

The *Regular Meeting* of the Library Board of Control was called to order on Monday, May 18, 2020 at 5:30 pm with some of the Board members attending via video/teleconference:

PRESENT: Robert Rome present in meeting room
Talisha Chiquet present via video/teleconference
Judy Bazare present via video/teleconference
Lonnie Granier present via video/teleconference
Courtney Hubbell present via video/teleconference
Selma Malcombe present via video/teleconference
Bennie Smith present via video/teleconference

ABSENT: Daniel Lorraine, Council Liaison

Also present in the meeting room: Laura Sanders, Director; Sherry Lucas, Finance Manager; and Dana Clement, Administrative Assistant.

The Pledge of Allegiance was recited together.

Mr. Rome stated we have a quorum, and can move forward with our video/teleconference Board meeting.

A motion to accept the LBC agenda was made by Mrs. Bazare, seconded by Ms. Smith, and carried unanimously.

Mr. Rome presented a plaque to Lonnie Granier for his five years of dedicated service on the Library Board. Mr. Granier expressed his appreciation to the Board and stated it was a great honor to serve and wishes us all the best.

A motion to accept the minutes of the February 17, 2020 Regular meeting was made by Ms. Smith, seconded by Mrs. Hubbell, and carried unanimously.

A motion to accept the minutes of the February 17, 2020 Finance Committee meeting was made by Mr. Granier, seconded by Mrs. Smith, and carried unanimously.

Public wishing to address the Board: N/A

Finance Report:

Mrs. Lucas reported our fund balance today is \$13.6 million. We have been approved for erate credits in the amount of \$83,214. At the end of April total payouts for the Multi-Branch Project are \$522,809, and total payouts for the Thibodaux Addition are \$1,323,467. The Parish Council approved the low bid of A&G Refrigeration for South Lafourche HVAC Modification Project and we are waiting for a Notice to Proceed from Parish. Also, the Parish Council approved a supplemental appropriation to put \$550,000 in Lockport Entryway Modification Project based on the scope of project the Board approved in February. An elevation survey of the site was done last week. Weimer Gros Flores is preparing the bid packet, and we're expecting this project to go out to bid in mid-late July.

With no other discussion, a motion was made by Ms. Smith, seconded by Mrs. Chiquet, to accept the Finance Report. The motion carried unanimously.

Director's Report:

Mrs. Sanders reported due to the Government mandates, all Lafourche Parish Library buildings were closed for the safety of the staff during this COVID 19 pandemic. Our staff worked from home on numerous training assignments, webinars, conducting video storytimes, attending teleconference meetings, and creating crafts projects. Our Summer Reading program will be virtual this summer, and staff have been working out the implementation details. We'll still be including our artists and performers, but these programs will be by video and will be available through our website and/or on Facebook. We purchased additional online databases, increased checkout numbers on our current databases, and waived all late fees though May 31. We ordered and distributed COVID-related cleaning supplies and masks to all branches. More are on order.

A motion was made by Ms. Smith, seconded by Mrs. Chiquet, to accept the Director's Report. The motion carried unanimously.

Public wishing to address the Board: N/A.

New Business:

1. Discussion of amending the 2020 Budget:

Mrs. Lucas explained we adjusted our revenue and expense items to more closely match the prior year's actual numbers. We only needed to increase the Revenue Category by \$700. We made no changes to the Personnel Services and Supplies & Materials categories. We increased Insurance Claims Paid due to general liability deductibles increasing from \$50K to \$100K per incident. We increased the Liability Insurance item to account for known rate increases. Our approved cargo van purchase, ordered since October, is ready for pickup so that expense comes out of 2020 funds. There will still be Vehicle funds left over if we proceed with replacing one of our two 2009 Dodge Caravans, something we've been deferring. We increased our various library material line items due to increased demand and due to pending shelf space gains at Thibodaux Branch. We increased Furniture in case we have additional needs after our projects are complete. We still have a combined \$60K budgeted for computer/technology replacements. We increased Maintenance Supplies due to the pandemic and Vehicle Maintenance due to the increased age of our fleet. Overall, the 2020 Proposed Amended Budget was increased by \$334K. By the end of 2020 the Multi-Branch Project, Thibodaux Addition Project, and SL HVAC Modification Project should be complete. We expect to end 2020 with an almost \$6.5 mil net fund balance. This concluded the discussion.

2. Discussion of the proposed 2021 Budget:

Mrs. Lucas explained the 2021 Proposed Budget is nearly the same as the 2020 Proposed Amended Budget, except we have added an additional \$35K in case Liability Insurance rates increase again. We have this same opportunity next year to amend the 2021 budget. Of note, we have \$30K set aside to adhere to our annual computer replacement schedule. We have \$58K in our Vehicle line item to replace our two 2009 Dodge Caravans if neither is replaced in 2020. Overall, the 2021 Proposed Budget reflects operational expenses budgeted at about \$7.1 mil. The Lockport Entryway Modification Project will continue into 2021. \$2.1 mil has been allocated for a possible Lockport Branch Addition Project to begin the planning stage in late 2021. We expect to end 2021 with a net fund balance of about \$5.4 mil. This concluded the discussion.

3. Discussion and approval of the employee salary and scale adjustment for 2020:

Mrs. Sanders explained how the Finance Committee met in February and was recommending a merit increase for employees. Although our staff is deserving, I would like to suggest that due to the widespread unemployment caused by the pandemic that this item be deferred until later this year. After brief discussion, a motion was made by Ms. Smith, seconded by Mrs. Bazare, to make no changes to the current pay scale and to defer a merit increase until a later date. A roll call vote was taken; Mr. Rome yes, Mrs. Chiquet yes, Mrs. Bazare yes, Mr. Granier yes, Ms. Smith yes, Mrs. Malcombe and Mrs. Hubbell abstain because of family working for the library system. The motion carried 5-0-0-2.

4. Discussion and approval of Thibodaux Addition Project change order: Mrs. Sanders explained the change order would add \$10,847.95 to the contract cost and 78 days to the contract term. There are sufficient funds in the project contingency to cover this added cost. When the contractor started doing demolition of the restrooms that are to be remodeled, they discovered a badly deteriorated mortar bed which needs to be replaced for work to continue. The architect left hand dryers and towel dispensers out of the plans. And undocumented city utility lines under the street required the installation of two conflict boxes when drains were installed. Weather days are calculated by industry standard software. There were material delays caused by steel tariffs and additional time needed due to the restroom remodel issues. A motion was made by Mrs. Bazare, seconded by Ms. Smith, to approve the change order for the Thibodaux Addition Project. A roll call vote was taken; Mr. Rome yes, Mrs. Chiquet yes, Mrs. Bazare yes, Mr. Granier yes, Ms. Smith yes, Mrs. Malcombe yes, Mrs. Hubbell yes, and Mrs. Malcombe yes. The motion carried 7-0-0-0.

With no further business to discuss, a motion for adjournment was made by Ms. Smith, seconded by Mr. Granier, and carried unanimously. The Library Board of Control was adjourned at approximately 6:20pm.