State of Louisiana February 26, 2018

Parish of Lafourche Lockport, Louisiana

The regular meeting of the Library Board of Control was called to order on Monday, February 26, 2018 at 5:34 pm with the following:

PRESENT: Lonnie Granier

Judy Bazare

Harvey Clement

Talisha Chiquet

Selma Malcombe

Robert Rome

Angelique Torres

ABSENT: Daniel Lorraine, Council Liaison

Also present were Mrs. Laura Sanders, Director, Mrs. Sherry Lucas, Finance Manager and Mrs. Dana Clement, Administrative Assistant.

The Pledge of Allegiance was led by Mr. Clement

A motion to accept the minutes of the November 27, 2017 special meeting was made by Mrs. Bazare, seconded by Mrs. Malcombe, and carried unanimously.

Public wishing to address the Board: N/A.

Finance Report:

Mrs. Lucas reported we ended December with approximately $9.8 million after all 2017 expenses were paid and our fund balance end of January was $14.1 million, which includes new ad valorem receipts from the 2017 tax roll. E-Rate Application has been completed for 2018-19 funding year and we’ve applied for $74,005 in rebates against internet expenses. With no other discussion, a motion was made by Mr. Rome, 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; also reminded members about doing Louisiana Ethics Training and the Personal Financial Disclosure Statements, which are required every calendar year. A motion was made by Mrs. Malcombe, seconded by Mr. Clement, to accept the Director’s Report. The motion carried unanimously.

Unfinished Business:

A motion was made by Mr. Rome, seconded by Mrs. Bazare, to deviate from the agenda to skip Unfinished Business Item #1 and move on to Unfinished Business Item #2. The motion passed unanimously.

2. Discussion and approval of Abandoned Vehicles Procedure/Policy. Mr. Rome made a motion, seconded by Mr. Clement, to defer this item to the Monday, April 23, 2018 LBC meeting. The motion passed unanimously.

3. Discussion and possible action on a letter sent November 27, 2017 to the Parish President and Parish Council concerning Parish Administration’s changes to the Library’s 2018 Budget. Mrs. Sanders addressed the Board, stating on November 27, 2017 a letter was sent to Mr. Cantrelle and copied to the Parish Council addressing the Library’s 2018 Budget being changed without the Board’s consent as was also done in 2017. We have had no response to the letter. A second letter has been drawn up addressing the same subject that will include the Lafourche District Attorney’s office as a recipient. LA R.S. 25:220 gives exclusive authority to the Library Board to set all salaries for library employees and is supported by AG Opinion 04-0053. A motion was made by Mr. Rome, seconded by Mrs. Bazare, to approve the Board President sending a second letter requesting the Library’s 2018 Budget be restored to the Board-approved amounts. The motion passed unanimously.

New Business:

1. Discussion and approval of hiring Duplantis Design to establish a project for a roof replacement at Bayou Blue & Choctaw and roof replacement and addition at the Raceland Branch. A lengthy discussion took place concerning the library’s building needs parish-wide and approximations of those costs. Several branches have aging roofs in need of replacement. Many of the system’s a/c units are the same age and utilize the old R22 Freon technology that is being phased out, with parts becoming obsolete. The Board expressed a preference to replace a/c units rather than repair them when repair costs are excessive. A/c unit replacement decisions will be handled by the Director as they come up and will not require the services of an engineer or a vote of the Board. A/c units will only be replaced as they fail. There was discussion about the space constraints at several branches and how that could be resolved. The Board determined that it would be cost effective to hire Duplantis Design to address the roof needs at three branches and the space needs at five branches as one comprehensive project. A motion was made by Mr. Rome, seconded by Mrs. Malcombe, to approve hiring Duplantis Design for roof replacements at Bayou Blue, Choctaw, and Raceland and for space enhancements at five branches, Bayou Blue, Choctaw, Raceland, Gheens, and Larose. The motion carried with a 7-0 roll call vote and passed unanimously.

2. Discussion and approval to purchase computers to upgrade our computer labs; Mrs. Sanders explained it’s part of our Technology Plan to upgrade some of our computers annually and 4 quotes were obtained, with the lowest quote being from SHI. A motion was made by Mrs. Bazare, seconded by Mrs.Torres, to approve the purchase of computer equipment to upgrade library computer labs. The motion carried with a 7-0 roll call vote and passed unanimously.

3. Discussion on building and content coverage chosen by Parish Administration. Mrs. Sanders reported, recently we discovered Parish Administration has canceled flood insurance on all Parish buildings, including the libraries and has reduced liability and content coverage on all library buildings without the Board’s input. The library budgets and pays for the costs of all insurance, insurance deductibles, and is responsible for all costs associated with building losses. Reducing and eliminating insurance coverage does not save the Parish money and instead increases the financial risks of the library system. The current coverage could not replace a branch or its contents to modern standards if a catastrophic loss were to occur at the present time. Mrs. Sanders explained that LA R.S. 33:1415(C) clearly indicates that state library laws shall prevail over a local governing authority. LA R.S. 25:220 gives the Library Board sole and exclusive control over all decisions concerning the expenditure of library funds. A letter was drawn up requesting that the Parish President allow Parish Risk Management to work with the Library Board to reinstate flood insurance and to allow the library to determine what levels of liability and contents coverage are appropriate for each library location.

A motion was made by Mr. Rome, seconded by Mrs. Torres, to approve the Board President sending the described letter to the Parish President with copies to Council, Risk Management, and the District Attorney. The motion carried unanimously.

4. Discussion and approval of 2018 millage rates remaining the same. Mrs. Sanders explained this is a housekeeping item. Annually we must send a letter to Council, copied to the Parish Finance Department, indicating the wishes of the Library Board regarding the amount of our millages for the Assessor’s next tax roll, as we expect reduced revenue collections again next year . Mr. Clement made a motion, seconded by Mrs. Bazare, to approve the Board President signing a letter indicating the Board’s desire to keep the 2018 library millage rates the same as they are currently. A vote was taken, and the motion passed unanimously.

A motion was made by Mr. Rome, seconded by Mrs. Malcombe, to deviate back to Unfinished Business Item #1on the agenda. The motion passed unanimously.

Unfinished Business:

1. Discussion and approval of option for possible remodel/renovation of the Thibodaux Branch to gain additional space. This item has been deferred for several meetings. After some discussion, a motion was made by Mr. Rome, seconded by Mrs. Bazare, to move forward with Option 3B, an Elevated Two-Story Addition on the East Side of the Existing Building. The next step will be for Duplantis Design to develop a more detailed plan and cost estimate for the Board’s review. A roll call vote was taken: Mr. Granier yes, Mr. Rome yes, Mrs. Bazare yes, Mrs. Chiquet yes, Mrs. Torres yes, Mrs. Malcombe yes, and Mr. Clement no. The motion carried.

With no further business to discuss, a motion for adjournment was made by Mrs. Bazare, seconded by Mrs. Malcombe, and carried unanimously. The Library Board of Control was adjourned at approximately 7:09pm.