

**Minutes of the Evangeline Parish Library Board of Control Meeting  
September 15, 2022**

The Evangeline Parish Library Board of Control met on Thursday, September 15, 2022, at 12p.m. at the main library on 916 West Main Street, Ville Platte, LA 70586.

Board Vice President Coates called the meeting to order, and Joseph led the Pledge of Allegiance and prayer.

Godeaux called roll. Present were Board Vice President Gaynelle Coates, Board Members Rella Joseph and Sandra Salazar, Police Jury President Bryan Vidrine, Parish Engineer Ronnie Landreneau, Friends of the Library Members, Paula Lafleur and Linda Lebsack, Staff Members Suzy Lemoine, Emily Fontenot, Ted Lavergne, and Lisa Godeaux, and Fannie Soileau.

Joseph moved to approve the Amendment to the Agenda and the Minutes of the July 14 and August 19, 2022 Library Board of Control meetings. Vidrine seconded, and the motion carried. Coates asked for public comments on Agenda Items. None were made.

Coates opened discussion of the Basile Project. Landreneau stated that work had not been started, pending finalization of the land purchase. Issues with the title to Fournierat's property are presently preventing the sale. Lemoine stated that Fournierat is working to resolve those issues and hopes to proceed with the sale. Lemoine stated that if Fournierat is unable to do so by early December, the Library Board might consider looking at alternate properties.

Coates asked Landreneau to give an update on the Ville Platte Expansion Project. Landreneau stated that the architect's preliminary work is done and that the mechanical and electrical engineers are currently working on the plans. He stated that the work is on schedule and anticipates submitting the final plans to the Board for approval at the December meeting. At that time the project could be advertised, and bids could be taken. Coates asked if there were questions about the plans. Lafleur asked about a door in the Genealogy Room. Landreneau stated that the door would be removed from the plans if that was what the Board wanted. Lebsack asked about some of the proposed wiring in one of the rooms. Lemoine stated that the wiring was to allow a projector to be used in the back of the room.

Coates asked whether the Board wanted to approve changing their meetings to Mondays starting with the December meeting or wait until that meeting to make changes to the 2023 schedule. Discussion ensued, and it was agreed by acclamation that the next meeting date would remain December 8, 2022 at noon. The Board will review the proposed 2023 schedule at that time.

Coates presented the proposal to amend the credit card policy to show the revised service fee as "\$.10 +2.6% per transaction for credit cards only" in lieu of the flat rate of \$.50 as stated now. Fontenot explained that the Library is allowed to recoup its costs for credit card transactions costs but is not allowed to profit from those transactions. She stated that this amended policy follows accepted banking guidelines. Joseph moved to accept the amended policy. Salazar seconded, and the motion carried.

Coates presented the proposal to change the pay scale to add a category labeled Circulation Manager. Lemoine explained that due to recent retirements and other issues, some employees had been cross-trained and shifted to different positions. It had become apparent that someone was needed to oversee technical/computer issues and the collection of statistics from all branches as well as the movement of ILL (Inter-Library Loan) items. Former Director William Holmes had asked Emily Fontenot to take on the role of Circulation Manager in addition to her other duties with a corresponding increase in pay. Upon Holmes' request, Fontenot developed a complete job description which was shared with Board President Katy Marcantel. Fontenot also continues to function as payroll supervisor and manages employee scheduling and ILL. Salazar moved to approve the proposal. Vidrine seconded, and the motion carried.

Coates presented a proposal to form a Capital Project Fund Committee and appoint members. Lemoine explained that this committee would oversee the \$1,000,000.00 that is set aside for any capital improvements required by the different branches including the Basile Project. (This does not include the Ville Platte Expansion.) Coates suggested tabling the discussion until the absent members of the Board could be present. It was agreed by acclamation to do so.

Salazar moved to approve the transition of Amy King from Interim Branch Manager to Branch Manager of Turkey Creek, Step 8, 32 hours per week, with a rate of pay of \$12.10 per hour, effective at the beginning of the next pay period. She also moved to recognize King's receiving a \$500.00 Scholarship award from LSW for her Library Staff Certification. Joseph seconded, and the motion carried.



Salazar moved to approve the promotion of Mrs. Emily Fontenot to Circulation Manager, Step 19, 40 hours per week, with a rate of pay of \$15.85 per hour, effective at the beginning of the next pay period. Vidrine seconded, and the motion carried. Coates expressed the Board's sincere appreciation for all the work Fontenot has been doing.

