

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

**September 22, 2015**

**Approved December 15, 2015**

**The Evangeline Parish Library Board of Control met on Tuesday, September 22, 2015, at 4:00 p.m. at the Mamou Branch Library (317 Second Street, Suite A, Mamou, Louisiana).**

**Board President Jennifer Vidrine called the meeting to order at 4:00 p.m. A quorum was present. [Note: With two board member positions currently vacant, a quorum will consist of three board members for this meeting. When both of the two vacant positions are filled, then the quorum will be four again. Quorum is one half plus one of the current members.]**

**Present were Board President Jennifer Vidrine, Board Vice President Katy Marcantel (entered meeting in progress at approximately 4:15 p.m.), Board Member Faye Langley, and Ex Officio Member Ryan Ardoin. Absent were Ex Officio alternate Eric Soileau.**

**Also present were Library Board Director Mary Foster-Galasso, Parish Engineer Ronnie Landreneau, District 2 Police Jury Member Kenny Burgess, potential new board members Bradley Ardoin (resident of Ward 4) and Althea Gaynelle Coates (resident of Ward 5), Staff Members Angela Henry, Edie Guillory, Suzy Lemoine, Ken Johnson, and Tina King, Friends of the Library Members Paula Lafleur and Linda Lebsack.**

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

**Langley made a motion that the minutes of the July 28, 2015, Library Board of Control meeting be accepted. Ardoin seconded, and the motion carried unanimously.**

**Foster-Galasso and the Board welcomed potential new board members Bradley Ardoin and Gaynelle Coates to the meeting.**

Police Jury member Kenny Burgess addressed the Board on drainage issues at the Basile Branch Library and railroad issues connected with drainage. He said he has been trying to get the problem resolved with Union Pacific Railroad since taking office. Due to their right of ways not being maintained, it has caused a problem with drainage in the Town of Basile, and at the Basile Branch Library. He said the Town of Basile has also contacted the railroad about the drainage problem, but nothing has been done to resolve the problem. He recommended that the Library Board send a letter to the Police Jury office explaining the drainage problems being experienced at the Basile Branch, and ask for their assistance in contacting Union Pacific Railroad about resolving the problem. The drainage problem is causing damage to the Basile Branch parking lot, as well as issues with the building.

Ardoin made a motion that the Board take Police Jury member Kenny Burgess' advice and send a letter to the Police Jury requesting their help in resolving the drainage problems at Basile Branch Library with Union Pacific Railroad. Langley seconded, and the motion carried unanimously.

Board Vice President Marcantel entered the meeting in progress at approximately 4:15 p.m.

Foster-Galasso gave an update on technology projects and E-Rate. She said the State Library E-Rate Coordinator had notified her that our funding has been approved. The E-Rate funding is \$5724.00 for Internet connection, \$26,136 for Wide area Network, \$8400.00 for telephone service, and \$641.34 for cell phone. She stated that E-Rate funds are not received as lump sums, but are received gradually as discounts on the library's CenturyLink bills. They are for the federal funding year from July 2015 through June 2016, and thus will have more impact on the 2016 budget than on the remainder of the 2015 one.

Foster-Galasso reported that Josh with Bayouland Computer Solutions has replaced the Pine Prairie staff computer with a new one, and that the old one will be refurbished to be a second staff computer at the Pine Prairie Branch.

Next on the agenda was results of search for part-time library assistant and part-time security officer for main library – ratification of hires of Phyllis Green (library assistant) and Ted Lavergne (security officer).

Foster-Galasso reported that Ms. Green and Mr. Lavergne are both doing a good job.

Ardoin made a motion to ratify the hire of Phyllis Green as a part-time library assistant, and Ted Lavergne as a part-time security officer, and that their rate of pay be set at \$9.25 per hour.

Foster-Galasso gave an update on research on Library Southwest consortium library cards thus far, and reported that six library staff members had attended workshop training on September 16<sup>th</sup>. It was the unanimous opinion of the staff members attending the workshop training that the library not participate in the Library Southwest consortium library card program at this time.

At the last Library Board of Control meeting, held on July 28, 2015 the Board suggested that the Library Board of Control Bylaws 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 meeting agenda to amend the Library Board of Control Bylaws to include Board Member meeting absences.

