Ascension Parish Library
Regular Meeting of the Library Board of Control
Wednesday, March 28, 2018, 6:00 pm, Gonzales

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

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

- On motion by Lauthaught Delaney, Sr., seconded by Teri Casso, the minutes of the previous meeting held on February 28, 2018 were approved.

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

- Community coordinator’s, Joyce Sigler, report was provided via email with a hard copy at the meeting. Working on establishing ads in the sports program at local high schools. Percentages are being examined to determine the most effective method to measure success in areas of growth; a timeline for reaching benchmarks concerning what needs to be done was recommended; emailing newsletters was discussed; emails were discussed about “do you want to go paperless” and create a “paperless” list. Using emails from voter registration rolls was also discussed. An “opt out” option was recommended.

Old business:
- Outreach – the library will receive a freightliner body for the outreach vehicle. The library is currently accepting suggestions to name the new outreach vehicle. It was suggested that the form description be more general.

- Education – The library card sign up for the high schools is progressing and two high schools have completed their card sign up. Two additional high schools are scheduled to receive library cards next.

- Finance – The six month payments are currently being recalculated for the library. Deshautelles has contacted the parish and will do so again in April to discuss the monthly payments again. The library will let the bank know the amount of funds that the library can dedicate each month to the bond payment.

New Business:
- New library board members will be interviewed on April 11th for the vacant and new positions. A trustee manual and orientation will be prepared for new members.

- Attendees of the Public Library Association conference [Kathy Lambert, Larie Myers, John Stelly] discussed programs attended and how they apply to Ascension Parish Library. Attendees of the Louisiana Library Association Conference [Lauthaught Delaney, Sr., Larie Myers, John Stelly] discussed programs attended and how they apply to Ascension Parish Library. The Library Board asked that documents from the conference mentioned be emailed to the full board.
Strategic Initiatives Committee items were discussed: A recommendation was made for a board members retreat/mini retreat with a facilitator. Focus would be on the board’s strategic initiatives committee creating a 3/7/10 year plan. On motion by Teri Casso, seconded by R. Ryland Percy, III, a retreat was approved once the new library board members are on the library board.

Adult Literacy – the library is currently interviewing potential staff for the adult literacy position.

Outreach Vehicle – the library is currently interviewing potential staff for the outreach vehicle positions.

Kathy Lambert brought up concerns about protection in the library due to the recent shootings at the school in Florida. She asked that the library research the feasibility of “armed” volunteers in the libraries for the public’s protection. Discussion was held concerning a “no-gun” zone. Deshautes explained that the Gonzales and Dutchtown locations are no gun zones due to their proximity to the high schools. Galvez and Donaldsonville do not have such a distinction. The library board asked that the sheriff’s office be contacted to provide input about this issue and building safety and that information be brought back to next month’s meeting. Also to contact Jeff LeDuff [open eyes and blue box] and Bobby Webre about this topic. On motion by Kathy Lambert, seconded by Teri Casso, a motion was made to contact Bobby Webre to hold a workshop about building safety and guidelines.

Discussion was held about the letter generated each year for the upcoming reappointment. Deshautes pointed out that she was instructed in writing by the parish council to provide such letter and that something in writing or a motion would be necessary to stop the writing of the letter. On motion by R. Ryland Percy, III, seconded by Teri Casso, a motion was made that the letter sent each year to the parish council concerning reappointments will no longer be sent. Yeas – Scallan, Casso, Percy, Lambert; Nays – Delaney [should come from the parish council]. Deshautes asked Teri Casso if the parish council could also provide something in writing to that effect.

Administration was asked about Spanish speaking program for the sheriff’s office employees. Library Board was informed that the library has purchased this program and has informed Bobby Webre about the new program.

Board Chairman’s report:
- Discussion on the meeting about St. Amant included who attended, what was considered, progress being made, etc.
- Possible friends of the library group discussed for future consideration. Past attempts and potential establishment was discussed.
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- Sandy Scallan asked about the Donaldsonville building program. Also mentioned was once again seeking the possibility of purchasing the land next to the library.

Building program activity was reviewed.
- The Galvez location is in the final stages of completion. Mildew remediation and roofing concerns are being addressed, as well as punch list items. The library will be shut down from April 9 through April 30 to allow for final work to be completed. It was recommended that Deshautelles check with Jeff Diez and Talita Wesley about checking the Galvez employees to insure that no one has suffered any ill affects due to the length of time spent in the building during construction and mildew remediation. **On motion by R. Ryland Percy, III, seconded by Teri Casso, a motion was made to have the current staff at Galvez checked for any ill effects.**
- St. Amant plans were sent to Mr. David Mougeot at the request of Ms.Teri Casso for consideration. The information from the building program proposal was sent. Deshautelles brought a set for each attendee at the meeting to review. Deshautelles will provide additional information as requested.

Deshautelles provided the board with updates on buildings and grounds:
- A meeting with the landscaping person was held in Donaldsonville to discuss the property care and upkeep.
- All grounds are undergoing a spring cleaning at this time.

Director’s report included:
- Deshautelles informed the Library Board that the audit was completed and is being prepared at this time. A good bit more detail was required due to the state’s agreed upon procedures.
- Deshautelles provided the Library Board with a written detail of the library director’s activities for March.

Other items discussed:
- Deshautelles informed the Library Board about a new contract with Trane to better handle the maintenance; the Kentwood bill and ongoing issues; and recent evaluations on several programs. The ACT program was discussed and avenues to improve attendance at Donaldsonville considered.

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

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Angelle Deshautelles, Secretary

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Sandra Scallan, Chairman