

Minutes of the Evangeline Parish Board of Control

May 19, 2015

Approved July 28, 2015

The Evangeline Parish Library Board of Control met on Tuesday, May 19, 2015 at 4:00 p.m. at the Mamou Branch Library (317 Second Street, Suite A, Mamou, Louisiana).

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

Present were Board President Jennifer Vidrine, Vice President Katy Marcantel, Board members Faye Langley, and ex-officio member Ryan Ardoin. Absent were Board Members Gerald Duplechin, Nina David, and ex-officio alternate Eric Soileau.

Also present were Library Director Mary Foster-Galasso, Parish Engineer Ronnie Landreneau, Computer Consultant Joshua Leblanc, Friends of the Library members Paula Lafleur and Linda Lebsack, Staff Members Angela Henry, Ken Johnson, Suzy Lemoine, Edie Guillory, Bré Azhia Gallow, and Tina King.

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

Marcantel made a motion to approve the minutes of the March 24, 2015 Library Board of Control meeting. Ardoin seconded, and the motion carried unanimously.

Parish Engineer Ronnie Landreneau gave an update on the new main library project, updating the board on the retainage and lien status, and punch list work. Landreneau reported that everything at the new library building has been completed, with the exception of the rear door locking mechanism. Landreneau said he has been in contact with Ivan Locksmith, concerning the rear door locking mechanism, and that Mr. Ivan has sent all of the mechanism to the manufacturer to be programmed. He is requesting that one key be

programmed, and that we would have the remainder done. Landreneau has requested from Mr. Ivan a dollar amount owed to Mr. Ivan on the work that he has done. Landreneau reported that we now have a clear lien certificate. He is in the process of determining how much money to release to the Surety and hopes to have that resolved soon.

Foster-Galasso and the board discussed property and liability insurance proposal for renewal. Foster-Galasso informed the board that Evangeline Parish Police Jury Insurance Risk Manager Phil Lemoine, after reviewing the existing Business Owner's Policy written by Hanover Insurance Company (Massachusetts Bay Insurance Company) and administered by DCG Agency, it is his opinion /recommendation that the Library renew the current coverage with Hanover Insurance Company contingent upon the renewal quote showing no increase rates and/or in premium without sacrificing any coverages shown on the current policy. Mr. Lemoine states that should Hanover's renewal quotation reveal an increase, then he would create an RFP on the library's behalf (with bid specifications) outlining all coverages and policy limits and optional coverages needed and recommended for the library. He said he would also act as the primary point of information/discussions for any agent that chooses to participate in a bid process.

Marcantel made a motion to approve the renewal of the library's current coverage with Hanover Insurance Company contingent upon the renewal quote showing no increase rates and/or in premium without sacrificing any coverages shown on the current policy, and that Phil Lemoine be authorized to create an RFP on the library's behalf (with bid specifications) outlining all coverages and policy limits and optional coverages needed and recommended for the library, and also act as the primary point of information/discussions for any agent that chooses to participate in a bid process if Hanover Insurance Company should increase rates and/or in premium or sacrifice coverages shown on the current policy. Langley seconded, and the motion carried unanimously.

Foster-Galasso asked Computer Consultant Josh Leblanc to discuss the revision of the wireless access proposal approved at the January 27, 2015, meeting, given price increases and consideration of wireless issues all branches. New

proposal includes new firewall given end of life issues. Josh explained that shortly after the last meeting when he and Mary were ready to process the order for the equipment, he received a call from the company about end of life for an access point that the library was planning on ordering, and that the firewall that we have which also serves as the controller for the wireless internet has also been discontinued. If we used the discontinued equipment we would only be able to obtain subscriptions for 36 months, and we would then have to replace the discontinued equipment. For a minor change in price we would be able to upgrade to the new equipment that would be good for the next six to seven years. Leblanc discussed the prices for the new equipment with the Board. He also discussed how the subscriptions worked. He explained that you could not upgrade the full guard subscriptions if you do not purchase it in the beginning. The new estimate he presented to the Board was \$850.00 for normal labor, installation and configuration, \$2415.00 for access points, and \$3241.00 for SG210 appliance with TotalProtect, including all subscriptions.

