

July 31, 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., after having been rescheduled from Monday, July 28, 2008 due to a lack of quorum, with the following present:

PRESENT: Judy Babin  
John Brandon  
James Cantrelle  
Lynette Fossum  
Rodney Doucet

ABSENT: Nicholas Cheramie  
Sharleen Hotard

Also present were Ms. Susanna LeBouef, Director; Ms. Stacey Guidry, Finance Manager; Mr. Joe Fertitta, Mr. Daniel Lorraine and Mr. Lindel Toups, Lafourche Parish Council members; Ms. Gretchen Caillouet, Ms. Crystal Chiasson and Mr. Brennan Matherne, Lafourche Parish administration; and Ms. Betty Kleen, Thibodaux Friends of the Library.

The Pledge of Allegiance was led in unison by the Board.

A motion to adopt the agenda for tonight's meeting was made by Mr. Brandon, seconded by Ms. Babin and passed unanimously.

After having received confirmation that a request she had made for a revision in the minutes for clarification purposes had been executed, Ms. Fossum seconded a motion by Ms. Babin to approve the minutes of the June 23, 2008 Regular Meeting – a motion that passed unanimously.

Ms. Babin then moved that approval be given the minutes of the June 30, 2008 Special Meeting as presented. Mr. Brandon seconded that motion, and it passed unanimously.

**Public Wishing to Address the Board**

Ms. Kleen addressed the Board and stated that the Thibodaux Friends of the Library are very pleased with the progress thus far on the Thibodaux project. She went on to say that Ms. LeBouef has done a great job overall in providing feedback – that the Library professionals appear to have planned a very functional building. The Friends are very much in support of the project moving forward and already have money in reserve with

which to provide some type of small cabin in the children's area somewhat similar to the one in South Lafourche, but with a Thibodaux flair. They would also like to go forward with some type of commemorative brick-type solicitation, so that a brick walkway might be constructed in front of the building.

Mr. Fertitta came forward to address concerns with the Thibodaux Library plans expressed in a letter from constituents, stating that he neither supported nor opposed the letter's contents, but felt it necessary that its sentiments be conveyed to the Board. Points included giving consideration to the following: facing the Library on Rue Loudon for safety purposes; increasing the number of parking spaces from sixty with 24 staff to 111; several walkways with no true relationship to Branch functions; the interior being inappropriate for computer use, because of the lack of visibility for monitoring purposes; and the provision for genealogy locations at both the existing site and the planned library would be both expensive and inconvenient for patrons. Mr. Fertitta said that he would express his views later in the meeting.

### **Finance Report – Ms. Guidry**

Included in the Board packets was a copy of the first six months 2007-2008 budget comparison -- an analysis of what the Library had done, where it is now and what areas affected certain line items and why. Under Expenditures, the following was noted:

- Personnel Services - Ms. Guidry noted that \$44,000 had been saved in Payroll Expense, due primarily to outsourcing the technology department and also the hiring by Ms. LeBouef of part-time employees to "fill-in." Also reflecting a savings are the related items of payroll taxes and retirement contributions.
- Supplies and Materials - Ms. Guidry pointed to significant savings of \$18,906, accomplished largely through the hard work of Ms. LeBouef and procedural changes she has implemented.
- Ms. Guidry also expressed her appreciation to the Board for her own personal "that a boy" and for the Board's willingness to send her to school – actions resulting in a savings of \$1,225 to the Library's audit. Ms. Guidry said that education is an area on which the Board needs to focus – that the Library's staff needs to attend conferences and receive additional computer training.
- There was also a decrease in electricity (*Revision: addition of the word "consumption" here*) which Ms. Guidry attributed to Ms. LeBouef's request to branch managers to raise the thermostat at night.
- Professional Services - There was an increase due to the outsourcing of the technology department – a move that had resulted, as mentioned earlier, in savings to Payroll Expense.
- Telephone Services - She pointed to the savings that can be realized when e-rate services are applied for correctly and approved, and all discounts are found for the entire system. Once again, she attributed this accomplishment to efforts made by Ms. LeBouef and at a time when she had not yet been hired for her position.
- Capital Expenditures – Buildings - Ms. Guidry stated that, presently, quotes are being gathered to place hurricane shutters on the South Lafourche and Larose branches and that, although a settlement has been reached with Gen-Con, it has not yet been paid for. Those costs will be reflected by year-end under this line item, and the funds will be used.

