

**Minutes of the Evangeline Parish Library Board of Control
July 25, 2017
For Approval at September 26, 2017, Meeting**

The Evangeline Parish Library Board of Control met on Tuesday, July 25, 2017, at 4:00 p.m. at the Main Library in Ville Platte (916 West Main Street).

Present were Board Members Faye Langley, Gaynelle Coates, Bradley Ardoin, ex-officio member Ryan Ardoin, Library Director Mary Foster-Galasso, Parish Engineer Ronald Landreneau, Friends of the Library Member Paula Lafleur, Library Patron Herbert Coates, Staff Members Suzy Lemoine, Emily Fontenot, Ken Johnson and Tina King.

Absent were Board President Jennifer Vidrine, Board Vice President Katy Marcantel, and ex-officio alternate Eric Soileau did not attend since ex-officio member Ryan Ardoin was present.

Ex-Officio Member Ryan Ardoin called the meeting to order.

Ex-Officio Member Ryan Ardoin asked if there were any public comments. There were none.

Langley made a motion that the agenda be amended to include, under Old Business, an item to amend the December 1, 2016, Library Board of Control Minutes to include two Board Members whose names had been omitted by error as being present for the meeting.

Langley made a motion to approve the minutes of the May 16, 2017, Board of Control meeting. Coates seconded, and the motion carried unanimously. The amended minutes of the earlier (Dec. 1, 2016 meeting) were later addressed as the last item in Old Business.

The first item of Old Business on the agenda, "Basile work update with new issues of water damages and repairs to flooring and subfloor, plus moisture mitigation plan," was discussed. Foster-Galasso reported that Hanover Insurance verified coverage, because there was a water event, where the water faucet behind the Basile Branch Library building was left running, and a full years' worth of water went underneath the building. She stated that there was a \$1000.00 deductible with Hanover. The insurance is supposed to cover the cost of the basic work of the subfloor and part of the cost of Dupre & Son's labor and materials to remove damaged portions of the vinyl planking and replace these portions with new planking after the subfloor damage has been addressed.

Parish Engineer Ronald Landreneau reported that he had assessed the situation, and had spoken for the library with Dax Dupre with Dupre & Son Flooring, and with others. Landreneau said when he assessed the situation, the subfloor had buckled, and it didn't appear to be any of the joists that we were originally concerned about. He reported that the affected areas of flooring would need to be replaced, after carpenters, Ian Bordelon and Perry Bordelon have repaired the subfloor. Foster-Galasso reported that Dupre & Son Flooring has begun the process of taking out the areas of flooring affected, but the work has not yet been completed.

Landreneau said one of his inspectors had gone to the Basile Branch, about a week after the floor had buckled, and drilled through the floor that was buckled, and probed into the soil beneath. According to Landreneau, it was determined there was moisture under the building. He reported the siding on the building goes all the way to the ground, so when water gets under the building it will not dry out very quickly. B. Ardoin inquired about the type of siding, and Landreneau said that it was vinyl. B. Ardoin, who has extensive carpentry experience, agreed with Landreneau that subflooring can buckle when water is trapped underneath and the flooring surface above is unable to breathe and release moisture.

Landreneau said there were several things that could be done to help with the water and moisture problem at Basile Branch. One of the things that could be done is to improve ventilation under the building, by opening up the siding at the bottom of the building where possible. Not all of the bottom of the siding can be opened up due to the ramp, etc. Ken Johnson stated that he had been at the building with the carpenter Ian Bordelon, and that according to Bordelon the siding could be cut on about two and a half sides of the building.

Landreneau also recommended that his staff shoot grades to determine if water from the downspouts coming from the gutter is going underneath the building. If it is, then a ditch could be dug to draw the water off, and route it to an existing ditch.

Landreneau said he will do a more detailed survey of ground elevations and develop a lot drainage plan which hopefully can be implemented by the parish. He asked for permission to speak to Police Juror Sidney Fontenot to request assistance from the parish. He did not think that would be a problem since the Police Jury probably has an intergovernmental agreement with the Town of Basile, and the Basile Branch building is property of the Police Jury.

Coates made a motion to accept, and proceed with Parish Engineer Landreneau's recommendations concerning the issues at Basile Branch, including ventilation under building, drainage ditch, and lot drainage plan. Langley seconded, and the motion carried unanimously.

The next item of Old Business on the agenda was, Detel and Internet update. Foster-Galasso gave an update that the cutover to Detel from CenturyLink was successful. The internet reportedly seems faster now at the branches with the new service.

She reported that the Detel tower had been installed at Turkey Creek Branch for Internet, and everything was going well. She stated that she would be placing

an item on the agenda of one of the future meetings to address improving parking at the Turkey Creek Branch around the tower.

