

Iberville Parish Library
Board of Control Minutes

24605 J. Gerald Berret Blvd.

July 20, 2023

1:00 P.M

Board Members Present

Ms. Charlene Bishop- **Board President**
Ms. Jan Drinkwater
Mr. Clotis Johnson
Ms. Deena Thomas

Board Members not Present

Ms. Madeline Kessler
Ms. Tonya Orcino
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 1:20 P.M.

A roll call was taken at 1:20 P.M.

A motion was made to accept the minutes of the previous meeting by Ms. Thomas, seconded by Ms. Drinkwater. The motion was carried unanimously.

Public Comments- none

LIBRARY BOARD MATTERS

Short-term / Long-term Project Planning Update

- a. **East Iberville Branch – Exploratory Research Presentation:** Fusion Architecture presented sketch drawings for a potential expansion and renovation at East Iberville Branch.
- b. **Bookmobile** – Ms. Seneca reported that outreach staff would attend the Association for Bookmobile and Outreach Services annual conference to look at bookmobile models.
- c. **Plaquemine Branch: Workroom and Public Space Refresh** – Ms. Seneca updated the board on the status of the workroom retrofit project. The board discussed the concept of an update to the floor plan of Plaquemine Branch.

Mid-Year Budget Amendment

Ms. Seneca presented the mid-year budget amendments. Ms. Deena Thomas moved to accept the amendments as presented. Mr. Johnson seconded. The motion passed unanimously.

Resolution: Credit Card Limit and Authorized Users

Board President Charlene Bishop asked Ms. Deena Thomas to read the resolution. Ms. Thomas read the resolution aloud to the board.

Ms. Drinkwater moved to adopt the resolution as read. Ms. Thomas seconded the motion. Ms. Bishop asked for a roll call vote.

Yeas: Charlene Bishop, Jan Vines Drinkwater, Deena Thomas, Clotis Johnson

Absent: Madeline Kessler, Tonya Orcino, Deena Thomas, Edward Songy

New HVAC for East Iberville Branch

Ms. Seneca updated the board on the situation with the irreparable HVAC unit at East Iberville Branch. The equipment was replaced with a new unit and the building is cooling properly now.

Storywalk Memorandum of Understanding between Iberville Parish Library, LSU Agricultural Center, and Iberville Parish Council

Ms. Seneca shared a copy of the MOU with the library board. This project was an agreement between the stated parties started under the previous director's tenure. The MOU was signed by Ms. Seneca and remitted back to LSU Ag Extension.

Policy Manual: Formatting Update; Policy Update: Collection Development

Ms. Drinkwater motioned to accept the formatting update and to approve the updated collection development policy. Mr. Johnson seconded. The motion passed unanimously.

Director's Report

Statistical Reports - Ms. Seneca presented the current statistical reports. She updated the library board of the summer reading program goals and the library's Grab and Go Meal program offered through the Greater Baton Rouge Food Bank.

Logo Refresh - Ms. Seneca updated the board on the project and expects potential choices to be ready by end of year.

Buildings and Equipment Report - Ms. Seneca presented updates on current building maintenance projects. She informed the board of a projected list of surplus equipment

and furniture to be presented at the next board meeting due to the current workroom retrofit project.

Personnel Updates – Ms. Seneca reported there is one open position within the children’s department at Plaquemine Branch and should be hired in the coming months. The Maintenance Department has increased one position from part-time to full-time.

Activities Update – Ms. Seneca updated the board on recent programs, continuing education efforts, and upcoming library campaigns.

Assistant Director’s Report

Mr. Hughes updated the library board on the new wireless system installed at the branches funded through eRate.

ADJORNMENT

The meeting was adjourned at 2:59 P.M.

Ms. Chalene Bishop
Board President

Date

DRAFT