- Furniture and Equipment - Grant money has been spent for new computers for the Lockport Branch, but projectors, screens, Smart boards, large monitors and other computer parts are also needed for the Lockport and Larose branches, as well as other areas in the system. Monies not yet expended will be by the end of the year.
- Repairs and Maintenance – Since most of the remodeling has been completed, the maintenance department would now like to focus its attention on obtaining tools and some of its own equipment. Property maintenance will now be focused on landscaping the Larose Branch.

Ms. Guidry completed her report by stating that she feels the Library remains in a strong financial position and is certain it will close out the year under budget. There are areas in which the Library has made great strides in cutting costs, and the administration deserves proper recognition for having achieved that. The Library's focus should now change, however, from a building to a maintaining mode – to expanding its services and programs.

After a discussion which began with Ms. Fossum's question regarding the type of supplies and maintenance items needed by the maintenance department, the Board was informed by Ms. Guidry and Ms. LeBouef that the Library owned no tools and that any tools purchased could be housed at the South Lafourche Branch and transported in the van used by Mr. Ray Lefort, as he normally travels once each week to make necessary repairs at the various branches. Ms. LeBouef suggested that what Mr. Lefort needed was a standard set of tools that could be taken with him. Mr. Brandon asked that the subject be placed on the agenda for the August meeting.

A motion to accept the Finance Report was made by Ms. Fossum, seconded by Mr. Brandon and unanimously passed.

#### **Director's Report – Ms. LeBouef**

Included in the Board meeting packets were the minutes of the June 23, 2008 Regular Meeting and the June 30, 2008 special meeting; Library statistics for the first half of the year; and financial information which included a six-month overview to be used in planning the second half of the year.

#### Parish Council

- Ms. LeBouef submitted Ms. Sharleen Hotard's resignation, in response to Ms. Gretchen Caillouet's request. Ms. Caillouet also requested a copy of the approved minutes of the meeting at which the resignation was tendered and that will be done tomorrow morning.
- Ms. LeBouef attended a Parish Council meeting on July 22. She reported at that meeting that she had been working with Mr. Jay Caillouet on the Thibodaux Library plans and that some minor modifications were needed.
- The Library Board vacancy advertisement from the Parish Council will be through July 28, 2008 to fill one vacancy.
- A distribution list has been organized for, and email implemented to, Parish Council members to provide them with current Board information.
- The South Lafourche Branch is now a voting precinct.

- Copies of Lafourche Parish Council Resolution No. 08-156 and Ordinance No. 4324 were included in the Board packets.

#### Headquarters

- On July 1, Ms. LeBouef and others met with Mr. Charles Melancon at South Lafourche where he was shown a grant the Library had received. He enjoyed seeing “the Wal-mart building.”
- On July 8 and 10, Ms. LeBouef met with Mr. Jay Caillouet to work on the Thibodaux modifications.
- On July 24, she met with Capital One representatives who will provide her with additional information on investments and employee enrollments. After her receipt of same, she will present it to the Board for their decision on whether they would like to proceed with these new resources that Capital One can provide the Library as an employer.
- Ms. LeBouef signed an agreement with Moosa Movers for \$4,800 for three days to move books and shelves and set-up. Larose Library services will only be discontinued for two days. Patrons will then have access to computers, but not all books.
- On July 6, there was an accident at the Raceland Branch in which a lady jumped a curb stop with her car and ran into the post that holds up the front of the building. Ms. LeBouef contacted her insurance company and is now getting estimates from a bricklayer/carpenter to repair the post. The Library has received a check from the insurance company in the amount of \$2,156.83, which is being held until final quotes are received.
- The Gen-Con punch list is still pending, with the only work having been done on it thus far at the Raceland Branch.
- Gheens is leaking again, and the floors are rotting. The Board of Health did go by and, as a result, asked that the Library apply Clorox to everything. Ms. LeBouef will provide the Board with more information as the situation evolves. It will be necessary to make repairs and might be necessary to close the Branch to do so.

#### Technology

Ms. LeBouef applied for, and the Library will be receiving, e-rate funding in the amount of \$140,936.45 for the coming year.

#### Staffing

With the resignation of two employees, Ms. Daryle Hamblin was transferred from the reference desk at the Lockport Branch to Larose Branch Manager, and Ms. Tammy Dupree was hired as a part-time Branch Assistant at Bayou Blue. Ms. Felicia Denning was transferred from Bayou Blue to Thibodaux, as she lives close to Thibodaux; is better suited to the greater traffic pace at that branch; and the need for additional help at that location was great.

#### Press Releases

Ms. LeBouef had included these in the Board member’s packets. She informed them that she would be contacting the media after tonight’s meeting to let them know that the Thibodaux blueprints would be available to anyone for viewing at Headquarters during its regular office hours.

