

June 23, 2008  
Lockport, Louisiana

State of Louisiana  
Parish of Lafourche

The Regular Meeting of the Library Board of Control was called to order at 5:00 p.m. with the following

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

ABSENT: Nicholas Cheramie

Also present was Ms. Susanna LeBouef, Director; Ms. Stacey Guidry, Finance Manager; Mr. Phillip Gouaux and Mr. Lindel Toups, Lafourche Parish Council members; and Mr. Brennan Matherne, Director of Parks, Recreation and Public Facilities, Lafourche Parish Government.

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

Upon introduction of the topic of the adoption of the agenda, Ms. LeBouef requested that she be able to add authors to the items listed under New Business. With permission given, Ms. LeBouef proceeded to provide those orally. A motion to accept the revised agenda was made by Ms. Babin, seconded by Ms. Hotard and passed unanimously.

Ms. Hotard then moved to approve the minutes of the May 19, 2008 regular meeting. The motion was seconded by Ms. Fossum and Ms. Babin and passed unanimously.

Ms. LeBouef gave the Director's Report. Included in her packet to the Board were minutes of the May 19, 2008 meeting; library statistics for the months of April and May, 2008; and financial reports. Consideration will be given in July to a half-year progress report from Ms. Guidry which will include balances and the adjustment of line items 824 (fuel) and 806 (publication of minutes).

Regarding the Parish Council, Ms. LeBouef attended the May 27, 2008 and June 10, 2008 Parish Council meetings. At the May 27 meeting, she urged the Council members to stay within budget on the Thibodaux Branch. At the June 10 meeting, the Parish Council approved the site bid for Lockport, and the issue of the unprofessional behavior exhibited by Mr. Jay Caillouet on May 29, 2008 at his meeting with Ms.

LeBouef was discussed. She attended the Lockport construction bid openings on June 3, 2008, and those were presented at the June 10 Parish Council meeting. Betco's bid of \$1,328,590 was accepted by the Council.

Continuing with her report, Ms. LeBouef stated that, regarding Headquarters, on June 2 the Summer Reading Program began, and there was a celebration of Ms. Brenda Bascle's fortieth anniversary with the Library. On June 12, there was another meeting with Mr. Caillouet at Library Headquarters -- with Mr. Chiquet present, also -- regarding the 23,000 square-foot Thibodaux library. Utilizing her expertise, Ms. LeBouef asked that several items be excluded from the plans in an effort to stay within budget; however, Mr. Caillouet has not yet presented her with plans reflecting those revisions. On June 19, she attended an EXCEL training session presented by the State Library with fourteen other employees at South Lafourche. In Technology, new servers and computers have been purchased for Lockport and Larose. Everything should be ready by the first week in August, so that one library can close and another open smoothly. There are no staffing changes. Press releases were also included in Board packets, and Ms. LeBouef noted that the new column appearing in the *Daily Comet* has been very successful. Regarding Programs/Displays, she said that all branches are doing a fantastic job with the Summer Reading Program -- it has been very, very successful. The Library also received a grant titled "Picturing America" which will take place in September and includes artwork for display.

Concerning Building Progress, a walk-through at Larose with the Fire Marshall will take place on June 26, 2008 at 8:00 a.m. Ms. LeBouef had done a Library walk-through on June 16, resulting in a short punch-list that Mr. Chiquet will address with the contractor. Regarding Lockport, she had spoken with Mr. Jay Caillouet's secretary and understood that Mrs. Randolph has signed the site prep papers. As stated earlier, Ms. LeBouef had worked on the plans for Thibodaux, but has not yet seen the results.

Travel expense forms were, in this month's packet, and will continue to be, part of the financial packet. Condolences are offered to Ms. Maggie Punch of South Lafourche on the loss of her mother.

Upon questioning from Ms. Hotard regarding the destination of the computer equipment presently being used by Lockport and Larose, Ms. LeBouef stated that there is no longer a surplus. Funds from the State grant were used to purchase new computers and a server for Lockport. The "newest new" from Lockport, with a newly-purchased server, will be used at Larose. What is still usable and in fair condition from Lockport and Larose will replace Gates card catalogues. Ms. Fossum asked when the licenses would expire on the computers, and Ms. LeBouef stated that she thought there is a three-year license left on those.

