

The Regular Meeting of the Library Board of Control was called to order on Monday, February 27, 2012 at 5:00 P. M. with the following:

PRESENT: Lynette Fossum
Harvey Clement
Selma Malcombe
Bennie Smith
Eva Shanklin

ABSENT: James Cantrelle
Shane Hebert

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 Ms. Smith, second by Mr. Clement and carried unanimously.

A motion to accept the minutes of the February 27, 2012 regular meeting was made by Ms. Smith, second by Mr. Clement and carried unanimously.

Public wishing to address the Board: N/A

Finance Report:

Ms. Lefort reported to the board in your packets, you'll find the January Balance Sheet and Expense reports. On the Balance sheet, under "Equity in Pooled Cash" the balance is approaching \$3million this is because we started receiving our ad valorem monies. I'm waiting for confirmation from the Parish that those monies are going to be moved into our LAMP Operations account rather than staying in Cash Pool. Also we did receive the state revenue sharing funds of \$36,000 and that also should be moved into our LAMP Operations account. Moving on to our Expense Account, you will see that we paid the annual leases for Choctaw, Bayou Blue, and Raceland & Gheens Branch. Also, we received the requested advance payments from the Parish for travel to Shreveport and Lafayette for conferences we're attending in March. I like to address the board on some of the issues from our previous meeting; Thibodaux Capitol Account-the correction has been made to return monies to the Thibodaux Capital account, from when the Parish erroneously dumped the entire contents of that account into our LAMP Operations account at the end of 2011 and because that transaction occurred in February, the statement won't be available for review until March. As of February 2, approximately \$1.1million was to be moved back to the Thibodaux Capital account, and there have been expenditures since then. Next FEMA, I made another request to the Parish to have two of our Gustav FEMA claims given an extension and upgraded to "improved projects" so there would be no expectations by FEMA that the contents of the Lockport and Bayou Blue libraries had to be replaced title by title. The Parish has offered me a meeting with a FEMA representative to discuss what is needed to resolve documentation requirements on our claims. The total amount of FEMA payments was \$23,815.76, with \$12,125.48 representing satisfied claims. Further

documentation requirement is for the amount of \$11,690.25. Our other issue is the Time Picayune-The Parish has still not corrected the error of Library funds used to pay an October Times Picayune bill that was not the library's. I was told that this matter would be corrected by the end of the day. Lastly the bill to Complete Network for MUNIS connectivity-on the next set of financials you will see a bill paid to CNM for MUNIS connectivity for \$420, the Parish called CNM to work on MUNIS-we both happen to do business with CNM. CNM billed the Parish directly since it is their opinion that the work done was for the benefit of the Parish and to correct a previously existing and known issue with the Parish. The Parish passed the bill on to us, and we disputed it since we did not request the work. The Parish told us they would research who requested the work but instead of getting back with us once they determined they did indeed request the work themselves, the Parish President authorized the payment of this bill out of Library funds, and the payment was made on February 23. Ms. Fossum stated when we meet with the Parish President in December; we were told that Ms. LeBouef must sign off on ALL INVOICES that comes through the library system. Mr. Friedlander commented, the library is not under contract with MUNIS. MUNIS is licensed under Lafourche Parish Government and I was unaware that Ms. LeBouef did not receive the bill to sign off on but in the future I've notified both the finance department and IT manager that anything related to MUNIS for the library whether Ms. LeBouef calls in the request or not she still needs to approve it, so I took care of that situation. Mr. Friedlander stated, we're moving forward and I believe Ms. LeBouef will always be made aware of the bills coming forward. I don't distribute the invoices, I have clerks that do that so I was not aware of the situation until it was brought to my attention. I believe this was an oversight. Ms. Fossum questioned Mr. Friedlander about an update on the Fuel Fleet cards for the Shreveport trip. Mr. Friedlander stated, the application should be sent to Ms. Lefort this week and you will receive 2 cards and by the middle of the month the cards should be in your possession.

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

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

- Library Statistics: Statistics for the month of January
- Interviews with Point of View Magazine and Acadian Profile Magazine on the new Thibodaux Library: Thibodaux's Friends of the Library monthly meeting Feb 6 held at new library; Hallett Movers started moving books to comet building on Feb 6; State Library Staff meeting in Port Allen on Feb 7; Primetime meeting on Feb 9; Administrative Meeting on Feb 13; Staffing; Interviews ongoing for new Branch Assistant at Thibodaux; Primetime will be hosted at the new Thibodaux Library, program starts Wednesday Feb 27
- Press Releases: Enclosed are articles sent to the newspapers informing the public on what is new with, and programs being presented through the Library
- New Thibodaux Branch: Grand Opening February 27, 2012 at 9:00am and just met with the fire marshal this afternoon, issued us a 30 day extension Temporary Occupancy License.

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

New Business:

Item #1 Discussion & approval job description for courier:

Ms. LeBouef explained how we didn't have a job description for courier. We've had courier personnel and it's always been a branch assistant that would be loaned out or the maintenance guy and we now have an employee that does our courier system.

A motion was made by Ms. Smith, second by Ms. Shanklin to approve the job description for courier. The motion carried unanimously.

Item #2 Discussion & approval of driving policy:

Ms. LeBouef explained to the board all of our employees that drive library vehicles are required to sign the Parish's driving policy but the library system did not have a policy. Mr. Clement questioned about the answering of cell phones. Mr. Clement stated that he believes all employees should not answer cell phones and should be required to pull onto the side of the road to answer all calls. After some discussion a motion was made by Ms. Smith, second by Ms. Malcombe to accept the driving policy. With Mr. Clement voted nay. The motion carried unanimously.

