

**IBERVILLE PARISH LIBRARY**  
*BOARD OF CONTROL MINUTES*

**24605 J. Gerald Berret Blvd.**

**February 15, 2018**

**12:54 P.M.**

**Present**

Mr. Mark Murrell, Board President  
Ms. Charlene Bishop  
Mr. Eugene LeBlanc  
Mr. Clotis Johnson  
Ms. Mary Obier  
Ms. Tonya Orcino  
Mr. Edward Songy  
Mrs. Deena Thomas

Also: Mrs. Wanda Jones, Administrative Assistant, Ms. Yolanda Osborne, Human Resources Director and Mr. Michael Staton, Library Director.

Call to Order Board Chairman Murrell at 12:54 P.M.

Ms. Bishop had a question on the wording referencing the Parish Art Show. Instead of restrictions, it should be changed to guidelines. A motion was made to accept the minutes of the previous meeting, with necessary corrections, by Ms. Bishop, second by Mrs. Thomas. The motion carried unanimously.

No Public Comments.

Executive Session - A motion was made to go into executive session by Ms. Bishop and second by Mr. Johnson. The motion carried unanimously. A motion was made to exit executive session by Ms. Thomas and second by Ms. Orcino. The motion carried unanimously.

**LIBRARY BOARD MATTERS**

Unattended Child Policy-This discussion was on what age to let children be in the library without an adult. The age of 10 was adopted and motioned by Ms. Bishop and second by Ms. Orcino. The motion carried unanimously.

Community Bulletin Board Policy-This discussion was on what is allowed on the bulletin board. The final decision was adopted for only Government Agencies, and Educational Institutions. This adoption was Motioned by Mr. LeBlanc and second by Ms. Orcino. The motion carried unanimously.

Patron material requiring a search warrant- approved by board.

Memo of Understanding for Friends of Iberville Public Library (FIPL)-Agreement between the Friends allowing to the Library to provide The Friends with office supplies. The Library Board would have a right to review their books. This will be approved at the next friends meeting.

Annual Reminder Ethics Training -  
Mr. Staton reminded the Board Members about the Annual Ethics Training needing to be completed by December 31, 2018.

Moving operating funds to investment account -

Mr. Staton advised the Board that the Library Fund Investment Account is currently at an interest rate of 1.50%; Mr. Staton advised the Board Members that they are signatories that we would be coping their Driver's License today along with them completing a form requested by Citizen's Bank.

#### Fines review-UPDATE

This discussion included proposing an increase of fines from .05 to .10. This is separate from removing juvenile fines. A motion was made to increase fines from .05 to .10 by Ms. Bishop and second by Mr. Murrell. The motion carried unanimously. The Board also entered into a discussion on the juvenile fines and arrived at no fines and late fees. This motion was raised by Ms. Bishop and second by Mr. Leblanc. The motion carried unanimously

#### Major Projects review-UPDATE

Mr. Staton presented the Board with a wish list. Mr. Songy requested a 3year capital improvement plan and to move forward.

### **REPORTS**

#### **Statistical**

Mr. Staton stated all the numbers were down. It is caused by a shift in was considered reference.

#### **Financial**

Mr. Staton discussed the revenues and expenditure report. The Library Fund Account will have \$500,00 transferred to the high yield account once all paperwork has been completed.

#### **Building and Equipment**

Ms. Bishop asked about the installation of the bookdrop and Mr. Staton advised the Board of where it would be located.

A Tree at Rosedale needed to be cut down. Mr. Cliff handled that along with new handicapped and no smoking signs.

### **PERSONNEL**

#### **Potential need for second floater position**

Mr. Staton advised the board that the 2<sup>nd</sup> floater needs to be considered. He stated this would be an increase of \$18,000 in salary. Motioned for a second position was made by Ms. Obier and second by Ms. Bishop. The motion carried unanimously.

### **TECHNOLOGY**

#### **Structured Cabling-UPDATE**

Mr. Staton advised the board that all of the state contracts expire in March. The new contract comes out in March then we will start doing structured cabling.

Timeclock software-Mr. Staton advised the Board that the Parish has taken over payroll and that it has been a little bumpy, but it is coming along.

PC Replacement schedule-Smart shield had an issue working with solid state drive.

**ACTIVITIES**

The Grey Monkey Parade is April 27, 2018 at the Waterfront Park. All Libraries will be closed all day. The attendance last year was approximately 700 people.

**ADJORNMENT**

Meeting was motioned to adjourn by Ms. Bishop and second by Ms. Obier. The motion carried unanimously. The time was 2:15 p.m.

**APPROVAL OF BOARD MINUTES BY**

\_\_\_\_\_  
Mr. Mark Murrell  
Board President

\_\_\_\_\_  
Date