



**Cameron Parish Library Board of Control
Regular Meeting
Tuesday, December 18, 2012
Cameron Library
5:00 P.M.
AGENDA**

1. Call to Order
2. Prayer
3. Pledge of Allegiance
4. Approval of Agenda
5. Minutes – November 20, 2012
6. Financial and Expenditure Reports
7. Sempra Hackberry Caverns – Vote to Hire Pritchard & Abbott for Defense of Appraisal
8. Pritchard & Abbott Contract Renewal – Vote to Renew Contract with Pritchard Abbott for Tax Appraisal for Two Years at Same Cost
9. New Hires
10. Library Director – Selection of Applicants to Interview
11. Sex Offender Policy – Vote to Approve Revised Policy
12. Placement of Adult Books – Review Report From Branch Libraries
13. Grand Chenier Update
 - a) Shelving
 - b) Furniture
 - c) Grand Opening Ribbon Cutting Ceremony
 - d) Discuss Re-Purpose of Old Library Building for Activity Center
 - e) Review and Discuss Building Plaque
14. Grand Lake Update
 - a) Signage
 - b) Grand Opening Ribbon Cutting Ceremony
15. Lowry Library Update
16. Discuss Cameron Main Library Generator
17. Update on Ethics Training – Deadline December 31, 2012

18. Discuss Employee Salary Increases
19. 2013 Library Holiday Schedule Review
20. Deletions
21. Committee Reports
 - a) Building Committee
 - b) Finance Committee
 - c) Personnel Committee
 - d) Policy Committee
22. Branch Statistics/Reports
23. Adjourn



PROCEEDINGS

Cameron Parish Library
Board of Control
Regular Meeting
Cameron Library
December 18, 2012

Interim Board President Helen Williams called the meeting to order at 5:02 p.m. at the Cameron Library. Board Members present were Stephanie Rodrigue, Geralyn Myers, Lisa Hunt, Kathy Helmer, Helen Williams, Jaimie Boudreaux and Joe Dupont. Absent was Beth Ferguson.

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

On the motion of Lisa Hunt, seconded by Jaimie Boudreaux, and carried, the board voted unanimously to approve the agenda with the addition of item 2) a) Bed Bugs in Libraries.

On the motion of Kathy Helmer, seconded by Stephanie Rodrigue, and carried, the Board voted unanimously to accept the November 20, 2012 minutes as written.

On the motion of Stephanie Rodrigue, seconded by Jaimie Boudreaux, and carried, the Board voted unanimously to accept the Financial Report and Expenditure Report as received.

On the motion of Stephanie Rodrigue, seconded by Kathy Helmer, and carried, the Board voted unanimously to fund the Cameron Parish Assessor's Office on a pro rata basis to defend the appraisal of the Sempra Hackberry Caverns.

On the motion of Stephanie Rodrigue, seconded by Lisa Hunt, and carried, the board voted unanimously to fund the Cameron Parish Assessor's Office on a pro rata basis for their two year renewal at the same cost of the contract with Pritchard & Abbott.

On the motion of Jaimie Boudreaux, seconded by Joe Dupont, and carried, the board voted unanimously to hire Savannah Baccigalopi, Kendal Badon, and Sharon Vincent as Substitutes, and hold on Lelia Jene Quinn pending legal counsel recommendation.

On the motion of Lisa Hunt, seconded by Joe Dupont, and carried, the Board voted unanimously to interview Patricia M. Boatman, Melony R. LeMay, Amy Racca Natali, Norma C. Pinch, Dr. Donna L. Riegel and Delia Sanders for the position Library Director, with three interviews to be conducted at the Library Board Regular Meeting on January 15, 2013 and three interviews to be conducted at a Special Meeting to be held on January 22, 2013, at 5:00pm.

On the motion of Lisa Hunt, seconded by Kathy Helmer, and carried, the Board voted unanimously to adopt the Cameron Parish Library Sex Offender Policy as presented.

