Ascension Parish Library
Regular Meeting of the Library Board of Control
Tuesday, January 30, 2018, 6:00 pm, Dutchtown

In attendance were Terri Casso, Lauthaught Delaney, Sr., Kathy Lambert, R. Ryland Percy, III, Sandra Scallan, Angelle Deshautelles, Larie Myers, John Stelly, and Joyce Sigler. Also present was Lisa Bacala.

- On motion by Terri Casso, seconded by R. Ryland Percy, III, the meeting was called to order.

- On motion by Lauthaught Delaney, Sr., seconded by Terri Casso, the minutes of the previous meeting held on December 6, 2017 were approved.

- On motion by Terri Casso, seconded by Lauthaught Delaney, Sr., the public comment period was open. No members of the public were present to speak. On motion by Terri Casso, seconded by R. Ryland Percy, III, the public comment period was closed.

- Community coordinator, Joyce Sigler, provided the Library Board with an overview of current activities as well as upcoming marketing schedules.

Old business:
- The outreach vehicle is in process at this time and all is going according to plan. Anticipated delivery date is in July 2018. The library is currently receiving letters of interest from any staff interested in working on the outreach vehicle.

- Education – The library has begun a program at the Donaldsonville substation. Library card sign up was held, as well as a wii program. The library card sign up for the high schools is progressing and should come to fruition in the near future. The library is working on the school systems new Peachjar product for generating information to the parents, teachers, …The library is currently receiving letters of interest from any staff interested in working with adult literacy.

- Deshautelles contacted Ms. Gwen LeBlanc, CFO for the Parish, about the library’s wishes to pay on the bond. The following information was provided by John Schroder: We can redeem on April 1, 2018. Per the docs, we would need the $1,000,000 on deposit by no later than March 1, and we then send out a redemption notice no less than 30 days prior to the April 1 redemption. We select the bonds in inverse order, so the bonds that would be redeemed are the 4/1/35 maturity and since it is partial ($1,665,000 is outstanding of that maturity), we select by lottery. That will adjust the sinking fund payment schedule for the remaining bonds from and also the monthly payment schedule, which would be re-run after the redemption. (Years 2033, 2034, and 2035) Is that what you are looking for?

- On motion by R. Ryland Percy, III, seconded by Terri Casso, the Library Board approved a motion to submit payment of $1,000,000 to the parish government to pay down the bond issue.

- The Board requested that Deshautelles check with the assessor about entities coming off the tax exempt status in the future and how it will impact the library’s funding.
The parish council, at its December 21, 2017 meeting increased the library board’s members from five to seven. The ordinance, Sec. 18-4 – Ascension Parish Library; board of control, was amended accordingly. The parish personnel committee will meet in February [21 or 22] to fill board vacancies. The Board requested that Deshautelles email the ad for Library Board positions to the Library Board once it is posted.

New Business:
- No new business of the Strategic Initiatives Committee was brought up at this time.
- Quarterly, annual, and five year statistics were reviewed. The library board expressed concern about the decline in circulation statistics and asked the administration to review possible avenues to improve the situation. What are the reasons for the numbers and what do they mean. Various options to improve library use were discussed – increase newsletter mailouts, adding a “more info” box to the registration card, etc.
- Quarterly and annual financials were reviewed.
- A discussion was held about the mildew situation in Galvez and potential avenues to address the problem. On motion by R. Ryland Percy, III, seconded by Kathy Lambert, the Library Board moved that no payments be made to the Galvez project contractor unless the billing is brought to the Library Board for approval. The Library Board requested that Deshautelles contact Jeff Diez about the cleaning of the books and payment for such and to talk to Chauvin about the mildew issue and the Library Board’s concerns.
- The Library Board reviewed the Annual Louisiana Compliance Questionnaire. On motion by R. Ryland Percy, III, seconded by Lauthaught Delaney, Sr., the Library Board approved the 2017 Annual Louisiana Compliance Questionnaire.
- The LLA conference will take place on March 7-9 in Alexandria. Delaney and Scallan plan to attend on Thursday for the Public/Trustee luncheon.
- The PLA conference will take place on March 20 – 24 in Philadelphia. Percy requested that Deshautelles determine the best days for trustee attendance and adjust his schedule accordingly. Casso asked if Deshautelles could do the same for her and she may be able to attend.
- The ALA conference will take place on June 22 – 27 in New Orleans. Trustees requested that Deshautelles identify the optimum days for trustee attendance.
- On motion by R. Ryland Percy, III, seconded by Terri Casso, the board approved the same Chairman – Sandy Scallan, and Vice Chairman – Lauthaught Delaney, Sr., and elected R. Ryland Percy, III as Parliamentarian.

Board Chairman’s report:
- The Chairman had no new information to report.
Building program activity was reviewed.
- The Galvez location is in the final stages of completion. Deshauteilles presented the quotes for mildew remediation to the Library Board and asked for approval of the lowest bid. The Library Board did not approve a bid at this time. They expressed concern about payment of such remediation [see motion above].
- The lighting in Galvez will receive modifications for the pole lights on the back of the property. The cost is not determined at this time. The amount for this change will be a minimum of $1,000.

Deshautelles provided the board with updates on buildings and grounds:
- Administration will be scheduling a meeting with the landscaping person sometime in February in Donaldsonville to discuss the property care and upkeep.

Director’s report included:
- Deshauteilles provided the Library Board with a written detail of the library director’s activities for December/January.
- Administration was asked to seek best practices from neighboring libraries. The Louisiana Libraries Director’s Handbook was what other libraries stated that they used. This is what this library also uses.
- The library will purchase four replacement AWE computers for the system.
- A gift of used computers and monitors in good condition were donated by Valero.
- The chiller has been repaired and Trane has suggested that the library upgrade to an expanded warranty. Administration is checking into the information.

- **On motion by R. Ryland Percy, III, seconded by Lauthaught Delaney, Sr., the meeting was adjourned.**

_________________________________
Angelle Deshauteilles, Secretary

_________________________________
Sandra Scallan, Chairman