

Minutes of the Evangeline Parish Library Board of Control

December 1, 2016

Minutes

(for approval at January 2017 Board Meeting)

The Evangeline Parish Library Board of Control met on Thursday, December 1, 2016, at 4:00 p.m. at Mamou Branch Library in Mamou (317 Second Street, Suite A).

Board President Jennifer Vidrine called the meeting to order.

Present were Board President Jennifer Vidrine, Board Vice President Katy Marcantel, Board Members Faye Langley, ex-officio member Ryan Ardoin, Library Director Mary Foster-Galasso, Parish Engineer Ronnie Landreneau, Friends of the Library member Linda Lebsack, Library Patron Herbert Coates, and Staff Members Ken Johnson, Angela Henry and Tina King.

Eric Soileau, the Police Jury alternate for Jury President Ryan Ardoin, did not attend since Ryan Ardoin was present.

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

R. Ardoin made a motion to approve the minutes of the September 27, 2016, Library Board of Control Meeting. Langley seconded, and the motion carried unanimously.

Ken Johnson updated the Board on the results of the moisture testing at the Basile Branch Library, and consideration of how to proceed to help the problem. Johnson reported that Eric Wenger of DryMax Water and Fire Restoration had evaluated the moisture problem at the Basile Branch at no cost. He reported that Mr. Wenger examined the building really well, although there were some areas he couldn't see, but as far as he could tell there was no serious rot under the building. Mr. Wenger could see where water had previously been standing, and pooling underneath the library when the water would back up, which is not the case at the present time. If

the water was to back up under the library, it would pool under the library like it previously did. The library has two layers of flooring in some places, tung and groove with plywood on top. Mr. Wenger reported that installing fans would not help with the ventilation: because of the way the building has sunk, there would not be enough cross ventilation and breezeway without the building being raised. He agreed with Wingate, who had previously evaluated the building for raising and leveling, that if the building was to be raised it would need to be raised about 1 ½ feet. The cost to raise the building would be very expensive. Johnson reported that the basic structure and floor joists appear good. Mr. Wenger suggested that gutters be installed on each side of the building where the water runs off from the metal roof, with down spouts going away from the building, and toward the railroad tracks to keep water away from the building. Johnson reported that the improved ditch that is now by the building, and the removal of culverts by the town has improved the problem some. Johnson's recommendation was to have the gutters installed, and also ask the town to bevel the ground at more of a slope going toward the ditch.

Marcantel made a motion that Ken Johnson get estimates for a gutter system for the Basile Branch Library. Langley seconded, and the motion carried unanimously.

Foster-Galasso recommended that Johnson also get estimates for flooring for the Basile Branch, as well. Vidrine asked that Johnson also talk to the city about the dirt work that needs to be done to improve drainage at the Basile Branch.

Marcantel made an amended motion that Ken Johnson get estimates for both a gutter system and flooring for the Basile Branch Library, and also request that the town do the dirt work that is necessary to improve drainage at the Basile Branch. Langley seconded, and the motion carried unanimously.

The first item of new business on the agenda was consideration of whether to revise the following polices or reaffirm them as written and previously approved following 2012 public hearing: Electronic Resources Policies (Internet Safety Policy, Acceptable Use Policy, and Social Media Policy). Policies were subject of November 15, 2016, public hearing, with no comments received from the public.

Marcantel made a motion that the following policies as written and previously approved following 2012 public hearing: Electronic Resources Policies (Internet Safety Policy, Acceptable Use Policy, and Social Media Policy), that were subject of November 15, 2016, public hearing, with no comments received from the public be reaffirmed. Coates seconded, and the motion carried unanimously. (copy of policies attached)

Consideration of staff step increases for 2017 was discussed.

Coates made a motion that the Library Director's salary be increased one dollar per hour (director salaried, not hourly), change benefits status for three members, approve sixteen step increases (twenty-five cents per hour), six special additional increases (step increase plus an additional step for a total of fifty cents per hour due to assumption of additional duties) to be effective the first pay check received in January 2017. Implementation pay period is 12/26/2016-1/08/2017, to be received 1/13/17. Marcantel seconded, and the motion carried unanimously.