Ms. Fossum then began a discussion on the Thibodaux branch project, asking Ms. LeBouef what she had excluded on the plans that had been discussed at her meeting with Mr. Caillouet and Mr. Chiquet. Ms. LeBouef began with her request to Mr. Caillouet to modify the concave walls facing Rosedown to plain, flat walls and to make the overhangs

smaller on the wall on the opposite side. In order to economize, she is seeking a simpler, plainer roofline, rather than several rooflines, as he has drawn.

Ms. Fossum made the point that the Board has not been given the opportunity to see these plans and are still being held responsible for decisions and choices that they do not make. From the commencement of her tenure on the Board, she has sought, as have the other Board members, to use the funds available as wisely as possible – not wasting, not frivolous, instead seeking to meet the needs of the libraries. Their verbal input, however, is largely ignored by Mr. Caillouet, and they are not given the plans to consider. She is frustrated at newspaper articles in which she, as a Board member, is given responsibility for decisions about the library that she did not make.

Mr. Doucet voiced his understanding and support of Ms. Fossum's frustration with Mr. Caillouet and stated that something the Council can do is to watch what it pays him and deduct from his bill. Mr. Caillouet's contract is with the Council, and they are the owner; therefore, they are to receive blueprints. He stated that any print Mr. Caillouet might bring before the Council for bid purposes and a vote that has not been viewed by the appropriate persons will get a "no" vote from him, and he will advise other Council members to do the same. If the print has been seen, that person or those individuals should so inform others. If Mr. Doucet receives a print from Mr. Caillouet for which Mr. Caillouet is seeking a vote, Mr. Doucet will try to defer the matter and take the print to the Board for its input.

Mr. Cantrelle stated that the Board had worked extremely hard to make sure that there were sufficient funds, because they knew it was tight. Utilizing the statistics of the city of Thibodaux, one square foot per capita, and its population according to the website of Mayor Charles Caillouet, 15,000, even a library of 20,000 square feet would not be over budget. If the architect, Mr. Jay Caillouet, does not cooperate with the stated desires of the Board, however, in their efforts to remain within budget, such efforts will be to no avail.

Using the example of rooflines, Ms. Fossum cited a meeting with Mr. Caillouet in which a lengthy discussion was held regarding the roofline for the Lockport building. She asked for an explanation of what it would be, and, during that meeting, he changed the roofline twice verbally which, in one instance, changed the look of the building. Because they have not seen the plans, she is unsure what the building or the roof will now look like. The subject of changing rooflines has now been brought up for the Thibodaux branch.

Mr. Doucet pointed out that an architect is supposed to go to the customer for ideas on what they would like constructed and then designs it. This has not been the practice of Mr. Caillouet. The bid went out for Lockport, and the Council said to just accept it; however, regarding Thibodaux, until Mr. Caillouet brings in a print for examination, Mr. Doucet will not vote for it.

Discussion then began on the charges by Mr. Caillouet for prints. It is Mr. Doucet's opinion, supported by an architect and engineer, that blueprints should not be the expense of the customer – in this case, the Parish Council. In accordance with an earlier statement made by Mr. Caillouet regarding his willingness to discuss any discrepancies in his billings, Mr. Doucet stated that they need to present these charges to him and say that they will not be paid.

Ms. Fossum requested that the Board be given the opportunity to see the plan for Lockport and the plan for Thibodaux. She also asked Ms. LeBouef if those persons attending the EXCEL workshop had received a certificate, and she responded that they will be. Ms. LeBouef also apologized for not having brought the Lockport plans with her -- plans she had obtained by going to Mr. Caillouet's office to request them after the bids had been accepted.

Ms. Hotard interjected as a word of caution to always take a tape recorder to any meetings with Mr. Caillouet or anyone else.