Ardoin made a motion to accept the new estimates for the wireless equipment and subscriptions presented by Bayouland Computer Solutions, LLC in the amount of \$6506.00 (Six Thousand, Five Hundred, Six Dollars). (Copy of estimates attached)

Ken Johnson explained that the library's former janitor is no longer working due to health issues in his family, and that he had also helped with security issues when there was disruptions in the library. He explained that Loritha Allision has been doing part-time janitorial work at the library. He also stated that he had been trying to find someone to do security work at the library, and that it cost the library \$20.00 to hire an off duty uniformed officer. Due to the cost, he said he was referred to Bre'azhia Gallow, a college student. He said that she was willing to work as many hours as needed. He said she was currently scheduled to work three evenings per week, Mondays, Tuesdays to closing, and Fridays, some part days and some full days. He said that he would fill in on Wednesdays and Thursdays. The board asked if Ms. Gallow's employment was just for the summer or until she goes back to school. Mr. Johnson said it would depend, but for sure during the summer. The board also asked if Ms. Gallow would only be working at the main library. Mr. Johnson said that she would also be willing to

work at the branches if needed for the Summer Reading program, especially Basile due to the Summer Reading attendance.

Ardoin made a motion that Loritha Allision's employment as part-time janitor be approved. Marcantel seconded, and the motion carried.

Ardoin made a motion that Bre'azhia Gallows's employment as part-time security officer be approved. Marcantel seconded, and the motion carried unanimously.

Foster-Galasso discussed the need for a revision to the job classification/pay scale to include new categories for janitorial, facilities maintenance, security, and for assistant director. She explained that these categories are necessary for the Police Jury to properly classify employees for the workers compensation insurance policy. In the interest of full disclosure, she also noted that the upper limit on the director pay scale was being increased from \$50,000 per year to \$55,000 per year. This is to keep the pay level competitive; however, she is not requesting a raise at this time.

David made a motion that a revision be made to the job classification/pay scale to include new categories for janitorial, facilities maintenance, security, and assistant director, etc. Langley seconded, and the motion carried unanimously. (Copy of job classification/pay scale attached)

Foster-Galasso and the Board discussed the technology proposals for a digital microfilm reader for the genealogy room of the main library, laptops and accessories for the main library. Foster-Galasso explained that the library had received \$21,875.00 in state aid at the end of 2014, and that the State's fiscal year ends on June 30th, so the money needs to be spent by that date. She said a proposal had been made on how the funds would be used. This can be altered but needs to be for patron technology and/or for library collections (books, etc.). She said with the money we have already spent on technology including the money we approved for wireless equipment from Bayouland Computer Solutions, LLC, plus with this digital microfilm reader being part of the State Aid, the library would have about \$3300.00 left. The \$3300.00 left can be spent on

books, and the library can apply that amount to books purchased for the Summer Reading Program this year. The final report for this grant money is due on June 12th.

Foster-Galasso and the Board discussed and reviewed the four estimates received for a Scan Pro 3000 digital microfilm reader ranging from \$11,996.00 to \$14,134.00. (Copies of estimates attached)

The estimates are as follows:

C.F. Biggs Company, Inc.	\$11,996.00
BSC	\$13,135.00
Active Data Systems	\$14,134.00
Image One Corporation	\$12,775.00

Foster-Galasso said the Genealogy Society donated \$1000.00 toward the purchase of the Scan Pro 3000 digital microfilm reader. They had seen a demonstration of it, and liked it.

Motion by Marcantel to go with the lowest estimate Inc. for a Scan Pro 3000 digital microfilm reader from C.F. Biggs Company, Inc. in the amount of \$11,996.00. Langley seconded, and the motion carried unanimously.

The Board reviewed and discussed the three estimates received for laptops and for a laptop charging cart. (Copies of estimates attached)

The estimates are as follows:

Bayouland Computer Solutions, LLC (Dell)	\$7,099.79
CDW-G (HP)	\$6,944.49
Dell (Dell)	\$9,684.90

Marcantel made a motion to accept the estimate for laptops and charging cart from Bayouland Computer Solution, LLC in the amount of \$7,099.79. Langley seconded, and the motion carried unanimously.

Ken Johnson discussed the proposal for flooring for the Basile Branch. Estimates were received from Cester Young's, Carpet World, Inc., and Evangeline Floors. The estimates were not all for the same type of flooring (copies of estimates attached). Mr. Johnson said he would like to check into some other matters before the job is done. We need more information to compare the estimates and make an appropriate choice.