The last item of Old Business on the agenda was to amend the December 1, 2016 Library Board of Control Minutes.

Langley made motion to amend the Library Board of Control minutes of the December 1, 2016 to correct the omission of Board Members in attendance to include Gaynelle Coates and Bradley Ardoin. Coates seconded, and the motion carried unanimously.

The first item of New Business on the agenda was "Chataignier Branch Environmental Issues and need for plan to address in light of existing Chataignier/Library lease (1994)."

Foster-Galasso presented the Board with a packet in their folder including a copy of the Use and Lease Agreement between the Library Board of Control and the Village of Chataignier. Also included was an Indoor Air Quality/Mold Investigation Report prepared for Chataignier Branch Library by Ionnis M. Petikas, Industrial Hygienist, Microbial Consultant, and Vice President of ENVIROCON Environmental Consulting.

Foster-Galasso reviewed and discussed the Use and Lease Agreement between the Library Board of Control and Village of Chataignier from 1994. She reported that due to funding the Village of Chataignier has not been able to provide maintenance for the building, and the library has done necessary repairs on the building. However, the library has not done extensive work on the building since it is the property of Chataignier rather than the Library/Police Jury.

Foster-Galasso had ENVIROCON Environmental Consulting conduct an Indoor Air Quality/Mold Investigation Report on Chataignier Branch Library, due to an employee substituting at the Branch and reporting that she felt sick the next day. The employee felt that there might have been something at the Chataignier

Branch that had made her feel sick. Chataignier Branch Manager Emily Fontenot was at the Branch when Ionnis Petikas conducted the test. The employee that felt sick after working at the Chataignier Branch has not been sent back there, and the Branch Manager and others who have been there before and since have not reported feeling any symptoms.

Foster-Galasso reviewed and discussed the report prepared by ENVIROCON Environmental Consulting with the Board. She reported on their findings, including that the current elevated levels of Aspergillus/Penicillium, as confirmed in the air samples, indicate a problem with mold contamination. Proper cleaning and engineering activities are necessary to rid the building of mold contamination and any continued excess moisture. It was conveyed to ENVIROCON that the air conditioners are turned off after hours and on the weekends. In addition, it was stated that water accumulates underneath the building. The air samples were first taken when the building was first opened with the air conditioning off. Those samples results in elevated levels. According to the ENVIROCON report, the amount of Aspergillis/Penicillum spores rose tremendously when the air conditioners were turned on.

B. Ardoin asked if that could be a result of the air conditioning units, which are window units, needing cleaning. However, Ken Johnson's facilities report included cleaning of the window units there, which had been done before the tests were scheduled and conducted. Landreneau alluded to the photographs of the sampling units in the report's Appendix A and discussed how the sampling units trap spores moving in the air in the building, not just on surfaces. The air conditioning units, when turned on, stir up the mold and move it throughout the small building.

ENVIROCON concludes the following:

High relative humidity is allowing mold to proliferate in the building.

Exterior water intrusion sources are allowing mold to proliferate in the building.

Foster-Galasso also reviewed ENVIROCON's recommendations, but it would take extensive work and be very costly, and the building does not belong to the library.

Foster-Galasso asked Landreneau to give his opinion on the situation. He reported that the building is a very old structure. Parish Engineer Landreneau has done work for the Chataignier Branch building in the past, prior to it becoming the branch library (pre 1995), but has not inspected or accessed it recently. He said that if the mold was cleaned, it would be very hard to keep the mold from returning.

Chataignier Branch Manager Emily Fontenot reported on the condition of the building. There are issues with the building that the mold would continue to return. As ENVIROCON noted, there were observed old leak damage on the ceiling and at the side windows, as well as standing water underneath the building. Fontenot said that Petikas noted extensive mold on the underneath part of the building. One of the report's stated requirements to keep mold from returning after an environmental cleanup would be a moisture barrier for the floor.

Parish Engineer Landreneau reported that it would be an expensive undertaking to remove the mold, and to maintain the building to keep mold from returning. He did not recommend this approach for an old building in poor condition that the Library/Police Jury did not own.

Foster-Galasso stated that she suggests closing the building effective August 1st, for safety reasons, until a decision can be made. She said that it may be best to relocate the library.

Board Members discussed the possibility of purchasing a portable or modular building to relocate the Chataignier Branch Library in, and purchasing property to locate the new building.

Coates made a motion to close the operation of the Chataignier Branch Library in the present building, effective August 1st, and to proceed with trying to purchase property in Chataignier as well as to authorize Parish Engineer Landreneau and the Library/Police Jury to look into purchasing a portable or modular building for the Chataignier Branch. Langley seconded, and the motion carried unanimously.