Mr. Gouaux began by saying that he appreciates everything the Board has done – all of the hard work that has been put forth. He feels that the Board needs to recommend the design – and everything else that happens with the Library -- to the Council – that the first opinion should come from them. After expressing his agreement with the Board on the problems that have been encountered with Mr. Caillouet, Ms. Hotard gave a brief history on an unsuccessful effort that had been made to fire him in 2002. Mr. Cantrelle expressed his frustration with some of the results of Mr. Caillouet's work and that the Board is being asked to approve Lockport's construction bid without the Board having seen the bid. He feels that the process should have been, and should be, that the Board approve the bid first; their recommendation then given to the Parish Council; and the final approved then given by the Council.

Mr. Gouaux stated that he does feel the Council needs to address this issue by advising Mr. Caillouet of the chain of command: the Library Board of Control will approve what he designs, and they will come to the Parish Council with approval. If the Board does not approve his design, Mr. Gouaux does not want to talk to Mr. Caillouet about it.

Mr. Gouaux also stated that he feels poor communication between the Board and the Council is the problem. He has been under the impression that items on the Council's agenda concerning the Library have already been discussed by the Parish's administration and the Board. Mr. Doucet added that information provided the Council on an ordinance also includes a recommendation by the administration to pass it. To Council members, this signifies that, in this instance concerning the Lockport bid, the Library Board has communicated with the administration and made that recommendation. The Council assumes that the Board is informed and has approved it. Mr. Toups feels that the Council would be better informed if each member received an agenda for the meetings of the Board.

Ms. Hotard reminded the Council members present that Ms. LeBouef had appeared before them at the Council meeting prior to the vote of approval on the Lockport bid and informed them that the Library was \$243,000 above budget to build Lockport. It was still approved above budget.

Mr. Toups and Mr. Gouaux reiterated the need for better communication between the Council and the Board. Mr. Gouaux requested that the Board notify the entire Council of any meetings that it schedules. Mr. Matherne suggested that discussions might be held outside of formal meetings -- not to make decisions, but to insure that everyone is appropriately informed. He also suggested that it might be a good idea for the Board to schedule a special meeting within a week of bid openings for purposes of bid approval.

Ms. Babin then made a motion to accept the Director's Report, which was seconded by Ms. Fossum and unanimously passed.

The Finance Report began with Ms. Guidry stating that she, too, had spoken at the last Council meeting regarding the Library Board and Administration being constantly conflicted between the difference in building costs and project costs. The Library has never been able to get Mr. Caillouet to commit to what a project cost is going to be. She continued with her report in saying that the Library is almost at the half-way point and that this is the system's busy time of the year, with the summer reading program expenditures and the cost of utilities. By next month, the Board will have a clearer picture as to where the Library is financially for the year. With just a few exceptions, the Library is pretty much on target. Ms. Hotard commended Ms. Guidry on her appearance before the Council, and Ms. Guidry was applauded by the Board membership.

Ms. Fossum's motion to accept the Finance Report as documented was seconded by Ms. Hotard and passed unanimously.

It was noted in a call for the Architect's Report by Ms. Hotard that Mr. Caillouet had not attended a Board meeting in nine months. Mr. Gouaux and Mr. Doucet agreed with the Board members that he should be present. Mr. Gouaux suggested that the Board put together a short list of questions to be sent to Mr. Caillouet, with a copy to Council members, along with his copy of the agenda; in that way, he will know that the Council members and the Board are all on the same page. If Mr. Caillouet would attend an upcoming meeting, Mr. Matherne suggested that the Board's attitude towards him be one of a willingness to move on, leaving the past behind.

Under New Business, Ms. LeBouef began with the reply to Mayor Charles Caillouet's letter, a copy of which had been included in the Board packets. The only addition she would suggest at this time would be to enclose a copy of the Board's 2008 meeting schedule. After a discussion begun by Ms. Hotard regarding item (2) in which she voiced her disagreement with the other Board members, a motion made by Ms. Fossum to send the letter with the addition of the enclosure was seconded by Ms. Babin and passed. Ms. Hotard abstained from the vote.

