

**Minutes of the Evangeline Parish Library Board of Control**

**July 28, 2015**

**Approved September 22, 2015**

**The Evangeline Parish Library Board of Control met on Tuesday, July 28, 2015, at 4:00 p.m. at the main library in Ville Platte (916 West Main Street).**

**Board President Jennifer Vidrine called the meeting to order at 4:00 p.m. A quorum was present.**

**Present were Board President Jennifer Vidrine, Board Vice President Katy Marcantel, Board Member Faye Langley, and Ex Officio Member Ryan Ardoin. Absent was Board Member Nina David.**

**Also present were Library Director Mary Foster-Galasso, Parish Engineer Ronnie Landreneau, Staff Members Suzy Lemoine, Ken Johnson and Tina King, Friends of the Library Members Paula Lafleur and Linda Lebsack.**

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

**Marcantel made a motion that the minutes of the May 19, 2015, Library Board of Control meeting be accepted. Langley seconded, and the motion carried unanimously.**

**Old Business: Item 1:**

**Parish Engineer Landreneau gave an update on the construction account. He informed the Board that all payments have been made on the new main library project. He stated that 57 days had been accessed in liquidation damages. He also informed the Board the Library would be receiving a check in the amount of \$30,159.30 to reimburse expenses paid on the project from the Library's operating account. He also noted that after payment of attorney fees, plus engineering and architect fees, the construction fund has a balance of \$30,322.44 which will be transferred to the library's account. This is in addition to the \$30,159.30 that the account will be reimbursed for expenses incurred (storage, building modifications, etc.).**

The Library Board thanked Mr. Landreneau for all of his work on the new library project, and asked that thanks also be conveyed to Parish Attorney Greg Vidrine for all the work he has done on the new library project. There were several rounds of applause for a job well done.

**Old Business: Item 2:**

Foster-Galasso gave an update on the property and liability insurance. She reported that Evangeline Parish Police Jury Insurance Risk Manager Phil Lemoine received the library's renewal premium from Hanover Insurance Company, and that it was within the amount and guidelines approved by the Board at the May 19, 2015 meeting.

Marcantel made a motion to approve the property and liability insurance premium to Hanover Insurance Company in the amount of \$22,867.00. Langley seconded, and the motion carried unanimously.

**Old Business: Item 3:**

Foster-Galasso gave an update on technology projects and e-rate. She reported that e-rate has been delayed again by the federal government. Funding commitment decision letters were supposed to be received by July 24<sup>th</sup>, and that the date has been moved to July 29<sup>th</sup> and July 31<sup>st</sup>, but they are completely redoing the e-rate portal and the date could be delayed again. She explained how the e-rate funds are used, and the costs that would be involved if the funds are not received.

Foster-Galasso also reported on the technology project. She reported that the new and improved wireless is now installed at all of the branches, and can be turned off automatically at night, and automatically back on in the mornings. Security wise, turning off the wireless discourages people from hanging out at the library when it is closed, and will hopefully help prevent vandalism. The new wireless system is better, and hopefully in the future patrons will be able to print from the wireless from their laptops and devices. She also informed the Board that the new ScanPro3000 digital microfilm reader has been installed in the genealogy room at the main library. She stated that the staff has been trained to use it, and that genealogy patrons like it. She also reported that a technology project at the Pine Prairie Branch is being worked on to get a new manager's computer station, and having the old one refurbished for the

manager's assistant to use. She also informed the Board that the library now has the mobile computer lab.

**New Business: Item 1:**

Foster-Galasso and the Board discussed the consideration of a possible replacement Board Member from the Pine Prairie area, due to the resignation and death of former Board Member Gerald Duplechin. Foster-Galasso reported that Police Juror Lamar Johnson talked to someone that may be interested in being appointed to the Board, but she is concerned that the meeting dates of another board that person serves on may conflict with the dates of the Library Board of Control meeting dates, and make it difficult for the Library Board to have a quorum for the meetings.

Ardoin made a motion that consideration of a possible replacement Board Member be tabled until the next regular scheduled meeting. Marcantel seconded, and the motion carried.

Board President Vidrine asked what the Library Board of Control By Laws stated about how many meetings a Board Member is allowed to miss. Foster-Galasso informed the Board that the current Library Board of Control By Laws does not mention Board Member absences from a meeting, and that the Library's Board Members are appointed by the Evangeline Parish Police Jury.

Board President Vidrine suggested that the Library Board of Control By Laws be amended to clarify how many Board meeting absences a Board Member can have before asking the Police Jury to replace the member due to not being able to fulfil his or her commitment to the Board. The Board asked that it be placed on the next regular scheduled meeting agenda to amend the Library Board of Control By Laws to include Board Member meeting absences.

