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

 **July 14, 2022**

**The Evangeline Parish Library Board of Control met on Thursday, July 14, 2022, at 12 p.m. at the main library on 916 West Main Street, Ville Platte, Louisiana 70586. Board President Katy Marcantel called the meeting to order. Joseph gave the opening prayer and led the Pledge of Allegiance.**

**Present were Board President Katy Marcantel, Board Vice President Gaynelle Coates, Board Members Faye Langley, Rella Joseph, and Sandra Salazar, Library Director William Holmes, Staff Members Tina King, JoAnna Miller, Suzy Lemoine, Tina Messer, Ted Lavergne, and Lisa Godeaux, Friends of the Library Members Linda Lebsack, Paula Lafleur, and Carla Deville, Parish Engineer Ronnie Landreneau, and architect, Brodie Ardoin.**

 **Salazar moved to approve the agenda. Joseph seconded, and the motion carried.**

**Coates moved to approve the minutes of the May 19, 2022 Library Board of Control Meeting. Langley seconded, and the motion carried unanimously.**

**Marcantel asked for public comments on Agenda Items. Tina Messer gave a statement regarding the transition of Amy King from Interim Branch Manager of Turkey Creek to Branch Manager and her own transition from Interim Circulation Manager to Circulation Manager. Lemoine stated that she felt Messer’s concerns were a personnel issue and should be handled in executive session. Marcantel called for an executive session at that time, and the Library Board of Control met separately in executive session for discussion.**

**The general Library Board of Control reconvened.**

**Marcantel opened discussion of Old Business, starting with the Basile Project. Holmes read a prepared statement outlining the steps taken thus far to acquire the land located at 3206 Stagg Avenue for the site of a new library in Basile. Landowner Mr. Logan Fournerat has agreed to accept the $50,000 appraised value of the land, pending approval by the Board. Following Board approval, the proposal will be sent to the Police Jury for approval during their August meeting. If approved by the Police Jury, it will be sent to an attorney to draft a purchase agreement and close on the land purchase. He stated this was the first step in a long process. Marcantel asked if Landreneau had any comments to add. Landreneau stated that after the acquisition was through, it might be appropriate at that time for the Board to convene a committee to discuss how the $1.2 million would be used with regard to the needs of Basile and the other branches. Committee members could discuss assets and needs in their particular areas and ask for a professional assessment of the costs of their concerns before making further plans for the new Basile Library building. The Committee could then authorize Landreneau and Ardoin to come up with preliminary costs of the new Basile Library. Marcantel thanked Landreneau for his suggestions.**

**Marcantel then called for discussion of the Ville Platte project. Ardoin gave a report on the building plans and the decisions that were made by the Ville Platte Building Committee. He gave the Board preliminary copies of the site plan, elevation, and floor plans. He stated that if the Board approved those decisions that the next step would be starting on production drawings. Ardoin stated that he feels the budget is adequate given current market conditions. Landreneau and Ardoin responded to questions and stated that once begun, the building process for the Ville Platte project would take approximately four months. The Ville Platte Library expansion is projected to be completed by late spring or early summer 2023.**

 **Marcantel opened discussion of the new Employee Handbook. Marcantel stated that she had questions regarding some of the new policies in the handbook and that the Police Jury was in charge of those items. Marcantel stated that she wanted to ensure that the Board closely followed the Police Jury policies. Since no police jury members were in attendance to address those questions at that time, Marcantel asked to table the discussion of the new handbook until the next meeting. Langley moved to table the discussion of the new Employee Handbook. Coates seconded, and the motion carried.**

**Marcantel opened discussion on the Credit Card Acceptance Policy. Holmes stated that the Library had received funds last year from the American Rescue grant and had used some of the money to purchase square terminals, enabling the Library to accept credit card payments at all branches. Holmes stated that there will be a $1.00 minimum and a $0.50 flat fee on all transactions. Coates moved to approve the Credit Card Acceptance Policy. Langley seconded, and the motion carried.**

**The Library Board of Control expressed their deep gratitude for the service of long-time employee, Tina King. King is retiring after 22 years of dedicated service. Lemoine presented King with a scrapbook, balloons, and a card. Lemoine reminded those present that a retirement celebration for King would be held at the Turkey Creek Library on July 22, 2022.**

**Marcantel asked that the Board table discussion on the transition of Tina Messer from Interim Circulation Manager to Circulation Manager with the same hours and rate of pay and Amy King’s transition from Interim Branch Manager to Branch Manager of Turkey Creek with the same hours and rate of pay. Messer had concerns that need to be reviewed by the State Ethics Board before Messer and King could be appointed to the new positions. Langley moved to table discussion of the job transitions of Messer and King until the next meeting. Coates seconded, and the motion carried.**

**Marcantel asked Holmes to provide information regarding the hiring of Riana Perrodin as a substitute Library Assistant. Holmes stated that the Library had been short-handed during the Summer Reading Program, during staff vacation days, and on Fridays, in particular. Peerrodin has also been working on special projects. Joseph moved to accept the hiring of a substitute Library Assistant, Riana Perrodin, for 20 hours a week, Step 1, Library Assistant at a rate of $9.35 per hour. Coates seconded, and the motion carried.**

