

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

24605 J. Gerald Berret Blvd.

February 20, 2020

1:00 P.M.

**Board Members Present**

Ms. Charlene Bishop  
Ms. Jan Drinkwater  
Mr. Clotis Johnson  
Mr. Mary Obier  
Ms. Tonya Orcino

**Board Members Not Present**

Mr. Eugene LeBlanc  
Mrs. Deena Thomas  
Mr. Mark Murrell-Board President  
Mr. Edward "Lucky" Songy-Ex-Officio

**Administration Present**

Mr. David Hughes, Assistant Library Director  
Ms. Yolanda Osborne, HR Director  
Mr. Michael Staton, Library Director

**Administration-Not Present**

Mrs. Wanda Jones, Administrative Assistant

Meeting Called to Order by Acting Board President Bishop at 1:04 P.M.

A motion was made to accept the minutes of the previous meeting, with necessary corrections, by Ms. Obier, second by Ms. Orcino. The motion carried unanimously.

Ms. Bishop had a question of was there such a thing as Acting Board President because she was uncomfortable with that title. Ms. Bishop asked the board if everyone was ok with that and the board was ok.

Public Comments- None

**LIBRARY BOARD MATTERS**

**TLC UPDATE** - Mr. Staton advised the Board that he was going to start the process of looking into new ILS's and IPL moving away from TLC, but it would be a 12 – 18 month process after the RFP has been done to complete the entire conversion. He state he and Mr. Hughes will be in Nashville next week at they would be talking with some vendors and starting a formal process with getting some demos, talking to the staff and put together some formal quotes that will be brought back to the next meeting.

**2019 SURPLUS FUND LIST UPDATE** - Mr. Staton advised the board that he signed the final payments for the 2019 projects wish list on yesterday.

**2020 SURPLUS FUND REPORT UPDATE** - Mr. Staton stated that most of the money went to our unexpected sewer problems that amounted to \$141,000. He stated that we had about \$50,000 of unused funds, but it had been budgeted to replace the camera and telephone system for this year. Mr. Staton requested board approval to reserve those funds just in case it is needed.

**BAYOU PIGEON STATUS-UPDATE** - Mr. Staton recommended to the Board that both branches remain open, alternate the operating days, and have both staff persons work together at each branch. The factors contributing to this recommendation was due to the branches being polling places and to avoid a negative reaction for the 2025 tax election.

**BAYOU PIGEON HOURS OF OPERATION-UPDATE** - Mr. Staton advised the board that the hours of operation would remain the same and Monday and Friday and Bayou Sorrell would be open and Wednesday, Bayou Pigeon would open and both employees would work together. A motion was made to change the hours of operation at Bayou Pigeon and Bayou Sorrell, by Ms. Orcino, second by Mr. Johnson. The motion carried unanimously.

**ROSEDALE HOURS OF OPERATION** - Mr. Staton advised the board of the complexity of staffing a small branch with one employee. A motion was made to change the days and hours of operation at Rosedale, by Ms. Orcino, second by Ms. Obier. The motion carried unanimously. Operating days will be changed to Tuesday, Wednesday and Thursday and hours are to be determined.

**ANNUAL ETHICS AND SEXUAL HARASSMENT TRAINING** - Ms. Staton reminded the board the annual Ethics Training is to be completed by YE 2020. He noted that Ms. Osborne has been working with Civil Service on the Sexual Harassment Training. Mr. Staton has spoken with persons at the state Library that was just showing a video and they were counting that as the training. It was decided that the Ethics would be set up at the next meeting for those who want to complete. Ms. Osborne would send the link to Ms. Drinkwater.

Mr. Staton discussed with the board the by-laws and went into details about electing officer. The process would be Mr. Staton will send out emails for nomination and election would be conducted at the next meeting on May 20, 2020. A motion was made to elect officers at the next meeting, by Ms. Obier, second by Mr. Johnson. The motion carried unanimously.

## **REPORTS STATISTICAL**

Mr. Staton advised the Board that this report is year-to-date. The report shows that statistically that all the numbers are up, but wireless is down a little due to structured cabling. Computer Usage, reference number and circulation numbers are up.

## **FINANCIAL**

Mr. Staton advised the board that we had increases in some budgeted lines items and they are as follows:

- Note #1-Workers compensation-is a result of back paying from last year and Creel tree service.
- Note #2-Postage-went up, but we have purchased our own mailing machine to cut some of the cost
- Note #3-Telephone-is a result an increase due to repairs and moving staff due to the construction.
- Note #4-Equipment rental and lease-switch copy machine in the middle of the year.
- Note #5-Contractual Maintenance-Invoices are being paid annually.
- Note #6-Accounting and Auditing Fees-insurance property value assessment-unexpected bill.
- Books/Periodicals over due to the way we pay the invoice. Everything including DVD's are coded to books.
- Other materials have to do with database. (HOOPLA and Lynda.com)

## **BUILDING AND EQUIPMENT**

Mr. Staton advised the board that the construction at Plaquemine is complete.

The roof at Grosse Tete had a leak and it was more cost effective to replace instead of repair.

## **PERSONNEL**

Mr. Staton advised the board that the Branch Manager position at Rosedale is still vacant, but that we have hired the Outreach Librarian and assistant. The bookmobile quote of \$188,00 has been received and it would be delivered 265 days from signing the paperwork.

## **TECHNOLOGY**

Mr. Hughes advised the board that structured cabling is complete at all 8 branches and it was put on Erate that gives us an 85% discount. Mr. Hughes also mentioned the continuing project of replacing old computers with Windows 10 as the new operating system.

Mr. Hughes advised the board that we are looking at Transformyx to provide IT consulting. They gave us a great proposal and are on State Contract. We want to be transparent; therefore, Mr. Staton advised the board that Ms. Drinkwater's daughter works for Transformyx, but this process had started prior to her getting on the Board.

## **ACTIVITIES**

Mr. Staton advised the Board that the Gray Monkey Parade has been scheduled for April 3, 2020 at the Waterfront park in Plaquemine.

Mr. Staton advised the Board that he and Mr. Hughes will be at the PLA conference next week in Nashville, TN.

Mr. Staton advised the board that the Spring Staff Meeting is scheduled for March 20, 2020.

Mr. Staton advised the board the LLA Conference would be March 26-27, 2020 in Lafayette, LA

Ms. Drinkwater mention that she attended a lecture at EI Library by Jodi Plauche, He wrote a book called “Why Gary Why” and mentioned how awesome the lecture was and would like the other branches to look into sponsoring this program. Mr. Staton advised the board that we have a few copies of the book and is looking forward to ordering more.

Ms. Bishop mentioned that FIPL have funds in the budget to give to Libraries to purchase things are not in the budget and request that the board encourage libraries to apply for funding.

**ADJORNMENT**

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

**APPROVAL OF BOARD MINUTES BY**

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Ms. Charlene Bishop  
Acting Board President

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Date