

The Regular Meeting of the Library Board of Control was called to order on Monday, September 28, 2020 at 5:30 pm with the following:

PRESENT: Robert Rome

Talisha Chiquet

Judy Bazare

Courtney Hubbell

Ruby LeBlanc

Selma Malcombe entered at 5:35pm

Bennie Smith

Daniel Lorraine, Library Liaison from the Council

ABSENT: N/A

Also present were Laura Sanders, Library Director and Dana Clement, Administrative Assistant for the Library. Also present Mr. Archie Chiasson, Parish President; Mr. William "T-Boo" Adams, Council District 2; Edward Reinhardt, Mayor of Lockport.

The Pledge of Allegiance was said in unison.

At the completion of roll call, Mr. Rome stated we have a quorum and can move forward with our board meeting.

A motion to accept the LBC agenda was made by Ms. Smith, seconded by Mrs. Malcombe, and the motion carried unanimously.

A motion made by Ms. Smith, seconded by Mrs. Bazare to amend the agenda by removing Executive Session, and the motion carried unanimously.

A motion to accept the minutes of the July 27, 2020 Regular Meeting was made by Ms. Smith, seconded by Mrs. Hubbell, and motion carried unanimously.

A motion to accept the minutes of the September 17, 2020 Finance Committee Meeting was made by Mrs. Hubbell, seconded by Mrs. Chiquet, and motion carried unanimously.

Public Wishing to Address the Board: Daniel Lorraine, Library Liaison from the Council, addressed the board for information purpose only. (Per Speaker Card info presented)

Finance Report:

Mrs. Sanders gave the Finance Report for Mrs. Lucas stating the libraries fund balance today is \$11.1 million. Our Multi-BRANCH Project is completed; \$719,494 was the final payout. Our Thibodaux Addition Project is on-going, with payouts to date at \$1,960,426, with a total budgeted of \$4.25 million. The South Lafourche HVAC Project is budgeted at \$50,000 with no payouts yet. The Lockport Entryway Project is currently budgeted at \$550,000 with only \$3,500 paid out so far but unfortunately we recently had bad news regarding plumbing issues under the building from the erosion. We're expecting to come back to the board soon for additional funds once the architect determines the cost involved. With no other discussion, a motion was made by Mrs. Chiquet, seconded by Mrs. Bazare, to accept the Finance Report. The motion carried unanimously.

Director's Report:

Mrs. Sanders reported managing the daily operations of the library system. Mrs. Sanders informed the board we received a letter from the HOA at Lauren Lane, which is behind the Thibodaux Branch. They're complaining of being inconvenienced by the construction project. In the letter they sent, they're requesting \$45,000.00 for the inconvenience that they have experienced during this renovation period. They also believe they had damages related to the pile driving. We had seismic people on site for this purpose and there were no irregularities reported to substantiate this claim. I consulted Lisa Orgeron with the District Attorney's office on how to proceed. After discussing with Ms. Orgeron, our architect and the construction company, I sent the HOA group at Lauren Lane a Certified Letter stating that this is a construction site issue and that BETCO Construction is the organization they need to contact with any future construction site matters, not the library. A motion was made by Mrs. Bazare, seconded by Mrs. Malcombe, to accept the Director's Report. The motion carried unanimously.

New Business:

Item 1- Discussion and approval of the 2021 LPPL employee calendar: Mrs. Sanders explained how we followed the previous year's calendar and the LPPL Holiday policy 5.02. A motion was made by Ms. Smith, seconded by Mrs. Chiquet, to accept the 2021 LPPL employee calendar and motion carried unanimously.

Item 2- Discussion and approval of the 2021 LBC calendar: Mrs. Sanders explained again we followed the previous years' LBC meeting calendar and the Board ByLaws. A discussion began regarding changing the venue for a couple of meetings so the board could see some of the new construction that has been or will be completed. They will change the location closer to that particular meeting but within enough time to notify the public. A motion was made by Mrs. Bazare, seconded by Ms. Smith, to accept the 2021 LBC calendar with the ability to change our location and motion carried unanimously.

