

The regular meeting of the Library Board of Control was called to order on Monday, February 17, 2020 at 5:30 pm with the following:

PRESENT: Robert Rome  
Talisha Chiquet  
Judy Bazare  
Lonnie Granier  
Bennie Smith  
Courtney Hubbell

ABSENT: Selma Malcombe  
Daniel Lorraine, Council Liaison

Also present were Mrs. Laura Sanders, Director, Mrs. Sherry Lucas, Finance Manager, Mrs. Dana Clement, Administrative Assistant, and Mr. Andy Positerry of Weimer-Gros-Flores Architecture.

The Pledge of Allegiance was said in unison.

Mr. Rome stated after roll call, we have a quorum and can move forward with our meeting.

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

A motion to accept the minutes of the November 18, 2019 regular meeting was made by Ms. Smith, seconded by Mrs. Chiquet, and carried unanimously.

Public wishing to address the Board: Presentation by Mr. Andy Positerry of Weimer-Gros-Flores Architecture.

Mr. Positerry explained the Lockport Branch was constructed in 2009 as a single-story, pre-engineered metal building. The front drop-off canopy is not pile-supported and is pulling away from the building. Concrete work needs to be done on front and sides of building to remedy the effects of settling and soil erosion. Mr. Positerry provided a proposed scope of work, project schedule, and a detailed probable cost to the Board to consider for Item 1 on the agenda.

#### Finance Report:

Mrs. Lucas reported we ended December with an approximately \$10.9 million fund balance. Final end of year reports will be provided at the next meeting, once the Parish closes out 2019. Our fund balance for the end of January was \$14.8 million, and includes accounts receivables for ad valorem collections. At the end of January, total payouts for the Thibodaux Addition were \$685,140 and for the Multi-Branch Project were \$336,924. The E-Rate filing window for 2020 is now open, and I started working on the application. With no other discussion, a motion was made by Ms. Smith, seconded by Mrs. Hubbell, to accept the Finance Report. The motion carried unanimously.

#### Director Report:

Mrs. Sanders reported managing the daily operations of the library system. Polaris went live on Feb. 7<sup>th</sup> and is working out well even with a learning curve. Met with newly elected Parish President and Parish Administrator to update them on the status of our various projects and sent a welcome letter to the newly elected Council members. Also, attended several construction meetings to monitor the progress of our projects. Golden Meadow and South Lafourche are having roof issues, so we are gathering more information on what needs to be done. Gheens Branch will close for 3 weeks starting March 2<sup>nd</sup> to complete construction and staff will be relocated during this time. A motion was made by Mr. Granier, seconded by Ms. Smith, to accept the Director's Report. The motion carried unanimously.

#### New Business:

1. Discussion and approval of the Lockport Library Entryway Modification Project opinion of probable cost as presented by Weimer-Gros-Flores Architecture:

After a brief discussion to make sure the scope of work includes the front portion of each side of the building and fits within the \$550,000 budget, a motion was made by Ms. Smith, seconded by Mrs. Bazare, to accept the opinion of probable cost for the Lockport Library Entryway Modification Project. A roll call vote was taken: Mr. Rome yes, Mrs. Chiquet yes, Mrs. Bazare yes, Mr. Granier yes, Mrs. Hubbell yes, and Ms. Smith yes. Absent: Mrs. Malcombe. The measure passed 6-0-1.

2. Discussion and approval recommending the Council accept the low bid on the South Lafourche HVAC Modification Project:

Mrs. Sanders recommended that the Board accept the low bid from A&G Refrigeration in the amount of \$42,050 as recommended by Castagnos Goodwin Utley Engineers. A motion was made by Mr. Granier, seconded by Ms. Smith, to accept the recommended low

bid on the South Lafourche HVAC Modification Project. A roll call vote was taken: Mr. Rome yes, Mrs. Chiquet yes, Mrs. Bazare yes, Mr. Granier yes, Mrs. Hubbell yes, and Ms. Smith yes. Absent: Mrs. Malcombe. The motion passed 6-0-1.

3. Discussion and approval of Change Order No. 2 for the Library Multi-Branch Project:

Mrs. Sanders explained to the Board, Change Order No. 2 addresses rain days, a pause in work due to unforeseen foundation issues at Raceland, and a lengthy delay at Gheens due to Change Order No. 1 not being signed until late January. Weimer Gros Flores Architecture is recommending 57 additional days to complete the Multi-Branch Project. A motion was made by Ms. Smith, seconded by Mrs. Chiquet, to approve Change Order No. 2 for the Library Multi-Branch Project. A roll call vote was taken: Mr. Rome yes, Mrs. Chiquet yes, Mrs. Bazare yes, Mr. Granier yes, Mrs. Hubbell yes, and Ms. Smith yes. Absent: Mrs. Malcombe. The motion passed 6-0-1

4. Discussion and approval of shelving order for Thibodaux Addition:

Mrs. Sanders explained to the Board that this is a housekeeping item related to the Thibodaux Addition Project. The funds are in the budget already, but every purchase over \$15,000 must go to Council for approval. A motion was made by Ms. Smith, seconded by Mr. Granier, to approve purchasing shelving for the Thibodaux Addition Project. A roll call vote was taken: Mr. Rome yes, Mrs. Chiquet yes, Mrs. Bazare yes, Mr. Granier yes, Mrs. Hubbell yes, and Ms. Smith yes. Absent: Mrs. Malcombe. The motion passed 6-0-1

5. Discussion and approval of the Library's 2020 millage rates remaining the same:

Mrs. Sanders explained this too is a housekeeping item. Annually we must send a letter to Council indicating the wishes of the Library Board regarding the amount of our millages for the next tax roll. Mrs. Sanders recommends maintaining the same millage rates for 2020. A motion was made by Mr. Granier, seconded by Mrs. Hubbell, to approve the Board President signing a letter indicating the Board's desire to maintain the same Library millage rates for 2020. A roll call vote was taken: Mr. Rome yes, Mrs. Chiquet yes, Mrs. Bazare yes, Mr. Granier yes, Mrs. Hubbell yes, and Ms. Smith yes. Absent: Mrs. Malcombe. The motion passed 6-0-1

With no further business to discuss, a motion for adjournment was made by Mr. Granier, seconded by Mrs. Chiquet, and carried unanimously. The Library Board of Control was adjourned at approximately 6:20pm.