

## **MINUTES: Iberville Parish Library Board of Control- Tuesday, November 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, Tonya and Mary Obier, as well as David Hughes and Laura Stewart.

Mr. Murrell called for a public meeting for review of the Budget. As no members of the public were present, Ms. Thomas made a motion to close the public meeting, which was seconded by Ms. Bishop and approved unanimously.

A motion by Ms. Bishop to accept the previous meeting minutes was seconded by Mr. LeBlanc and was unanimously approved.

Due to Ms. Thomas's need to leave early, agenda Item III—Reports-- were discussed prior to Item II.

### **STATISTICAL & FINANCIAL REPORTS**

Mr. Ball presented the Statistical Report [**Item #1**]. Circulation through October 31, 2015 was down by approximately 800 compared to year 2014 figures. Reference questions answered were up significantly as was Database usage and computer usage. He reported that the counting of wireless network usage at all branches statistics collection began in September 2014, with counts up in September 2015 compared to year 2014, but down somewhat in October 2015.

Mr. Ball presented the Financial Report [**Item #2**]. Mr. Ball noted that the expected State Aid to Public Libraries in the amount of \$21,850.00 had been cut to zero by the state legislature. He further noted that the library's cost for holding the ten 10 year Tax Proposition election was approximately \$44,000, and that this was a once in each decade expense.

Mr. Ball presented the Revised 2015 Budget [**Items #3A & 3B**]. He noted that he had misreported the original 2015 budget the Beginning Total Bank Balance as \$1,090,987 when it should have been \$1,347,991.00, which thus adds \$257,004 to the correct beginning bank balance. He further noted that the estimated year-end bank balance will likely increase from \$1,310,777.00 to approximately \$1,387,561.00, an increase of approximately \$76,800.

He noted that the reason only half of the \$91,500.00 budgeted for insurance was spent is due to the Parish moving from a July-June fiscal year to a calendar year. So, the remaining cost will be applied to early year 2016 insurance premiums and is therefore not actually insurance savings.

Mr. Ball indicated that the \$19,605.00 increase in actual monies spent for Educational/Recreational Equipment was for outdoor benches at the branches and a picnic table for Headquarters. The increase in buildings and grounds went to the purchase of surveillance cameras placed into service this year. He said that the additional \$7,822.00 spent on electronic access equipment was for network upgrades.

Mr. Ball presented the Revised 2015 Budget [**Items 3A & 3B**] and the Proposed 2016 Budget [**Items 4A & 4B**]. He noted that Ad Valorem tax revenues were slated to increase by \$125,000 and that the combined sum of the other revenue sources would remain roughly the same. He said the 2016 budget included moving the new part-time office assistant to full-time, as suggested by the board, and a significant raise to workers to bring them closer to similar job wages paid in the schools and other libraries. He said the sizable increase Electronic Services costs reflects additional database services and other online services that he plans to add to meet the growing information technology needs of our communities.

Mr. Ball said that the long-held goal of accumulating one full year of expenses has never been met, though the fund balance was close before the recent building renovation project. But he did report that the revised 2015 ending balance of \$1,387,000 would cover more than a half-year of current expenses.

A motion was made to approve the Revised 2015 and Proposed 2016 budgets by Ms. Thomas, with a second by Ms. Bishop. The vote to approve was unanimous. Mr. Ball thanked the board for their good questions, advice, and support of the budgets.

An **Executive** session was then called to discuss personnel issues. After some discussion the executive session ended and the regular session resumed.

## **BUILDINGS & EQUIPMENT**

Regarding Buildings and Equipment, Mr. Ball noted that the two parking lot lighting poles at Headquarters needed to be replaced and that he was getting bids for the work.

Mr. Ball stated that the winning bid for the roof replacement at Headquarters was much lower than expected. He said the architect's estimate for the work was \$289,000 and the actual bid came in at \$231,000. He said that the roof work was expected to begin this week and will likely extend into 2016. He said a roof replacement for the East Iberville branch is included in the 2016 budget.

## **TECHNOLOGY**

Mr. Hughes reported that he is researching the replacement of the wireless network equipment with E-rate discounts. He said that the current system was installed in 2009 and will soon no longer be supported. He said that the new system will be located and administered in the Internet "cloud".

Mr. Hughes stated that he planned on the firewall for the computer network to be replaced before the end of the year.

Mr. Hughes noted that the Library will purchase the ten laptops on loan to the library from the federal BTOP program would be purchased and transferred to us for \$250 each.

Mr. Ball said that he will email the members when the new "hosted" Library Homepage is in place.

Mr. Hughes noted that e-rate discounts for telephones will be phased out by 20% in each future year, moving the year 2016 discount down to 70%. He reported that the Internet discounts will remain at 90%.

Mr. Hughes said he is researching a modest increase in Internet bandwidth speed, at a cost of approximately \$200.00 per month from our Internet provider DETEL.

## **PERSONNEL**

Mr. Ball reported that the next parish-wide staff meeting is planned for spring 2016 and will take place on a Tuesday or Thursday in order to cause the least disruption of service at the branch locations.

Mr. Ball stated that Yolanda Osborne, the part-time office assistant, will become a full-time employee starting in January 2016, and that Inter Library Loan assistant and Cataloger, Joyce Porch, will move from "contract employee" status to a full-time salaried position in 2016, a change prompted by an Internal Revenue Service Compliance Audit of the library system in early 2105.

## **ACTIVITIES**

Mr. Ball reported that the LLA Annual Conference will be in Baton Rouge, March 8-10, 2016.

He noted that the Acadian Art Show in October was successful and well attended!

Mr. Ball said he and Mr. Hughes attended the Fall Administrative Conference on November 13, 2015.

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

Mr. Ball presented the proposed 2016 Holiday Schedule [**Item #5**] for approval. A motion was made to approve the 2016 Holiday Schedule by Ms. Obier, with a second by Mr. Johnson. The vote to approve was unanimous.

With no further business, a motion was made by to adjourn by Ms. Orcino, and was seconded by Ms. Bishop. The motion passed and the meeting adjourned at 2:23 p.m.