

The Regular Meeting of the Library Board of Control was called to order on Monday, May 21, 2012 at 5:00 P. M. with the following:

PRESENT: Lynette Fossum
Harvey Clement
Selma Malcombe
Bennie Smith
Eva Shanklin
James Cantrelle
Shane Hebert

ABSENT: N/A

Also present were Ms. Susanna LeBouef, Director, and Sherry Lefort, Finance Manager.

The Pledge of Allegiance was said in unison by the board.

A motion to accept the agenda was made by Mr. Cantrelle, second by Mr. Hebert and carried unanimously.

A motion to accept the minutes of the April 23, 2012 regular meeting was made by Ms. Smith, second by Mr. Hebert and carried unanimously.

A motion to accept the minutes of the By-Laws Committee Meeting on May 10, 2012 was made by Ms. Smith, second by Mr. Cantrelle and carried unanimously.

A motion to accept the minutes of the Finance Committee Meeting on May 15, 2012 was made by Mr. Hebert, second by Mr. Clement and carried unanimously.

Public wishing to address the Board: N/A

Finance Report:

Ms. Lefort reported to the board: on the balance sheet we have funds amounting to \$10.8 million. This was printed out on 5/14 and on today's print out we have \$10.6 million; we are using these funds to cover our operation expenses. We have already received our ad valorem monies for this year, so these funds will continue to decrease as we pay our bills for the 2nd, 3rd and 4th quarters of the year. Regarding the Thibodaux Capital account, even though the Parish moved the \$1.1 million back, it's more than half spent because the Parish continues to pay the Thibodaux Capital bills out of regular operation funds. The current brokerage account report is in your packets, and the balance reflects no change from last month. The amount that should be left in this account is nearer to \$500,000.

Also included is the update utility cost on the Thibodaux Branch. We just have 2 months of data, and we aren't into the busy summer season yet, but so far utility costs are running 2.5 times more that the same period last year. Electricity alone is running nearly 4 times great than last year.

Ms. Fossum explained how she spoke with Mr. Friedlander, all too often we are finding that we have funds that have been flowing into the general fund and large sums of monies are just sitting in the Parish's account and not in the Library's account as dedicated. We get the MUNIS report and my concerns as a Board President and I stressed to Mr. Friedlander at the last meeting he attended, when you are talking about upward of \$2 million, yes interest is not much but on \$2 million it's enough and so it sat in the Parish's account from Jan-late March when all of a sudden we had to request for the Parish to move the funds into the libraries funds. I find this has been happening a little too often with the Parish and maybe it's time for them to turn the funds back over to the library.

My other concerns are about late bills, the library didn't have late bills when we took care of care of our own finances and just seems to be happening a lot since the funds got moved to the Parish. Do we have an update on the utility bill for South Lafourche? Ms. Lefort responded the library has gotten no response on how the Parish is going to handle the electricity bill in Galliano. Ms. Fossum reminded the board that the library had been paying the electricity bill in Galliano that houses the Parish Government building. We also paid for the entire roof and never got our share of the reimbursement back from the Parish on their portion.

With no other business a motion was made by Mr. Cantrelle, second by Mr. Clement to accept the Finance Report. The motion carried unanimously.

Ms. LeBouef presented her Director's Report as follows:

- Library Statistics: Included
- Headquarters: attended Parish Council Meeting on April 24 on discussion of Biblioteca Hispana Library; attended Parish Council Meeting on May 5 to present Annual Report for 2011; attended By-Laws Committee Meeting on May 10; attended Administrators' Meeting on May 14; attended Finance Committee Meeting on May 15 and Marketing the library is ongoing
- Technology: AT&T moving forward with Metro E installation server; at old Headquarters scheduled to be moved in June
- Staffing: No staff changes
- Current Projects: roof repairs for Thibodaux Branch-estimate pending; Maintenance projects at Martha Building-pending; Request Parish pay electric bill at South Lafourche; 2013 Budget; policy revisions and updates-ongoing; Golden Meadow Blueprints ordered; No update on Lockport sidewalk
- Press Releases: enclosed are articles sent to the newspapers informing the public on what is new with, and programs being presented through the Library
- Programs/Displays: Bayou Blue: Make a spring wreath on May 17 @ 1:30 p.m; Choctaw: Children ages 10 and up are invited to bid farewell to school and say "hello" to summer on May 30 @ 1:00 p.m. Enjoy games, Wii, music, refreshments and more; Golden Meadow: "Remember Our Heroes" on May 24 @ 4:00 p.m; Larose: Friendly Wii competition on May 8 @ 6:00 p.m. Ages 12-15; Lockport: Representatives of the Louisiana Department of Veterans Affairs will be available to meet with local veterans at 9:00 a.m. on May 8 and May 22; Raceland: Cinco de Mayo Festivities: Salsa, Chips, & Paper Rose Craft on May 2 @ 4:00 p.m; South Lafourche: Children ages 11 to 17 wanting to learn to draw in the Manga art style can attend a Manga Drawing Class on May 26 @ 10 a.m; Thibodaux: teens can learn to make candy sushi & enjoy an anime movie on May 24 @ 5:00 p.m; Also, All Lafourche Parish Public Library offers use of meeting rooms to the public for nonprofit use free of charge.
- Please provide copy of Ethics training certificate for Board files to Dana

