State of Louisiana April 23, 2018

Parish of Lafourche Lockport, Louisiana

The regular meeting of the Library Board of Control was called to order on Monday, April 23, 2018 at 5:34pm with the following:

PRESENT: Lonnie Granier

Judy Bazare

Talisha Chiquet

Harvey Clement

Robert Rome

Daniel Lorraine, Council Liaison

ABSENT: Angelique Torres

Selma Malcombe

Also present were Mrs. Laura Sanders, Director, Mrs. Sherry Lucas, Finance Manager, Mrs. Dana Clement, Administrative Assistant and Katina Gaudet, Area Librarian.

The Pledge of Allegiance was led by Mrs. Chiquet.

A motion to accept the minutes of the February 26, 2018 Regular Meeting was made by Mr. Rome, seconded by Mrs. Bazare, and carried unanimously.

A motion to accept the minutes of the Finance Committee Meeting of March 5, 2018 was made by Mrs. Bazare, seconded by Mrs. Chiquet, and carried unanimously.

Presentation by Duplantis Design

Mr. Blaise Dufrene, AIA, from Duplantis Design gave a breakdown of the costs of re-roofing and minor renovation of multiple library branches. The Board will review the information and vote whether to proceed at the May 21regular meeting.

Public wishing to address the Board:

Some discussion took place with Mr. Lorraine, Council Liaison, concerning no flood insurance coverage on buildings for the Library. Also, Mr. Lorraine asked if Parish Administration had been in contact with the Library concerning the missing funds from our 2018 Budget after letters were sent regarding both subjects. Mr. Granier replied to Mr. Lorraine, “no response from anyone concerning both letters that had been delivered”. Mr. Lorraine will look into these items and report back to the Board.

Finance Report:

Mrs. Lucas reported we ended March with approximately $14.4 million and our fund balance today is $14.1 million. Our 2017 ad valorem receipts were finalized at $6,107,384. The Council approved our computer purchase through SHI, computers have been delivered and the invoice has been submitted for payment. Our eRate application was processed and we were approved for the $74,006 in rebates we are eligible to receive for 2018-19 funding year. With no other discussion, a motion was made by Mr. Rome, 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; we’re preparing for our Summer Reading Program and the theme this year is “Libraries Rock.” Katina Gaudet gave a demonstration of the STEAM after-school activities that were paid for through multiple Grant funding she received. Be sure to visit your local branches for more of these various STEM / STEAM challenge programs this summer. A motion was made by Mrs. Bazare, seconded by Mr. Clement, to accept the Director’s Report. The motion carried unanimously.

Unfinished Business:

1. Discussion and approval of Abandoned Vehicles Procedure/Policy:

A motion was made by Mr. Rome, seconded by Mrs. Bazare to defer this item until the regular July 23 meeting. The motion carried unanimously.

New Business:

1. Discussion of amending the 2018 Budget:

Mrs. Lucas explained we adjust our revenue and expense items to more closely match prior years’ actual numbers. Overall, we decreased the revenues category by $516,000 due to not knowing a timeline on the economy rebounding. We increased the Grant revenue item since we were awarded a $10,000 grant from ALA this year. The personnel category remains the same, although we are still waiting for the Parish to restore the amounts previously approved by the Board. The Vehicle line item remains unchanged; although we have a few older models we’re trying to make them last as long as we can. Our expenditures category is $238,000 less than the original 2018 Budget to be more conservative during a time of decreasing revenues.

1. Discussion of the proposed 2019 Budget:

Mrs. Lucas explained the proposed 2019 Budget is the same as the 2018 Budget except for the removal from the Grant line item of the $10,000 grant we won in 2018. It will not be a recurring award. We have also left $58,000 in the Vehicle line item in the likely event we defer purchase of two replacement vehicles until next year. There are also funds in the 2019 Equipment line item for the annual purchase of some replacement computers according to the technology plan. This time next year we will have the opportunity to amend the 2019 Budget as needed to account for 2019 revenue conditions and actual expenditure history.

1. Discussion of employee salary and scale adjustment for 2018:

Mrs. Sanders explained to the Board although our employees are well deserving of receiving COLA/Merit, at this time I feel it is not a good time so I recommend we defer this item until our July 23 regular meeting. After discussion, a motion was made by Mrs. Bazare, seconded by Mr. Rome, to defer this item until our July 23 regular meeting. The motion carried unanimously.

With no further business to discuss, a motion for adjournment was made by Mr. Clement, seconded by Mrs. Chiquet, and carried unanimously. The Library Board of Control was adjourned at approximately 6:58pm.