

IBERVILLE PARISH LIBRARY
BOARD OF CONTROL MINUTES

24605 J. Gerald Berret Blvd.

August 16, 2018

1:02 P.M.

Present

Ms. Charlene Bishop
Mr. Eugene LeBlanc
Mr. Clotis Johnson
Ms. Mary Obier
Mrs. Deena Thomas

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

Call to Order Acting Board Chairman Bishop at 1:02 P.M.

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

Public Comments- Mr. Dan Mooney, President FIPL, presented information to the Board. He asked what the BOC needed and advised them that there was an opening on the FIPL Board. Mr. Mooney stated that FIPL was expanding its search for new member to include other areas of town. It was also stated that the next Book Sale would be held November 27-30, 2018 in the Library Meeting Room and Mr. Mooney advised the Board that the monthly meetings are held on the 2nd Monday of every month.

PRESENTATION

A presentation was made to the Board by Elizabeth Hayes, Head of Information Services, referencing new Software/Programs that the library has available for use. (Hoopla and Lynda.com)

Ms. Haynes advised the Board that Hoopla is an on-line service that is giving each patron/staff 4 check outs per month and that we are already seeing an increase in the number of users. The stats have doubled from 53 in June 2018 to 107 in July 2018.

Ms. Haynes advised the Board that Lynda.com is an online course by LinkedIn. These courses allow employees to enhance their professional skills. The courses are taught by professionals who gives training and staff development to ensure success in their various positions. Lynda.com will teach computer skills and award certificates of completion. These services may be utilized if you have a library card in good standing and a pin number.

LIBRARY BOARD MATTERS

RANSOMWARE attack-update-Mike advised the Board that on June 14, 2018, the library had a Ransomware attack that infected our files and some data was lost. Mr. Staton advised the Board that Mr. Hughes is looking into getting a software called Veem.

Community Bulletin Board Policy Revision-Ms. Bishop advised the Board that people miss the opportunity to come to the library and get information. The Board suggested that Mr. Staton revamp the policy to include the appropriate language and to bring it to the staff for approval.

Computer Use Policy-Smart Shield will lock it down and reboot.

5/2/18-all late fees were wiped out, but lost book cannot be. 718 new cards were added which was an increase from 245 last year. Ms. Thomas stated that we need to find a way to help the patrons. We are looking into implementing a visitor's pass and pay down on what is owed. Ms. Bishop asked the board members to share any suggestions they may have.

Moving operating funds to investment account update-Mr. Staton advised the Board that we have collected \$17,800 YTD in interest earnings by keeping the majority of our funds in the high yield account.

Annual Ethics Training-Mr. Staton reminded the Board Members to complete by December 31, 2018.

**REPORTS
STATISTICAL**

Mr. Staton stated that inventory is finished and 8,000 missing items from collection were deleted from the database. Mr. Staton advised the Board members that the wireless usage is through the roof. We want to accommodate people that bring in their own laptop.

FINANCIAL

Mr. Staton discussed the revenues and expenditure report. The Board was advised that we are close to where we should be for most things. Line Items discussed are as follows:

- Worker's Compensation-Creel did not provide a Worker's Comp. Certificate of Liability Insurance-Library paid.
- Advertisement-Marketing-We paid to run an ad
- Electronic Services-One-time Fee
- Contractual/Audit Fees-Once a year
- Continuing Education/Travel-All staff has gone
- Door Counters were purchased for Plaquemine, WC and EI. They were \$500 @ piece.
- New chairs were ordered and paid for. These chairs are located at the Plaquemine and White Castle branch.
- Audio-Conference Discount
- Other materials-Lynda.com

BUILDING AND EQUIPMENT

Van Wrapped-This job has been completed and the Board was asked to go out and see the final product.
New glass front door in Maringouin-Came from Book budget.

PERSONNEL

Second Floater hired-Ashley Hebert

TECHNOLOGY

Deep Freeze/Smart Shield-Mr. Staton advised that it does not allow persons to tamper with the computers.

Timeclocks being installed by the parish-DJ Cullen was supposed to install yesterday at Plaquemine, EI and WC.

ACTIVITIES

The Art Show is October 12-21, 2018.

ADJORNMENT

Meeting was motioned to adjourn by Ms. Thomas and second by Ms. Obier. The motion carried unanimously. The time was 2:09 p.m.

APPROVAL OF BOARD MINUTES BY

Ms. Charlene Bishop
Acting Board President

Date