

Ascension Parish Library
Regular Meeting of the Library Board of Control
Wednesday, October 25, 2017, 6:00 PM, Gonzales

In attendance were Teri Casso, Lauthaught Delaney, Sr., Kathy Lambert, 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 minutes of the previous meeting held on September 27, 2017 were approved.**
- **On motion by Lauthaught Delaney, Sr., seconded by Teri Casso, the public comment period was open.** No members of the public were present to speak. **On motion by Teri Casso, seconded by Lauthaught Delaney, Sr., the public comment period was closed.**
- Quarterly statistical reports were reviewed. Statistics were reviewed and the new statistical forms were reviewed. The Board accepted the new statistical forms for use beginning in January 2017.
- Quarterly financial reports were reviewed. The meeting held with library auditor Margaret Pritchard, CPA was discussed. Ms. Pritchard made recommendations on how the library could adjust the reports to be more uniform with the audit information. The new changes to the financials were reviewed and the Board accepted a new format to present the information. Also mentioned was the health insurance and that no decisions have been made on the insurance for 2018.
- The 2017 amended maintenance and operations budget was reviewed and discussed. **On motion by Kathy Lambert, seconded by R. Ryland Percy, III, the Board approved the Ascension Parish Library Amended Operations and Maintenance Budget – Fiscal Year 2017.**
- **On motion by Teri Casso, seconded by Lauthaught Delaney, Sr., the public hearing for the proposed 2018 budgets was opened.** No members of the public were present. The proposed 2018 budgets were discussed. The Board requested that Deshautelles provide additional information on the Construction Budget and remove superfluous information. **On motion by Lauthaught Delaney, Sr., seconded by Kathy Lambert, the public hearing was closed.**
- **On motion by Teri Casso, seconded by R. Ryland Percy, III, the Ascension Parish Library Operations and Maintenance Budget – Fiscal Year 2018 and the Ascension Parish Library Construction Budget – Fiscal Year 2018 were approved.**

New Business:

- Sandy Scallan asked that Joyce Sigler provide a report to the Board on recent activities by the Community Coordinator. Sigler has looked into the use of local digital signs but the library will need to examine the use of these signs due to costs. Sigler mentioned the meetings with EATEL and Cox to examine possible ads on their available networks. The library is currently running some ads on the EATEL and will examine beginning ads on the Cox network in January. The library sponsored ads during the final pennant game with the Astros. Also discussed were possible avenues of advertising with the schools at ball games, handing out book marks with ACT prep information etc. Also mentioned was the community talk with Martin McConnell at the parish about the library. This will appear on channel 21. Deshautelles and Sigler will attend the interview.

Ascension Parish Library
Regular Meeting of the Library Board of Control
Wednesday, October 25, 2017, 6:00 PM, Gonzales

Page 2

- Ms. Sigler left the meeting at this time.

Old business:

- The meeting with a few parish individuals to discuss potential options at the library's St. Amant site was reviewed. Administration provided information on the footprint of the future facility for potential renditions for the site. Also collected were reports and articles about libraries during disasters and how they provide services to the public. The information collected will be passed along to the parish grant writer for potential grants through FEMA. This is a work in progress and the Board will be updated as warranted.
- The outreach vehicle is currently being assessed based on the information provided to Farber [Mr. Mark Marek] and the library will be provided costs and any additional information needed to proceed.
- The efforts concerning the work with the schools has resulted in: an effort to register all students for library cards beginning with the high schools, the information provided to the Spanish speaking community, and the human resources department taking advantage of resources to help those seeking additional training. Ms. Lisa Bacala has been working closely with the library and schools to facilitate communication.
- Henry Schnexnayder, III is working on the pay down of the bonds as well as future needs of the library.

Board Chairman's report:

- The director's evaluation was brought up for consideration. The Board will enter into an executive session to finalize details on the evaluation.
- Discussion was held concerning Cathy Robertson's resignation from the Board. Several Board members suggested that this may be a good time to expand the Board from 5 to 7 members. Deshautelles had researched the number of members on the Board in the surrounding area and did find that the norm appeared to be 7 members. **On motion by R. Ryland Percy, III, seconded by Teri Casso, a resolution asking the parish council to amend the ordinance for the public library to add two additional members to the library board was approved.** [Casso – yes; Delaney – yes; Lambert – no; Percy – yes; Scallan – yes] Deshautelles was instructed to provide a letter to the parish council with the Board's request.

Building program activity was reviewed.

- The Galvez location has received substantial completion from all parties involved. The library has received a final occupancy permit.
- The lighting in Galvez will receive modifications for the pole lights on the back of the property. The cost is not determined at the time. This is a result of the neighbors next to the library asked for an adjustment of the lights.
- Change order number nine is verified as complete at this time. [\$1,424.00] Another change order will be forthcoming to address the modifications to the pole lights.

Ascension Parish Library
Regular Meeting of the Library Board of Control
Wednesday, October 25, 2017, 6:00 PM, Gonzales

Page 3

Deshautelles provided the board with updates on buildings and grounds:

- Administration will be scheduling a meeting with the landscaping person in Donaldsonville to discuss
- The Galvez location is dealing with mildew on site and solutions for a speedy resolve is under consideration.

Director's report included:

- Deshautelles will email the Board members about potential attendance at upcoming conferences – LLA Alexandria; PLA Philadelphia; ALA New Orleans.
- All were provided with the Holiday schedule for 2018.
- The 2018 library board meetings public notice was provided. Discussion was held concerning the combination of the November and December meetings due to the fact that the meetings at the end of each month would conflict with the holidays. **On motion by R. Ryland Percy, III, seconded by Teri Casso, the Board moved that the date for the November/December Board meetings be combined for the first Wednesday in December, to be confirmed by the Board at the October meeting each year.** The 2017 combined meeting will take place on Wednesday, December 6.
- **On motion by R. Ryland Percy, III, seconded by Lauthaught Delaney, Sr., the Board entered into executive session.** Discussion was held concerning the format of the director's evaluation. **On motion by R. Ryland Percy, III, seconded by Teri Casso, the executive session was concluded.**
- **On motion by R. Ryland Percy, III, seconded by Lauthaught Delaney, Sr., a motion was passed to use the reviewed director's evaluation.** A decision was made that after the Board member completes the evaluation it is to be forwarded to the Chairman. The Chairman and Vice Chairman will meet with the library director to review the evaluation.
- **On motion by Lauthaught Delaney, Sr., seconded by Teri Casso, the meeting was adjourned.**

Angelle Deshautelles, Secretary

Sandra Scallan, Chairman