April 23, 2008, with the completion of building construction documents, and advertisement commencement, near the end of April, 2008. Regarding Thibodaux, building construction documents are fifteen percent complete, with mid-July, 2008 anticipated as their completion date and designated for bid advertisement commencement.

Regarding staffing and the new employees, Ms. Bryant and Mr. Cantrelle requested from Ms. LeBouef a copy of the salary schedule used when they were hired.

Regarding the meeting with representatives of the Citizens for Forum committee, Ms. Bryant reminded the Board of her involvement with their effort at its beginning and her role in organizing that meeting.

A motion to accept the Director's Report was made by Ms. Hotard, seconded by Mr. Brandon and passed unanimously.

Ms. Guidry then began the Finance Report. February financial statements had been included in the Board members' packets. The audit is 99.9 percent complete and will be presented at next month's meeting. There were no findings again this year. Ms. Hotard's motion that the Report be accepted was seconded by Ms. Bryant and passed unanimously.

The National Library Week 2008 Proclamation was then read by Ms. LeBouef. Before Mr. Cantrelle signed it, a motion to accept it was made by Ms. Bryant, seconded by Ms. Hotard and Mr. Brandon and passed unanimously.

It was moved by Ms. Hotard, seconded by Mr. Brandon and Ms. Bryant and passed unanimously that a copy of Ms. LeBouef's letter to Mr. Caillouet be sent to the District Attorney.

Free dirt has been donated to the Lockport project by the sugar mill. Whether it is more feasible for the dirt to be hauled by Parish employees or by a trucking company will be explored before a decision is made.

Discussion then began on the Thibodaux project and figures provided by Ms. LeBouef and moved on to the letter just received from Mr. Caillouet and his progress summary. Mr. Brandon noted that, after one year and three months, Mr. Caillouet had only completed blueprints on the project -- blueprints finished the summer of last year. Ms. LeBouef then gave a chronology of the occasions on which Mr. Caillouet had been directed to proceed with the Thibodaux project and had not. In light of the foregoing, the Board once again stated its resolve to not be seen by the Parish Council as being responsible for the delay in progress on this project.

Mr. Cantrelle then recounted an organizational history on the Public Forum scheduled for April 29. Ms. Bryant first met with Ms. Murray Dennis, Ms. Kathleen Gros and Mr. Lacey Marcotte, who asked for a forum to apprise the people of Thibodaux of the progress of the library project. Mr. Cantrelle also met with them. The date, time and location were set: April 29, 2008, 6:00-8:00 p.m., Jean Lafitte Auditorium. Mr. Cantrelle pointed out that this forum is the result of an effort begun by Ms. Bryant. All citizens present will be given the opportunity to look at the blueprints and to ask any questions they might have. A motion made by Mr. Brandon to call the Public Forum meeting was seconded by Ms. Bryant and passed unanimously.

Ms. Hotard made a motion to adjourn, which was seconded by Ms. Bryant and Mr. Brandon and passed unanimously. The meeting was adjourned at 6:15 p.m.

