

The Regular Meeting of the Library Board of Control was called to order on Monday, April 25, 2022 at 5:30 pm with the following:

PRESENT: Bennie Smith, President  
Courtney Hubbell, Vice-President  
Lauren Bordelon  
Tonya Hearn  
Francine Middleton  
Carolyn Soley  
Ruby LeBlanc

ABSENT: Archie Chaisson, Parish President & Library Liaison

Also present in the meeting room: Laura Sanders, Library Director; Sherry Lucas, Finance/HR/Operations Manager; Dana Clement, Administrative Assistant and Mitch Orgeron, Parish Administrator of Lafourche Parish Government.

Ms. Smith stated after roll call, "We have a quorum and can move forward with our meeting."

The Pledge of Allegiance was recited together.

A motion to accept the LBC agenda was made by Mrs. Hubbell, seconded by Mrs. LeBlanc, and carried unanimously.

A motion to accept the minutes of the January 24, 2022 Regular Meeting was made by Mrs. Bordelon, seconded by Mrs. Hubbell, and carried unanimously.

A motion to accept the minutes of the February 2, 2022 Special Meeting was made by Mrs. Hubbell, seconded by Mrs. Soley, and carried unanimously.

A motion to accept the minutes of the April 4, 2022 Finance Committee Meeting was made by Mrs. Soley, seconded by Mrs. Middleton, and carried unanimously.

A motion to accept the minutes of the April 11, 2022 Building Committee Meeting was made by Mrs. Hearn, seconded by Mrs. LeBlanc, and carried unanimously.

Public Wishing to Address the Board: N/A

#### Finance Report:

Mrs. Lucas reported, LPPL has a \$2.6 million fund balance. Mrs. Lucas stated, "we submitted two E-rate applications, and both were approved. This will offset the cost of internet service and internet equipment at our branches for the funding year that begins July 1st." The Thibodaux Project punch list still has a few loose ends, with \$3.4 million paid out to date on this project and \$53K remaining to be invoiced. Mrs. Sanders noted "our overall costs from the 2010 purchase to present has been \$8.6 million on the Thibodaux building chosen by the Council." Mrs. Lucas continued to report the Lockport Entryway Project is still proceeding, with \$383K paid to date. Regarding the South Lafourche storm restoration services, \$2.2 million has been paid out. Mrs. Sanders added, "We are working alongside FEMA and Parish Government to monitor the renovations and move the project forward." A motion was made by Mrs. Soley, seconded by Mrs. Hubbell, to accept the Finance Report. The motion carried unanimously.

### Director Report:

Mrs. Sanders reported managing the daily operations of the library system and attended quite a few meetings in the last couple of months. “We would like to thank the Thibodaux Friends of the Library for their recent acknowledgment of library staff.” The Thibodaux roof had a warranty membrane replacement, but still has two leaks that are being investigated. Lockport Project is moving along with the canopy removed and pile driving complete. Mrs. Sanders explained that the South Lafourche re-build is in the early planning stages, with the intent of reducing wasted space and having better line of sight for safety. She went on to reiterate the Building Committee’s determination that it was too soon to decide on how to proceed with the Golden Meadow site. “It has been deferred to sometime in the future after the damage inventory is submitted and approved by the Parish, and we have a recommendation from FEMA as to what we can do there. Currently, we do not have funds to work on both sites, and South Lafourche as a main library is a priority while also being in close proximity to Golden Meadow.” Mrs. Sanders noted that museum practices at all branches must stop. “The State Library informed us that we cannot be a museum and curate those collections as it is not written into our mission statement or our millage language.” Staff are working to reach the owners of the remaining historical items to have them picked up. A motion was made by Mrs. LeBlanc, seconded Mrs. Soley, to accept the Director Report. The motion carried unanimously.