Joseph moved to approve the promotion of Mrs. Janice Fontenot from Assistant Branch Manager to Manager of Chataignier, Step 12, 40 hours per week, with a rate of pay of \$13.10 per hour, effective at the beginning of the next pay period. Salazar seconded, and the motion carried.

Joseph moved to approve the promotion of Ms. Lisa Godeaux to Assistant Branch Manager of Chataignier, Step 9, 32 hours per week, with a rate of pay of \$11.35 per hour, effective at the beginning of the next pay period. Vidrine seconded, and the motion carried.

Joseph moved to ratify the emergency hiring of Ms. LaJuana Kaye Cardenas as Library Assistant, Step 1, 20 hours per week, with a rate of pay of \$9.35 per hour. Vidrine seconded, and the motion carried.

Coates presented the proposal that the Board reopen the job search for a new director and set a timeline and salary range. Coates stated she had conferred with Salazar and that a New Director Search Committee was already in place from the previous search. Coates suggested that it might be more appropriate to let the Committee meet and then present their ideas to the Board at the next meeting. It was agreed by acclamation to do so. Lebsack asked who was on the Committee. Salazar stated that Langley is the chairman and she and Marcantel are members. Lemoine recommended that a staff member be part of the Committee. Lebsack also volunteered to be part of the Committee, and her offer to volunteer was accepted.

Coates asked for the Team Status Report. (See attached Team Status Report) Lemoine thanked the Board for allowing a team of experienced employees to run the Library in the absence of a director. This Team is comprised of the Assistant Director, Wesley Saunders, the Business/Office Manager, Jo Anna Miller, the Outreach Coordinator, Suzy Lemoine, the Circulation/Payroll/ILL Manager, Emily Fontenot, and the Facilities/Security Director, Ted Lavergne. The Team reports to the Board of Control. Lemoine stated that the Team had met individually with all main branch employees to get feedback and explain the temporary management style. Lemoine listed several outcomes of these meetings including changing weekly staff meetings and the now bi-monthly manager meetings into opportunities for training and idea sharing. Another outcome was Fontenot's successful completion of

Polaris' requirements to secure a \$3000.00 savings for one year. Lemoine also mentioned ideas/suggestions the Team will be presenting at the next Board meeting.

Fontenot presented the Financial Report. (See attached Financial Report) Fontenot stated that the Library is in good financial shape and had received \$136,329.81 in excess of the budgeted amount due to receiving more ad valorem taxes.

Lavergne gave the Facilities Report. (See attached Facilities Report) He listed items that are done weekly including delivering books and cutting grass. Lemoine asked Vidrine whether he wanted the Facilities Team to continue to cut grass in Mamou until the person(s) hired by the Police Jury resumed cutting. Vidrine agreed. Lavergne stated that he had done some caulking in Pine Prairie due to roof leaks and that Basile has recurring problems with roof leaks. Discussion ensued about how to handle Basile's roof issues while trying to avoid changing the roof at this point. Vidrine suggested having minor repairs done before getting a quote on a new roof. Landreneau and Lavergne recommended having all screws removed and replaced first and will pursue that course of action.

Lemoine shared the Cooperative Agreement (discussed at the previous meeting) which will allow the Pine Prairie Library to use and improve the adjacent lot for additional parking. Salazar suggested putting a gate in the existing fence to prevent patrons having to walk on the street to enter the library. Landreneau suggested that a sidewalk may have to be constructed in order to meet ADA requirements and stated that he will view the property to check. Vidrine stated that the Library can get limestone for the parking lot at the price available to the Police Jury.

Lemoine gave the Outreach Report. (See attached Outreach Report) She stated that the Summer Reading Program was very successful. She shared about the success and growth of the many programs that the various branches hold each week. She shared that we are preparing for two October events: Dr. Elista Istre will give a presentation called "Evangeline: The Myth and the Maiden", and the annual Lawyers in Libraries program will offer free legal consultation. We are also preparing for our Library Fest on Saturday, November 19, 2022.

Salazar moved to adjourn. Joseph seconded, and the motion carried.

The next Library Board of Control Meeting will be held December 8, 2022 at 12:00 p.m. at the Ville Platte Library.