**Marcantel opened discussion of the approval of the plans and drawings of the main branch’s expansion recommended by the Building Committee. Ardoin stated that he had copies available for all members. Langley asked whether the project would remain within the set budget and expressed concern that money set aside for the Basile Project would be used for the Ville Platte project if costs exceeded current projections. Landreneau explained that there were deductive alternates for changes to be made to the Ville Platte expansion project if costs exceeded current projections. Funds for the Basile Project would not be affected by the Ville Platte expansion. Marcantel stated that a Basile Project Committee already existed, but there was not yet a committee to oversee expenditures for the different branches from the $1.2 million fund. Marcantel stated that a $1.2 Million Committee would be appointed at the next meeting and the appointment of that committee needed to be placed on the next meeting’s agenda. Joseph moved to approve the plans and drawing of the main branch’s expansion recommended by the Building Committee. Coates seconded, and the motion carried.**

**Salazar moved to approve the recommendation to the Evangeline Parish Police Jury to reappoint Mrs. Rella Joseph as a member of the Library Board of Control for a five-year term beginning in September 2022 and ending September 2027. Langley seconded and the motion carried.**

**Langley moved to approve the purchase of land located at 3206 Stagg Avenue at the appraised value of $50,000. This will be the site of the new Basile Library. Joseph seconded, and the motion carried. Holmes stated that the request to purchase the land would go to the Police Jury for approval during their August meeting.**

 **Marcantel asked Holmes to explain the need for additional parking at the Pine Prairie Library and the offer by Mr. Quint West to use some of his land as additional parking. Holmes stated that last month he and Salazar discussed the potential of solving the parking shortage problem at the Pine Prairie Library. Salazar had stated that Mr. James Quint West would agree to allow the use of his vacant lot near the library as additional parking if the Library would add limestone to the property. Holmes conferred with Police Jury Secretary-Treasurer Donald Bergeron to determine whether this was allowable and was told that public-private cooperative endeavors were acceptable, providing the terms are reasonable and provide sufficient benefit to the public. Holmes explained that the Evangeline Parish Library would be entering into a public-private cooperative endeavor with Mr. James Quint West, wherein Mr. West will allow the library to utilize parking on his vacant lot located at 1427 Railroad Street in Pine Prairie, Louisiana. Under the terms of the agreement, West will allow the Pine Prairie Library the use of his land for ten years free of charge. The Library will agree to add limestone, a gate, maintain the property, and extend insurance coverage to the lot. Once approved, Holmes will retain an attorney to draft the agreement to ensure it is in compliance with all applicable laws and provides sufficient benefit to the public. After hearing questions regarding the need to ensure adequate handicapped parking, Landreneau stated that a minimum of 10% of the parking spaces needs to be set aside for handicapped parking. Landreneau said that he will meet with Salazar to help determine the number of needed handicapped spaces. Salazar moved to approve this endeavor and approve Holmes engaging the services of an attorney to draft the terms of the endeavor. Langley seconded, and the motion carried.**

**Holmes presented the Director’s Report (see attached). Included in the items listed, Holmes continues regularly visiting all branches and attends library programs when possible. He is attending both regional and state library conferences, working to replace out of date technology, and pursuing an upgrade to the Library’s Integrated Library System in order to enhance patron experience as well as save several thousand dollars in library funds annually.**

 **Holmes gave the Financial Report (see attached). Holmes stated that he expected overall tax collection will meet and possibly exceed our budget for the year. He feels that the Library will have a surplus for the year which can be added to our capital improvement funds to be used for different projects. Holmes feels that the Library’s financial condition is strong. Coates moved to accept the Financial Report. Langley seconded, and the motion carried.**

**Lavergne gave an overview of the Facilities Report (see attached). Lavergne stated that they are working hard to keep up with lawn maintenance, in particular. He stated that there is a problem with roof leaks in Basile, but he is trying to resolve the problems while keeping costs down.**

 **Suzy Lemoine gave the Outreach Report (see attached). Lemoine encouraged the Board to view the Facebook pages of the different branches to see all the programming that the Library is hosting each week as well as the Summer Reading programs. Lemoine mentioned how well attended the Summer Reading kickoff program with the Kabuki Dancers was. She also named some of the other programs that have been very well attended and received, especially the French programs. She expressed the desire to ensure that children know they are invited and welcomed to attend the French program to help ensure our French culture is kept alive. Lemoine stated that Grief Counseling will be a new program held at the Ville Platte Library. It was gifted to the Library by the Louisiana Hospice and Palliative Care organization. Also, the Evangeline Parish Writers’ Guild will begin meeting at the Library later this month.**

**Salazar moved to adjourn. Langley seconded, and the motion carried.**

**The next Library Board of Control Meeting is scheduled for September 15, 2022**