Ardoin made a motion to table the proposal for flooring for the Basile Branch until a later time. Langley seconded, and the motion carried unanimously.

Foster-Galasso and the Board discussed the security camera proposal for the Pine Prairie branch, and potential need for security cameras at the Turkey Creek branch, and possible fencing at the Pine Prairie branch.

Ardoin made a motion to approve the estimate from Bayouland Computer Solutions, LLC in the amount of \$2379.94 for installation of security cameras at the Pine Prairie branch. Langley seconded, and the motion carried unanimously.

Ardoin made a motion to have Bayouland Computer Solutions, LLC install security cameras at the Turkey Creek branch contingent upon the price of installing the cameras being less than the cost of the Pine Prairie branch. Langley seconded, and the motion carried unanimously.

Ardoin made a motion that that the discussion for fencing at the Pine Prairie branch be tabled. Langley seconded, and the motion carried unanimously.

Foster-Galasso and the Board discussed moving funds from the library's saving account to cover laptop purchases and a portion of the computer class costs.

Marcantel made a motion to pass a resolution that the Board of Control of the Evangeline Parish Public Library, does hereby agree to transfer \$11,000.00 from the Library Building Fund Passbook Saving Account to the Library's General Operating Fund for the purpose of paying for in whole or part laptop computers or tablets for the new main library's multipurpose room (\$10,000.00 from Cabot

grant) and patron computer training (\$1,000 from CenturyLink to reimburse a portion of the already paid cost). Langley seconded, and the motion carried.

Ken Johnson gave a facilities report, updating the Board on facility projects that have been completed at each of the branches in May, and also updated the Board on projects that he will be working on.

Foster-Galasso gave an updated Financial Report for March, April and May. She discussed the various accounts, and balances.

Marcantel made a motion that the Financial Report be approved. Langley seconded, and the motion carried unanimously.

Foster-Galasso gave a Director's Report, reporting on technology, budget, annual report, Libraries Southwest, facility issues, and programming for the month of May.

Marcantel made a motion to approve the Director's Report. Langley seconded, and the motion carried unanimously.

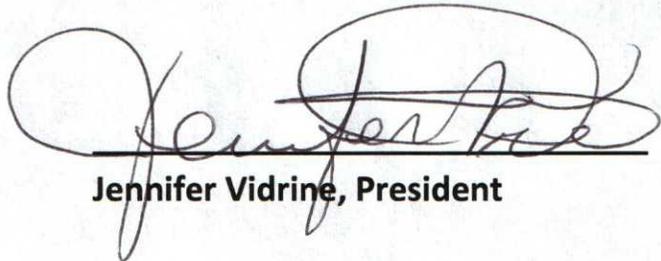
Suzy Lemoine presented the Outreach Coordinator Program Report for April and May 2015. She reported on the programs held in April and May in the new Multi-purpose Room. She also reported that the library had applied for a grant from the Acadiana Center for the Arts in the amount of \$5,000.00 for the 2016 Summer Reading Performers.

Linda Lebsack, and Paula Lafleur, Friends of the Library secretary updated the Board on Friends of the Library activities. They reported that Friends of the Library had given a donation in the amount of \$1700.00 for the Summer Reading program, and also spoke about the dedication of the Little Free Library located on the main library property.

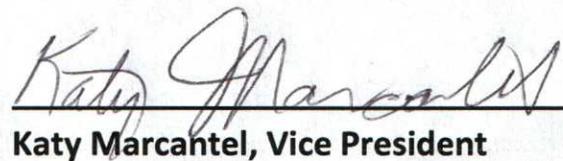
The library expressed interest in having a student worker for the months of June and July from the work program sponsored by the City of Ville Platte. Board President Vidrine explained how the program will work.

Vidrine then noted that Foster-Galasso is doing well with the chemotherapy and stressed that the Board wants her to rest as needed and that the Board is behind her and praying for her. Foster-Galasso thanked the Board and said that library staff are being very supportive. She also asked for prayers for board member Gerald Duplechin and his wife Peggy, who both also are dealing with cancer.

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



Jennifer Vidrine, President



Katy Marcantel, Vice President