



**Cameron Parish Library Board of Control
Regular Meeting
Monday, July 18, 2011
Cameron Library
3:00 P.M.
AGENDA**

- 1) Call to Order
- 2) Prayer
- 3) Pledge of Allegiance
- 4) Minutes
- 5) Financial Report – Darrell Williams
- 6) Quarterly Report – Library
- 7) Trustee Training
- 8) Meeting room policy
- 9) Electronic Direction of Library
- 10) Policy Manual
- 11) Laptop Policy Update
- 12) Strategic Plan Role 4
- 13) Director's Report (phase monitors, state aid - \$896,000, technology training day Sept. 13, statistics)
- 14) Grand Lake Furniture and Colors
- 15) Specification consultant - writer
- 16) Staff training day – library closed
- 17) Skyrider Towers
- 18) Adjourn



PROCEEDINGS

Cameron Parish Library
Board of Control
Regular Meeting
Cameron Library
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Board President, Cyndi Sellers called the meeting to order at 3:00 p.m. at the Cameron Library. Board Members present were Cyndi Sellers, Geralyn Myers, Wanita Harrison, John Calzada and Lisa Hunt and Board Secretary Bobbie Morgan. Absent was Stephanie Rodrigue.

The prayer was led by Wanita Harrison and Geralyn Myers led the Pledge of Allegiance.

On the motion of Lisa Hunt, seconded by Wanita Harrison, and carried, the board unanimously voted to accept the minutes.

On the motion of Lisa Hunt, seconded by Wanita Harrison, and carried, the board unanimously voted to receive the June financial report pending resolution of discrepancies.

On the motion of Lisa Hunt, seconded by Geralyn Myers, and carried, the board unanimously voted to purchase the complete ALTAFF Trustee Academy Course for the entire board, to begin August 1.

The board discussed Louisiana Constitution Article 7, Section 14 and its impact on meeting room policy. Further clarification from the state library is wanted in relation to non-profit and civic organization and meeting room use.

Future technology was discussed.

A policy committee was formed consisting of Cyndi Sellers, John Calzada and Lisa Hunt. The Vernon Parish Library policy manual was requested to use as a guideline.

On the motion of Lisa Hunt, seconded by John Calzada, and carried, the board unanimously voted to change the laptop policy for state library laptops as discussed, with the \$1,145 penalty changed to \$1,120.

On the motion of John Calzada, seconded by Wanita Harrison, and carried, the board unanimously voted to accept the completed Role 4 of the strategic plan.

On the motion of John Calzada, seconded by Wanita Harrison, and carried, the board unanimously voted to allow the hiring of a consultant for the purpose of writing specifications for the new Grand Lake Library.

The board agreed to the closing of the library for a one day staff training day.

On the motion of John Calzada, seconded by Lisa Hunt, and carried, the board unanimously voted to have the communication tower at Johnson Bayou removed.


There being no further business and upon the motion of John Calzada, seconded by Geralyn Myers, the meeting was adjourned.

APPROVED



Cynthia Sellers, Board President

ATTEST



Barbara Morgan, Secretary

ROLE 4: The library will have a welcoming, relaxing environment in which patrons can pursue their interests.

1. The library will offer excellent customer service and have a welcoming environment to increase library visits by 3% in 2012.
 - a. Staff will greet visitors when they arrive, offer assistance, allow them to use facilities undisturbed if needed, wish them well and invite them back as they leave to ensure excellent customer service.
 - b. Beginning January 1, 2012, comment cards for patron's comments will be located in every library. These cards will be read quarterly and action taken on customer comments.
 - c. Coffee & water will be made available to all visitors each day at the library.
 - d. By January 1, 2012, a staff manual of excellent customer service guidelines will be developed by managers detailing expectations for each employee's service ethics.
 - e. During 2012, each employee will have the expectations explained to them by their managers with the expectations added to work plans.
2. Beginning January 1, 2012, the library will have attractive and current displays to inform patrons of upcoming events and materials. The displays shall be updated weekly or monthly so patrons will have access to reliable information.
 - a. Thematic displays, changed monthly, will be located in every library.
 - b. Informative displays will be located in every library and changed daily or weekly according to upcoming programs.
 - c. Promotional materials will be made monthly informing patrons of next month's events. The promotional material will be ready for patrons by the 15th of each month prior to scheduled programs.
 - d. Promotional materials will be prepared monthly informing patrons of upcoming new materials being added to the collection. These promotional materials shall be completed one week after orders are placed.
 - e. During 2012, each employee will have duties placed on their work plans to implement these goals.
3. Beginning August 1, 2011, the library will have a safe and clean environment.
 - a. The inside and outside of each building will be cleaned according to the manager's scheduled checklist with staff initialing the checklist. The checklist will be posted and daily notes made for maintenance issues.
 - b. Maintenance issues shall be added to the maintenance list to be followed up weekly by maintenance personnel in order to keep a safe library environment at all times. Branch managers will check to ensure the work orders have been completed each week.
4. The library will have a comfortable and energy efficient environment for patrons beginning January 1, 2012.
 - a. Library thermostats will be set from 67 to 72 degrees during library hours according to weather and library programming. To save energy, the thermostats will be set at 75 degrees when the library is closed.
 - b. The library will have comfortable furnishings near periodical collections, at public computer stations. Quiet spaces will be provided with comfortable furnishings to allow patrons to relax while enjoying their interests.