

IBERVILLE PARISH LIBRARY
BOARD OF CONTROL MINUTES

24605 J. Gerald Berret Blvd.

December 15, 2022

1:00 P.M.

Board Members Present

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

Board Members Not Present

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

Administration Present

Mr. David Hughes, Assistant Library Director
Mrs. Yolanda Osborne, Human Resources Director
Mr. Michael Staton, Library Director

Administration-Not Present

Meeting Called to Order by Board President Bishop at 1:00 P.M.

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

Public Comments- None

LIBRARY BOARD MATTERS

Mr. Staton Formally announced his impending resignation from the position as Iberville Parish Library Director. The discussion then focused on the process of hiring a new director. The Board heard a motion to create a Personnel Committee and imbue them with power to contract with an agency for the purposes of initiating a search for the next director. The Committee will consist of Ms. Bishop, Ms. Drinkwater, Ms. Orcino and Ms. Thomas, with Ms. Thomas acting as the chair of the committee. The motion was made by Mr. Johnson and seconded by Ms. Thomas. The motion carried unanimously.

Ethics & Sexual Harassment training: Mr. Staton reminded the Board of their Annual Ethics Training and Sexual Harassment training as mandated by the Louisiana Legislature. A computer lab was setup for the purposes of any board member to complete their training following the meeting.

Mr. Staton presented the proposed budget which included options for either a direct raise for all employee or COLA to adjust current pay scales to combat rising inflation. After some discussion, the motion to approve a 6% COLA was made by Ms. Thomas and seconded by Mr. Johnson. The motion carried unanimously.

Following the COLA discussion, a motion to approve the proposed budget was made by Ms. Orcino and seconded by Ms. Thomas. The motion carried unanimously.

A Discussion of the 2023 board meeting dates and a potential increase from quarterly to bi-monthly was held. A motion to increase the board meeting to every other month starting in 2023 was made by Ms. Drinkwater and seconded by Ms. Thomas. The motion carried unanimously.

Meeting room policy discussion was tabled to the next meeting.

A discussion on the recently changed position at the East Iberville Branch also led to a discussion of operating hours at the EI Branch. The Board asked Mr. Staton to put some preliminary information as to the cost to increase operating hours at the EI Branch for the next meeting

REPORTS

STATISTICAL

Mr. Staton advised the Board that the Circulation Numbers are up across the board and that we are seeing numbers climb and people coming back and using the library more.

FINANCIAL

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

Note 1: all advertising funds spent for the year; increase in advertising fees

Note 2: Increase in utility costs

Note 3: unexpected cost to replace chiller; *if you remove \$92024.00 spent for new chiller, leaves \$28,322.00 spent (63%)

Note 4: significant Increase in fuel costs

Note 5: Biannual subscription cost; no more invoices anticipated this year for this line item

BUILDING AND EQUIPMENT

Boiler at Plaquemine branch was repaired in last week.

PERSONNEL

Mr. Staton advised the board that Kitty Woods, the manager of the White Castle Branch Library was leaving after 45 years of service and her position was currently up for hire.

Mr. Staton advised the board that the Bayou Sorrell/Bayou Pigeon branch manager/ office assistant position was also open for hire.

TECHNOLOGY

Mr. Staton informed the board that improvements to the White Castle camera systems were underway.

ACTIVITIES

Mr. Staton advised the Board that the Acadian Art Show was a success with over 115 pieces submitted to the show, but that a change in the Plaquemine Bank art show undercut our possible submissions.

Mr. Staton advised the Board that the LLA Conference for 2023 would be held in Baton Rouge on July 6-8 and that we would have more information at future meetings about attending.

ADJORNMENT

Meeting was motioned to adjourn by Ms. Thomas and second by Mr. Johnson. The motion carried unanimously.

APPROVAL OF BOARD MINUTES BY

Ms. Charlene Bishop
Board President

Date