

IBERVILLE PARISH LIBRARY
BOARD OF CONTROL MINUTES

24605 J. Gerald Berret Blvd.

July 13, 2017

1:15 P.M.

Present

Mr. Mark Murrell, Board President

Ms. Charlene Bishop

Mr. Eugene LeBlanc

Ms. Mary Obier

Ms. Tonya Orcino

Ms. Deena Thomas

Also Present: 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 1:15 P.M. (Due to technical difficulties with the board minutes being recorded)

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

No Public Comments.

LIBRARY BOARD MATTERS

Mr. Staton advised the board of a meeting with Mr. Songy, IPL Ex-Officio Board Member, regarding clarity on the Employee Manual Policy. Grammatical errors have been changed and the recommendation FMLA being an appendix item was completed. Mr. Staton mentioned that each employee will sign the acknowledgement page for receipt of the manual and this page will become a part of their personnel file.

A motion was made to accept the Employee Manual Revisions by Mr. Leblanc, second by Ms. Orcino. The motion carried unanimously.

The reappointment of board members Murrell, Orcino and Thomas were discussed due to them expressing interest to remain on the board.

A motion was made to reappoint the board members by Ms. Bishop, second by Mr. LeBlanc. The motion carried unanimously.

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. LeBlanc has already completed 2/3's of his training.

Mr. Staton advised and discussed the Revised Louisiana Legislative Auditor's procedures. The audit rules have changed and the Parish is hiring a financial/legal team to work with us and amend as needed. The draft procedures will be brought back to the board before the end of the year for approval.

Mr. Staton advised the board that Shintech gave a \$3,000 check to the Library for the purchase of new art show panels.

Mr. Staton advised the board that the Information Services Department is up and running and that Ms. Elizabeth Haynes will oversee the department and supervise a group of 4 people.

Mr. Staton advised the board that the Annual financial audit was complete and we passed with excellence.

Mr. Staton advised the board that we received 6 entries for the Library Logo Contest. They entries were reviewed by the board and it was recommended that Mr. Staton would bring back a mock-up of an edited version back.

Mr. Staton and the board discussed the Board Meeting Schedule shifting in 2018. The new months that the board will meet effective 2018, is March, May, August, and November.

A motion was made to accept the board meeting schedule shifting by Ms. Thomas, second by Mr. LeBlanc. The motion carried unanimously.

REPORTS

Statistical

Mr. Staton stated circulation numbers are on point in comparison to last year and it does include weeding.

Financial

Mr. Staton discussed the revenue and expenditure report. We received more money than expected in intergovernmental grants, specifically the DAF grant. The report included line items that were overbudget for the year, but any line items that is over expended will be covered by shifting money from line items that have a surplus. Line items currently in the red are as follows:

- Insurance and Surety Bonds-One time a year payment-over by \$390.90
- Building supplies-Over budget by \$3,510.32-budget amendment will fix.
- Van purchase-State Contracted price of \$28,975-additional \$2,000 cost to have it outfitted.
(The van was purchased on state contract from Bill Hood Ford and should arrive near the end of the month)

Again, all other line items in the budget are in correlation of where they should be at this point in the year.

Building and Equipment

HQ Construction - Mr. Staton advised the board that we are now working the 45day punch list with 15 days remaining.

Rosedale Septic Tank - We are still waiting on a permit from IPC employee Tommy Tempenaro; Mr. Staton will speak with Mr. Songy referencing this. The new septic tank has a lifetime warranty and is non-corrodible.

PERSONNEL

Emergency Manual

The emergency manual is the next project. Mr. Thibodaux and Mr. Staton will be traveling to all branches to determine exits and evacuation plans. They are also working on site maps.

Librarian I position

Mr. Staton stated the Librarian position that was held by Laura Stewart has been filled with Ms. Rachel Shoun, who will be taking over Young Adult Services. She was hired June 12, 2017.

Employee Evaluations

Mr. Staton advised the board that employee evaluations had been implemented.

TECHNOLOGY

Office 360

Mr. Staton advised the board that they can receive information digitally on their e-mail accounts,

PRENDA Update

Mr. Staton advised the board that currently the age group for the coding class is 12-18, but that classes for the younger age children were being planned for the fall.

E-rate & ISP contract awarded

Mr. Staton advised the board of Detel Wireless winning the E-rate contract.

If proposed federal budget cuts were implemented, IPL would lose funding in our 2019 budget by approximately \$146,000. The 2018 budget will not be affected.

Timeclock software installation

Mr. Staton advised the board that the timeclock software was free from the Iberville Parish Council. The tentative start date is September 1, 2017.

ACTIVITIES

SRP has a few summer programs remaining.

The Parish-wide staff meeting is scheduled for October. The Policy Manual will be discussed with the staff.

ANNOUNCEMENTS

Mr. Staton advised the board that the Trustee Workshop is scheduled for Thursday, October 12, 2017 in Baton Rouge at State Library.

Jeffery Courouleau from State Library of Louisiana visited IPL in June.

ADJORNMENT

Meeting was motioned to adjourn by Ms. Bishop and second by Ms. Thomas. The motion carried unanimously. The time was 2:06 p.m.

APPROVAL OF BOARD MINUTES BY

Mr. Mark Murrell
IPL Board President

Date