CAMERON
PARISH
LIBRARY

Cameron Parish Library Board of Control
Regular Meeting
Tuesday, November 20, 2012
Cameron Parish School Board 2nd Floor Meeting Room
4:00 P.M.
AGENDA

1. Call to Order
2. Prayer
3. Pledge of Allegiance
4. Welcome New Board Member Beth Ferguson
5. Minutes – October 16, 2012
6. Financial and Expenditure Reports
7. Mr. George LeBoeuf Recognition
8. 2013 Budget Review
9. Free Trade Zone PILOT Agreement "Approval for Board President to Sign PILOT with Cheniere LNG for Payments in Lieu of Ad Volarem Tax on Gas Inventory once Reviewed and Approved by the DA's Office
10. Nabors Drilling Tax Protest – Vote to Hire Pritchard & Abbott for Appraisal
11. Library Director - Review of Applicants
12. Sex Offender Policy – Review Proposed Draft
13. Meeting Room Policy – Review Proposed Policy
14. Grand Chenier Furniture
15. Grand Lake Signage
16. Grand Lake Hours of Operation
17. Lowry Library Update
18. Advertising for Subs
19. Consider Placement of Adult Books
20. Discuss Positioning of Computers in Libraries
21. Discuss Possibility of Having Fur Festival Scrapbooks Available Year-Round at Cameron Library
22. Review Proposed 2013 Library Board Meeting Dates

23. Committee Reports
    a) Building Committee
    b) Finance Committee
    c) Personnel Committee
    d) Policy Committee
24. Branch Statistics/Reports
25. Adjourn

PROCEEDINGS

Cameron Parish Library
Board of Control
Regular Meeting
Cameron Parish School Board 2nd Floor Meeting Room
November 20, 2012

Interim Board President Helen Williams called the meeting to order at 4:01 p.m. at the Cameron Parish School Board 2nd Floor Meeting Room. Board Members present were Stephanie Rodrigue, Geralyn Myers, Lisa Hunt, Kathy Helmer, Helen Williams, Joe Dupont and Beth Ferguson. Absent was Jaimie Boudreaux.

The prayer was led by Kathy Helmer and Geralyn Myers led the Pledge of Allegiance.

New Board Member Beth Ferguson was introduced and welcomed by the Board.

On the motion of Stephanie Rodrigue, seconded by Geralyn Myers, and carried, the Board voted unanimously to accept the October 16, 2012 minutes as written.

On the motion of Lisa Hunt, seconded by Kathy Helmer, and carried, the Board voted unanimously to accept the Financial Report and Expenditure Report as received.

On the motion of Stephanie Rodrigue, seconded by Geralyn Myers, and carried, the Board voted unanimously to recommend approval of the 2013 Library Budget as presented.

The Free Trade Zone PILOT Agreement "Approval for Board President to Sign PILOT with Cheniere LNG for Payments in Lieu of Ad Valorem Tax on Gas Inventory once Reviewed and Approved by the DA's Office" was discussed. No action was necessary.

On the motion of Lisa Hunt, seconded by Stephanie Rodrigue, and carried, the Board voted unanimously to help the Cameron Parish Assessor's Office on a pro rata basis to defend the current 2012 assessment regarding the Nabors Drilling Tax Protest. Lisa Hunt will relay this approval to the Cameron Parish Police Jury Tax Assessor's Office.

The Board received a packet of applications for the position of Cameron Parish Library Director. On the motion of Joe Dupont, seconded by Kathy Helmer, and carried, the board voted unanimously to each select his or her top three candidates, then during the regular Library Board Meeting on December 18, 2012, the Board as a whole will select the top three candidates among all Board Members and make plans to check references and schedule interviews.

On the motion of Stephanie Rodrigue, seconded by Lisa Hunt, and carried, the Board voted unanimously to table the Sex Offender Policy pending review by the Cameron Parish District Attorney's Office.

On the motion of Stephanie Rodrigue, seconded by Geralyn Myers, and carried, the Board voted unanimously to approve the Meeting Room Policy as revised.

Signage for the new Grand Lake Library was discussed. On the motion of Kathy Helmer, seconded by Joe Dupont, and carried, the Board voted unanimously to table this agenda item until the December 18, 2012 meeting pending more information.

Branch Library hours were discussed. On the motion of Joe Dupont, seconded by Stephanie Rodrigue, and carried, the Board voted unanimously to adopt the following hours effective January 2, 2013, and advertise the new hours weekly through the month of December, 2012: Cameron, Grand Chenier, Grand Lake, Hackberry and Johnson Bayou – Monday – Thursday, 8:30am-6:00pm, Friday, 8:30am-4:30pm, Saturday, 9:00am-2:00pm; Lowry – Monday/Tuesday/Thursday, 8:30am-6:00pm.

On the motion of Stephanie Rodrigue, seconded by Joe Dupont, and carried, the Board voted unanimously to add agenda item 17a) Discussion regarding moving the old Grand Lake Library storage building from the old library to the new library site.

On the motion of Stephanie Rodrigue, seconded by Geralyn Myers, and carried, the Board voted unanimously for the Board President to sign authorization to cross the land of Grantor, Henry Worthington and Marjorie Worthington, during the relocation of the old Grand Lake Library storage building to the new Grand Lake Library site.

On the motion of Stephanie Rodrigue, seconded by Lisa Hunt, and carried, the Board voted unanimously to revise the employment advertisement to include all branches and advertise weekly for three weeks.

The Board discussed the placement of Adult Books, and asked the staff to prepare a report from all branches regarding the placement of primarily non-fiction sexual content books.

The position of computers in the Library Branches was discussed, and the Board asked the staff to report on positioning the public computers in areas where staff can monitor activities.

On the motion of Stephanie Rodrigue, seconded by Joe Dupont, and carried, the Board voted unanimously to make the Cameron Parish Fur Festival Scrapbooks available to the public year-round at Cameron Parish Libraries.

The Board reviewed proposed 2013 meeting dates and discussed beginning the meetings later in the day to accommodate attendance by the public. On the motion of Stephanie Rodrigue, seconded by Kathy Helmer, and carried, the Board voted unanimously to accept the 2013 Library Board meeting dates as the third Tuesday of each month at 5:00pm and changing the regular December 2012 meeting time to 5:00pm.

The Board discussed Library Branch statistics, and asked the staff to prepare year-to-date columns for circulation figures and programming counts.

There being no further business and upon the motion of Kathy Helmer, seconded by Joe Dupont, and carried, the board voted unanimously to adjourn.

APPROVED

Helen Williams, Interim Board President

ATTEST

Lisa Hunt, Board Vice-President and Acting Secretary

PROCEEDINGS: Cameron Parish Library Board of Control Regular Meeting. Cameron Parish School Board 2nd Floor Meeting Room November 20, 2012