

## **MINUTES: Iberville Parish Library Board of Control- Thursday, September 17, 2015**

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

Due to a scheduling conflict with the meeting room on the 3rd Thursday of November, the board members agreed to next meet on the third Tuesday, November 17, 2015.

### **STATISTICAL & FINANCIAL REPORTS**

Mr. Ball presented the Statistical Report [**Item #1**]. He was happy to report that circulation was up by over 3,000 and reference questions answered were up by more than 4,500. There was a question from Mr. LeBlanc as to the accuracy of the adult attendance of 882 for adult programs at the East Iberville Branch. Mr. Ball said he would ask his administrative assistant Wanda Jones to look into this number with branch manager Lydia Haydel. Ms. Obier and Ms. Thomas discussed the decrease in attendance at children's events compared to years ago and will look for new ways to improve attendance at future events.

Mr. Ball presented the Financial Report [**Item #2**]. It was agreed that the purchase of some "wish list" items would be delayed due to the large expense of replacing the Headquarters' roof. The architect's estimate for the roofing project came at \$389,000. Mr. Ball said two factors pushing the price up was the ceiling peripheral clerestory windows were single-paned and leaking, and thus needed to be replaced. He also said the architect proposed that the cracking stucco on the building's exterior be covered over with metal panels instead of repairing or replacing the stucco. He assured the board that the goal of building the fund balance toward a year's worth of operating funds would be protected, with a projected bank balance of over a million dollars at year's end. Ms. Thomas noted that it is important to include staff raises when preparing the budget for 2016. Mr. Ball agreed that raises were important for staff retention and morale, and that with fewer big ticket expenses forecast in the coming year he felt appropriate raises would be affordable. He said that one significant expense for year 2016 will be replacing the roof of the East Iberville Branch. He said it also has a flat roof and that it was installed in 1980. Mr. Ball noted that due to fiscal year 2015-16 State Library Budget cuts our library has been informed that we will probably be billed \$2,425.36 in Year 2016 for our share of statewide databases costs. A motion was made by Ms. Thomas to accept the Financial Report, with a second by Ms. Obier. The motion passed unanimously.

### **BUILDINGS & EQUIPMENT**

Regarding Buildings and Equipment, Mr. Ball said a "back flow preventer," mandated by the federal Clean Water Act, was installed in the Headquarters water line at a cost of approximately \$3,100.

He further stated that the fire alarm panel at Headquarters was replaced at a cost of approximately \$2,500. While inspecting the fire panel repairs at the library, the Fire Marshall noted that the fire extinguishers had not been inspected in several years, so they were also being replaced as needed.

Mr. Ball stated that security cameras have been installed at all eight branches and, as a result, he had drafted a **Security Camera Policy [Item 3]** for the review and approval of the Board. A motion was made by Mr. LeBlanc to accept the **Security Camera Policy**, and was seconded by Mr. Johnson. The motion passed unanimously.

Mr. Ball noted that the Main Library roof project bids will be opened next Tuesday, September 29, 2015. He said that when the contract is signed the winning contractor will have seventy-five days to complete the project. He further noted that representatives from six or seven companies recently came to Headquarters to review the project and inspect the roof in preparation for bidding.

### **TECHNOLOGY**

Mr. Hughes reported that from today forward he would be using a digital recording system that he had recently purchased in order to record public agency board meetings as mandated by state law.

Mr. Hughes stated that the computer network firewall will be replaced before end of year 2015. The

current system was purchased in 2009 and is outdated. Jed Wallace, an IT consultant with the State Library of Louisiana, will assist with its replacement.

Mr. Hughes noted that the library's Internet filter appliance will be replaced in early 2016 to provide up-to-date protection and to meet the needs of a system with higher bandwidth, which he anticipates moving up to in the future.

Mr. Ball stated that the new "hosted" Library Homepage should be in place by Christmas. Bayouland Computer Systems came highly recommended by other library systems in the area and will build and implement the website for a cost of \$3,600. He said they will then provide remote "cloud" hosting for a small monthly fee. Our "webmaster" Elizabeth Haynes will be also able to add and update information to the website as needed. Mr. Ball noted that she will be posting Board meeting minutes and other official documents to the site as well.

## **PERSONNEL**

Mr. Ball reported that a parish-wide staff meeting was held on August 25, 2015. All library staff members met at the Headquarters Branch for updates, instruction and time to network with colleagues.

Mr. Ball noted that he had hired a summer student worker to continue part-time after school at Headquarters. He said that she is a senior at MSA West and is a great addition to our staff.

Mr. Ball reported that Yolanda Osborne, a Plaquemine native, has been a big help with accounting and Human Resources matters as our new part-time office assistant. And he said he is planning to make her a full-time employee starting in 2016.

## **ACTIVITIES**

Mr. Ball reported that a Banned Book Week Read-Out event would be held soon at Main Library meeting room, hosted by the Friends of the Iberville Public Libraries (FIPL). As a FIPL member and officer, Ms. Bishop stated that the Banned Book event date was September 30, 2015 at 6:00 p.m.

Mr. Ball noted that the Acadian ArtShow will take place in October and Ms. Bishop noted that the reception for the artists will be on Sunday, October 18, 2015 from 2:00 to 4:00 p.m.

Mr. Ball stated that the three largest libraries are again glad to be scanning soldier's photos for the **Wall of Veterans** display for the annual Veteran's Day Celebration presented by the Parish Council.

Mr. Ball said the Headquarters Branch had hosted a traveling exhibition on the Chatsworth Sugar Plantation over the summer. He said that library patrons and staff had enjoyed this display of informational panels and artifacts from the plantation grounds that were uncovered near the L'Auberge Casino near St. Gabriel. Mr. Ball said that LSU Geography and Anthropology department faculty and students participated in the archaeological excavation of Chatsworth Plantation, and that the display was on loan from the LSU Rural Life Museum.

With no further business, a motion was made by to adjourn by Ms. Thomas, and was seconded by Mr. Le Blanc. The motion passed and the meeting adjourned at 2:21 p.m.

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Mark Murrell, President

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Dannie J. Ball, Parish Librarian