**Minutes of Evangeline Parish Library Board of Control Meeting**

**September 12, 2019**

**(to be approved at December 12, 2019 meeting)**

**The Evangeline Parish Library Board of Control met on Thursday, September 12, 2019, at 12:00 p.m. at the main library in Ville Platte, 916 West Main Street, Ville Platte, Louisiana.**

**Board President Katy Marcantel called the meeting to order.**

**Present were Board President Katy Marcantel, Board Vice President Gaynelle Coates, Board Members Faye Langley, Sandra Salazar, Sandra Jacobs (entered meeting in progress at approximately 12:25 p.m.), Interim Library Director Yvonne Lavergne, Retired Library Director Mary Foster-Galasso, Parish Engineer Ronnie Landreneau, and Staff Members Tina King, Ted Lavergne and Suzy Lemoine.**

**Ex-officio member Ryan Williams and ex-officio alternate Eric Soileau were absent.**

**Coates gave the opening prayer, and led the Pledge of Allegiance.**

**Lavergne requested to amend the agenda to include Item 3, Old Business, Update on Police Jury’s approval to another five year term for Board Member Faye Langley.**

**Langley made a motion to amend the agenda to include Item 3, Old Business, Update on Police Jury’s approval to renew Board Member’s term to the Library Board of Control. Salazar seconded, and the motion carried unanimously.**

**Langley made a motion to approve the minutes of the July 11, 2019, Library Board of Control meeting. Salazar seconded, and the motion carried unanimously.**

**Marcantel asked if there were any public comments on the agenda items. There were none.**

**Parish Engineer Ronnie Landreneau gave an update on the status for the replacement of front door at Turkey Creek Branch. He reported the door has been ordered, and that plans have been made for the door to be installed on Friday, September 27th. He also reported that he is checking into the problem with the awning leaking at Turkey Creek Branch.**

**Next on the agenda was Development of Evaluation Form and procedure for director evaluations update: Timeline and procedure and all forms and documentation for review, discussion and approval.**

**Retired Library Director Mary Foster-Galasso assisted the Board in developing the Evaluation Form and Procedure for Director Evaluations. She discussed and reviewed the forms, including each of the following six items:**

 **Item 1: Director Evaluation Procedure and Timeline (includes scoring)**

 **Item 2: Job Description for Director (includes education and experience requirements)**

 **Item 3: Director Pre-Evaluation Report (self-evaluation form for director to provide**

 **information to all board members in advance of board evaluation)**

 **Item 4: Director Evaluation Form (performance appraisal of director by Library Board**

 **of Control Members)—each Board Member to complete. Each Board Member**

 **individually evaluates the Director’s performance in each of ten competency**

 **areas: “Customer Service,” “Professional Participation,” “Community**

 **Relations,” “Organizational Growth/Long-Range Planning,” “Financial**

 **Management,” “Relationship with the Library Board,” “Job Knowledge,”**

 **“Staff Management,” “Leadership Skills,” and “Safety/Security & Facilities/**

 **Technical Management.” Board Members weight each area from “Nice to**

 **Have” to “Important” to “Essential.” They then assign performance of each area**

 **a rating of 1 through 5, with 1 being “Unsatisfactory,” 2 being “Needs**

 **Improvement,” 3 being “Satisfactory,” 4 being “Good,” and 5 being**

 **“Excellent.” Each Board Member completes the evaluation separately and**

 **either brings it to the Board meeting with the evaluation session on the**

 **agenda, or mails it to the Board President in advance of the meeting.**

 **Item 5: Scoring Sheet for Director Evaluation (packet includes Word and Excel**

 **versions)—each Board Member to use to compute the evaluation percentage**

 **score.**

 **Item 6: Summary Results Form—for Board to complete together. The Summary**

 **Results are to be presented to the Director and discussed with her or him, and**

 **to be included in the Director’s personnel file. This is the Board’s overall**

 **evaluation score, plus a summary table that lets the Board as a whole and the**

 **Director see how many (NOT WHICH) Board Members rated each of the ten**

 **competency areas “Unsatisfactory,” “Needs Improvement,” “Satisfactory,”**

 **“Good,” or “Excellent.”**

**(Jacobs entered the meeting in progress at approximately 12:25 p.m. during the discussion**

 **of Development of Evaluation Form and Procedure for Director)**

**Foster-Galasso also informed the Board they would need to approve a rating scale for the computation sheet to use to record ratings and weights chosen for ten competency areas and to compute overall average score of Director’s Evaluation, Library Board review.**

