

**Minutes of the Library Board of Control
July 24, 2018**

To be approved at September 18, 2018 Board Meeting

The Evangeline Parish Library Board of Control met on Tuesday, July 24, 2018, at 12:00 p.m. at the Mamou Branch Library at 317 2nd Street, Mamou, Louisiana, following the budget hearing at 11:30 a.m. The purpose of the hearing was to receive public comments on proposed amendments of the Library's 2018 Operating Budget and Chataignier Construction Budget.

A sign-in sheet for the public hearing is attached. During the hearing the only comments received were requests from Friends of the Library representatives Paula Lafleur and Linda Lebsack to increase funding for children's programming, stressing that the Friends of the Library could help with the cost. The Board agreed to take this into consideration for the 2019 Budget to be developed later. They also thanked the Friends for their dedication and support.

At twelve noon President Katy Marcantel declared the public hearing closed, and called the Library Board meeting to order. She also thanked Mamou Branch Manager Angela Henry and Assistant Branch Manager Gigi Fontenot for setting up such an excellent meeting luncheon for the Board and the public attendees.

Present for both the budget hearing and the Library Board of Control meeting were President Katy Marcantel, Vice President Gaynelle Coates, Board Members Sandra Salazar, Sandra Jacobs and Faye Langley, outgoing Library Director Mary Foster-Galasso, incoming Director Margie Mealer, Staff Member Tina King, and Friends of the Library Members Linda Lebsack and Paula Lafleur.

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

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

Marcantel asked that the agenda be amended to add an item at the end.

Langley made a motion that the agenda be amended to include an additional item at the end. Jacobs seconded, and the motion carried unanimously.

Jacobs made a motion to approve the minutes of the May 22, 2018 Library Board of Control meeting. Coates seconded, and the motion carried unanimously.

Incoming Director Margie Mealer and Director Foster-Galasso gave an update on the Chataignier Branch building project. They reported that the painting, flooring and parking lot have all been completed. The Internet and phone should be installed this week, and the refrigerator delivered. Mealer reported that the Chataignier Branch should be ready for a soft opening in about three weeks.

Foster-Galasso reported that Staff Member Elizabeth Burnes has successfully completed the American Library Association Staff Support Certification program.

Coates made a motion that Elizabeth Burnes be reclassified as Library Associate, based upon her successful completion of the Library Support Staff Certification program. Langley seconded, and the motion carried.

Next on the agenda was a proposal to authorize the reopening of Library Facilities Assistant and/or Janitorial position job search(es) as needed, for full or part-time.

Coates made a motion to authorize the reopening of the Library Facilities Assistant/Janitorial position to advertise for a 20 hour per week employee. Jacobs seconded, and the motion carried unanimously.

The next item on the agenda was a proposal to have hours open at new Chataignier Branch equal to total hours open at Turkey Creek Branch, weekdays and times to be determined.

Langley made a motion to increase the total number of hours that Chataignier Branch will be open from 15 to 25 hours per week, to match the number of hours open at Turkey Creek. Salazar seconded, and the motion carried unanimously.

Mealer gave a Financial Report. Foster-Galasso said Mealer had done a great job working on the Financial Report. The library has received about \$124,000 more ad valorem taxes than originally budgeted. Overall Operating Fund (Fund 104) expenses to date have been approximately \$850,000, including the over \$181,000 that needed to be transferred from savings (CD's and passbook savings account which are both part of the 104 Fund) in order to partly fund the Chataignier Construction Fund (Fund 332). Based on the budget before amendment, the Library calculates that only approximately \$413,000 has been budgeted to fund Operating expenses for the system through the remainder of the calendar year. This situation would be likely to result in more expenditures than revenue budgeted to cover the expenditures by the end of the calendar/fiscal year. This is why the Operating Budget requires amendment later in the meeting. (Copy of Financial Report attached).

Mealer reviewed and discussed the proposed amended Library's 2018 Operating Budget with the Board. She noted that the primary reason for the amendment was to account properly for the funds needing to be transferred out of the Operating Fund into the Chataignier Construction Fund.

Salazar made a motion to approve the proposed amended Library's 2018 Operating Budget. Jacobs seconded, and the motion carried unanimously. (Copy of Approved Amended Operating Budget attached.)

Mealer also reviewed and discussed the proposed 2018 Chataignier Construction Fund Budget (Fund 332) with the Board. Again, she noted that one reason for the amendment was to account properly for the funds being transferred in from the Operating Fund (Fund 104). Also, she noted that the cost of the project had been increased by the additional grounds preparation needed for the site.

Coates made a motion to approve the proposed amended 2018 Chataignier Construction Budget. Langley seconded, and the motion carried unanimously. (Copy of Approved Amended Construction Budget attached.)

The Board discussed the time of subsequent board meetings and consideration of meeting schedule for the remainder of 2018.

Langley made a motion to move the subsequent board meetings from 4:00 p.m. to 12:00 noon. Jacobs seconded, and the motion carried unanimously.

Langley made a motion that the Library Board of Control meeting scheduled for September 25th be rescheduled to September 18th. Jacobs seconded, and the motion carried unanimously. The meeting will be held at Mamou at twelve noon on the 18th. For the present, the December meeting will still be scheduled for Monday Dec. 10th at Ville Platte at 12 noon, although this meeting schedule may be revisited at the September meeting, if board members have other commitments on this date.

Foster-Galasso and Mealer gave a joint Directors' Report. Both thanked the Board for the opportunity to work together on the transition. (Copy of Directors' Report attached).

The Board was presented a Facilities Report outlining the work that has taken place at each of the branches since the last Board Meeting. Both the Board and Mealer praised the work of Facilities Manager Ted Lavergne. Foster-Galasso added a commendation for Turkey Creek Branch Manager Tina King for noticing

a dangerous damaged tree at the branch, which was in danger of falling on the building. King arranged for the cutting of the tree by Scott Campbell, who is well insured and has done excellent work for the library system in the past. The Board thanked King. (Copy of Facilities Report attached.)

Mealer gave a Technology Report. She informed the Board that, working with an Office 365 offer, Josh (Joshua Leblanc, Bayouland Computer Solutions) has set up evangelineibrary.org email addresses for all the staff members and for certain key staff positions (where multiple people may need access to a specific email account). (Copy of Technology Report attached)

Next on the agenda were Outreach and Friends of the Library Reports. Summer Reading and other activities at the Main Library and Branches were discussed.

Friends of the Library members Linda Lebsack and Paula Lafleur reported that the paver project is almost complete, and they hope to have it finished in the near future. (Copy of Outreach and Friends of the Library Report attached.)

Next on the agenda was the amended item added to the end of the agenda.

President Katy Marcantel reported that the Board would like for the multipurpose room at the main library to be named the Mary Foster-Galasso Room, in honor of outgoing director Mary Foster-Galasso. Coates made a motion to name the multipurpose room the Mary Foster-Galasso Room; Salazar seconded the motion, and the motion carried unanimously. The Board thanked Mary for her hard work, and devoted years to the library. The all wished her a happy retirement. Mary thanked the Board for the honor and told the Board how grateful she was to the Board for their wonderful support of her and of the library throughout the years.

Salazar moved that the meeting be adjourned. Coates seconded, and the motion carried unanimously. The meeting was adjourned.