Before the Board continued with the rest of New Business, Foster-Galasso noted that the Board member who was absent, Nina David, had expressed reservations about items 2, 3, and 4 in New Business because all would increase personnel costs. She offered to alter them, but was directed to proceed as originally planned.

New Business Item 2, the need for a part-time security officer for the main library was discussed. Vidrine pointed out that the current climate with

incidents such as the recent shootings at the theater in Lafayette made security an important matter. Although it would add to personnel costs, it was logical to proceed with addressing this need. Safety first. We need to do due diligence to protect the building and more importantly the people within it.

Ardoin made a motion that the library advertise for a part-time security officer for the main library. Marcantel seconded, and the motion carried.

The next item of New Business, Item 3, was to advertise for a part-time library assistant.

Foster-Galasso gave the Board members a chart prepared by staff member Tina King, which was a comparison chart of June 2014 and June 2015 visits, computer use, borrowers, items checked out, items checked in, and program attendance for the main library. There was a significant increase (more than 50% in most categories) in June 2015. (copy of comparison chart attached). Foster-Galasso and the Board discussed the need for a part-time library assistant (about 16 hours per week, no benefits) for the main library, and if necessary to substitute at the branches.

Marcantel made a motion that the library advertise for a part-time library assistant for the main library, and if necessary to substitute at the branches. Langley seconded, and the motion carried unanimously.

The next item of New Business, Item 4, was step increases requested for five staff members. Foster-Galasso discussed the proposal for step increases, beginning August 1, 2015, for staff members assigned to major new responsibilities. She offered to reduce the number for the present to two of the five. Vidrine noted that the original plan should stand as is unless the money changes and doesn't come in as expected.

Ardoin made a motion that the following step increases for additional responsibilities, effective August 1, 2015 (or the beginning of the first pay period that begins on or after August 1, 2015) be approved. Langley seconded, and the motion carried unanimously.

**Tina Deville Davis be increased from Library Assistant, step 7 at**

**\$10.75 per hour to Library Assistant, step 9 at \$11.25 per hour.**

**Emily Fontenot be increased from Library Associate, step 9 at \$12.25 to Library Associate, step 11 at \$12.75 per hour.**

**Yvonne Lavergne be increased from Library Assistant, step 9 at \$11.25 per hour to Library Assistant, step 11 at \$11.75 per hour.**

**Suzy Lemoine be increased from Library Associate, step 9 at \$12.25 per hour to Library Associate, step 11 at \$12.75 per hour.**

**Ruth Stanley be increased from Assistant Branch Manager, step 6 at \$10.50 per hour to Assistant Branch Manager, step 8 at \$11.00 per hr.**

**Foster-Galasso and the Board discussed Item 5, having a "Fine Free Month" in August.**

**Marcantel made a motion that the month of August be fine free. Langley seconded, and the motion carried unanimously.**

**Consideration of Item 6, whether to pursue Libraries Southwest consortium library cards for Evangeline Parish patrons was discussed.**

**Marcantel made a motion to pursue research on Libraries Southwest consortium library cards for Evangeline Parish patrons. Langley seconded, and the motion carried.**

**Item7:**

**Ken Johnson gave a facilities report for July 2015, and reported on work that has been done at the various branches. He also informed the Board of his concerns about the drainage problem at the Basile Branch, and a roof leak. The Board asked that Parish Engineer Ronnie Landreneau go with Ken Johnson to the Basile Branch to help evaluate the drainage problems. Landreneau agreed he would work with Ken. (copy of Facilities Report attached).**

**Langley, the Board Member from Basile, emphasized the need to stabilize and preserve the building before addressing the carpet problems in it.**

**Item 8:**

Foster-Galasso discussed and reviewed the Financial Report with the Board. (copy of Financial Report attached). The Library finances are stable, with \$88,000 of more ad valorem revenue than originally budgeted. The budget will need to be amended in September.

**Item 9:**

Foster-Galasso discussed the Director's Report, which covered technology, Budget, Libraries Southwest, Facility Issues, and Programming. (copy of Director's Report attached).

Marcantel made a motion to accept the Facilities, Financial, and Director's Reports. Langley seconded, and the motion carried unanimously.

**Item 10:** Friends of the Library Report was presented by Linda Lebsack and Paula Lafleur. They reported they are working to raise funds in hope of purchasing a climate controlled storage building for Friends' book storage on the grounds of the main library. They hope to have a major book sale in September.

**Item 11:** Suzy Lemoine gave a report on the outreach coordinator Programs at the main library in June and July. She also reported on the Summer Reading Program. (copy of Outreach Coordinator Program Report attached).

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



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Jennifer Vidrine, President



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Katy Marcantel, Vice President