#### Programs/Displays

The Summer Reading Program was spectacular. Frank Levy, Theatre in Motion, was the last performer. He commented to someone in Youth Services that he

cannot wait to come back to the Lafourche Parish Public Library system, because everyone was so accommodating. The Youth Services department really did an excellent job with the Summer Reading Program.

#### Building Progress

- Larose is packed, and the movers are coming. It should be re-opened on August 7. Cheramie Lawn & Garden has been contacted for a quote on landscaping; but, it has not yet been received. Regarding the Substantial Completion Punch List, she has not heard back from the Fire Marshal on two issues. He said he would contact her, if there was a problem.
- The dirt is compacting nicely at Lockport, and it is a go. The dress-up dirt will soon be needed, so Raceland Sugars should be contacted. A thank-you was given Mr. Toups by Ms. Fossum for his help in securing the dirt. Also, the Library has received a request for a donation for Lockport on which Ms. LeBouef has been working. She expressed her appreciation to Mr. Phillip Gouaux for his help with that donation.
- Ms. LeBouef has been working with Mr. Caillouet on the modifications for the Thibodaux Branch; however, she has not yet seen the modifications on the plans. Mr. Jerry Jones of the Lafourche Parish Council was present at the meeting for the last set of modifications, and it was his idea to have a public display of the blueprints.

#### Travel Expense Forms

The forms were included in the financial section of the Board packets.

#### Condolences

Condolences were offered to Trinna Holcomb on the loss of her infant grandchild; Cathy Cortez on the loss of her mother; and Patrizie Stuart on the loss of her father.

A motion to accept the Director's Report was made by Ms. Fossum and seconded by Ms. Babin. Ms. Fossum then began a discussion on the problem at Gheens, with Ms. LeBouef providing background on its development. After the Board of Health gives its approval, Ms. LeBouef stated she will proceed with getting estimates for its repair. Upon questioning by Mr. Doucet, Mr. Matherne said that they would be available to look into any problems the Library might have.

The vote was then taken on the motion and passed unanimously.

#### **New Business**

##### Discussion and approval of size and plans of Thibodaux Branch

A motion to discuss and approve the size and plans of the Thibodaux Branch was made by Mr. Brandon and seconded by Ms. Babin. Ms. LeBouef began by saying that she discovered at the meeting held this past Monday with Mr. Caillouet, Mr. Matherne and Mr. Jones that the blueprints were not like those previously considered. As a result, needed modifications included the removal of a children's patio, with its exterior door removed and replaced with a fire exit door and the removal of a substantial amount of sidewalks, especially on the Rosedown side. Regarding the possibility of fronting the Branch on Rue Loudon, Ms. LeBouef said that would put the garbage at the main highway with no access to it. She also quoted Mr. Kevin Belanger of South Central Planning in a presentation to the Parish Council that a corridor of Highway 1 and 308 is

being planned – a one-way in front of the Thibodaux Branch. If the building is turned around now, it will be difficult for the public to find it. Also, in case of fire, the narrower Rue Loudon would not provide the needed access that Highway 308 would. Ms. LeBouef had also provided the Board with a copy of a letter from Ms. Charlotte Randolph, Lafourche Parish President, as a point of information.

Mrs. Kleen requested clarification, and received from Ms. LeBouef confirmation, that the walls in the computer area would be glass, as would be study carrels and all other rooms, for supervision purposes.

Mr. Doucet commented on Ms. Randolph's letter and its reference to an elevator. He had asked Mr. Caillouet if he had ever designed a two-story building, and he has said he has not; however, Mr. Doucet pointed out that the plans are for a two-story building that can accommodate the elevator. He felt that asking Mr. Caillouet the height from the floor to the ceiling would be a good idea, and he will do so at the next Council meeting.

Mr. Matherne stated that he was aware that Mr. Caillouet had, at one point, a drawing of a two-story building, but that these plans are for a one-story building. He continued, providing justification for Mr. Caillouet's concept of a two-story building, by citing the Parish Government's desire to utilize the present Library Headquarters for additional office space. Alluding to plans Mr. Matherne assumed had been the Board's that would have the Library vacating their space, Mr. Caillouet proposed to relocate the administrative services presently housed there to a section of the Thibodaux Branch property and to accommodate Branch expansion in a two-story building if additional space was needed.

Ms. LeBouef pointed out that the only other occupant of what is now Library Headquarters was the Post Office. The Library has been there for over thirty years. The Library had been assigned to that location, because of the Civil Rights Act of 1964 which mandated that only an educational entity could inhabit that building. The idea of converting it into government offices, therefore, would result in the loss of access to the building.

