

**Evangeline Parish Library Board of Control Meeting
September 18, 2018
Approved December 10, 2018**

The Evangeline Parish Library Board of Control met on Tuesday, September 18, 2018, at 12:00 p.m. at the Mamou Branch Library at 317 2nd Street, Mamou, Louisiana.

President Katy Marcantel called the meeting to order.

Present were President Katy Marcantel, Vice President Gaynelle Coates, Board Members Sandra Salazar, Sandra Jacobs and Faye Langley, Library Director Margie Mealer, Staff Members Tina King and Ted Lavergne, assistant project engineer Justin Fontenot, Friends of the Library Members Linda Lebsack and Paula Lafleur.

Absent were ex-officio member Ryan Williams, and ex-officio alternate Eric Soileau.

Jacobs led the Pledge of Allegiance, and gave the opening prayer.

Mealer asked that the agenda be amended to include the proposal to increase Jacob Foret's hours of work per week from to 20 hours to 28 hours per week, and to also include an item on the agenda, Financial Report.

Jacobs made a motion that the agenda be amended. Coates seconded, and the motion carried unanimously.

Jacobs made a motion to approve the minutes of the July 24, 2018 Library Board of Control meeting. Coates seconded, and the motion carried unanimously.

Mealer gave an update on the Chataignier Branch Library. She reported the new branch is open, and the final bills have been paid. There are some funds left from the Chataignier Branch project, if needed. She reported the Grand Opening went well. Approximately 80 people attended the Grand Opening, and KVPI radio was also there.

Assistant Project Engineer, Justin Fontenot from J. Ronald Landreneau and Associates reported that there is a 1 year warranty on the Chataignier Branch Building. If any problems arise, he informed the Board to contact their office, and they will report the problem to the contractor. He also informed the Board that the central unit is also under warranty.

Mealer updated the Board on the Mary Foster-Galasso Room. She reported gold tone vinyl lettering had been ordered. Mary Foster-Galasso's name will be in 5 inch letters, and Multi-Purpose Room in 4 inch letters. She said the letters should be arriving within the week, and will be ready by BookFest.

Mealer informed the Board that there is a new state requirement for mandatory sexual harassment training in 2019. Employees, volunteers, and trustees will be required to take the 1 hour training in addition to the Ethic training.

Mealer presented the Board with a Director's Report. She reported that she and Josh Leblanc are in the process of discussing how many computers will need to be purchased next year, and that she has been able to troubleshoot a few of the problems on computers. She also reported that Tina Davis and Matthew Hebert are taking courses for their certification, and that Tina Davis received a \$500.00 scholarship from the LSW consortium to go toward the cost of her classes. She told the board that staff enjoyed participating in the Tee Cotton Bowl parade, and plan to participate in the Christmas Parade.

Mealer reported on the Budget and Financial. She told the board that the last check has been received for the 2018 Summer Reading Program. She informed the board that Josh Leblanc is helping her evaluate what the library is receiving from CenturyLink and see if any of the costs can be eliminated, or if any of the lines can be used more efficiently. After talking to the former Director, it was decided to give repairing the van another try at the present time.

Mealer informed the board that Chataignier Branch is now open. She reported that her weekly visits to the branches are helping, and that the branches are looking at doing some more programs for the various holidays. (copy of Director's Report attached)

Facilities Manager Ted Lavergne presented the Board with a Facilities Report outlining the work that has taken place at each of the branches since the last board meeting. He reported that he and Jacob Foret have been picking books up at the branches for BookFest. He also reported that he had checked the floors at Basile Branch for soft spots, and reported the findings to Mealer. Lavergne and Mealer reported that due to the type of flooring and age of the building that the flooring issue is normal. (copy of Facilities Report attached)

Mealer presented the board with a Financial Report, and reviewed various income and expense accounts for July through September 14, 2018. She reported that \$3200.00 had been budgeted for the year for overtime wages, and that amount has been met due to staff being out for medical and various reasons. One of the reasons the overtime amount has been met, is the Facilities Manager was having to do two peoples jobs before Jacob Foret was hired. She recommended increasing Foret's hours to 28 hours per week at the same hourly rate, and that he will be eligible for benefits. She said it would be beneficial, because Foret is doing a great job and works well independently. Mealer said the increase in cost is covered in the budget, and that it would decrease the number of hours overtime the Facilities Manager has been having to work.

Coates made a motion that Jacob Foret's hours of work be increased to 28 hours per week, and the same rate of pay he is now receiving. Langley seconded, and the motion carried unanimously.

Jacobs made a motion to approve the Financial Report. Langley seconded, and the motion carried unanimously.

Mealer gave an update on Technology. She said she had not received Josh Leblanc's report, but he has been busy doing work at the various branches. Leblanc has also increased space on the server.

Mealer presented the board with an Outreach Report, and discussed the upcoming BookFest, scheduled for Saturday, October 27th. She reported on the authors and vendors that have already contacted the library about setting up booths.

A Friends of the Library Report was presented by Linda Lebsack and Paula Lafleur. They displayed the beautiful clock that Friends of the Library purchased for the new Chataignier Branch, and reported on plans for the upcoming BookFest.

Justin Fontenot discussed the projected plans to extend the driveway at Turkey Creek Branch Library and put limestone over it, and also canopies over both doors. Justin said his office had received a quote in the amount of \$1975.00 from Jeanmard, Inc. for 5 ft. canopies to be placed over both doors at Turkey Creek Branch.

Justin also reported that three quotes had been received for extending the driveway and placing limestone on it from three contractors. The quotes are as follows:

Fontenot Asphalt	\$5935.00
GAC Construction	\$5000.00
Wendell Foret	\$4900.00

Mealer recommended approving the quote to have the canopies placed over both doors at Turkey Creek Branch, and waiting on the driveway extension and limestone for a month or so to make sure the money in the budget is not needed for repair of the van.

Langley made a motion to approve the canopies to be placed over each door of Turkey Creek Branch Library. Jacobs seconded, and the motion carried unanimously.

Drainage at Basile Branch Library was discussed. Mealer reported that Parish Engineer Ronald Landreneau is going to evaluate the problem, and inform the library of possible options to help with the drainage issue.

Mealer and the board discussed setting a date for the December, Library Board of Control meeting, and also 2019 meeting dates.

Jacobs made a motion that the December 2018, Library Board of Control meeting be held on Monday, December 10th at 12:00 p.m. at the main library in Ville Platte.

2019 Library Board of Control Meetings will be at 12:00 p.m. on the following dates at the following locations: Thursday, January 10th @ Main Library in Ville Platte

Thursday, March 14th @ Mamou Branch

Thursday, May 9th @ Main Library in Ville Platte

Thursday, July 11th @ Mamou Branch

Thursday, September 12th @ Main Library in Ville Platte

Thursday December 12th @ Main Library in Ville Platte

Coates seconded and the motion carried unanimously.

Coates made a motion to adjourn. Jacobs seconded, and the motion carried unanimously.