

Minutes of the Evangeline Parish Library Board of Control

December 15, 2015

Approved January 26, 2016

The Evangeline Parish Library Board of Control met on Tuesday, December 15, 2015, at 4:00 p.m., at the Mamou Branch Library (317 Second Street, Suite A, Mamou, Louisiana).

Board Vice President Katy Marcantel called the meeting to order at 4:00 p.m.

Present were Board Vice President Katy Marcantel, Board Members Faye Langley, Gaynelle Coates, Bradley Ardoin, and Ex Officio member Ryan Ardoin.

Also present were Library Board Director Mary Foster-Galasso, Staff Members Angela Henry, Edie Guillory, Suzy Lemoine, Ken Johnson and Tina King, Friend of the Library Members Linda Lebsack and Paula Lafleur, and Library Patron Herbert Coates.

Absent were Board President Jennifer Vidrine, and ex officio alternate Eric Soileau.

R. Ardoin made a motion to approve the agenda. Langley seconded, and the motion carried unanimously.

Coates made a motion that the minutes of the September 22, 2015, Library Board of Control Meeting be approved. R. Ardoin seconded, and the motion carried unanimously.

Facility Manager Ken Johnson gave an update on the status of drainage issues at Basile Branch Library, and the railroad issues connected to the drainage. Johnson reported that Parish Engineer Ronnie Landreneau had also looked at the drainage problems with him, and that Landreneau had recommended requesting a backhoe from the Police Jury. Landreneau said he would contact the Police Jury and address the problem, and make recommendations that may help with some of the drainage issues. Johnson also reported that he and Landreneau had gone to the area where the drainage problem is at the Basile Branch Library prior to any heavy rain, and that the problem was still visible. Ex Officio member Ryan Ardoin reported that Kenny Burgess, Police Juror for the Basile area, was still working to help resolve the problem, and that the Railroad had not responded to the correspondence sent to them by the Police Jury.

The Director and Board Members discussed the proposed revision of the Library Board by-laws to include a section on excessive absences by Board members as grounds to request their replacement by the Police Jury. This is the second time this item has been placed on the agenda, as two times are required by the by-laws for any change to the by-laws.

R. Ardoin made a motion to revise the Library Board of Control By-Laws by amending the Library Board of Control By-Laws as follows:

Section 5.1. Missed Meetings and Removal of Trustees: The Evangeline Parish Library Board of Control reserves the right at its discretion to approach the Evangeline Parish Police Jury and request a trustee of the Evangeline Parish Library Board of Control be replaced in the event that the board trustee misses three (3) meetings in any twelve month period.

Langley seconded the motion to amend the Evangeline Parish Library Board of Control By-Laws, and the motion carried unanimously.

Foster-Galasso and the Board discussed the planned work at the new main library, including gutters for the staff side of the building and the courtyard, and also the purchase of a shed. Foster-Galasso reported that this work would be reflected in the 2016 budget. She also informed the Board that Parish Engineer Ronnie Landreneau was working with Architect Brody Ardoin to find a contractor to do the work.

Foster-Galasso and the Board discussed the library's participation in the OverDrive e-Book consortium. The cost required this year for contribution toward e-books is \$5000.00. It was agreed that the library be authorized to contribute up to \$6000.00. However, the library is budgeting \$5,000 for this item in the 2016 budget.

"Fine Free" period that is scheduled for the period December 15, 2015 through January 15, 2016 was discussed.

Foster-Galasso and the Board discussed the consideration of the proposed staff step increases for 2016.

Langley made a motion to approve the proposed staff step increases for 2016, to be effective the first pay check received in January 2016 (each employee moving up one classification step). Implementation pay period is December 28, 2015 through January 10,

2016, to be received January 15, 2016. R. Ardoin seconded, and the motion carried unanimously. (Copy of staff step increases attached.)

Foster Galasso and the Board reviewed and discussed an additional revision of the 2015 library operating budget, initially revised at the September 22, 2015, Library Board of Control meeting. They also reviewed and discussed the draft library operating budget (including personnel cost projections) and sinking fund budget for 2016.

Foster-Galasso reported that she had gone to the Tax Assessor's Office, and that the ad valorem taxes received in 2016 would be less than last year. She also informed the Board that due to State Library budget cuts, the library would have to pay a \$2700.00 share of the cost to the State Library to be able to keep access to the databases that the State Library previously paid for. She also informed the Board that the Library has subscriptions to Ancestry and Heritage Quest that are separate from the ones that the state library has paid for. Costs associated with Overdrive, and a request to the Police Jury to add a new category for E-Items were also discussed. Foster-Galasso and the Board discussed that the van may need to be replaced. The budgets are to be submitted to the Evangeline Parish Police Jury for inclusion in their budget hearing set for December 28, 2015, at 5:15 p.m., approval meeting to follow.

Langley made a motion to approve the revision to the 2015 operating budget, that was initially revised at the September 22, 2015, Library Board of Control meeting. Coates seconded, and the motion carried unanimously. (Copy of revised 2015 operating budget attached.)

R. Ardoin made a motion to approve the draft 2016 library operating budget. Langley seconded, and the motion carried unanimously. (Copy of budget attached.)

Langley made a motion to approve the 2016 sinking fund budget. Coates seconded, and the motion carried unanimously. (Copy of budget attached.)

Foster-Galasso and the Board reviewed the proposed library calendar for 2016.

B. Ardoin made a motion to approve the proposed library calendar for 2016, including holidays, other closures, tentative board meetings and other key dates, and fine free

periods. Coates seconded, and the motion carried unanimously. (Copy of calendar attached.)

Facility Manager Ken Johnson reviewed the Facilities Report with the Board.

Langley made a motion that the facilities report be approved. R. Ardoin seconded, and the motion carried unanimously. (Copy of Facilities Report attached.)

Foster-Galasso reviewed the Financial Report with the Board.

Langley made a motion that the Financial Report be approved. R. Ardoin seconded, and the motion carried unanimously. (Copy of Financial Report attached.)

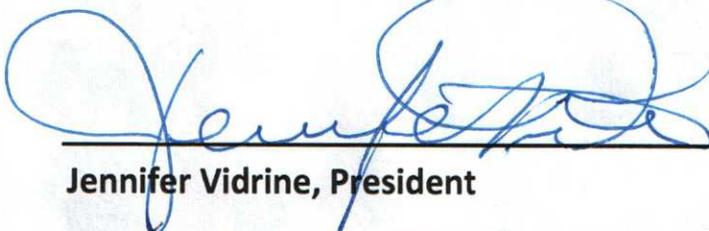
Foster-Galasso gave a Director's Report.

R. Ardoin made a motion that the Director's Report be approved. Coates seconded, and the motion carried unanimously. (Copy of Director's Report attached.)

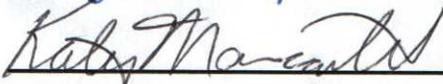
An Outreach and Friends report was given by Suzy Lemoine. She discussed various activities that have been going on at the main library including the Mystery Book Club, and Crafting Program that has been taking place on Tuesday nights between 6 and 8 p.m. She also discussed a new program that the library will be participating in called, 1000 Books Before Kindergarten, and presented a brochure to each of the Board Members describing how the program works.

Langley suggested that the library consider reading programs with retired teachers as presenters. The library will pursue this program.

Langley made a motion to adjourn. R. Ardoin seconded, and the motion carried unanimously.



Jennifer Vidrine, President



Katy Marcantel, Vice President