The furnishings for the new Grand Chenier Library were discussed. The shelving bid has been approved by the Police Jury and is shelving is expected to be delivered in six to eight weeks. The furniture order including a conference table and chairs was discussed. On the motion of Stephanie Rodrigue, seconded by Joe Dupont, and

carried, the Board voted unanimously to purchase furniture on state contract not to exceed \$4,000.00.

The Grand Opening Ribbon Cutting Ceremony for Grand Chenier was discussed and will be scheduled once the move-in is complete. On the motion of Stephanie Rodrigue, seconded by Lisa Hunt, and carried, the Board voted unanimously to invite Mrs. Wanita Harrison, former Library Board Member from Grand Chenier, to speak at the ceremony.

The Board discussed re-purposing the old Grand Chenier Library to serve as a library activity center. The expenses to keep the building insured were discussed and it was decided that a determination would be made once it was discovered when the current insurance policy will expire. The Board also discussed the wording for the new Grand Chenier Library dedication plaque and decided to wait until the January elections for Library Board officials was held to finalize the wording on the plaque.

Signage options for all branch libraries were reviewed. On the motion of Lisa Hunt, seconded by Kathy Helmer, and carried, the board voted to accept Sign World's bid of \$10,284.00 each to produce digital signs for all six branches. Geralyn Meyers, Jaimie Boudreaux, Stephanie Rodrigue, Kathy Helmer and Lisa Hunt voted aye. Joe Dupont voted nay.

The Board heard an update on the move of the old Grand Lake Library to Lowry. The bid package is still being developed and should be ready after the first of the year. It was agreed to ask Lonnie Harper's office to attend the January meeting to present the bid package. On the motion of Stephanie Rodrigue, seconded by Jaimie Boudreaux, and carried, the Board voted unanimously to hire Lonnie Harper to oversee the project to move the building to Lowry and install it at the new location.

On the motion of Stephanie Rodrigue, seconded by Geralyn Myers, and carried, the Board voted unanimously to authorize Architect Gene Sellers to incorporate the work to design the inclusion of an Emergency Generator as part of the base bid and/or an alternate bid for the new Cameron Main Library project.

Ethics Training, which is required for all Board Members to be completed by December 31, was discussed and all Board Members reported that their training had been completed as required.

The Board considered employee salary increases and on the motion of Jaimie Boudreaux, seconded by Joe Dupont, and carried, the Board voted unanimously to defer this issue to the Personnel Committee for review and to make recommendations to the Board at the January meeting.

A 2013 Holiday Schedule was reviewed, and on the motion of Kathy Helmer, seconded by Joe Dupont, and carried, the board voted unanimously to accept as paid holidays 1/1/13, 1/21/13, 2/12/13, 3/29/13, 5/27/13, 6/27/13, 7/4/13, 9/2/13, 9/24/13, 11/11/13, 11/28/13, 11/29/13, 12/24/13 and 12/25/13, and unpaid holidays 3/30/13, 5/25/13, 8/31/13 and 11/30/13.

The Library schedule during the 2013 Cameron Parish Fur Festival was reviewed, and on the motion of Joe Dupont, seconded by Jaimie Boudreaux, and carried, the Board voted unanimously to close all branches at 12:00 noon on Friday, January 11, 2013,

pending confirmation from Tina Horn that full-time staff would be paid for the full day. All branches will be closed on Saturday, January 12, 2013.

On the motion of Stephanie Rodrigue, seconded by Kathy Helmer, and carried, the Board voted unanimously to accept deletions as presented.

On the motion of Kathy Helmer, seconded by Jaimie Boudreaux, and carried, the Board voted unanimously for Helen Williams to contact Tina Horn regarding the installation of spotlights on the Hackberry Library porch in order to address safety concerns.

On the motion of Stephanie Rodrigue, seconded by Geralyn Myers, and carried, the Board voted unanimously to accept the Branch Statistics and Reports as received.

There being no further business and upon the motion of Jaimie Boudreaux, seconded by Kathy Helmer, and carried, the board voted unanimously to adjourn at 6:45pm.

APPROVED



Helen Williams, Interim Board President

ATTEST



Lisa Hunt, Board Vice-President and Acting Secretary