

The Regular Meeting of the Library Board of Control was called to order on Monday, April 28, 2025 at 5:00 pm with the following:

PRESENT: Bennie Smith  
Courtney Hubbell  
Ruby LeBlanc  
Fran Middleton  
Teddy Collins, Jr  
Archie Chaisson, Library Liaison

ABSENT: Lauren Bordelon  
Tonya Hearn

Also present: Mrs. Laura Sanders, Library Director; Mrs. Sherry Lucas, Finance/HR/Operations Manager, Mrs. Shannon Porche; Assistant Director, and Mrs. Dana Clement, Administrative Assistant.

Ms. Smith stated after roll call, "We have a quorum and can move forward with our meeting."

The Pledge of Allegiance was recited together.

A motion to accept the LBC agenda was made by Mrs. Hubbell, seconded by Mrs. LeBlanc, and carried unanimously.

A motion to accept the minutes of the Monday, January 27, 2025 Regular Meeting was made by Mrs. Middleton, seconded by Mrs. Hubbell, and carried unanimously.

A motion to accept the minutes of the Special Meeting on Friday, March 21, 2025 was made by Mrs. Hubbell, seconded by Mrs. LeBlanc, and carried unanimously.

A motion to accept the minutes of the Finance Committee Meeting on Friday, March 21, 2025 was made by Mrs. Middleton, seconded by Mrs. LeBlanc, and carried unanimously.

Public Wishing to Address the Board:

Nancy Fillinich, 128 Ledet Lane, Golden Meadow, LA. Ms. Fillinich requested an update on the Golden Meadow Library. Mrs. Sanders led a brief discussion on the status of building plans, construction funding, a delay while the architect determines whether the building must be elevated, and a possible project bid date of mid-late summer.

#### Finance Report:

Mrs. Lucas reported that LPPL has a \$6.3 million fund balance to finance current operations. Mrs. Lucas stated, "we submitted an E-rate application for the funding year of July 1, 2025 thru June 30, 2026, and it's currently in review. Once approved, we'll qualify for up to \$51,000 in internet discounts." Mrs. Lucas reported, "New for this E-Rate cycle is a 3-year Hot Spot funding program, so we're looking into possibly doubling our current hot spots lending program since we often have a waitlist." A motion was made by Mrs. Hubbell, seconded by Mrs. Middleton, to accept the Finance Report. The motion carried unanimously.

#### Director Report:

Mrs. Sanders reported managing the daily operations of the library system and attended quite a few meetings in the last couple of months. Mrs. Sanders reported, "When checking insurance rates for the Golden Meadow building, the company came back with a quote of over \$3,000 per month. The parish is verifying the FEMA requirements and will keep the Board updated." Mrs. Sanders also informed the Board, "the Thibodaux roof is leaking again, and it's been determined the source is the new membrane applied by Johns Manville a year ago. We are waiting to hear next steps on a repair that

keeps the warranty intact.” A motion was made by Mrs. LeBlanc, seconded Mrs. Middleton, to accept the Director Report. The motion carried unanimously.

#### Executive Session:

A motion was made by Mrs. Middleton, seconded by Mrs. Hubbell, to enter into Executive Session pursuant to La. R.S. 42:17 (A) (1) at 5:18pm to discuss the Director’s annual performance evaluation. The motion carried unanimously. The room cleared and recorder was shut off.

A short time later, attendees were invited to rejoin the meeting. A motion was made but Mrs. LeBlanc, seconded by Mrs. Hubbell, to end Executive Session and reconvene the meeting at 5:23pm. The motion carried unanimously.

#### New Business:

1. Approval of Director’s yearly evaluation results; A motion was made by Mrs. Middleton, seconded by Mrs. LeBlanc, to approve the Director’s evaluation results. The motion carried unanimously.

2. Discussion and approval of amending the 2025 LPPL Budget; Mrs. Sanders stated, “we have to submit our budget so early every year that the ad valorem collection amount estimated for the Library ended up being higher than actual collections. We now expect total revenues from all sources to be about \$6.1million for 2025. Between our spending history and some expected late collections, we do not expect a shortfall.” Per Mrs. Lucas, “to be on the safe side, we went through our entire budget and trimmed down various categories. There was no health premium increase for this year, so we were able to reduce that line item. Retirement plan participation is down, so we reduced there. We centralized program purchasing through Headquarters, so we were able to reduce Library Supplies. We trimmed down Miscellaneous Expenses, Advertising, Bindery, Memberships, Education & Conferences, Electricity, Postage, Publication of Legal Notices, Services Charges & Fees, Travel & Meals, and Room & Board based on 2024 actual expenditures. We increased the Insurance Liability line item due to a 7% in 2025 premiums. As we discussed at our last board meeting, we reduced various acquisition categories to free up funds for Vehicle Leases. We reduced multiple line items in the Repairs & Maintenance section based on 2024 actual spending. We still have \$60,000 budgeted for technology upgrades. Overall, the difference between the current approved 2025 and the proposed amended 2025 Budget is a decrease of \$325,500.” Mrs. Lucas asked if anyone wanted to discuss any line items in more detail, but there were no questions. Mrs. Sanders explained, “Although we reduced the budget, our patrons will not see a reduction of our services.” A motion was made by Mrs. Hubbell, seconded by Mrs. Middleton, to accept the recommendation from the Finance Committee for the full Board to accept the amended 2025 LPPL Budget as presented. A roll call vote was taken; Ms. Smith yes, Mrs. Hubbell yes, Mrs. Bordelon absent, Mrs. Hearn absent, Mrs. LeBlanc yes, Mrs. Middleton yes, and Mr. Collins yes. The motion carried 5-0-2-0.

