

IBERVILLE PARISH LIBRARY
BOARD OF CONTROL MINUTES

24605 J. Gerald Berret Blvd.

August 15, 2019

1:00 P.M.

Board Members Present

Ms. Charlene Bishop
Mr. Clotis Johnson
Mr. Mark Murrell-Board President
Ms. Mary Obier
Ms. Tonya Orcino
Mrs. Deena Thomas

Board Members Not Present

Mr. Edward "Lucky" Songy-Ex-Officio

Administration Present

Mr. David Hughes, Assistant Library Director
Mrs. Wanda Jones, Administrative Assistant
Mr. Michael Staton, Library Director

Administration-Not Present

Mrs. Yolanda Osborne, Human Resources Director

Meeting Called to Order by Board President Murrell at 12:53 P.M.

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

Public Comments- None

LIBRARY BOARD MATTERS

Mr. Staton advised the board that he traveled to Washington, D.C. to meet with the vendors on ILS Software.

Mr. Staton advised the Board on the Surplus Fund Projects as follows:

1. All book drops have been installed.
2. The construction has started.
3. The van is in Turkey being built. (As of 8/6/19, it was in Baltimore being loaded on to a railcar/hitch included).
4. The White Castle Parking Lot Expansion is finished. (We will be installing a 6 ft. chain length fence)

Mr. Staton reminded the Board of their Annual Ethics Training and mentioned that Ms. Osborne will have completed her training to become a Certified Ethics Trainer at the end of August, whereas she can administer the training to the Board as a group.

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:

- Workers compensation-is a result of including a payment for last year
- Telephone-is a result an increase due to making some repairs
- Contractual Maintenance-Orkin's invoice is annual and it was paid in its entirety.
- Office Supplies-Movement of staff into the meeting room for construction
- Other Materials-\$7,000 is a result of a one-time annual payment for Lynda.com and Hoopla

We have out-paced interest in the high-yield account. The estimate for 2019 is \$22,000, but we are currently at \$27,000. Mr. Dunn will not be able to give the budget predictions until September, but he did guarantee that will we have at least a 5% increase in revenue. The 5% increase is equivalent to \$130,000.

BUILDING AND EQUIPMENT

Mr. Staton discussed earlier.

PERSONNEL

Mr. Staton advised the board that outreach is the best way we can reach the community. Outreach consist of Assisted Living Facilities, Daycares and Homebound delivery. He stated that he would like to develop a full-fledged outreach program for next year. The \$130,000 would cover salary & benefits of hiring another librarian and an assistant who would work 5 days a week doing Outreach.

Mr. Staton discussed with the Board the information that he had obtained on purchasing a Bookmobile. The vehicle would be on state contract, but the other option is to purchase another van and get it wrapped. Another item discussed was the potential closing of the Bayou Pigeon branch. Bayou Pigeon can be used as a warehouse, as storage is currently a problem for us. Services to Pigeon would continue with the help of the Bookmobile.

Mr. Staton asked Mr. Songy about having a meeting without a quorum and the answer was no.

TECHNOLOGY

Mr. Staton advised the Board that Windows 7 and 8 will not be supported after 1/14/2020. We have 25 units that need to be replaced with Windows 10. 40% of our computers have been replaced through the normal schedule of replacing the units every year, but 60% still needs to be replaced. Mr. Hughes has received estimate of costs at \$30,000 from Dell to replace all units that are left.

A motion was made by Ms. Thomas, second by Ms. Bishop to replace the remaining windows 7 computers with new machines. The motion carried unanimously.

Laserfiche is installed and we are still working with the on the parish on the training.

ACTIVITIES

Mr. Staton advised the Board that the Summer Reading Program went well, and we had many new signups. The big news is the outdoor movies and the dates have been confirmed. They are as follows:

- September 13-The New Aladdin
- October 18-Pokemon Detective Pikachu

The start time will be either 6:30 or 7:00. We are working with the parish on advertisement.

Mr. Staton advised the Board that the Art Show has been pushed back to the 2nd week in November.

Ms. Bishop advised the board that FIPL met and they discussed the book sale in December. The need is great to sell the books because of limited space.

Construction is tentatively scheduled to end November 2, 2019.

ADJORNMENT

Meeting was motioned to adjourn by Ms. Bishop and second by Mr. Johnson. The motion carried unanimously. The time was 1:39 p.m.

APPROVAL OF BOARD MINUTES BY

Mr. Mark Murrell
Board President

Date