

**Minutes of the Evangeline Parish Library Board of Control Meeting
September 24, 2020**

The Evangeline Parish Library Board of Control met on Thursday, September 24, 2020 at 1:00 p.m., at the Main Library in Ville Platte, 916 West Main Street, Ville Platte, Louisiana.

Board President Katy Marcantel called the meeting to order.

Present were Board President Katy Marcantel, Vice President Gaynelle Coates, Board Members Sandra Salazar, Faye Langley and Sandra Jacobs (entered meeting at approximately 1:15 p.m.), Staff Members Tina King, Suzy Lemoine and Ted Lavergne.

Ex Officio member Ryan Williams and ex officio alternate member Eric Soileau were absent.

Coates gave the opening prayer, and led the Pledge of Allegiance.

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

Coates made a motion to approve the minutes of the previous meeting, July 16, 2020. Langley seconded, and the motion carried unanimously.

Marcantel asked if there were any public comments, and there were none.

Coates made a motion to approve Angela Henry's lateral move to Pine Prairie Branch as Branch Manager. Langley seconded, and the motion carried unanimously.

Coates made a motion to ratify the promotional reclassification and step increase for Edie "Gigi" Fontenot as Branch Manager of Mamou Library Branch and Ruth Stanley as Assistant Manager of Mamou Branch (4 days a week) and Turkey Creek Assistant Branch Manager (1 day week). Langley seconded, and the motion carried unanimously.

Langley made a motion to approve a request for emergency new hire for a Facility Assistant, full time 28 to 32 hours per week with benefits. Salazar seconded, and the motion carried unanimously.

Coates made a motion to approve a request for 2 new hires, 20 hours per week part-time, no benefits if needed before December's board meeting due to recent staff resignation and extended medical leave.

Salazar made a motion to change the hours at Pine Prairie Branch to Monday through Friday from 8:00 a.m. to 5:00 p.m. to correspond with hours of operation at Mamou and Basile Branches.

Lavergne reported that the main library in Ville Platte had been closing at 5:00 p.m., Monday through Friday, during COVID-19 Phase 2, and as of September 23rd the library has started closing at 6:00 p.m. due to the Phase 3 re-opening plan.

Coates made a motion to change the closing hours on Tuesday nights at the main library in Ville Platte, currently 8:00 p.m. to 6:00 p.m. on a trial basis until the end of the year. Langley seconded, and the motion carried unanimously.

Salazar made a motion to extend the fine free period to September 30, 2020 due to 5 day quarantine of library items returned to the library, and to extend the grace period for items returned to 5 days. Coates seconded, and the motion carried unanimously.

Lavergne gave a Financial report, July final as of September 1, 2020. She reported that personnel expenses are on track, and that janitorial supplies were higher due to COVID-19, and that the budget would need to be amended in December.

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

Facilities Manager, Ted Lavergne gave a Facilities Report outlining the maintenance work at the main library and branches since the last meeting. (copy of Facilities Report attached)

Lavergne gave a Director's Report. She reported on technology, staff development/continuing education, special projects and programs, special grants and donations, budget and financial, facility issues, and director projects (near term and long term range). (copy of Director's Report attached)

Suzy Lemoine gave an Outreach Report and Friends of the Library Report. She reported that State Farm agent, Eric Gill made a \$500.00 donation to the library. COVID-19/Pandemic educational books and journals to encourage children to record their memories of the unique time in their lives were purchased with the donated money and each branch received a set of these books. She also reported on library activities at the main library and branches since the last meeting. She announced that BookFest is scheduled for Saturday, November 7, 2020 from 10:00 a.m. until 2:00 p.m. (copy of Outreach Report attached)

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