

IBERVILLE PARISH LIBRARY
BOARD OF CONTROL MINUTES

24605 J. Gerald Berret Blvd.

June 14, 2019

2:00 P.M.

Board Members Present

Ms. Charlene Bishop

Mr. Clotis Johnson

Ms. Mary Obier

Ms. Tonya Orcino

Board Members Not Present

Mr. Eugene LeBlanc

Mr. Edward "Lucky" Songy-Ex-Officio

Mr. Mark Murrell-Board President

Mrs. Deena Thomas

Administration Present

Mr. David Hughes, Assistant Library Director

Mrs. Wanda Jones, Administrative Assistant

Ms. Yolanda Osborne, Human Resources Director

Mr. Michael Staton, Library Director

Call to Order Acting Board President Bishop at 2:13 P.M.

A motion was made to accept the minutes of the previous meeting, with necessary corrections, by Ms. Obier, second by Ms. Orcino. The motion carried unanimously.

Public Comments- None

LIBRARY BOARD MATTERS

Mr. Staton advised the board that Integrated Library System (ILS), the software to check books in/out, is having some issues and IPL will consider moving to another company when the contract is up. The problems were discussed, and he advised the board that he and Mr. Hughes will be talking with vendors when they are in Washington DC next week.

Mr. Staton advised the board that there was a break in at the White Castle branch. Approximately \$8 was taken out of the FIPL donation box. The estimated cost to repair the damages is \$2,700, which is inclusive of \$1,200 for the replacement of the door. Board Member Bishop asked about having Security Cameras and Mr. Staton advised the Board that it will cost approximately \$25,000 to replace security cameras for the entire parish and that it would be budgeted for 2020.

Mr. Staton advised the board that all 2019 surplus fund projects were out for bid on 6/7/19 and the tentative project start date is 7/26/19. Book Drops were ordered but will not be in until the end of July, White Castle Parking Lot has drainage issues that require adjustments to the original bid requests and the van will hopefully be ready before the 4th of July.

Mr. Staton reminded the board of their annual Ethics Training and mentioned that Ms. Osborne has her training to become a certified Ethics Trainer scheduled for 8/22/19. The Board Members welcomed the idea of being trained after the November board meeting. Mr. Staton is still checking to see if she can be a trainer for the new sexual harassment training.

Mr. Staton advised the board that the audit was complete and there were no findings.

REPORTS

STATISTICAL

Mr. Staton advised the Board that the circ numbers for 2018 are up 50% from this time last year. This was a direct result of weeding. Reference questions have rebounded, computer usage, and wireless has increased, and database numbers have rebounded as well. Statistically we are doing better than last year.

FINANCIAL

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

- Workers compensation-is a result of including a payment for last year

- Telephone-is a result an increase due to making some repairs
- Mileage-is a result due to the floaters getting mileage to travel, but now that policy has been amended to only be compensated if they must travel to another branch other than where they were scheduled to go.
- Other Materials-is a result of a one-time annual payment for Lynda.com and Hoopla

BUILDING AND EQUIPMENT

Mr. Staton advised the board that the HAVC unit at EI has been replaced and the 5 small branches have also been replaced. We had to utilizing a different vendor for EI, due to us having to use the lowest bidder. The smaller branches came in under the threshold that required us to acquire a bid, so we utilized the same vendor that we currently use for HVAC maintenance, Bernhard.

PERSONNEL

Mr. Staton advised the board that the lawsuit has been dismissed without prejudice.

TECHNOLOGY

Mr. Staton advised the Board that we are continuing to work towards improving the IT infrastructure. We are working with IPC and the Laserfiche database has been created. IPL staff will have training with Mr. Morales and this software will decrease audit time tremendously.

Mr. Staton advised the Board that E-rate has been approved and it will pay 80% of the cost to replace all the structured cabling for the entire parish. E-rate will pay approximately \$21,000 out of \$25,000.

Mr. Staton advised the board that timeclocks project is on pause because we are waiting on the parish. The entire IT department is working offsite on a parish project.

ACTIVITIES

Mr. Staton advised the board that the Summer Reading Program is up and running. The stats as of 6/14/19 are 122 patrons registered, 18 who have completed the program, 101 prizes given out and 405 books already read. The program runs until 7/19/19. One prize for completing the program is a yard sign. FIPL is sponsoring the grand prizes, of which one is a Nintendo switch. Bean stack is the software that was purchased for summer reading. It tracks their accomplishments and enterers them in the drawings for the grand prizes.

Mr. Johnson asked about the library being closed and Mr. Staton advised the board that the library was closed ½ day for inclement weather and one other day with plumbing issues.

Ms. Bishop had comments referencing the rescheduling of a board meeting. She stated that it was her understanding that you can have a meeting without a quorum. Mr. Staton will check with Mr. Songy and get back with the board at the next meeting. IPL will start emailing the board meeting reports.

The next scheduled meeting will be August 15, 2019.

ADJORNMENT

Meeting was motioned to adjourn by Ms. Orcino and second by Mr. Johnson. The motion carried unanimously. The time was 2:45 p.m.

APPROVAL OF BOARD MINUTES BY

Mr. Mark Murrell
Board President

Date