Ms. Fossum stressed that in the time frame she has been on the Board that its membership has never planned or put in writing in minutes that it was their intent to have a two-story building in Thibodaux, because of problems with staffing. She also stated that the Board had never discussed leaving Headquarters at their meetings to her knowledge; in fact, much money had been spent by the Library repairing it.

Mr. Lorraine then spoke stating that Thibodaux will get a library, and enough money had been allocated to achieve that. He also stated that Mr. Caillouet should report to the Board first and that, if he were on the Board, he would be very upset with the letter from Ms. Randolph. The Parish Government is directing Mr. Caillouet, without first consulting with the Board, to "design and allow space for an elevator shaft" and states that "a vision for the future would include that the library have an administration building on the grounds of the Thibodaux Library" after \$76,000 has been spent on Headquarters. Mr. Cantrelle interjected that it would cost approximately \$500,000 to move from Headquarters, because of the technology services housed there. Mr. Lorraine stated that

Thibodaux deserves to have a library, and he will do everything in his power to let them have one, but it is going to be within budget.

Ms. Chiasson stated that she had given the letter to Ms. LeBouef and had gone over it with her; however, she had not heard anything back from her or the Board indicating there was a problem. Any issues could have been discussed before tonight. Mr. Cantrelle stated that the building is the responsibility of the Board, not Ms. LeBouef's. Both he and Ms. Babin felt that a meeting with a person or persons from the Parish Government would have resulted in better communication on the topics than the letter they were presented with. Ms. LeBouef also explained that her position did not allow her to reply to Ms. Chiasson in any format until after she had presented the letter to the Board.

Discussion on the blueprints continued. Ms. Fossum pointed out that the Building Committee has not been meeting, because they do not receive the information necessary with which to conduct one. Similarly, the Board will be unable to approve of the size and plans of the Thibodaux Branch tonight, as expected, because Mr. Caillouet failed to deliver to Ms. LeBouef plans reflecting modifications most recently requested by her in her meeting with him and Mr. Jerry Jones.

Mr. Fertitta conveyed the Parish Council's dissatisfaction with Mr. Caillouet and then stated that the issues of parking spaces and the location of genealogy would need to be addressed. He and Mr. Jones would like the Board to consider having another forum in Thibodaux to address some of these problems. Mr. Cantrelle stated that, because the Board is "kept out of the loop," they do not have the information needed with which to answer questions at a forum. If not a forum, Mr. Fertitta suggested that a press release might suffice stating the Library's plans. His constituents are particularly interested in its plans for the Utley Building and for the location of genealogy.

Ms. Caillouet asserted that the Building Committee should be meeting, and particularly, gathering whatever information is necessary in preparation for a meeting such as a forum. Ms. Fossum responded that the Building Committee had met and achieved its goals of a "global plan and a global view" for each library and a per-building project spec list. That spec list was given to Mr. Caillouet for his execution according to the Board's wishes. The Committee's responsibilities at that point had been completed. Ms. Caillouet disagreed and requested that the Committee convene prior to a public meeting to obtain whatever information might be needed.

Mr. Cantrelle reiterated the Board's inability to obtain project plans and other pertinent information for their review. Even with his certifications as a general contractor, plumber, electrician and mechanical contractor, he is not given the opportunity to see plans.

Ms. Fossum continued the discussion by saying that the Building Committee and the Board have been experiencing difficulties in obtaining a quorum; however, the Committee's membership is present at this evening's meeting and has been trying to obtain needed information. A Committee meeting will be held as soon as the Board has its necessary membership, and a forum will also be held as soon as possible.

Ms. Babin moved to question, and the motion to approve plans for the Thibodaux Branch was defeated unanimously, due to the lack of receipt of those plans exhibiting the latest requested modifications.

#### Discussion and approval of Lockport change orders

Ms. LeBouef had received two change orders, 001 and Addendum to 001. 001 concerns an insufficient number of water closets – an issue on which Mr. Caillouet had been informed on May 22, 2008 and had not addressed. Ms. LeBouef did so with correspondence directed to Mr. Ken Jeffers of the State Department of Health and Hospitals requesting reconsideration. She told the Board that, with their permission, she will go before the Parish Council if the matter is brought up and tell them that if the Library must put in the additional facilities, it would be the Library's expense. Because Mr. Caillouet knew since May 22, but did not act, and wants to proceed with the change order, she would strongly recommend to the Parish Council that the Library not be responsible for his professional or additional fees. An addendum was added to the Lockport Branch prior to the bid dated May 29; however, this item was not included.