**Coates made a motion to approve the following rating scale for the computation sheet to use to record ratings and weights chosen for ten competency areas and to compute overall average score of Director’s Evaluation. The rating percentages are as follows:**

 **Rating scale:**

 **Below 40%: Does not meet expectations: Unsatisfactory**

 **40% through 51%: Sometimes, but not consistently, meets expections: Needs**

 **Improvement**

 **52% through 71%: Consistently meets expectations: Satisfactory**

 **72% through 91%: Not only consistently meets expectations but also sometimes**

 **exceeds expectations: Good**

 **92% through 100%: Consistently exceeds expectations: Excellent**

**Salazar seconded, and the motion carried unanimously.**

**Langley made a motion that Lavergne submit the completed Director Pre-Evaluation Report (Self-Evaluation) Form to the Library Board of Control by Friday, November 15, 2019, and that the Board’s evaluation results will be available at the Library Board of Control meeting, December 12, 2019. Coates seconded, and the meeting carried unanimously.**

**Jacobs made a motion to approve the Development of Evaluation Form and Procedure for Director (includes all six items listed and described above). Langley seconded, and the motion carried unanimously. (copy attached)**

**Lavergne reported that the Police Jury renewed Faye Langley’s term on the Library Board of Control until July 2024.**

**Parish Engineer Ronnie Landreneau discussed the letter the main library had received from the City of Ville Platte concerning Cross Connection Control-Backflow Preventer Test Documentation, and reported that the library has a backflow preventer installed to control the cross-connection control hazard to the public. The device has to be annually tested and inspected by a SPBLA licensed plumber who holds a water supply protection specialist endorsement on their plumbing license.**

**Lavergne reported that a letter was hand delivered to the main library, and that she requested an extension from the city to get the required documentation for the Cross-Connection Control. The library did not receive the letter that was mailed, dated June 27, 2019. She reported that the annual inspection has now been completed by Mr. Bergis Smith, a licensed plumber specialist.**

**Lavergne gave the Financial Report for June, July, August, and September 1-5, 2019. She reported that the budget is pretty much on track. The amount budgeted for over-time will need to be amended at a later time.**

 **Jacobs made a motion to approve the financial report. Langley seconded, and the motion carried unanimously. (copy of Financial Report attached)**

**Facilities Manager Ted Lavergne gave a Facilities Report outlining the work done at the main library and branches since the last Library Board of Control meeting. (copy of Facilities Report attached)**

**Branch concerns were discussed. Lavergne reported that she was just advised of some flooring issues at Basile Branch, and that Facilities Manager Ted Lavergne will look into the problem.**

**Lavergne gave the Director’s Report. Her report included technology, staff development, budget and financial, director projects (near term and long range), and miscellaneous. (copy of Director’s Report attached)**

**Outreach Coordinator Suzy Lemoine gave an outreach report. She reported on programming at the main library and branches from June-August 2019, including the Summer Reading Program. She also reported on the school yearbook digitization project, Financial Bootcamp, and upcoming BookFest. (copy of Outreach Report attached)**

**Lemoine also reported that the Friends of the Library have purchased eleven tables to be used for BookFest and other activities. As noted by the Director earlier, part of the cost was covered by the Library, but the majority was covered by a grant from the Friends.**

**Jacobs made a motion to adjourn. Langley seconded, and the motion carried unanimously.**