

The Regular meeting of the Library Board of Control was held at the Lockport Branch on Monday, April 26, 2021 at 5:30pm with the following:

PRESENT: Bennie Smith
Courtney Hubbell
Robert Rome
Ruby LeBlanc
Selma Malcombe
Lauren Bordelon

ABSENT: Talisha Chiquet
Archie Chiasson, Ex-Officio

Also present were Mrs. Laura Sanders, Director; Mrs. Sherry Lucas, Finance Manager; and Mrs. Dana Clement, Administrative Assistant, for Lafourche Parish Public Library.

The Pledge of Allegiance was said in unison.

Ms. Smith 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 Mr. Rome, seconded by Mrs. Hubbell, and the motion carried unanimously.

Ms. Smith presented a plaque to Mrs. Selma Malcombe for her 10 years of dedicated service on the Library Board of Control. Mrs. Malcombe expressed her appreciation to the Board, stating it was a great honor, and wished everyone the best.

A motion to accept the minutes of January 26, 2021 regular meeting was made by Mrs. Malcombe, seconded by Mrs. LeBlanc, and the motion carried unanimously.

Public wishing to address the board: N/A

Finance Report: Mrs. Lucas reported LPPL closed out 2020 with total ad valorem receipts of \$3.4M, which is down \$2.3M from the prior year. LPPL's fund balance at the end of 2020 was \$8.5M, and the fund balance today is \$9.7M. The Thibodaux Project is substantially complete with some punch list items remaining in an amount of \$53K. Once complete, there will be a retainage payout of \$134K to BETCO. There are some miscellaneous items still payable to other vendors. The Lockport Entryway Project only has \$18K paid to date. There were design delays, but this project should go out to bid next month. USAC has approved the LPPL E-Rate application in the amount of \$83,214 in pricing discounts on the cost of public and staff internet services. With no other discussion, a motion was made by Mr. Rome, seconded by Mrs. Bordelon, to accept the Finance Report. The motion carried unanimously.

Director Report: Mrs. Sanders reported managing the daily operations of the library system. In regards to the Thibodaux Project: the new emergency exit stairwell has flooded several times during our recent rain storms. Duplantis Design and the City of Thibodaux have been trying to help solve this situation by clearing the street drainage lines. There was an excess of silt built up as well as a large chunk of concrete in the storm drain. The library will not know if the situation has been rectified until the next heavy rainfall. The Thibodaux roof patches seem to be holding and those areas didn't leak according to Jordan with Laparouse. Unfortunately, Thibodaux Branch still has water leaking into the building when it rains. It has been suggested by Jordan that the roof drains are inadequate. The library is still waiting on more information to see how to proceed further. Mr. Rome suggested finding out if the wall in the stairwell should be replaced with Hardie Board instead of sheet rock since it has already been replaced once due to water damage and there is water damage again necessitating another replacement. Mrs. Sanders will loop in Duplantis and see if that is a viable option. The South Lafourche roof is also leaking with these heavy rains around the back, close to the AC units. Mrs. Sanders is waiting on Laparouse to assess the situation and recommend a solution. The roof still has 5 years left on its warranty. There is blistering on the roof, which the library has been told isn't covered under the warranty and is usually cosmetic in nature. More information will be forthcoming on how to proceed with this new situation. Mrs. Sanders met with Mitch Orgeron and Renita Jackson in regards to the new Parish created credit card procedures. Mrs. Sanders explained that only she and Mrs. Lucas will be logging into Munis and inputting purchase orders for credit card purchases when using the Capital One credit card and the Fuelman credit cards only. Mrs. Sanders went through our 2020 Year in Review mentioning the highlights: Second Harvest program was at 3 branches for 8 weeks last

summer and the library handed out 3063 meals, staff provided 7085 Virtual & in-branch programs, LPPL's virtual programs had an overall attendance of 1.7M views, and saw a 61% increase in eBook checkouts. Mrs. Sanders also mentioned how LPPL adapted as it dealt with the Covid restrictions in 2020: the library began virtual programming, created Take & Make Crafts, increased eBook content, increased the number of databases, utilized curbside pick-up, created an online reference chat through our website and utilized online library card sign-ups. A motion was made by Mrs. Hubbell, seconded by Mrs. LeBlanc to accept the Director's report. The motion carried unanimously.

New Business:

1. Discussion and approval on Millage rates. Mrs. Sanders explained, it's that time of year to send a letter to Parish Administration recommending the millage rates to be collected for the 2021 tax roll. Mrs. Sanders recommended to the board, Library #1047-17 (3.000) to remain the same and to levy Library #1047-014 at a roll back rate of 1.500. Mrs. Sanders stated that the library budget would still require additional money to fund the budget as the revenue received will not be enough; LPPL is no longer a small library system. The library can use its reserves to meet the shortage between collections and our operating expenses. Although, this will only work for a short while and the Board will have to ask that the library millages be rolled up to a higher collection amount in the future. A motion was made by Mrs. Bordelon, seconded by Mr. Rome, to recommend to the Council that Library #1047-014 remain the same at a rate of (3.000) and to levy Library #1047-014 at a roll back rate of 1.500. A roll call vote was called: Ms. Smith yes, Mrs. Hubbell yes, Mr. Rome yes, Mrs. Bordelon yes, Mrs. Chiquet absent, Mrs. Malcombe yes and Mrs. LeBlanc yes. The motion carried 6-0-1.
2. Discussion and approval of annual LPPL pay scale review. Mrs. Sanders explained, grant applications often ask if the salary scale is reviewed annually by the full board. As a housekeeping matter, Mrs. Sanders recommends no changes be made to the salary scale and that the Board approve the scale as is. Mrs. Sanders did mention that if a modification is made to the minimum wage LPPL will have to address the salary scale at that time with possible changes. A motion was made by Mrs. LeBlanc, seconded by Mrs. Bordelon, to accept the LPPL pay scale as presented to the full board. A roll call vote was called: Ms. Smith yes, Mrs. Hubbell abstained due to family employed with LPPL, Mr. Rome yes, Mrs. Bordelon yes, Mrs. Chiquet absent, Mrs. Malcombe abstained due to family employed with LPPL and Mrs. LeBlanc yes. The motion carried 4-0-1-2.
3. Discussion and approval of deferring computer purchases for annual lab upgrades. Mrs. Sanders explained this is a part of LPPL's Technology Plan to replace outdated computers in a 3-year rotation by purchasing a set of computers annually. This is best practices per the State Library and suggests the item be deferred until September. A motion was made by Mrs. Hubbell, seconded by Mrs. LeBlanc, to defer the LPPL computer purchases to the September meeting. The motion carried 6-0-1

With no further business to discuss, a motion for adjournment was made by Mrs. LeBlanc, seconded by Mrs. Malcombe, and carried unanimously. The Library Board of Control was adjourned at approximately 6:23pm.