The second change order involves the book deposit that Ms. LeBouef had spoken to him about on four different occasions prior to the bid. The issue was that it needed a closet around it. Mr. Caillouet did not make that modification and, therefore, the closet is still needed. Once again, the Library should not be responsible for Mr. Caillouet's fees, and she will so inform the Council.

Mr. Brandon moved that Ms. LeBouef go before the Parish Council to voice these sentiments. The motion was seconded by Ms. Babin and passed unanimously.

An additional change order is currently being worked on with Mr. Phillip Gouaux and Ms. Fossum regarding a library sign. There is one currently in the Lockport plans, with all of the proper connections, and the Lions Club and other organizations want to pay for a taller digital sign. A change order will be necessary; however, there should be no additional fees, as the sign currently planned is only to be removed. More information will be forthcoming at next month's meeting, so a vote was not taken.

#### Discussion and approval of rent increase for Lockport

A motion to approve the \$100 rental increase was made by Mr. Brandon, seconded by Ms. Babin and passed unanimously.

#### Discussion and approval of Lockport furniture bid

Utilizing a final bid figure of \$240,000, Ms. LeBouef asked the Board if they would like her office to execute the advertisement and bidding-out procedure. Ms. Fossum moved that the Board approve the Lockport furniture bid and that Ms. LeBouef handle the bid process. Mr. Brandon seconded that motion, and it passed unanimously.

#### Discussion and approval of shutters



Ms. LeBouef had received bids from two companies on storm shutters for the facades of the South Lafourche and new Larose branches: Nu Code Shutters in the amount of \$33,360 and Cajun Home Improvement in the amount of \$30,490. Ms. Babin moved to approve purchasing shutters for South Lafourche and the new Larose branches and to pursue bids on them, with a second from Mr. Brandon. In response to Mr. Cantrelle's point that three bids would be necessary, Ms. LeBouef stated that she could provide documentation on calls placed to other companies from which bids had not been received. Discussion begun by Mr. Brandon regarding the South Lafourche Branch and that building's other occupant, the Lafourche Parish Government, concerning the opening and closing of the building in the event of a hurricane, ended with a vote and unanimous approval of the motion.

#### Discussion and approval of Library millage rates

Ms. LeBouef referred to the draft of a letter to Mr. Michael Delatte of the Parish Council conveying the Library's request that all millages be rolled forward and asked for the Board's approval or disapproval on that request. Ms. Babin's motion that the Board approve rolling forward Library millage rates was seconded by Ms. Fossum and passed unanimously.

#### Discussion and approval of reply to Mayor Charles Caillouet's second letter

Ms. Fossum moved that the letter be sent to Mayor Caillouet in response to his second letter. That motion was seconded by Ms. Babin and passed unanimously.

#### Discussion and approval of Director's evaluation and termination of probationary appointment

Ms. LeBouef opened the discussion by referring to those minutes of the January 28, 2008 regular Board meeting in which it was established that she was hired for a probationary period of six months ending August 1. It was then moved by Ms. Fossum that the Board approve the Director's evaluation and termination of probationary appointment and seconded by Mr. Brandon. Mr. Brandon and Mr. Cantrelle began the discussion with positive comments on Ms. LeBouef's performance. Ms. Babin provided a summary of the evaluation as completed by four of the Board members and then gave Ms. LeBouef the opportunity to comment. Ms. Fossum then called for a vote on the motion, and it passed unanimously.

#### Discussion and approval of hiring Library Director

Ms. Fossum moved that the Library approve the hiring of Ms. LeBouef as the new Library Director -- as a regular employee, not on a probationary basis -- with a contract of one year, with re-evaluation to take place at the end of that one year. That motion was seconded by Mr. Brandon. Ms. LeBouef then reminded the Board of her credentials and provided justification for her request for a higher salary. Discussion began with Mr. Cantrelle providing salary information from neighboring parishes. Mr. Brandon withdrew his second on the original motion, and Ms. Fossum modified that motion with the addition of "one month" to the contract term of one year for re-evaluation purposes. The motion was seconded by Mr. Brandon and passed unanimously. Ms. Babin then moved that Ms. LeBouef be paid a salary of \$60,000 for one year. Mr. Brandon

seconded that motion, with Mr. Cantrelle and Ms. Babin giving their approval and Ms. Fossum voting against the motion.

A motion to adjourn was then made by Mr. Brandon, seconded by Ms. Babin and passed unanimously. The meeting adjourned at 8:00 p.m.