3. Discussion and approval of proposed 2026 LPPL Budget; Mrs. Sanders explained, “We anticipate slight growth in the ad valorem category as the economy continues a slow recovery.” Mrs. Lucas continued, “the proposed 2026 Budget is almost exactly the same as the amended 2025 Budget, except for a few differences: We added back in Bindery, increased Liability Insurance to account for possible premium increases, increased Vehicles to give us the option of two additional leases and two older vehicles out to surplus, and we increased Periodicals to restart South Lafourche and Golden Meadow newspapers and magazines for 2026 as those buildings come back online.” Mrs. Lucas noted that \$60,000 was allocated to the annual computer lab upgrades for 2026. “Overall, the difference between the amended 2025 and the proposed 2026 Budgets is an increase of \$92,000.” A motion was made by Mrs. Middleton, seconded by Mr. Collins, to accept the Finance Committee’s recommendation for the full Board to approve the proposed 2026 LPPL Budget as presented. A roll call vote was taken; Ms. Smith yes, Mrs. Hubbell yes, Mrs. Bordelon absent, Mrs. Hearn absent, Mrs. LeBlanc yes, Mrs. Middleton yes, and Mr. Collins yes. The motion carried 5-0-2-0.

4. Discussion and approval of Finance Committee recommendation regarding LPPL salaries; Mrs. Sanders explained, "This is the time of year when I come to the Board to consider a salary adjustment for staff. Our LPPL employees have continued to meet the needs of the community and are very deserving of an increase in salary. Our staff works very hard, and I'm very proud of them. It's the full Board's decision whether to approve the Finance Committee recommendation for all LPPL employees be given a 3% structural increase." A motion was made by Mrs. Middleton, seconded by Mrs. LeBlanc, to approve the recommended structural pay increase of 3% to all LPPL employees effective with the current pay period. A roll call vote was taken; Ms. Smith yes, Mrs. Hubbell yes, Mrs. Bordelon absent, Mrs. Hearn absent, Mrs. LeBlanc yes, Mrs. Middleton yes, and Mr. Collins yes. The motion carried 5-0-2-0.

5. Discussion and approval of LPPL scale; Mrs. Sanders explained, "We are not recommending any changes to our LPPL pay scale. Some grant applications require us to attest that our Board has approved our pay scale annually, so this is just a housekeeping item." A motion was made by Mrs. Hubbell, seconded by Mrs. Middleton to accept the LPPL pay scale as presented. A roll call vote was taken; Ms. Smith yes, Mrs. Hubbell yes, Mrs. Bordelon absent, Mrs. Hearn absent, Mrs. LeBlanc yes, Mrs. Middleton yes, and Mr. Collins yes. The motion carried 5-0-2-0.

6. Discussion and approval of hiring Gros Flores Positerry Architecture & Interior Design (GFP) to plan the renovations for Gheens Branch: Mrs. Sanders reported, "back in January, I came to this Board concerning the years of wear and tear on the sub-floors and joists of the modular building in which our Gheens library is housed. It was suggested by this Board to contact Lafourche Recreation District #8 for their input. I attended their board meeting, and I'm happy to report they agreed to allow us to pour a slab and reconfigure the site drainage, but asked that we include them in the final plans for the new facade." After much discussion, it was agreed to proceed with removing some quantity of books to reduce the weight load on the floor joists, while GFP conducts a feasibility study and determines the cost of moving forward under two scenarios: constructing a new building versus purchasing a new modular building customized for use as a Library. A motion was made by Mrs. Hubbell, seconded by Mr. Collins, to approve GFP being hired to plan renovations for the Gheens Branch as discussed. A roll call vote was taken; Ms. Smith yes, Mrs. Hubbell yes, Mrs. Bordelon absent, Mrs. Hearn absent, Mrs. LeBlanc yes, Mrs. Middleton yes, and Mr. Collins yes. The motion carried 5-0-2-0.

With no further business to discuss, a motion for adjournment was made by Mrs. LeBlanc, seconded by Mrs. Hubbell, and carried unanimously. The Library Board of Control was adjourned at approximately 6:25pm.