Item 3- Discussion and approval regarding the recommendations from the Finance Committee meeting regarding revising the 2021 Budget: Mrs. Sanders explained at the recent Finance Committee meeting, how our budget assessment is done early and many times we're guessing on the numbers. Mr. Chiasson asked why we did our budget so early and Mrs. Sanders explained that we have had two meeting in the past regarding our budget, with one being a Public Hearing. Therefore, we plan the budget in March so our two meeting would be in April and May. That allows us to get it to them by June 1st. Therefore, we have been planning our budgets 9 months before the end of the year without knowing what will be happening the following year. When we planned in March before COVID we put in a possible up to 4% merit raise, but the board has never voted to give it. Since this number has gotten miscommunicated, Mrs. Sanders requested that the Finance Committee remove any money put in for possible raises for both 2020 and 2021 with the understanding that these were not planned raises and were only inserts in case the board wanted to do something in the future. At this time the Finance Committee is recommending to reduce the 2021 Budget line item for Payroll Expense to \$3,242,500.00 and Payroll taxes to \$259,500.00. A motion was made by Ms. Smith, seconded by, Mrs. Hubbell, to accept recommendations from the Finance Committee to reduce the 2021 Budget line item for Payroll Expense to \$3,242,500.00 and Payroll taxes to \$259,500.00. A roll call vote was taken: Mr. Rome yes; Mrs. Chiquet yes; Mrs. Bazare yes; Mrs. Hubbell yes; Mrs. LeBlanc yes; Ms. Smith yes; and Mrs. Malcombe yes. The motion passed 7-0-0

Item 4-Discussion and approval of change order for the SL HVAC Modification Project adding days to the project: Mrs. Sanders explained as stated on the document of the change order, they're requesting extra contract days due to delays associated with Library Closures, rain days, shipping issues and Covid-19 with no extra expense to the library. A motion was made by Ms. Smith, seconded by Mrs. Malcombe, to accept the change order for SL HVAC Modification Project to add days. A roll call vote was taken: Mr. Rome yes; Mrs. Chiquet yes; Mrs. Bazare yes; Mrs. Hubbell yes; Mrs. LeBlanc yes; Ms. Smith yes; and Mrs. Malcombe yes. The motion passed 7-0-0

Item 5-Discussion and approval of change order for the Thibodaux Addition Project adding days to the project: Mrs. Sanders explained this similar to item #4, a request for more time extension of days due to both inclement weather days and delivery delay due to the effects of Covid-19. A motion was made by Ms. Smith, seconded by Mrs. Chiquet, to accept the change order for Thibodaux Addition Project to add days and motion carried unanimously. A roll call vote was taken: Mr. Rome yes; Mrs. Chiquet yes; Mrs. Bazare yes; Mrs. Hubbell yes; Mrs. LeBlanc yes; Ms. Smith yes; and Mrs. Malcombe yes. The motion passed 7-0-0

Item 6-Discussion and approval for Renewal of Memorandum of Understanding with LPPL & National Park Service and to recommend to Council for approval; Mrs. Sanders explained this MOU is a renewal to what we already have in place. This MOU allows library employees to enter the building when it's shut down and for a few of us to be key holders. Without this MOU in place we will no longer have keys to get into the building when they are closed. A motion was made by Ms. Smith, seconded by Mrs. Chiquet, accepting the renewal the MOU with National Park Service and motion carried unanimously.

Item 7- Discussion and approval for seeking a Legal Opinion to confirm this is a Library Board of Control; Mrs. Sanders explained how there was some discussion at the September 9, 2020 Parish Council meeting on whether we are an actual Library Board of Control or an Advisory Board. I've reached out to the State Library and I also know that the District Attorney has also been in contact with State Library. I thought it was best for us to seek an opinion on the matter to clear it up. Mr. Chiasson spoke stating his office has already requested a D.A. opinion and is expecting it soon to clear this up and would be happy to share with the board once it's received. A motion was made by Ms. Smith, seconded by Mrs. Hubbell, to defer this item until the November board meeting and motion carried unanimously.

Item 8-Discussion and approval of millage rates: Mrs. Sanders explained in February we brought our millage rates to this board and sent a letter to Parish Administration that we approved to stay the same on our rates. Again, this was all done before COVID hit our state. We now have to redo our letters due to some error in the system at the Tax Assessor's office. At this time I recommend to the board, rolling back 1 mill to 3.000 (#1047-017) and accepting the 2019 adjusted millage after Reassessment of 1.630 (1047-014). A motion was made by Ms. Smith, seconded by Mrs. Chiquet, to approve rolling back 1 mill to 3.000 for (#1047-017). A roll call vote was taken: Mr. Rome yes; Mrs. Chiquet yes; Mrs. Bazare yes; Mrs. Hubbell yes; Mrs. LeBlanc yes; Ms. Smith yes; and Mrs. Malcombe yes. The motion passed 7-0-0

A motion was made by Ms. Smith, seconded by Mrs. Chiquet to accept the 2019 adjusted millage after Reassessment of 1.630 (1047-014). A roll call vote was taken: Mr. Rome yes; Mrs. Chiquet yes; Mrs. Bazare yes; Mrs. Hubbell yes; Mrs. LeBlanc yes; Ms. Smith yes; and Mrs. Malcombe yes. The motion passed 7-0-0

With no further business to discuss, a motion for adjournment was made by Ms. Smith, seconded by Mrs. Chiquet, and the motion carried unanimously. The Library Board of Control adjourned at approximately 6:45 pm.