

Iberville Parish Library
Board of Control Minutes

24605 J. Gerald Berret Blvd.

September 21, 2023

1:00 P.M

Board Members Present

Ms. Charlene Bishop- **Board President**
Ms. Tonya Orcino
Ms. Jan Drinkwater (left 2:00 p.m.)
Mr. Clotis Johnson
Ms. Mary Obier

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

CALL TO ORDER

- Meeting called to order by Board President Charlene Bishop at 1:00 p.m.
- Roll call taken.

ADOPTION OF MINUTES

- Motion by Mr. Johnson to approve the minutes of the July 20, 2023, board meeting. Second by Ms. Obier. Motion passed.

PUBLIC COMMENTS

- No public comment.

NEW BUSINESS

Short-Term / Long-term Project Updates

- Updates presented by Ms. Seneca.
- Ms. Seneca will reach out to Fusion Architecture to discuss the development of a building program.

Workroom Retrofit Update

- Projected start is mid-December with completion in mid-January.

Surplus Equipment

- List of broken and outdated technology and furniture presented.
- Motion by Ms. Orcino to declare listed items as surplus. Second by Ms. Drinkwater. Motion passed.
- Ms. Seneca stated items would be disposed of or auctioned dependent on condition, etc.
- Ms. Bishop requested the auction be held at the library.

Fine Free Period

- Ms. Seneca presented information to the library board in favor of declaring Iberville Parish Library a fine free library.
- Motion by Ms. Drinkwater to eliminate overdue fines immediately for all Iberville Parish cardholders who live, work, or go to school in Iberville Parish. Second by Ms. Orcino. Motion passed.
- Instruction to Ms. Seneca to have a formal board policy reflecting the decision written for the November board meeting.

Policy Manual Updates

- Ms. Seneca presented an updated Internet Usage policy. Motion by Mr. Johnson to accept the policy as presented. Second by Ms. Obier. Motion passed.
- Ms. Seneca presented an updated circulation policy. Motion by Ms. Orcino to accept the policy as presented. Second by Mr. Johnson. Motion passed.

Document Retention

- Motion by Ms. Obier to designate Ms. Seneca as the agency's records officer pursuant to La R.S. 44:411. Second by Mr. Johnson. Motion passed.

Archival Documents

- Ms. Seneca presented a set of archival documents found in library storage. Due to age and condition, the library board discussed the best repository for this set of documents.
- Motion by Ms. Obier to transfer the documents to the State Library of Louisiana with the condition that Iberville Parish Library receives and retains a digital copy of the records. Second by Mr. Johnson. Motion passed.

DIRECTOR'S REPORT

Financial Updates

3rd Quarter Budget Amendments

- Ms. Seneca presented the current state of the budget and requested one budget amendment to award staff raises with November instead of January.
- Motion by Ms. Orcino to implement a 3% salary increase for all library staff, to start with the November 2, 2023, paycheck. Second by Ms. Obier. Motion passed.

Credit Card Acceptance

- Ms. Seneca reported an increasing number of library patrons request to pay for library charges by credit/debit card.
- Library board agreed this is a service that should be explored and instructed Ms. Seneca to do so.

Reserve Funds

- Ms. Seneca asked the board if they wished to set a policy on the amount of reserve funds retained for building maintenance and emergency repairs.
- Motion by Ms. Obier to keep reserve funds at 1.5 million dollars and not dip below that amount without board approval. Second by Ms. Drinkwater. Motion passed.
- Instruction to Ms. Seneca to write a formal policy on this for November board meeting.

Statistical Reports, Building and Equipment Report, Personnel Updates, and Activities Updates

- Reports and updates presented by Ms. Seneca

ASSISTANT DIRECTOR'S REPORT

- Presented by Mr. Hughes.

Meeting adjourned at 2:59 P.M.

Ms. Charlene Bishop
Board President

Date