A motion was made by Mr. Cantrelle, second by Ms. Smith to accept the Director's Report. The motion carried unanimously.

New Business:

Item #1 Discussion & approval of changes to By-Laws Policy; Chapter 3-page 18:

Ms. Shanklin reported to the board, the By-Laws Committee met and suggested changing the Library Director Performance Evaluation to be distributed to Library Board Control members at July meeting and placed on September agenda for review.

A motion was made by Mr. Cantrelle, second by Mr. Clement to approve change to By-Law; Chapter 3-Page 18. The motion carried unanimously.

Item #2 Discussion & approval of changes to By-Laws Policy; Chapter 5-page 28

Ms. Shanklin also reported to the board, that the By-Laws Committee also suggested changing 60 days to 180 days for preparing of the budget. In the policy binder under Budgeting-Operating Budget prepared for review for approval at least 180 days prior to the next fiscal year. Chapter 5-page 28

A motion was made by Mr. Cantrelle, second by Ms. Smith to approve change to By-Law Policy: Chapter 5-page 28. The motion carried unanimously.

Item #3 Discussion & approval of flooring quotes for Martha Building:

Ms. LeBouef presented to the board the carpet samples from the 3 quotes that we've received for the Martha Building.

A motion was made by Mr. Cantrelle, second by Mr. Hebert to approve A&R Floor Center, Inc. BEST floor quotes for Martha Building. The motion carried unanimously.

Item #4 Discussion of amended 2012 Budget:

Ms. Lefort explained to the board, the Finance Committee held their meeting to discuss the proposed amended 2012 budget. A copy of the proposed budget is in your packet with the highlighted items. The committee discussed, voted and approved following items: change to \$75,000 for purchase of Vehicles, \$30,000 under Maintenance-Supplies and \$100,000 under Repair and Service Contracts. Lefort stated, also note extra grant monies received in 2012. Also presented to the committee a staff pay increase to be implemented on September 1, 2012 due to the budget allowances without the need of amending and was unanimously approved by the committee. Also approved by the committee removing the In-kind contribution and Allocation Expenses items, as these are accounts the Parish use to internally track what they would have charged us had they been allowed to bill us for their HR and check writing services. The Finance Committee approved the proposed budget.

Item #5 Discussion of 2013 Budget:

Ms. Lefort explained to the board the last column of the budget worksheet is the Proposed 2013 Budget that was unanimously approved by the Finance Committee. The Proposed 2013 Budget closely follows the 2012 amended budget and takes into consideration our year-to-date activities in 2011. A recommendation of an increase in education/conferences expenses, and corresponding travel reimbursements, so that the library can meet State Standards. The committee also recommended increases related to utilities and collection development services along with vehicles, vehicle maintenance, fuel, building supply and repair categories. Most of the other items include the 4% inflation that was recommended by the Parish at the time the 5 Year Projections were done. Again, this budget won't be voted on until the June meeting so you have time to review the information that has been provided to you and suggested by the Finance Committee.

Old Business: None

Unanimous Agenda:

Ms. Fossum called for a vote: the board voted in favor; no nays. Agenda accepted

Item #1:

RESOLUTION allowing Library Board of Control member Harvey Clement to send a letter requesting that the Lafourche Parish District Attorney give an opinion on Lafourche Parish Council Ordinance 5080 with regards to plaques.

A motion by Ms. Smith, second by Mr. Clement, the resolution was introduced and adopted with Mr. Hebert voted nay.

With no further business to discuss, a motion for adjournment was made by Mr. Clement, second by Ms. Malcombe and carried unanimously. The Library Board of Control was adjourned at approximately 6:30 P. M.