

IBERVILLE PARISH LIBRARY
BOARD OF CONTROL MINUTES

24605 J. Gerald Berret Blvd.

November 15, 2018

12:55 P.M.

Present

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

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 Board President Murrell at 12:55 P.M.

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

Public Comments- None

Ms. Chelsea Burrono, Winner of the Art Work LOGO, was presented a certificate of appreciation and a monetary award.

REPORTS

FINANCIAL

Mr. Staton advised the Board that the high-yield account is projected to end up with interest of approximately \$30,000 opposed to \$3,000 the entire last year. As of 10/31/18 the YTD interest received is \$25,349.02.

The discussion of the 2019 budget proposal continued with the following:

- Fines increased 56% due to restricted computer usage. This increase moved the average monthly intake from \$331 to over \$600.
- A 3% raise for all staff. Mr. Staton, Mr. Hughes, Ms. Jones and Ms. Osborne will receive an additional 2% due to some not receiving one last year and the others been given increased responsibility referencing the audit.
- Equipment Rental & Lease line item decreased due to not utilizing it last year.
- Insurance Bonds has a slight increase of \$1000
- Ed/Cult/Rec Equipment decreased by \$500
- Electronic Access decreased from \$42,000 to \$40,000

All other line items in the budget are the same as last year.

Ms. Bishop asked about funding in the budget for staff and trustees for continuing education and Mr. Staton advised her the \$17,000 was on that line for continuing education for staff and the Annual Conference for Trustees.

Ms. Orcino brought up Health Insurance and Mr. Staton advised the Board that it did not go up, but he made them aware that the library was incorporating some items referencing healthy living.

A motion was made by Ms. Bishop to approve the 2019 Proposed Budget and second by Ms. Orcino. The motion carried unanimously.

BUILDING AND EQUIPMENT

AC problems exist at all 5 smaller branches. It was stated in a 2003 building report that the AC Units needed to be replaced back then. The library currently has surplus funds of \$40,000 in the bank to replace all units. A motion was made to accept the Capital Improvement Project to replace the AC units at the 5 smaller branches, by Ms. Bishop, second by Mr. Murrell. The motion carried unanimously.

Mr. Staton advised the Board that we have added 667 New Users since 8/1/2018.

LIBRARY BOARD MATTERS
RANSOMWARE attack-UPDATE

Mr. Staton advised the Board that we are in the final stages of getting the new software up and running.

Community Bulletin Board Policy Revision

Mr. Staton gave the Board a chance to discuss the options that were given. The revisions will also be reviewed by Department Heads to vet. A motion was made to accept Option#2 as written, by Ms. Orcino, second by Mr. Johnson. The motion carried unanimously.

Policy Manual Revision

They are as follows:

- Update Payroll Period
- Maximum Cap of 450 on AL and SL
- Recording Policy (New addition)

PERSONNEL
EXECUTIVE SESSION

A motion was made that proposed changes to the policy be accepted, by Ms. Bishop, second by Ms. Orcino. The motion carried unanimously.

Board President Murrell along with Mr. Staton reminded the Board that the Annual Ethics Training needed to complete by December 31, 2018.

REPORTS
STATISTICAL

Mr. Staton stated that we have rebounded back on our reference numbers which were down but, they have risen. Computer Usage is down contributed to RANSOMWARE ATTACK, Wireless numbers are continuing to climb. Database Usage numbers are down due to EBSCO inflated numbers in 2017. Mr. Staton advised the Board that in the new year he would be speaking to with school personnel referencing going into the schools.

FINANCIAL

Mr. Staton discussed the revenues and expenditure report. The Board was advised that the workman's comp was the only line item in the red and that was due to a vendor not supplying us with a certificate of liability insurance. All other line items are where they should be at this time. He also stated that he was looking at putting \$250,000 in the bank at the end of the year. The Board will be able to discuss items from the wish list and prioritize for this funding.

TECHNOLOGY
CONTINUED IT WORK-UPDATE

Mr. Staton advised the Board that infrastructure is being maintained.

TIMECLOCKS-UPDATE

Mr. Staton advised the Board that timeclocks are being installed at EI, PLAQ and WC. The door counters have been installed.

ACTIVITIES

ART SHOW-UPDATE

The Art show was a success and we had more entries and new artists.

FIPL BOOK SALE

The Book Sale is scheduled for November 27-November 30, 2018 in the meeting room at the Main Library. All the funds go back to the library. The art show was funded almost 100% by FIPL and IPPR.

ADJORNMENT

Meeting was motioned to adjourn by Ms. Bishop and second by Mr. Johnson. The motion carried unanimously. The time was 1:58 p.m.

APPROVAL OF BOARD MINUTES BY

Mr. Mark Murrell
Board President

Date