

## **MINUTES: Iberville Parish Library Board of Control- Thursday, June 18, 2015**

Mr. Mark Murrell, President, called the meeting to order at 1:00 p.m. Members present: Charlene Bishop, Eugene LeBlanc, Clotis Johnson, and Tonya Orcino. A motion by Mr. Johnson to accept the previous meeting minutes was seconded by Mrs. Orcino and then unanimously approved.

Mr. Hughes noted that Mr. Johnson was reappointed as a Board member and Ms. Charlene Bishop was appointed as a new Board member at the May meeting of the Parish Council.

Mr. Ball announced that the library's ten year Maintenance Tax Renewal Election was a success and thanked the Board members for their advocacy and advice.

Mr. Ball thanked Mr. Hughes for filling in while Mr. Ball was on vacation.

Mr. Ball said the City of Plaquemine was applying for a grant being offered by Louisiana Recreational Trails and that they would appreciate it if the library would submit a letter of support of a Louisiana Recreational Trail at the Plaquemine Locks State Historical Area. He read a letter provided by the city, and it was then agreed that Mr. Ball and President Murrell would sign it in support of the grant.

## **STATISTICAL & FINANCIAL REPORTS**

Mr. Ball presented the Statistical Report [**Item #1**]. He was happy to report that circulation and computer use statistics were, and there were almost 600 more active patrons than in 2014.

Mr. Ball presented the Financial Report [**Item #2**]. He said that the windfall of revenue Mr. Songy had predicted at the last Board Meeting would be approximately \$219,000.00 for year 2015. Mr. Ball said that some of the monies would go to boost the fund balance and that some would go towards purchases detailed in the Expense Budget Additions/revisions Report [**Item #3**]

Per Mr. Songy's request of March 5, 2015, Mr. Ball presented an Expense Additions/revisions Report [**Item #3**], containing some items already purchased along with the items he requested to be purchased. Mr. Ball said that the items in the top section were covered in our original 2015 budget, and that the "wish list" or Additions section of the report actually starts at the line titled **Outdoor benches**. He said this section included computer network equipment, branch furnishings, and security cameras for all libraries.

At this time, Brad Guerin of Fusion Architecture presented the plan for a new roof for Headquarters. He said the current roof needed to be replaced with roofing made of modified bitumen, the current industry standard for flat roofs. Mr. Guerin said that he and a co-worker had gone up onto the roof and provided "walk around services," taking measurements and verifying existing conditions. He said his company normally charges for this service, but he provided it gratis to the library system. He noted that the clerestory windows at Headquarters needed to be removed, since the stucco around it is deteriorating and allowing air and moisture in. He said his estimate included new insulating double-paned replacements. Mr. Guerin said the existing roof gutters were of copper, which can be salvaged and sold for several thousand dollars. He said the tentative project schedule was to publish notices in the local legal journal for contractors to place bids in early July, with the expectation of receiving opening bids by August 5, 2015. The total estimated cost provided by Mr. Guerin was **\$389,465.00**. A motion by Ms. Bishop to proceed with the project was seconded by Mr. LeBlanc and was unanimously approved.

## **BUILDINGS & EQUIPMENT**

Reporting on Buildings and Equipment, Mr. Ball said Emerson One of Baton Rouge replaced the HQ meeting room carpet in May after the local carpet company said that they were not in a position to bid. Mr. Ball stated that a small roof leak at East Iberville was recently repaired and that the total replacement of the East Iberville would be included in the 2016 budget.

Mr. Ball said new meeting room tables for Main Library and White Castle should arrive next week.

## **TECHNOLOGY**

Mr. Hughes reported that the main server from 2009 had been replaced recently.

Mr. Ball then reported on placing security cameras in all library facilities. He provided a sample policy statement and noted it would be good to have such a policy in the near future [**Item #4**]. He said the

**Bits Technical** company from Baton Rouge had visited our libraries and provided a quote of \$26,559.00 for cameras at all eight locations. He said they were on state contract and that he had good references regarding their work from other library systems. After discussion the board agreed to scale down the project so that each branch would have one outside camera and one inside camera. Charlene Bishop voiced concern about the safety of the solo librarians and mentioned the possibility of providing panic buttons linked directly to the Police Station. Mr. Ball said this was a good thought but that he had checked and that this was not a possibility with the security camera system. He said that the architect knew of another company that installed security cameras, but Mr. Ball said that to include a company not on state contract would involve a lot more time and at least three companies would then have to be contacted for a legal bidding process. It was agreed to authorize Mr. Ball to decide which company would install the cameras, and that he should work with the company to cut the cost of the project. And it was agreed that Mr. Ball would notify Board members about the progress of the project prior to the next meeting.

Mr. Hughes stated that he could delay replacing the access points at Headquarters, White Castle, and East Iberville to save the expense for the 2016 budget. He said that NCIP cataloging software would be installed soon and that it should greatly streamline the labor-intensive process of Inter-Library Loan.

Mr. Ball noted that **Collection HQ** collection management software had been purchased and installed. He said he hoped that this service would increase circulation and save money spent acquiring and locating library materials.

Mr. Ball reported that Bayouland Solutions has been contracted to prepare and host a new website for the library. He said they charge a set-up fee and then a small monthly fee to host a library website that will be much easier to keep up-to-date, informative and attractive for our community.

## PERSONNEL

Mr. Ball reported that Yolanda Osborne, a Plaquemine native, was hired part-time as an office assistant. He said she had been a big help with accounting as well as Human Resources matters. Mr. Ball noted that Parish Council-funded summer workers started at Headquarters and White Castle this week.

In looking back at the personnel portion of the Expense Additions report [**Item #3**] requesting to move two part-time workers to full-time, Mrs. Orcino expressed concern that the Library fund balance would be reduced to approximately \$500,000 if all of the “wish list” items detailed in **Item #3, including the huge cost of the Main roof** were approved and paid for. Dr. Bishop raised the concern that the employee who has worked at Headquarters for over five years and is trained to catalog might leave if offered a full-time position elsewhere. Mr. Ball said both promotions were important, but it was decided that the long term employee would be offered a full-time position this summer and the other employee would be considered for full-time after more financial details and discussion could be shared at our September board meeting.

## ACTIVITIES

Mr. Ball informed the board of recent activities at the library. He said there were Easter egg hunts at HQ and other libraries. He said the Main Library provided tax help again in the spring for its second year as an official **VITA/IRS** site. He noted that the Gray Monkey parade in April was its usual success.

Mr. Ball said that the Summer Reading Program is under way and the theme this year is “**Every Hero Has a Story.**” He encouraged all board members to join and enjoy the **Adult** section of the Program.

With no further business, a motion was made by to adjourn by Mr. LeBlanc, with a second by Mr. Johnson. The motion passed and the meeting adjourned at 2:57 p.m.