

IBERVILLE PARISH LIBRARY
BOARD OF CONTROL MINUTES

24605 J. Gerald Berret Blvd.

November 16, 2017

1:10 P.M.

Present

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

Also: 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 1:10 P.M.

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

No Public Comments.

LIBRARY BOARD MATTERS

Unattended Child Policy-Tabled

Motioned by Mr. Johnson and second by Mrs. Thomas. The motion carried unanimously.

Community Bulletin Board Policy-Tabled

Motioned by Mr. Johnson and second by Mrs. Thomas. The motion carried unanimously.

The election of officers will be held at the February 2018 Meeting. The current outgoing person will solicit for a new person. Mr. Staton will contact the person soliciting for a new person. The Board agreed to this election and at the next meeting a Board President and Vice President will be elected. The Board will consist of 7 members.

Louisiana Legislative Auditor-Statewide Agreed-Upon Procedures-Update

Mr. Staton advised the Board that Mr. Dunn's original plan of hiring an auditor for the (AUP's) had a price with 6 figures. Due to the astronomical cost, the Iberville Parish Council used an alternate route out that consisted of hiring an intern. Mr. Dunn and Mr. Staton had much discussion about the policies and procedures. Mr. Staton advised the Board that the AUP's for Vermillion and Livingston Parish will be used. Mr. Staton will do a mock up for the next Board Meeting that will consist of approximately 12 vs 90 pages.

Patron material requiring a search warrant-Tabled

Motioned by Mr. Johnson and second by Mrs. Thomas. The motion carried unanimously.

Memo of Understanding for Friends of Iberville Public Library (FIPL)-Tabled

Motioned by Mr. Johnson and second by Mrs. Thomas. The motion carried unanimously.

Board of Control Bylaw Proposal-Tabled

Motioned by Mr. Johnson and second by Mrs. Thomas. The motion carried unanimously.

Library Logo

Approved by Board members at the last meeting.

Board Meeting Dates for 2018

All Board members have approved. No motion needed.

Annual Reminder Ethics Training

Mr. Staton reminded the Board Members about the Annual Ethics Training needing to be completed by December 31, 2018. The library will be fined if the Board members are not in compliance.

Moving operating funds to investment account

Mr. Staton advised the Board that the Library Fund Investment Account is currently has \$55,000. The interest rate on this account is 1.03%; therefore, by us having the funds in the other account, we are leaving about \$20,000.00 a year on the table. Mr. Staton will move a designated amount to the investment account at the beginning of the year. Mr. Staton advised the board that he still had to contact Mr. Henry at Citizen's with further questions. This item was motioned by Ms. Orcino and second by Ms. Thomas. The motion carried unanimously.

REPORTS

Statistical

Mr. Staton stated database numbers are down. The reason is due to EBSCO reporting in a different manner. (They changed how they collect statistics)

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-has not changed-corrected reporting of job types-(Driver)-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
- Maintenance-Sewer projects and parking lots
- Contractual Maintenance-Alarm system, replace panels and tree maintenance

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

Motioned by Ms. Orcino and second by Ms. Obier to approve the Amended 2017 budget. The motion carried unanimously.

The 2018 Budget Proposal numbers will be taken from taxes. Fines are .05 currently. We have a proposal to increase to .25 on every item. We will be telling patrons now. Patrons are keeping books and not returning them. Mr. Staton will meet with Sandra and Liz and advertise in the paper to plan an effective date 2018. This item was motioned by Mr. Johnson and second by Ms. Orcino. The motion carried unanimously.

Mr. Staton discussed an annual raise for Library Staff. The raise will be 2% for some employees and 5% for specific employees. Motioned by Mrs. Thomas and second by Mr. Johnson. The motion carried unanimously.

Ms, Bishop stated that we make a wish list. The 2018 Budget Proposal was motioned by Ms. Obier and second by Ms. Orcino. The motioned carried unanimously.

Building and Equipment

Mr. Staton advised the board that the Septic Tank in Rosedale has been completed.

Mr. Staton advised the board that the van is here. Phase II will consist of having the vehicle wrapped.

PERSONNEL

Potential need for second floater position

Mr. Staton advised the board of the need for a second floater position. Ms. Allen was hired as a floater, and she is being pulled everywhere for coverage.

Mr. Staton advised the board that we will be transiting to bi-weekly payroll in January 2018. Due to the staff being paid one time in the month of January, Mr. Staton is proposing a one-time employee assistance program. (EPTAP). This will be offered to all staff as a grant. The staff has started to clock in.

TECHNOLOGY

PC Replacement

Mr. Staton advised the board that the PC replacement schedule is a 5-year plan.

ACTIVITIES

The 47th Annual Acadian Art Show had less participation this year. This was due to new Parish restrictions. 80 people showed up. The art panels that were donated by Shintech looks great.

OTHER

Mr. Staton wished the Board a Happy Holidays.

ANNOUNCEMENTS

Mr. Staton advised the board that the next meeting will be Thursday, February 15, 2018.

ADJORNMENT

Meeting was motioned to adjourn by Ms. Thomas and second by Mr. Johnson. The motion carried unanimously. The time was 2:15 p.m.

APPROVAL OF BOARD MINUTES BY

Ms. Charlene Bishop
Acting IPL Board President

Date