

Minutes of the Evangeline Parish Library Board of Control

January 26, 2016

Approved March 22, 2016

The Evangeline Parish Library Board of Control met on Tuesday, January 26, 2016, 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, Parish Engineer Ronnie Landreneau, Staff Members Angela Henry, Edie Guillory, Suzy Lemoine and Tina King. Friends of the Library Members Linda Lebsack and Paula LaFleur.

Absent were Board President Jennifer Vidrine, and Ex Officio alternate Eric Soileau.

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

Langley made a motion that the minutes of the December 15, 2015 meeting be approved. Coates seconded, and the motion carried unanimously.

R. Ardoin made a motion that the same officers for the Evangeline Parish Library Board of Control in 2015, be reappointed in 2016. Jennifer Vidrine will remain President of the Library Board of Control, and Katy Marcantel will remain Vice President of the Library Board of Control in 2016. Coates seconded, and the motion carried unanimously.

Foster-Galasso discussed the revision of Evangeline Parish Library Board of Control Organization and Bylaws that were voted on, approved, and adopted by the Library Board of Control at the December 15, 2015 board meeting. Vice

President Katy Marcantel signed a copy of the revised bylaws, and Foster-Galasso said they would also need to be signed by Library Board of Control President Jennifer Vidrine before the approved by-laws can be recorded in the courthouse.

Parish Engineer Ronnie Landreneau gave an update on the Basile Branch building and grounds issues. He had gone with Library Facility Manager Ken Johnson in the past to examine the drainage problem, and that he and one of his employees had gone to Basile today to evaluate the drainage problems. He said that today was a good day for them to do so, because of the heavy rain we are having. He said they were able to see the water ponding in the places he and Ken Johnson had discussed. He said before the next board meeting he should have something completed, a map of the proposed drainage plan, with the estimated cost if there is going to be any associated cost. He said the work would probably involve installing a culvert, and improving an existing ditch that runs along the railroad.

Foster-Galasso and Parish Engineer Ronnie Landreneau updated the board on ground issues and storage at the main library. Landreneau reported he had been in contact with Dixie Roofing, the company that put the roof on the new main library, and installed the gutters that are there. He stated that he still has not received a proposal for two additional gutters with the cost estimate, but was expecting to receive it any day now for gutters for the west side of the library, and also for the courtyard.

Foster-Galasso said she and Facility Manager Ken Johnson would be working on getting three price estimates for an onsite storage building at least 25 feet long, for the new main library grounds. She said the storage was needed to remove all the things that were having to be stored in the mechanical rooms and were in the way. The building needs to be long enough to store the library's tallest ladder also.

Foster-Galasso and the Board discussed the proposal that Yvonne Lavergne be promoted from a Library Assistant Step 12 to a Library Associate Step 10.

Lavergne recently successfully completed the American Library Association approved Support Staff Certification program.

Langley made a motion that Yvonne Lavergne be promoted from a Library Assistant Step 12 to a Library Associate Step 10 (a fifty cent per hour pay increase), approved to be effective in the current pay period (pay period began Monday January 25th and extends through Sunday February 7th). R. Ardoin seconded, and the motion carried unanimously.

Foster-Galasso reviewed the Records Retention Schedule as required by the Louisiana Secretary of State with the Board, and also the designation of a Records Officer as required by the Louisiana Secretary of State.

Coates made a motion to approve the Records Retention Schedule as required by the Louisiana Secretary of State. B. Ardoin seconded, and the motion carried unanimously.

Langley made a motion that Library Director, Mary Foster-Galasso be designated as Evangeline Parish Library's Records Officer as required by the Louisiana Secretary of State. R. Ardoin seconded, and the motion carried, unanimously.

Foster-Galasso updated the Board on concerns and issues at the Chataignier Branch Library. She reported that Chataignier Branch Library Manager, Emily Fontenot had attended a Village of Chataignier Council meeting to express her concerns of issues with the Chataignier Branch Library building, which is owned by the Village of Chataignier. They were made aware of problems with the window, and water entering the building. R. Ardoin suggested that the library may be able to enter into a cooperate endeavor with the Village. Parish Engineer Ronnie Landreneau suggested a lease that would specify the responsibilities of the library vs. Village of Chataignier and would allow the library to make some basic building repairs in consideration of health and safety needs of the library patrons and staff, and also in consideration for how little the Village of Chataignier charges in rent (only \$25.00 per month) and how much the Village of Chataignier already provides in return: Village of Chataignier

pays the electric and water/sewer bill and also cuts the grass around the building.

Foster-Galasso discussed the Facilities Report with the Board.

Foster-Galasso and the Board reviewed and discussed the Financial Report, including State Revenue Sharing funds, and budget. Foster-Galasso informed the Board that the payroll looks under budgeted for 2015 due to the dates the Police Jury issued payroll checks.

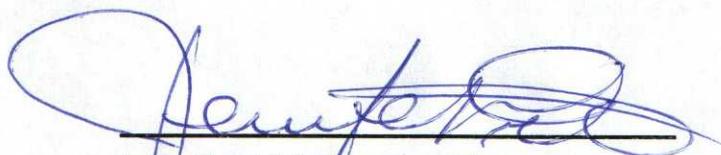
R. Ardoin made a motion to accept the financial report. Langley seconded, and the motion carried, unanimously.

Foster-Galasso informed the board that a patron had fallen in the library. She said that a representative from Southern Technologies had retrieved video from the security camera of the fall, and that a backup had been made. She informed the Board that the incident had been reported to the library's insurance company.

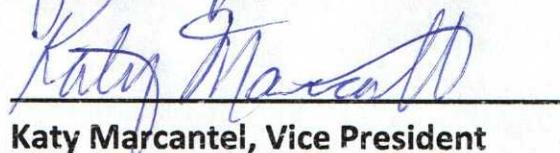
Outreach Coordinator, Suzy Lemoine presented the Board with an Outreach Report. She updated the Board on programs going on at the library, including Tuesday Crafting on Tuesday afternoons, story hours, Mystery Book Club, and 1000 Books Before Kindergarten Program. She also reported that Basile Branch has been having a story hour every other Thursday, hosted by board member and volunteer Faye Langley, and that the great puzzle challenge is also still going on at the Basile Branch.

Suzy Lemoine and Friends of the Library members Paula LaFleur and Linda Lebsack gave an update on Friends of the Library. They reported that new Friends of the Library officers had been elected at their last meeting. They discussed the memorial pavers that are still available for purchase, and also the \$1500.00 grant being given to the five library branches to purchase items needed at the branch. They also discussed they may be holding a Bookfest in September.

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



Jennifer Vidrine, President



Katy Marcantel, Vice President