State of Louisiana-draft sent to Parish 8/2/2016 July 25, 2016

Parish of Lafourche Thibodaux, Louisiana

The regular meeting of the Library Board of Control was called to order on Monday, July 25, 2016 at 5:30 p.m. with the following:

PRESENT: Bennie Smith

Lonnie Granier (arrived at 5:38 p.m.)

Judy Bazare

Harvey Clement

Selma Malcombe

Daniel Lorraine, Council Liaison

ABSENT: Angelique Torres

Suzanne Troxclair-resigned 7/2016

Also present were Mrs. Laura Sanders, Director, Mrs. Sherry Lucas, Finance Manager, Mrs. Dana Clement, Administrative Assistant, Mr. Tommy Lasseigne, Lafourche Parish Finance Director, and Mr. Jimmy Cantrelle, Lafourche Parish President.

The Pledge of Allegiance was led by Mr. Lorraine.

A motion was made by Mrs. Bazare, seconded by Mr. Clement to deviate from the agenda and move to New Business Item #1; motion passed.

1-Discussion and approval of a Memorandum of Understanding (MOU) with the LPG Finance Dept. Mrs. Sanders explained the parish has requested the Library share the cost of payroll, benefit administration, finance and risk management services for a fee of $5,000 a month beginning August 16 and continuing until March 31, 2020. A draft will be sent to the District Attorney’s office for approval agreed by both parties. A motion was made by Mr. Granier, seconded by Mrs. Malcombe, to accept a Memorandum of Understanding between LPG and LPPL and to allow Laura Sanders, Director to sign on their behalf. The motion carried unanimously with a 5-0; Ms. Smith, Mr. Granier, Mrs. Bazare, Mr. Clement and Mrs. Malcombe voted yes.

A motion was made by Mr. Granier, seconded by Mrs. Bazare to deviate back to the original agenda; motion passed.

A motion to accept the regular meeting of May 23, 2016 was made by Mrs. Bazare, seconded by Mr. Clement, and carried unanimously.

Public wishing to address the Board: N/A

Finance Report:

Mrs. Lucas reported ending June with approximately $12 million and our balance today is $11.6 million. Our expenses to date on the Thibodaux HVAC Project are now at $502,000, which puts the project at 94% paid out; as soon as the engineers certify that the project is 100% complete the final retainage will be released. Mrs. Sanders explained that our balance for 2016 hasn’t been paid out at this time showing a high ending balance each month. With no other discussion, a motion was made by Mr. Clement, seconded by Mrs. Malcombe, to accept the Finance Report. The motion carried unanimously.

Director Report:

Mrs. Sanders reported managing the daily operations of the library system; purchase of the tech bus has been postponed until multiple issues are resolved and video games can now be checked out at all branches. A motion was made by Mr. Granier, seconded by Mrs. Malcombe, to accept the Director’s Report. The motion carried unanimously.

New Business:

2-Approval to move from reserve funds into Other Services & Charges-Accounting & Auditing $25,000 for 2016 Budget and $60,000 for 2017 Budget to pay for services provided by the Parish. A motion was made by Mr. Granier, seconded by Mrs. Bazare, to accept moving the funds to cover costs of New Business Item 1. The motion carried unanimously with a 5-0; Ms. Smith, Mr. Granier, Mrs. Bazare, Mr. Clement and Mrs. Malcombe voted yes.

3-Discussion and approval to purchase computers to update computer labs; Mrs. Sanders explained this is part of our 3-Yr Tech Plan to keep our computers updated. These upgrades will begin at the South Lafourche Branch and we’ll distribute our better used computers between our satellite branches. Mrs. Sanders explained an additional purchase of computers would need to be purchased at a later time this year to finish the project. A motion was made by Mr. Granier, seconded by Mr. Clement, to accept the CNM quote to update our computer labs and to have additional computers purchased later this year. The motion carried unanimously with a 5-0; Ms. Smith, Mr. Granier, Mrs. Bazare, Mr. Clement and Mrs. Malcombe voted yes.

4-Discussion and approval of LPG Ordinance No. 5758 (missing board meetings); this item was pulled and will be presented at our September regular meeting as an agenda item to amend to our By-Law Policy.

Executive Session:

1-Strategic Planning- A motion was made by Mr. Granier, seconded by Mr. Clement, to go into Executive Session at 6:50pm, and the motion passed unanimously. The room was cleared for the Board to discuss strategic planning. At 7:35 pm, a motion was made by Mr. Granier, seconded by Mr. Clement, to close the Executive Session. The motion carried unanimously.

With no further business to discuss, a motion for adjournment was made by Mr. Granier, seconded by Mrs. Bazare, and carried unanimously. The Library Board of Control was adjourned at approximately 7:36pm.