Item #3 Discussion & approval use of computers & electronic communications for employees:

Ms. LeBouef addressed the board stating we have a policy for the public computer but not employees and Ms. Lefort worked on gathering the information to put this policy together. Mr. Clement suggested taking out employees being allowed to have food at their desk during working area. Ms. LeBouef stated, at no time since she has been employed with the library, have we ever had to replace computers whether employees or public computers due to being damaged from food or drinks spilled. A motion was made by Ms. Smith, second by Ms. Malcombe to accept the computers & electronic communications for employee policy. With Mr. Clement voted nay. The motion carried unanimously.

Item #4 Discussion & approval to surplus 303 West Fifth Street:

Ms. LeBouef explained that 303 West Fifth Street housed Headquarters. Within the past two years Parish President has stated numerous times to look at feasibility of consolidating our three buildings once the Thibodaux project was completed. Thibodaux Library moved to its new location that left the Saint Mary building partially empty. We now have staff there with public computers, meeting room, study space along with our new Headquarters location and in the future we'll like to possibly do historical displays like at South Lafourche. Until we receive confirmation from AT&T to move the server out of 303 West Fifth Street to the new Thibodaux location, our IT department will still be housed there. A motion was made by Ms. Smith, second by Ms. Shanklin to declare the building on 303 West Fifth Street as surplus. The motion carried unanimously.

Item #5 Review of District Attorney's opinion 12-001:

Ms. LeBouef explained this was placed on the agenda per Ms. Shanklin's request for the board to go over the opinion. Ms. Shanklin commented it wasn't only his opinion it was about all those revised statutes we received some time back. Ms. Shanklin suggested setting up a committee meeting next week to revisit our By-Law so therefore I feel we can't vote on anything until we have our By-Law Committee meeting. Ms. LeBouef commented I had sent the District Attorney revised statutes on dedicated library funds obtained from ad valorem tax. This was part of the decision of taking library funds to use to build the jail. Ms. LeBouef stated the voters of Lafourche Parish would have to vote to change the ad valorem because you can't take a mileage and reassign it because you want to. Mr. Friedlander questioned, what opinion number is that you're referring too on the agenda? Ms. Fossum answered opinion number 12-001. Mr. Friedlander stated he would like to publicly request a copy of that opinion and all other supporting documentation that was provided. Ms. LeBouef gave Mr. Friedlander a copy after Ms. Lefort made a copy for him at the Lockport branch. Ms. LeBouef also reported to the board that Ms. Lefort has been attending meetings with Mr. Friedlander and Councilman Aaron Caillouet concerning our 5 year projection of our finances for our library system. We should be able to present at our next meeting in April. Mr. Friedlander stated, "I want to go on the record stating, I am very familiar with the tax law and I never at any point insinuated that the monies were going to be transferred. I just want to go on record publicly stating that because I was always well aware that you did have to go to the voters. I'm a stickler for the law so your money won't be transferred." Ms. Fossum commented, "Well, we know it's not you but for the record it was Ms. Charlotte Randolph who went on the radio and stated that that is what she would do and also stated by Councilman Lindel Toups." Moving on Ms. Fossum stated a few announcements, and after the agenda and packets were mailed early because of all the moving of the libraries between Thibodaux and Headquarters and Ms. Clement soon to be a grandmother, therefore we issued early the agenda and packet to meet deadline. But I did receive a certified letter from Parish

President and the Park Service that I have some concern about and I intend to place on the April's agenda at our next meeting. Also, I want to publicly thank all of you from our past board members to present board members for our accomplishment of opening of the Thibodaux Branch. Ms. Shanklin also added she too is thankful and grateful to finally see the opening of the Thibodaux Library. "A state of the art library," Ms. Shanklin commented. Ms. Fossum stated, because of the locations of the circulation station, it will be handled in a very professional matter. We really appreciate all the hard work you, Ms. LeBouef our director and your family and staff did to get the Thibodaux Library open.

Old Business:

Ms. Smith questioned if we had any progress on the education policy we motioned and approved at our last meeting. Ms. LeBouef commented, I have not worked on the policy but will gather the information.

Ms. Fossum stated a liaison person is needed for the library. In the Home Rule Charter it states our Parish Council President appoints someone for the library. This is our second meeting without a liaison present. Mr. Clement corrected Ms. Fossum, stating at our last meeting Crystal Chiasson, Parish Administrator was here and she reported to the board when we questioned the library receiving a liaison that Parish President would be the one to appoint someone to the board. Ms. LeBouef commented how she will contact Mr. Fertitta because we report directly to council and he is Parish Council President and see if we have a liaison possibly for our April meeting.

Ms. Shanklin informs the board the library is on the parish council agenda tomorrow evening concerning an ordinance on the plaques and it designates the line item to use for the plaques. Ms. LeBouef states this is an amendment to the original ordinance because it was not ever stated where to take the funds for the plaques.

Mr. Clement questioned if there was any update on the sidewalks at the Lockport Branch from Faye Smith. Ms. LeBouef commented she would email Ms. Smith for an update. Mr. Clement questioned the LAMP account not being insured. Ms. LeBouef stated LAMP is a State of Louisiana fund that is monitored by the Louisiana Treasurer John Kennedy. Mr. Friedlander commented this is a cash investment account.

Also, before adjourning, Ms. Fossum reminded everyone to read the By-Laws before the next meeting.

With no further business to discuss, a motion for adjournment was made by Ms. Smith, second by Ms. Malcombe and carried unanimously. The Library Board of Control was adjourned at approximately 6:35 P. M.