

**Iberville Parish Library
BOARD OF CONTROL MINUTES**

24605 J. Gerald Berret Blvd.

September 15, 2016

1:00 P.M.

Present

Mr. Mark Murrell, Board President
Ms. Charlene Bishop
Mr. Clotis Johnson
Mr. Eugene LeBlanc
Mr. Edward Songy

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

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

Presentation by Mr. Brad Guerin - update on EI Roofing Project and the HQ renovations. Mr. Staton advised the board of a \$43,400 savings on the EI project due to the bid coming in at only \$46,600. The new roofing should be installed by the first week in October. The cost estimate for the HQ renovations is \$359,000. Mr. Songy asked if the library would have to be closed while the asbestos was being removed and Mr. Guerin stated “no” because the asbestos is only located in the mechanical room. Board President Murrell wanted to know how long would the project take to be complete and the estimated time of completion is 2 months and it will be performed in phases.

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

LIBRARY BOARD MATTERS

President Murrell mentioned the topic of Board Member Eugene LeBlanc term ending that was 08-2016. The Library will be submitting a letter to the Iberville Parish Council for term renewal.

Board President Murrell gave a reminder to the board about the Annual Ethics Training and that it should be completed by the end of 2016.

Mr. Staton’s update to the board referencing the library credit card policy. A motion was made for the limit to be \$2500 and Mr. Clotis Johnson, second. The motion carried unanimously.

The next item on the agenda was the sale of library’s discarded assets which is currently in progress. The funds collected will go back into the general fund for YE 2016 budget.

Mr. Staton stated that we need to get back into the community and start a marketing campaign contest for the revision of the Library’s logo. We would like to come up with a new logo by networking with our community. The contest will be open to the public, Graphic Arts Departments (class assignment), our local universities, high-schools and artistic people in-house on staff. The board agreed with the idea.

REPORTS

Statistical

The collection has been reduced at WC due to weeding on books that had not been check out in 15 years. Database use, the numbers are increasing rapidly. Mr. LeBlanc commented on stats at EI; Mr. Staton will get with Mrs. Haydel because something may have mistakenly been reported.

Financial

Mr. Staton discussed line items where he had reallocated \$96,000 in funds to make up for overages in other line items.

Mr. Staton advised the board that the requested bank statements were included in their packets.

Building and Equipment

Septic tank cost is \$3,500 for the tank and approximately \$1,500 for labor. The anticipated cost for this project is \$5,000.

EI roof project came in underbid. Reiterated that it should be completed the first week in October.

Mr. Staton also discussed bids on pressure washing the buildings were bids had come in from Creel Tree Service and Le Blanc pressure washing.

TECHNOLOGY

Office 360

The library has purchased the domain myipl.org and adopted Office 365 as new email provider.

Book Scan

Mr. Staton stated that the book scan station has been purchased to replace the copy machine. We will only have one for right now and it will be located at HQ-main branch, with potential to expand to other locations if warranted.

Web site finalization

Website is finished, and if you go to the old web address, you will be rerouted to the new address.

PERSONNEL

Policy Manual/Patron Conduct Policy

Mr. Staton advised the board that policies will be created. We will mimic some policies from the parish handbook including an ADA and Emergency policy. In 2017 time clocks will be implemented.

Parish-wide staff meeting

The annual parish-wide staff meeting will be held at the end of October.

Floater staff position

Mr. Staton proposed the hiring of a “floater” position to alleviate this problem of closing branches for AL/SL. This floater would be part-time and flexible. A motion was made by Mr. Le Blanc and Ms. Bishop, second. The motion carried unanimously.

Part-time maintenance position

Mr. Staton is proposing to hire a part-time second maintenance person. Mr. Murrell states maybe the maintenance person’s needs to be full-time. A motion was made by Ms. Orcino and Mr. Johnson, second. The motion carried unanimously.

Worker’s Comp

Mr. Songy spoke on the workman’s compensation case with EI branch. Mr. Whitehead wants to have her examined by an independent medical examiner and then see if her doctor concurs with our doctor. At that time he will come back with an update.

Melissa Conrad will be retiring after 36 years of service on October 1, 2016.

ACTIVITIES

Art Show-Coming up 2nd week of October

Art Camp (Remote Registration) at the Gulotta Pavilion.

ANNOUNCEMENTS

Mr. Staton and his wife are appreciative of the sympathy card.

Ms. Charlene Bishop went to EBR Trustee training workshop that was held on September 8, 2016 and also has completed her Ethics Training.

ADJORNMENT

Meeting was motioned to adjourn by Ms. Bishop and second by Mr. Johnson. The motion carried unanimously. The time was 2:52 p.m.

APPROVAL OF BOARD MINUTES BY

Mr. Mark Murrell
IPL Board President

Date