

Minutes of the Evangeline Parish Library Board of Control

December 11, 2017

(for approval at January 23, 2018 meeting)

The Evangeline Parish Library Board of Control met on Monday, December 11, 2017, at 4:00 p.m. at the Main Library in Ville Platte (916 West Main Street).

Present were President Katy Marcantel, Vice President Gaynelle Coates, Board Members Sandra Jacobs, Faye Langley, newly appointed Board Member Sandra Salazar, Library Director Mary Foster-Galasso, Parish Engineer Ronald Landreneau, and assistant Justin Fontenot, Friends of the Library Members Linda Lebsack and Paula Lafleur, Staff Members Ted Lavergne, Donald Vidrine, Jo Anna Miller, Suzy Lemoine and Tina King.

Absent were ex-officio member Ryan Ardoin and ex-officio alternate member Eric Soileau.

Board President Katy Marcantel called the meeting to order.

Newly appointed Library Board of Control Member Sandra Salazar was welcomed to the Board. She replaced former Board Member Bradley Ardoin, who had resigned.

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

Jacobs made a motion to approve the minutes of the September 26, 2017, Library Board of Control meeting. Coates seconded, and the motion carried unanimously.

Parish Engineer Ronald Landreneau and his assistant, professional engineer Justin Fontenot, gave an update on the Chataignier Building Project, plans and proposed capital improvements budget. These items are also on the agenda for the next Police Jury meeting. He reported that Chataignier Branch plans have been completed, and submitted to the State Fire Marshal's office and have been approved. Bids will be taken January 16, 2018, and recommendations for awards should take place the following week. Landreneau presented the Board with a full project estimate (cost of

a plaque to be added at a later date). The proposed Chataignier Branch will be similar to Turkey Creek Branch, but slightly larger, and with a few changes.

Foster-Galasso reported that land for the proposed new Chataignier Branch has been purchased. She thanked Landreneau for his help in expediting this purchase, as well as the Police Jury's attorney Marcus Fontenot and library staff member Suzy Lemoine. She also reported that the library has to pay an additional \$499.00 per month to Detel until the building is complete, because the application requesting service substitution was denied by USAC.

Foster-Galasso discussed the budget regarding the proposed new Chataignier Branch, and money to be set aside for new building. Landreneau said that if he was given the amounts and dates of maturity on the bank CD's, he would be able to assist in developing a schedule for transferring funds (liquidating CD's).

Jacobs made a motion to approve the \$253, 196.00 (two hundred fifty three thousand, one hundred ninety-six dollars) project budget for the new Chataignier Branch Library, and to authorize and request the Evangeline Parish Police Jury to advertise for receiving bids for this project as recommended by Landreneau and Associates. Langley seconded, and the motion carried unanimously.

The first item of new business on the agenda was formation of board search committee for new director search, due to the upcoming retirement of present library director, Foster-Galasso in August 2018.

Salazar made a motion to appoint Gaynelle Coates as chairman of the Board Search Committee and Faye Langley and Katy Marcantel as committee members. Langley seconded, and the motion carried unanimously.

Next on the agenda was the library calendar for 2018.

Jacobs made a motion to approve the 2018 library calendar with library closures, schedule of fine free periods (copy of calendar attached), and also the following tentative dates for meetings of Board Search Committee and Library Board of Control

meetings for 2018 (committee meetings to be at 3 p.m. and Board meetings at 4 p.m. on same day).

**January 23, 2018 to be held at Main Library, Ville Platte
Board Search Committee for new Director meeting, 3:00 p.m.
Library Board of Control Meeting, 4:00 p.m.**

**March 20, 2018 to be held at Main Library, Ville Platte
Board Search Committee for new Director meeting, 3:00 p.m.
Library Board of Control Meeting, 4:00 p.m.**

**May 22, 2018 to be held at Main Library, Ville Platte
Board Search Committee for new Director meeting, 3:00 p.m.
Library Board of Control Meeting, 4:00 p.m.**

**July 24, 2018 to be held at Mamou Branch
Library Board of Control Meeting, 4:00 p.m.**

**September 25, 2018 to be held at Mamou Branch
Library Board of Control Meeting, 4:00 p.m.**

**December 10, 2018 to be held at Main Library, Ville Platte
Library Board of Control Meeting, 4:00 p.m.**

Salazar seconded, and the motion carried unanimously. Copy of 2018 Library Calendar is attached.

Foster-Galasso discussed one Records Retention Schedule change, and the board members were given handouts in their meeting packets outlining the change. The change reduces the retention schedule for video camera surveillance footage.

Coates made a motion to approve the Records Retention Schedule change. Langley seconded, and the motion carried unanimously. (Copy of Records Retention Schedule change item is attached).

Langley made a motion to ratify hire of Donald Vidrine as new facilities and grounds assistant. Coates seconded, and the motion carried unanimously.

Coates made a motion that classification and hours proposals for Jo Anna Miller as new part-time library associate, step 2, 16 hours per week (effective 2018) be approved. Jacobs seconded, and the motion carried unanimously.

Foster-Galasso reviewed and discussed the Financial Reports for October, November, and the partial month of December through December 11, 2017.

Langley made a motion that the Financial Reports for October, November, and the partial month of December through December 11, 2017 be approved. Coates seconded, and the motion carried unanimously. (copy of Financial Reports attached).

Foster-Galasso and the Board reviewed and discussed the 2017 Budget Revisions to the 2017 Operating Budget and 2017 Sinking Fund Budget.

Jacobs made a motion to approve the amendment of the 2017 Operating Budget and 2017 Sinking Fund Budget, and that the budgets go forward to the December 2017 Police Jury public budget hearing, date and time to be determined. Salazar seconded, and the motion carried unanimously.

Foster-Galasso and the Board reviewed and discussed the various income and expenses in the initial 2018 operating budget, and initial 2018 sinking fund budget. The also reviewed and discussed the proposed step increases and reclassifications of staff for 2018 (changes to be effective for the pay period beginning January 8, 2018).

Coates made a motion to approve the initial 2018 Operating Budget, and initial 2018 Sinking Fund Budget, and that the budgets go forward to the December 2017 Police Jury public budget hearing, date and time to be determined. Motion included the approval of the proposed staff reclassifications and step increases (changes to be

effective for pay period beginning January 8, 2018). Salazar seconded, and the motion carried unanimously. (copy of initial 2018 Operating Budget, initial 2018 Sinking Fund Budget, and 2018 Personnel Classifications and Step Increases attached).

Coates made a motion that Mary Foster-Galasso's salary be raised to \$55,000.00 per year. Salazar seconded, and the motion carried unanimously. Foster-Galasso thanked the Board and stated that she would modify the 2018 Operating Budget to include the salary change before the budgets are sent forward to the Police Jury for its public budget hearing and meeting. All were in agreement.

Foster-Galasso reviewed the Facilities Report with the Board. (copy of Facilities Report attached).

Foster-Galasso discussed the Director's Report including technology, staff and board development, budget and financial, and near term and long range director projects. (copy of Director's Report attached). She noted that a laptop is missing from the Basile Branch and that the Basile Police and also the Evangeline Parish District Attorney's office have been notified. She also noted that the Library had a successful all staff training day on Dec. 6th.

Suzy Lemoine discussed the Outreach Report and Friends of the Library Report. (copy of Outreach Report and Friends of the Library reports attached). She noted that Book Fest in October had been very successful, for both the Library and the Friends.

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