

**Minutes of the Library Board of Control
March 20, 2018
To Be Approved May 15, 2018**

The Evangeline Parish Library Board of Control met on Tuesday, March 20, 2018, 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, Sandra Salazar and Faye Langley, Library Director Mary Foster-Galasso, Parish Engineer Assistant Justin Fontenot, Friends of the Library Members Jessica Norris (joined meeting in progress after Search Committee report), Paula Lafleur and Linda Lebsack, Representative of Library Interiors Carl B. Ekblad, and Staff Members Tina King, Ted Lavergne, Suzy Lemoine and Emily Fontenot.

Board President Katy Marcantel called the meeting to order.

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

Coates made a motion to approve the minutes of the January 23, 2018, Library Board of Control meeting. Salazar seconded, and the motion carried unanimously.

Parish Engineer Assistant Justin Fontenot reported on the Chataignier Building Project. He reported on the change order (change order no. 1). He provided the Director and Board Members copies of the change order, dated March 9, 2018 and approved by Evangeline Parish Police Jury Secretary Donald Bergeron. The contract price incorporating this change order is \$181,437.00. (copy of change order for \$18,437 attached). Change order was recommended by parish engineer Ronnie Landreneau, accepted by parish secretary/treasurer Donald Bergeron, and accepted by the contractor. Change order work moves substantial completion date from June 17, 2018, to August 1, 2018. The change

order includes major dirt removal and foundation preparation work on the site that had not been anticipated, plus the addition of a handicap accessible water cooler. Project engineer Justin Fontenot noted that the change order had not required new action by the board because the cost did not put the construction work over budget, when the amount for contingencies included in the budget is considered.

Chataignier Branch Manager Emily Fontenot presented the Board with pictures of the ground work that has taken place at the property purchased for the new Chataignier Branch Library.

Parish Engineer Assistant Justin Fontenot discussed the drainage work that was being done at the Chataignier property. He stressed that the library branch will be slightly higher than the post office next door and to his knowledge the post office has never flooded. Jacobs asked if the drainage of the new library site would have any adverse effect on the post office, and J. Fontenot stressed that it would not.

The Board thanked J. Fontenot for his report.

The next item of Old Business was a shelving proposal for the new library branch (originally shelving and circulation desk proposal, but circulation desk portion was eliminated before the meeting due to the increased project costs in Change Order No. 1). Ekblad's proposal was for stationery and mobile library shelving to be purchased under Louisiana State Contract # 4400009893 for a total cost of \$17,622.07. This would not include laminate end panels, some with display slats, as these are not all available under State Contract. For the purchase of these Ekblad proposed that end panels be purchased from Library Interiors, for a total cost of \$5,554.50, by obtaining permission from the Police Jury/Library Board's legal advisor (District Attorney's Office) to "piggyback" upon Jefferson Parish Contract #55-17247 [Note: contract approved by Jefferson Parish Council Resolution No. 130612 and effective 02/20/2018 to 02/19/2020]. Foster-Galasso stated that she would be glad to request the

required written permission from Jefferson Parish's purchasing department and then set up an appointment with assistant district attorney Marcus Fontenot.

Jacobs made a motion to approve the proposals for shelving at the new Chataignier Branch Library. Coates seconded, and the motion carried unanimously.

In the final item of Old Business, Search Committee Chairwoman Gaynelle Coates and Search Committee Members Katy Marcantel and Faye Langley reported on the March 1st and March 20th Search Committee Meetings. They summarized the actions taken in the two meetings in a two page table presented to the Board. The first page listed all applicants (total of six) that applied for the Library Director position, the committee's decision whether to follow up or not (4 decision not to follow up, 2 decision to follow up), actions taken (regrets letters sent to 4, follow up letters and recommendations done with 2), next steps, notes summarizing qualifications.

The second page of the Search Committee's report table was a summary report on the two recommended finalists, listing their strengths, references selected to contact for each finalist, the Search Committee's concerns, and notes. A copy of this report is attached. They also told the full Board that the Search Committee would hold another meeting on April 17th at 10 a.m. to review reference reports and submitted essays from the finalists, as well as work on plans for the final steps (interviews, etc.) with the full Board.

Salazar moved that the committee chairman and current library director be given authority to develop interview questions, interview scoring rubric, and any other testing, etc. for the final selection process. Jacobs seconded, and the motion passed unanimously.

Jacobs moved that the next Board meeting be changed from May 22nd to May 15th at 1 p.m. Langley seconded, and the motion passed unanimously.

Coates moved that the Board exercise option (page 2 of Consultant Agreement signed September 27, 2016) to extend the Consultant Agreement for E-Rate program support for the allowed additional two years at current rates so that current Consultant Agreement will extend throughout the life of the current five year Detel contract for Internet and Wide Area Network (WAN). [Agreement currently goes through end of federal funding year ending 06/2020; extension to go through end of federal funding year ending 06/2022.] Salazar seconded, and the motion carried unanimously.

Jacobs moved that the Board accept the proposed draft personnel leave policy addition (new section 20.0 to Leave Policy) to address accrued vacation leave and sick leave of staff members going from full time to part time. Langley seconded, and the motion carried unanimously (copy of addition to policy is attached).

Board members who had attended one or more days of Louisiana Library Association Conference March 8th and 9th in Alexandria spoke about the experience and about how much they had learned. Salazar attended both days, and Marcantel and Jacobs attended on the 9th. All agreed with Jacobs who said it had been very informative.

Foster-Galasso presented the financial reports and noted that the Operating Fund is generally on track in terms of revenues and expenditures. Coates moved that the Financial Report be accepted. Langley seconded and the motion passed unanimously (financial report is attached).

Ted Lavergne briefly presented the facilities report (attached). Foster-Galasso emphasized that Lavergne had saved the library \$449 that day by working with a vendor and determining that one invoice should have been follow-up with no additional charge. The Board thanked Lavergne for his efforts as facilities manager on behalf of the Library.

There were no additional specific branch concerns.

Foster-Galasso then presented the Director's Report, which emphasized technology issues and staff development (copy attached).

Jessica Norris, new president of the Friends of the Library, presented the Friends report. The Board thanked her and other Friends members present (Lafleur and Lebsack) for their efforts on behalf of the Library.

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