The next areas of New Business was policy revisions (Personnel, Patron, and Weapons Policy affecting both staff and patrons). Foster-Galasso discussed with the Board that changes were being proposed to 1) make the policies better conform to current law, 2) be more reasonable, 3) be able to be enforced in a non-discriminatory manner, and 4) allow for measurable enforcement.

Foster-Galasso and the Board reviewed and discussed the proposed policy revisions for staff policies: Personnel Manual, Leave and Holiday Policy, Travel Policy, and the New Vehicle Use Agreement proposed for Staff.

Personnel Manual with changes would, among other things, address staff use of personal vehicles for library use, and also transfer of staff into the Library's employ from the Police Jury if there were mutual consent between the Police Jury office and the Library administration. It also incorporates items that were previously in an addendum to the manual instead into the body of the document.

Leave and Holiday Policy changes would establish leave accrual and date of hire clarification for any transfer staff (see above).

Vehicle Use Agreement, in conjunction with the new sections in the Personnel Manual, would set restrictions on activities that staff could do while operating a vehicle on library business (for example no texting), as well as require staff to yearly provide a copy of their driver's license and proof of insurance for any personal vehicle that they would drive on library business.

Coates made a motion to approve the revisions for staff policies: Personnel Manual, Leave and Holiday Policy, Travel Policy, and the New Vehicle Use Agreement proposed for Staff. Langley seconded, and the motion carried unanimously. (Copies of all revised and new policy attached)

Foster-Galasso and the Board reviewed and discussed the policy revisions proposed for patron policies: Patron Behavior Policy and Unattended Children Policy. The Patron Behavior Policy would now be more specific about both non-allowed behaviors and consequences, and would now include a separate procedures section at the back to guide staff through how to implement and interpret the policy in practical situations. It also would lower the age allowed for children to be in the Library without an adult from 12 to 10, which is the Louisiana law age where a child can be left alone for some periods of time without charges of child neglect or abandonment. This change was also made in the Unattended Children Policy, which along with the Sex Offenders in Libraries Policy (previously approved and not revised) were attached also to the revised Patron Behavior Policy for easier reference.

S. Lemoine, a staff member who had reviewed the policy changes, remarked to the Board that she felt that staff would find the revised policy gave them more flexibility for adjusting to individual situations at the branches.

Coates made a motion to approve the policy revisions proposed for patron policies: Patron Behavior Policy and Unattended Children Policy, effective August 1, 2017. Langley seconded, and the motion carried unanimously. (copies of all revised patron policies attached)

Foster-Galasso and the Board reviewed and discussed the proposed creation of Weapons Policy that affects both patrons and staff. The Weapons Policy was copied with permission from Rapides Parish Library and was created by the Rapides Parish Library legal advisor, Rapides Parish assistant district attorney Tom Mills. It would need, if passed, to be posted at each branch.

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Langley made a motion to approve the proposed creation of Weapons Policy that affects both patrons and staff, effective August 1, 2017. Coates seconded, and the motion carried unanimously. (Copy of proposed creation of Weapons Policy attached)

Foster-Galasso and Facility Manager presented a Facilities Report for July 2017, outlining work that was done at the Main Library and Branches. (copy of Facilities Report for July 2017 attached)

Foster-Galasso reviewed and discussed the Financial Report with the Board. The Library is solvent, and the Library has received more ad valorem revenue this year than was originally budgeted for, which will help in terms of funding a new Chataignier branch.

Langley made a motion to approve the Financial Report. Coates seconded, and the motion carried, unanimously. (copy of Financial Report attached)

Foster-Galasso gave a Director's Report. She discussed Technology, Staff Development, Budget and Financial, Director Projects (near term and long range), and Miscellaneous. (copy of Director's Report attached) In the process of discussing the Director's Report, she also stated that she envisioned retiring in January of 2019 and was working on a number of long-term projects involving Library records and policies to have them completed prior to her retirement if possible.

Suzy Lemoine gave an Outreach Coordinator Program Report for June and July. She reported on the various activities and programs at the Main Library and Branches, and discussed the Book Fest scheduled for October 7th at the Main Library in Ville Platte. (copy of Outreach Coordinator and Program Report attached) She also urged the Board members to come meet Alyssa Carson during the Library's Summer Reading wrap up event Saturday morning July 29th at the main library. Alyssa is a 16 year old who speaks several languages and is training to try to become part of a Mars space expedition in 2030. In addition,

Lemoine reported that Jackie Vidrine, a retired school teacher, is now doing Monday afternoon French programs at the main library and now the main library has a special activity every afternoon five days a week, plus a movie showing one Tuesday night a month.

Friends of the Library Member Paula Lafleur gave the Friends of the Library Report. She reported on the successful promotion of the main library courtyard paver project and noted that spaces were still available for the last two pavers.

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