Ms. LeBouef then led the discussion on policy revisions for funeral leave; DVD limits; and DVD check-outs. Regarding funeral leave, the term “immediate family” will now include in-laws. Mr. Brandon’s motion that the changes be accepted was seconded by Ms. Hotard and passed unanimously. Regarding DVD limits, patrons would now be allowed to check-out three instead of two. Ms. Fossum’s motion to approve the change was seconded by Ms. Hotard and passed unanimously. Regarding circulation periods, the number of additional circulation periods would be changed from two to one. Ms. Fossum’s motion to accept the change was seconded by Ms. Hotard and passed unanimously.

A discussion on the subject of employee and Director salaries then took place. For the pay period ending May 2, Ms. LeBouef made some pay adjustments which included employees who had not received their six-month and one-year increments promised to them. Also included were those who had been hired after the fact and were making more money than people with the same education. For example, last year one person had been hired in February with the same education as someone later hired in October; however, the person hired in October was making more money than the person hired in February. These pay adjustments totaled \$5.58 and affected fourteen people. The goal was to place employees with the same education and the same number of years of employment at the same salary level. Because this was done at the same time that another employee had left the system, the budget was not affected. The employee, a Branch Assistant, had been released and replaced with a part-time college student in an effort to save money. Mr. Brandon and Ms. Fossum stated that they understand and accept the concept as it was used in this circumstance; however, neither would like the practice used on a regular basis.

Ms. LeBouef went on to say that Mr. Cantrelle then suggested that it was time to look at a raise for employees. She then presented the Board with options she had formulated for their consideration, and all were discussed. The result was a request by the Board that Ms. LeBouef prepare a salary scale for all employees that would help them to assist her in aligning positions and salaries – all in preparation for their consideration of salary adjustments for the coming year. In response to Ms. Hotard’s question about a raise in the Director’s salary, the criteria established in the By-laws were discussed, and it was noted that Ms. LeBouef’s appointment must be re-approved at the July Board meeting. Ms. Fossum asked that it be placed on the agenda and that she would lead the discussion. There would not be a pay raise at this time.

Regarding a Gen-Con, Inc. settlement, Ms. LeBouef stated that she had attended a meeting with attorneys in Parish President Charlotte Randolph’s office at which she had requested a punch list and reimbursement for having had the dirt leveled and trash removed. Of the original request for \$194,000, the attorney is deducting \$6,495 for the removal of the trash – resulting in their settlement offer of \$187,505. That settlement offer has been placed on the Parish Council agenda for tomorrow evening’s meeting. After a short discussion, Mr. Brandon moved that the Board’s recommendation to the Parish Council be that it does not approve the settlement for Gen-Con. The motion

passed with a unanimous second. The Board requested that Mr. Doucet relay its recommendation to the Parish Council – that it vote no.

Noting that discussion regarding the Lockport construction bid had already taken place earlier in the meeting, Mr. Brandon stated that he will not approve a construction bid on plans he has not seen. He moved that the Board not approve the Lockport bid without seeing the plans and recommends to the Council that it not approve the Lockport bid until the Board has seen the plans. The motion passed with a unanimous second.

Because the Board had not yet received a rough copy of plans for the Thibodaux building project, anticipated discussion could not be held.

Upon introduction of the subject of the resumption of Board committee meetings, Ms. Babin moved that the Board use the formation procedures and meeting resumption of Board committees as had been done in the past. Mr. Brandon added to the motion stating that Mr. Cheramie assume the committee positions previously held by Ms. Mary Gayle Bryant. The complete motion was seconded by Ms. Hotard; however, there was no vote taken.

Ms. Fossum requested that she be removed as chairman of the Building Committee, because in all of the time the Committee has worked on this that her time has not been expended wisely. As a member of the Building Committee, Mr. Brandon asked that she hold off for a couple of months – a request endorsed by the other Board members. Ms. Fossum agreed to do so.

The motion to adjourn made by Mr. Brandon was unanimously seconded. The meeting adjourned at 6:53 p.m.