### New Business:

1. Discussion and approval of the LPPL pay scale: Mrs. Sanders explained that following the recent Finance Committee meeting, the Parish President disclosed that ad valorem receipts are expected to rebound quicker than expected so the Parish will be giving their employees up to a 7% increase for 2022 and supported the Library doing the same due to inflation and other factors. “In past years we typically let the Parish lead the way on increases, however unlike the Parish our Library staff have not had pay raises since 2018, and this is year two of staff having a 10% reduction in hours. “Our employees are well deserving of an increase.” A motion was made by Mrs. LeBlanc, seconded by Mrs. Soley to give all library staff a 3% COLA effective the 6/1/2022 pay period and an up to 4% merit increase for non-probationary employees based on their evaluation scores. A roll call vote was taken: Ms. Smith yes, Mrs. Hubbell abstained, Mrs. Bordelon yes, Mrs. Hearn yes, Mrs. LeBlanc yes, Mrs. Middleton yes, and Mrs. Soley yes. The motion carried 7-0-0-1.
2. Discussion and approval of the recommendation to amend the 2022 Budget: Mrs. Sanders explained, “We’ve gone through the whole budget to decrease wherever we could since our ad valorem receipts will be less than expected.” Mrs. Sanders spoke in detail regarding a lengthy list of reduced line items, noting that personnel cuts should not be so deep since the Board has approved COLA/merit. A small number of line items need increases, such as some utilities, software, vehicle maintenance, IT maintenance, and liability insurance. Mrs. Lucas noted, “we will still need to make our annual computer lab upgrade purchase, with \$30K allocated as a future Board agenda item.” Mrs. Sanders commented that the South Lafourche and Golden Meadow building projects would have to be funded by reserves until insurance and FEMA payments are received. A motion was made by Mrs. Hubbell, seconded by Mrs. Bordelon, to accept the recommended amended 2022 Budget with the salary line item increased to \$2,683,000. A roll call vote was taken: Ms. Smith yes, Mrs. Hubbell yes, Mrs. Bordelon yes, Mrs. Hearn yes, Mrs. LeBlanc yes, Mrs. Middleton yes, and Mrs. Soley yes. The motion carried 7-0-0-0.
3. Discussion and approval of the proposed 2023 Budget: Mrs. Sanders explained that ad valorem revenues from 2023 are estimated to be at \$4.3million with other revenues to remain the same as 2022. Most other line items were left the same as 2022, except for insurance benefits, just in case there’s a premium increase. “We increased Liability Insurance in anticipation of more premium hikes.” It was discussed that the salary line item adjustment to \$2,683,000 would need to be repeated for 2023. Mrs. Lucas noted, “we still need to allocate \$30K to our annual computer lab upgrades and another \$30K to upgrade monitors, which we have not done in years.” Mrs. Sanders drew the Board’s attention to the estimated 2023 end of year fund balance of about \$6.9 million to assist in funding building restoration projects while waiting on FEMA funds and to fund our 2024 Budget. A motion was made by Mrs. Bordelon, seconded by Mrs. Hearn to accept the proposed 2023 Budget with the salary line item \$2,683,000. A roll call vote was taken: Ms. Smith yes, Mrs. Hubbell yes, Mrs. Bordelon yes, Mrs. Hearn yes, Mrs. LeBlanc yes, Mrs. Middleton yes, and Mrs. Soley yes. The motion carried 7-0-0-0.

4. Discussion and approval to recommend to Council the 2022 Millage Letter: Mrs. Sanders explained “we did this letter in January, but we were asked by Lafourche Assessor’s office to revisit this again after the property tax re-assessment was complete.” During a brief discussion, Ms. Smith reminded the Board that 1 mills was given back a year ago, and the Council declined to collect another 1.63 mills at the same time, causing the current funding shortfalls for building restoration. Mrs. Sanders recommended the Board ask that both Library millages remain at the same rates for the 2022 tax collection cycle. A motion was made by Mrs. Hubbell, seconded by Mrs. Soley, to recommend to the Council that Library Millage #1047-014 remain the same at a rate of 3.000 and Library Millage #1047-014 remain the same at a rate of 1.500. A roll call vote was taken: Ms. Smith yes, Mrs. Hubbell yes, Mrs. Bordelon yes, Mrs. Hearn yes, Mrs. LeBlanc yes, Mrs. Middleton yes, and Mrs. Soley yes. The motion carried 7-0-0-0.
5. Discussion and approval on recommending Council to accept low quote on storm repairs to Thibodaux copper awnings: Mrs. Sanders explained “our Thibodaux Branch lost the entire Jackson Street copper awning for Hurricane Ida and multiple other sections need repair.” Thibodaux Branch is located in the historical downtown, and contractors are unwilling to associate their name with a faux finish on a downtown building. Mrs. Sanders went on to explain that material costs have increased since the storm, and there was difficulty getting quotes. This will be submitted to our Insurance company for a possible partial reimbursement. A motion was made by Mrs. Middleton, seconded by Mrs. LeBlanc, to accept the low quote for the Thibodaux Branch awnings. A roll call vote was taken: Ms. Smith yes, Mrs. Hubbell yes, Mrs. Bordelon yes, Mrs. Hearn yes, Mrs. LeBlanc yes, Mrs. Middleton yes, and Mrs. Soley yes. The motion carried 7-0-0-0.
6. Discussion and approval of a recommendation to demolish Golden Meadow Branch: Mrs. Sanders explained, “The Golden Meadow Branch suffered significant structural damage due to Hurricane Ida and needs to be demolished, based upon inspection of the building.” Mrs. Sanders went on, “the first step toward recovery at Golden Meadow is to clear the current site down to the slab.” Mr. Orgeron reported that he has been collecting demolition quotes as part of a public works project, and the work will be scheduled soon at a cost of about \$38K. Mrs. Lucas noted that all utilities and meters have been cleared with the exception of one final pass needed by the gas company to reduce the gas line to below ground. Mr. Orgeron indicated that the Parish would move on the demolition as soon as possible once there was confirmation that the gas line was cleared. A motion was made by Mrs. Hubbell, seconded by Mrs. Soley, to proceed with the recommended demolition of the damaged Golden Meadow building at a cost of \$38K. A roll call vote was taken: Ms. Smith yes, Mrs. Hubbell yes, Mrs. Bordelon yes, Mrs. Hearn yes, Mrs. LeBlanc yes, Mrs. Middleton yes, and Mrs. Soley yes. The motion carried 7-0-0-0.

With no further business to discuss, a motion for adjournment was made by Mrs. Hearn, seconded by Mrs. LeBlanc, and carried unanimously. The Library Board of Control was adjourned at approximately 7:03pm.