Foster-Galasso reported that the administration fee for the bookkeeping portions that the Police Jury does for the library which is considerable, has not been increased in approximately twenty years. The library currently pays \$7500.00 per year, excluding audit costs. This amount we are currently paying is low considering personnel cost, and other issues. After discussing the increase with Ryan Ardoin, President of the Police Jury, a proposal of \$22,000.00 was considered. Foster-Galasso informed the Board that she had prepared an Option 1 and 2 budget, depending on the Board's decision to increase the bookkeeping fees. She reported that the budget for 2016 was sound, and that she had put the increase in the 2016 budget. Ryan Ardoin also discussed the increase with the Board, and said it would have to be approved by the Police Jury.

Marcantel made a motion that the potential increase in yearly administrative fees to the Evangeline Parish Police Jury be increased to \$22,000.00 per year, upon approval from the Police Jury. Langley seconded, and the motion carried unanimously.

Foster-Galasso discussed the revision of 2016 library operating budget, to be submitted to the Police Jury for inclusion in their public budget hearing in December, with formal budget amendment by Police Jury to follow. She stated that she had included an Option 1 and Option 2 for the Board to consider. Option 1 does not include increase for administration fee for bookkeeping portions that the Police Jury does for the library for 2016; and Option 2 does include the administrative increase beginning in 2016. She recommended Option 2.

Coates made a motion that Option 2, including administrative fee increases to the Police Jury to begin in 2016 be approved to be submitted to the Police Jury for inclusion in their public budget hearing in December, with formal budget amendment by Police Jury to follow. Marcantel seconded, and the motion carried.

Foster-Galasso also reviewed and discussed the Revision of the 2016 library sinking fund budget with the Board.

Motion by R. Ardoin to approve the revision of the 2016 sinking fund budget to be submitted to the Police Jury for inclusion in their public budget hearing in December, with formal budget amendment by Police Jury to follow. Marcantel seconded, and the motion carried unanimously.

Next Foster-Galasso reviewed and discussed the various accounts in the library operating budget (including personnel cost projections) for 2017 with the Board. Foster-Galasso said the Board could discard Option 1 of the library operating budget since the administrative fee to the Police Jury was also approved for 2016.

Marcantel made a motion to approve the library operating budget (including personnel cost projections) for 2017, to be submitted to the Police Jury for inclusion in their public budget hearing in December, with formal budget amendment by Police Jury to follow. R. Ardoin seconded, and the motion carried unanimously.

Foster-Galasso then reviewed and discussed the various accounts in the sinking fund budget for 2017 with the Board.

R. Ardoin made a motion to approve the 2017 library sinking fund budget to be submitted to the Police Jury for inclusion in their public budget hearing in December, with formal budget amendment by Police Jury to follow. B. Ardoin seconded, and the motion carried unanimously.

Foster-Galasso discussed the Facilities Report, and work that has taken place at the Main Library and Branches.

Foster-Galasso reviewed the Financial Report with the Board, and also the Director's Report.

The Outreach and Friends of the Library Report was discussed.

Board President Jennifer Vidrine reported that she had attended the BookFest at the State Library. She commended the BookFest in Ville Platte, and said it was similar to the one at the State Library, only on a smaller scale.

Linda Lebsack updated the Board on Friends of the Library. She said that BookFest in Ville Platte was awesome, and that \$750.40 was made from BookFest. She said the Friends next meeting would be held in January. Due to Acadiana Center of the Arts cutbacks, the Friends are planning on funding a program or entertainer for the 2017 Summer Reading Program.

Foster-Galasso reported that the Main Library and Branches will be closed to the public on December 7th for all staff members to attend a meeting at the Main Library. Some of the things that will be taking place at the staff meeting are a presentation from Officer Hall from the Ville Platte Police Department on safety issues, discussion of library issues, and Summer Reading Program 2017.

Foster-Galasso reminded the Board of the upcoming "Fine Free" period, December 15, 2016 through January 15, 2016.

Marcantel made a motion to adjourn. Langley seconded, and the motion carried.