

The Regular Meeting of the Library Board of Control was called to order on Monday, July 27, 2020 at 5:35 pm with some of the Board members attending via video/teleconference:

PRESENT: Robert Rome present in meeting room
Talisha Chiquet present via video/teleconference
Judy Bazare present via video/teleconference
Courtney Hubbell present via video/teleconference
Daniel Lorraine, Council Liaison, present in meeting room. Left meeting at 6:00 pm without returning.

ABSENT: Ruby LeBlanc
Selma Malcombe
Bennie Smith

Also present in meeting room- Mrs. Laura Sanders, Director; Mrs. Sherry Lucas, Finance Manager; and Mrs. Dana Clement, Administrative Assistant.

The Pledge of Allegiance was said in unison.

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

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

A motion to accept the minutes of the May 18, 2020 Regular Meeting was made by Mrs. Hubbell, seconded by Mrs. Bazare, and carried unanimously.

A motion to accept the minutes of the May 27, 2020 Public Hearing & Special Meeting was made by Mrs. Hubbell, seconded by Mrs. Chiquet, and carried unanimously.

Public wishing to address the Board:

1. Brenda Lirette- 180 Mia Drive Gray, LA. Public comment was given.
2. Donald Lirette- 180 Mia Drive, Gray, LA. Public comment was given.
3. Daniel Lorraine, Councilman-District 9. Public comment was given.

Mr. Rome thanked the public for their comments.

Finance Report:

Mrs. Lucas reported our fund balance today is \$12.3 million. Parish Finance has sent our 2020 Budget amendments to council, to be voted on tomorrow night. Our flood insurance policies have been renewed for all library buildings. Project updates: Multi-Branch Project \$716,494 spent to date, with final pay requests expected shortly. Thibodaux Addition Project-to date we have paid out \$1,602,309. SL HVAC Modification Project -no costs on this project yet. Lockport Entryway Modification Project-\$3,500 has been spent so far, with revised bid date expected to be Sept. 1st. 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 Report:

Mrs. Sanders reported managing the daily operations of the library system. Our Multi-Branch Project is complete, and we are very pleased with the results. Second Harvest has been working with us, providing meals to serve the public at 3 locations and it has been such a huge success with 634 meals served. Our summer programming was modified due to COVID to be virtual with take away crafts. Our crafts & videos have been a big hit with the public. A motion was made by Mrs. Bazare, seconded by Mrs. Chiquet, to accept the Director's Report. The motion carried unanimously.

Executive Session: A motion was made by Mrs. Hubbell, seconded by Mrs. Chiquet, to go into Executive Session for strategic planning. The motion passed unanimously. The Board moved into Executive Session at 6:00pm, and the room was cleared. At 6:15pm, a motion was made by Mrs. Bazare, seconded by Mrs. Hubbell, to close the Executive Session. The motion carried unanimously.

Unfinished Business:

1. Discussion and approval of merit increases for LPPL employees. A motion was made by Mrs. Bazare, seconded by Mrs. Hubbell, to table this item until the November 2020 Board meeting. The motion carried unanimously.

New Business:

1. Approval of Director's yearly evaluation results. A motion was made by Mrs. Hubbell, seconded by Mrs. Chiquet, to accept the results of the LPPL Director's Evaluation. The motion carried unanimously.
2. Discussion and approval to purchase upgrade for Microsoft Office Professional Plus Software & recommend to Council for approval. Mrs. Sanders explained this is to update our productivity software & is a requirement by State Library to have updated

technology. A motion was made by Mrs. Chiquet, seconded by Mrs. Hubbell, to accept the purchase of Microsoft Office Professional Plus Software in the amount of \$19,008.00, through the low quote provided by SHI International Corp. A roll call vote was taken: Mr. Rome yes, Mrs. Chiquet yes, Mrs. Bazare yes, and Mrs. Hubbell yes, with Mrs. LeBlanc absent, Ms. Smith absent, and Mrs. Malcombe absent. The motion passed 4-0-3

3. Discussion and approval to purchase computers for annual lab upgrades & recommend to Council for approval. Mrs. Sanders explained this is part of our annual computer updating schedule, so that we do not encounter the expense of needing to replace all public computers in the same year. A motion was made by Mrs. Hubbell, seconded by Mrs. Chiquet, to approve computer purchase to upgrade our computer lab in the amount of \$27,960.00, through the low quote provided by Complete Network Management. A roll call vote was taken: Mr. Rome yes, Mrs. Chiquet yes, Mrs. Bazare yes, and Mrs. Hubbell yes, with Mrs. LeBlanc absent, Ms. Smith absent, and Mrs. Malcombe absent. The motion passed 4-0-3
4. Discussion and approval to purchase computers for the Thibodaux Addition project & recommend to Council for approval. Mrs. Sanders explained, this is to furnish the new adult computer lab in spaced gained through the Thibodaux Addition Project. A motion was made by Mrs. Hubbell, seconded by Ms. Bazare, to approve the purchase of computers for the Thibodaux Addition Project in the amount of \$21,699.00 through the low quote provided by Complete Network Management. A roll call vote was taken: Mr. Rome yes, Mrs. Chiquet yes, Mrs. Bazare yes, and Mrs. Hubbell yes, with Mrs. LeBlanc absent, Ms. Smith absent, and Mrs. Malcombe absent. The motion passed 4-0-3
5. Discussion and approval for renewal of Memorandum of Understanding with LPPL & National Park Service & recommend to Council for approval. Mrs. Sanders explained to the Board, our MOU with the Park Service for our headquarters location has expired. I will have to pull this item tonight and bring it back once NPS provides the MOU document for our review. The item was pulled.
6. Discussion and approval for renewal of Memorandum of Understanding with LPPL & LPG Finance Dept. Mrs. Sanders explained, she met with the Parish, Mr. Rome and Mrs. Lucas about the MOU that expired on March 31st, and at this time the negotiated rate may remain at \$5,000.00 per month for services provided to the Library by the Parish for April through December 2020. This was the amount already included in our current budget. Next year a new MOU will be brought to the Board and we will be able to amend the 2021 budget as necessary. We anticipate a higher monthly rate for 2021 through 2023. A motion was made by Mrs. Hubbell, seconded by Mrs. Bazare, to accept the MOU between LPPL & LPG for a monthly rate of \$5,000.00 for services rendered for the term of April – December 2020. A roll call vote was taken: Mr. Rome yes, Mrs. Chiquet yes, Mrs. Bazare yes, and Mrs. Hubbell yes, with Mrs. LeBlanc absent, Ms. Smith absent, and Mrs. Malcombe absent. The motion passed 4-0-3
7. Discussion and approval of Thibodaux Addition Project change order for additional electrical work & to recommend to Council for approval. Mrs. Sanders explained that after finalizing the furniture plan for the addition it became necessary to add additional electrical outlets to the floor of the addition. These days, specialized library furniture is prewired for computers, charging stations, and the like which require a nearby power source in order to eliminate excessive wires and trip hazards. A motion was made by Mrs. Hubbell, seconded by Mrs. Chiquet, to approve the Thibodaux Addition Project change order for additional electrical work at a cost of \$8,835.81 with zero additional days added to the contract term. A roll call vote was taken: Mr. Rome yes, Mrs. Chiquet yes, Mrs. Bazare yes, and Mrs. Hubbell yes, with Mrs. LeBlanc absent, Ms. Smith absent, and Mrs. Malcombe absent. The motion passed 4-0-3

With no further business to discuss, a motion for adjournment was made by Mrs. Hubbell, seconded by Mrs. Bazare, and carried unanimously. The Library Board of Control was adjourned at approximately 6:40pm