Foster-Galasso reported on the research she had done on Library Board policies in the state on removal of board members for excessive absences.

Marcantel made a motion that the following proposed amendment to the Library Board of Control Bylaws be placed on the next regular Library Board of Control Meeting for consideration.

#### **Proposed Amendment to Library of Control Bylaws**

**Section 5.1. Missed meetings and removal of trustees: The Evangeline Parish Library Board of Control reserves the right at its discretion to approach the Evangeline Parish Police Jury and request a trustee of the Evangeline Parish Library Board of Control be replaced in the event that said board trustee misses three (3) meetings in any twelve month period.**

Ardoin seconded, and the motion carried unanimously.

The Board commended staff member Yvonne Lavergne for the great job she does at the library, and for being selected by Libraries Southwest to receive \$1000.00 toward her efforts in obtaining her Library Support Staff Certification.

Foster-Galasso reviewed and discussed the amendment of the 2015 Operating, Sinking Fund, and Construction Budgets with the Board to send forward to the Police Jury.

Langley made a motion to approve the amended 2015 Operating, Sinking Fund, and Construction Budgets to be sent forward to the Police Jury. Marcantel seconded, and the motion carried unanimously. (copy of amended budgets attached)

Motion by Ardoin to approve December 15, 2015 through January 15, 2016 as "Fine Free" period. Langley seconded, and the motion carried unanimously.

The Board expressed they would like to have the two potential new board members, Bradley Ardoin and Althea Gaynelle Coates serve on the Evangeline Parish Library Board of Control. They both agreed they would like to serve on the Board.

Marcantel made a motion to request that the Evangeline Parish Police Jury, at their next meeting appoint Bradley Ardoin to fulfil the unexpired term of the late Library Board of Control member Gerald Duplechin, and that Althea Gaynelle Coates be appointed to fulfil the unexpired term of former Library Board of Control member Nina David. Langley seconded, and the motion carried unanimously.

Ken Johnson gave a facilities report for September 2015, and reported on the work that has been done at the various branches. He reported that he had not been able to complete the job he started at Basile Branch, because the pressure washer he had borrowed had broke. (copy of Facility Report attached).

The Board gave Johnson permission to purchase a pressure washer for the library.

Foster-Galasso discussed and reviewed the Financial Report with the Board. (copy of financial report attached).

Foster-Galasso also discussed and reviewed the Director's Report for September 2015 with the Board. The report covered technology, budget, Libraries Southwest, facility issues, personnel, and insurance.

She also informed the Board that she is scheduled for surgery on September 29<sup>th</sup>, and would let them know how it goes. She said her hand/arm use on dominant side would be impaired and require therapy for recovery of use, and that she wouldn't be able to drive for some time, but would try to make that time as short as possible.

Board President Vidrine and the Board wished Foster-Galasso well. They told her to take off as much time as needed for her recovery, and to not rush back to work too soon. Suzy Lemoine gave an Outreach Coordinator Program Report for August and September. She reported on the Library Sponsored Mystery Book Club which meets in the multipurpose room the last Wednesday of each month. She reported on the Great Puzzle Challenge in the multipurpose room which began in September.

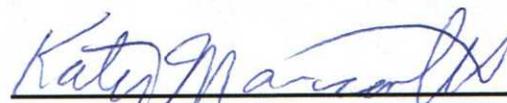
Suzy Lemoine, and Friends of the Library members Paula Lafleur and Linda Lebsack discussed the upcoming Book Fest, scheduled for Saturday, September 26<sup>th</sup> from 8:00 a.m. until noon. They also showed a picture of the memorial pavers that have been moved to the courtyard, and informed the Board they are still available for purchase. They also showed the Board a picture of the beautiful statue that Phillip and Bonnie Hollier are donating to the library in recognition of the accomplishments of Director Mary Foster-Galasso and her staff on the first anniversary of the new main public library.

Ardoin made a motion to accept the Facilities Report, Financial Report, Director's Report, and Outreach and Friends of the Library Reprt

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

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Jennifer Vidrine, President



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Katy Marcantel, Vice President