

Iberville Parish Library
Board of Control Minutes

24605 J. Gerald Berret Blvd.

May 18, 2023

1:00 P.M

Board Members Present

Ms. Charlene Bishop- **Board President**
Ms. Jan Drinkwater
Mr. Clotis Johnson
Ms. Tonya Orcino

Board Members not Present

Ms. Madeline Kessler
Ms. Deena Thomas
Mr. Edward “Lucky” Songy- **Ex-Officio**

Administration Present

Ms. Jennifer Seneca, Library Director
Mr. David Hughes, Assistant Library Director
Ms. Yolanda Young, Human Resources Director

Administration not Present

Meeting Called to Order by Board President Charlene Bishop at 1:02 P.M. A roll call was taken at 1:03 P.M.

A motion was made to accept the minutes of the previous meeting by Ms. Bishop, seconded by Mr. Johnson. The motion was carried unanimously.

Public Comments- none

LIBRARY BOARD MATTERS

Annual Reminder - Ms. Seneca reminded the Board of required annual trainings as mandated by Louisiana law for board trustees.

Short-Term and Long-Term Planning - The library board discussed goals and long-term projects for the system. Ms. Seneca was tasked with creating a list of short and long term ideas and plans based on library staff feedback, her own observations, and board input.

TLC Contract, 3 years - Ms. Seneca presented the negotiated contract including a three-year cost savings over \$40,000.

A motion was made by Ms. Orcino to sign the contract upon return. The motion was seconded by Clotis Johnson. The motion carried unanimously.

Cleaning Services – Ms. Seneca presented the recent price increases and effectiveness of the current contractor.

REPORTS

STATISTICAL – Ms. Seneca presented the 2023 statistics to date for the library system.

FINANCIAL

Ms. Seneca presented the state of the budget including current savings for future projects.

A motion was made by Tonya Orcino to allocate current savings for projects discussed and for contingency for building maintenance and repairs. The motion was seconded by Clotis Johnson and approved unanimously.

Ms. Seneca requested consideration to move the library away from debit card use and replace with credit cards.

A motion was made by Clotis Johnson to switch from debit card use to credit card use to protect our funds. The motion was seconded by Tonya Orcino and passed unanimously.

BUILDINGS AND EQUIPMENT

Ms. Seneca updated the library board on current maintenance projects including the permanent fix of the broken door at East Iberville Branch.

PERSONNEL

Ms. Seneca reported there is one open position within the children's department at Plaquemine Branch and should be hired in the coming months.

TECHNOLOGY

Mr. Hughes updated the library board on the approvals for two E-Rate applications. The library qualified for a 90% discount on internet access and an 85% discount on wireless. The current funding for wireless equipment has been received and that upgrade is underway.

ACTIVITIES

- The Gray Monkey Parade event was a success with over 800 in attendance.
- LLA Conference will be held on July 6-8, 2023. Registration is not yet open. The date of the luncheon is to be announced.
- Upcoming events include an SRP Block Party held behind the Plaquemine Library in collaboration with the ARC and Iberville Civic Center/Parks and Rec.
- A system-wide summer calendar of events is being compiled for the public.

ADJORNMENT

The meeting was adjourned at 2:29 P.M.

APPROVAL OF BOARD MINUTES BY

Ms. Chalene Bishop
Board President

Date