

IBERVILLE PARISH LIBRARY
BOARD OF CONTROL MINUTES

24605 J. Gerald Berret Blvd.

September 21, 2017

1:25 P.M.

Present

Ms. Charlene Bishop, Acting Board Chairman
Mr. Eugene LeBlanc
Ms. Tonya Orcino
Ms. Mary Obier
Mrs. Deena Thomas

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

Call to Order-Acting Board Chairman Bishop at 1:25 P.M.

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

No Public Comments.

LIBRARY BOARD MATTERS

Mr. Staton advised the board that the official notification for reappointment of board members Leblanc, Murrell, Orcino and Thomas has been approved and received from the Parish Council.

Mr. Staton presented the board with the Intergovernmental Agreement for IPC takeover of payroll. The Parish agreed to take over payroll for \$10,000 per year beginning January 1, 2018. This will be a savings of \$2,000 annually. The Parish will be responsible for preparing and filing all Federal and State payroll reports, withholding reports and submitting payments to the appropriate entity as required by law, including income taxes, workers compensation, retirement, W-2 forms, etc. The board discussed in detail questions surrounding the Library Board maintaining control and this was confirmed that the control will be maintained by the Library. The question was also raised referencing not being satisfied and it is stated that either party can terminate the agreement with a 30-day written notice. Mr. Staton advised the board that he would discuss this w/staff at the Parish-Wide staff meeting that will be held on October 13, 2017. Board member Thomas suggested that the Board be notified immediately if there was a problem. A motion was made to approve the Intergovernmental Agreement by Mrs. Thomas and second by Ms. Orcino. The motion carried unanimously.

Mr. Staton updated the board referencing the Louisiana Legislative Auditor-Statewide Agreed-Upon Procedures, stating that the Parish had hired an auditor and the Agreement was still being finalized. Mr. Dunn will have the completed agreement ready to present at the next board meeting. This item was tabled until the next meeting.

Mr. Staton and the board discussed Patron material requiring a search warrant. The board suggested that Mr. Staton develop the policy and they will vote on it at the next meeting.

Mr. Staton developed an unattended child policy. It was discussed with the board and the members requested to have it tabled until the next meeting giving them a chance to discuss and then vote.

Mr. Staton developed A Memo of Understanding for FIPL, but it was also tabled until the next meeting. We are attempting to increase support and membership.

Mr. Staton discussed with the board the logos that were submitted. The board advised Mr. Staton that he along with the staff can make the final call.

Mr. Staton discussed with the board issues surrounding the Community Bulletin Board Policy. It was stated that no advertisements should be hung that were for profit or that were politically in nature. Mr. Staton advised the board that items that were approved would be indicated by a stamp.

Mr. Staton reminded the Board Members of the Annual Ethics Training.

REPORTS

Statistical

Mr. Staton stated database usage has changed and also that EBSCO is reporting in a different manner.

Financial

Mr. Staton discussed the revenues and expenditure report. The report had a few line items that were overbudget for the year or were past the projections for this point of the year. They are as follows:

- Worker's Comp-One time a year payment.
- Advertising, dues and legal notices-More advertisements in the newspaper
- Telephone-A phone line added for Mr. Cliff-Maintenance Technician
- Audit & Accounting Fees-Line Item complete
- Insurance & Surety Bonds-This line item is a one-time payment, but it is complete.
- Building Supplies-We purchased the materials and items (tools, pressure washer etc..)
- Electronic Access Equipment-Internet Filter Device
- Capital Expense-Van purchase

All other line items in the budget are in correlation of where they should be at this time in the year.

Building and Equipment

Mr. Staton advised the board that the HQ construction took 8 months, but it is now complete.

The repair of the septic tank at Rosedale is incomplete due to not being able to get the contractors to come out. The issue of who owned the land has been resolved. Edward "Lucky" Songy advised Mr. Staton that the Parish owned the land.

Mr. Staton advised the board that Phase II of the IPL maintenance Van will consist of wrapping the vehicle. We will be paying for the tax, title and license at the DMV.

PERSONNEL

Employee Evaluation

Mr. Staton advised the board that the employee evaluations are in process.

TECHNOLOGY

Structure

Mr. Staton advised the board that the cables need to be replaced at every branch. The tentative cost of this project is \$10,000. Mr. Staton requested formal permission to have this project approved to move forward. This was motioned by Mr. Leblanc and second by Ms. Orcino. The motion carried unanimously.

PC Reservation and Paper Cut

Mr. Staton stated that this will be installed for patron computers.

Internet Speed Upgrade

Mr. Staton advised the board that October 19, 2017 will be the final installation date. This is a part of E-rate.

Timeclock software update

Mr. Staton advised the board that this item has been put on hold because of payroll being priority.

Office 360 Emails

All board members have emails. The training will be put on Dave's agenda.

ACTIVITIES

The Acadian Art Show's Reception will be held November 12, 2017. Shintech donated \$3,000 to purchase new panels for the Art show.

The Parish-wide staff meeting will be held on October 13, 2017. One of the speakers will be from the Attorney General's Office and they will talk about cybercrime.

OTHER

Board President Mr. Murrell was not present today. The board discussed needing a Vice President. They also talked about the policies and by-laws. Mr. Staton stated that he would contact Mr. Dannie Ball referencing this.

ANNOUNCEMENTS

Mr. Staton advised the board that the next meeting will be Thursday, November 16, 2017.

ADJORNMENT

Meeting was motioned to adjourn by Ms. Obier and second by Mr. Johnson. The motion carried unanimously. The time was 2:37 p.m.

APPROVAL OF BOARD MINUTES BY

Ms. Charlene Bishop
Acting IPL Board President

Date