

IBERVILLE PARISH LIBRARY
BOARD OF CONTROL MINUTES

24605 J. Gerald Berret Blvd.

April 27, 2017

1:07 P.M.

Present

Mr. Mark Murrell, Board President
Ms. Charlene Bishop
Mr. Clotis Johnson
Mr. Eugene LeBlanc
Ms. Tonya Orcino
Ms. Mary Obier

Also: Mr. David Hughes, Assistant Library Director, Mrs. Wanda Jones, Administrative Assistant, Ms. Yolanda Osborne, Head Human Resources and Mr. Michael Staton, Library Director.

Call to Order-Board President Murrell at 1:07 P.M.

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

No Public Comments.

LIBRARY BOARD MATTERS

Mr. Staton gave the board a draft copy of the employee handbook. This draft was discussed in its entirety. The board members asked questions, discussed policies and made some recommendations; some items are being referred to Mr. Songy, IPC Chief Financial Officer and IPL Ex-Officio Board Member, for clarity. Mr. Staton will bring back collective findings and also a proposal referencing sick leave time to the next meeting. Ms. Bishop requested that FMLA be an appendix item. At this time, no motion was made to approve the employee handbook.

Mr. Murrell gave a reminder to the board about the Annual Ethics Training and that it should be completed by the end of 2017.

Mr. Staton presented and discussed with the board the idea of the Iberville Parish Council taking over the processing of IPL payroll beginning January 2018. This idea will be put in a proposal for the board members later in the year for approval.

Mr. Staton updated the board on a major problem with MIP (parish accounting software); all issues have been resolved.

Mr. Staton advised the board that he passed the state director's exam.

Mr. Staton updated the board on a vacant Librarian position within the agency and that it would be filled with a Librarian I instead of a Librarian II, which will grant our 2017 budget a savings. IPL began the process of creating an Information Services Department, which will be lead by Ms. Elizabeth Haynes.

REPORTS

Statistical

Mr. Staton stated circulation numbers are holding steady and internet usage is still increasing. The logo contest is currently in progress, but we have only received one entry; therefore, the deadline has been extended to May 31, 2017.

Financial

Mr. Staton discussed the revenues and expenditure report. The report had a few line items that were overbudget for the year or were past the projections for this point of the year. They are as follows:

- Insurance and Surety Bonds-One time a year payment.
- Building supplies-Many little items were purchased, but will not have to purchase them again.
- Van purchase-State Contracted price plus \$2,000 to have it outfitted

All other line items in the budget are in correlation of where they should be at this time in the year.

Programming

Mr. Staton advised the board that we are starting a coding club for kids to learn how to code computer software. It is called PRENDA. \$3,000.00 will start a basic coding class and we can grow to 100 users. The start date is May 17, 2017

A Mobile lab will be used around the parish for adult skill classes.

We are trying to get in schools and school libraries for School Outreach

Building and Equipment

Mr. Staton advised the board that the contractors states that the punch list will start in 2 weeks.

The septic tank at Bayou Sorrel has been replaced.

HQ has been pressure washed.

Mr. Staton advised the board that White Castle parking lot has been repaired and the final cost was just over \$6,000.

The septic tank at Rosedale has collapsed. We are currently resolving a dispute on who owns the land before we can proceed.

PERSONNEL

Floater staff position

Mr. Staton stated the floater position has been filled with Ms. Penny Allen. She was hired March 1, 2017.

Full-time maintenance position

Mr. Staton stated the Full-time Maintenance position has been filled with Mr. Clifford Thibodeaux. He was hired December 15, 2016.

TECHNOLOGY

Office 360

Mr. Staton advised the board that they have e-mail accounts.

Networking equipment and servers

Mr. Staton stated that the renovations are ongoing at that the server is being moved.

E-rate & ISP contract renewal

Mr. Staton advised the board that Mr. Hughes is working on renewing the E-rate Contract. The bid will be closing on May 22, 2017.

ACTIVITIES

The Gray Monkey Parade was well attended with approximately 700 people in attendance. Next year the entire Library system will be take part in staffing the event.

Mike, Elizabeth and Laura went to LLA conference in March. It was productive and contacts were made with many vendors.

LLA will be held in March 2018 in Shreveport and open to board members if they wish to attend.

Michael Staton, Elizabeth Haynes and David Hughes are scheduled to attend ALA in June in Chicago.

The friends of the library book sale raised \$2200.

Board members were extended an invitation to tour the construction at HQ.

ANNOUNCEMENTS

Mr. Staton advised the board that the start date for SRP will be June 5, 2017. The staff is working on the calendars.

ADJORNMENT

Meeting was motioned to adjourn by Ms. Obier and second by Mr. Johnson. The motion carried unanimously. The time was 2:24 p.m.

APPROVAL OF BOARD MINUTES BY

Mr. Mark Murrell
IPL Board President

Date