



**Cameron Parish Library Board of Control
Regular Meeting
Tuesday, March 20, 2012
Cameron Library
4:00 P.M.
AGENDA**

1. Call to Order
2. Prayer
3. Pledge of Allegiance
4. Welcome New Board Member
5. Minutes - February 9, February 15, February 27
6. Financial Report
7. Expenditure Report
8. E-Rate Filing/VOIP - deadline March 20
9. Committee Reports
 - a) Building
 - b) Finance
 - c) Personnel
10. Staff Reports
 - a) Fixed Assets Inventory
 - b) Vehicle/Van Choices
 - c) Grand Lake Sign Options
 - d) Grand Lake Furniture Package
11. Branch Statistics/Reports
12. Sabine Pass Lighthouse Stamp/Management of donations
13. Advertisement for Director
14. Johnson Bayou Sculpture Base and Walkway Bids
15. Johnson Bayou Sculpture Plaque Budget
16. Policy Manual
17. Grass Mowing
18. Purchasing
19. Usernames, Codes and Passwords Changed
20. Deletions
21. School/Library News
22. Adjourn



PROCEEDINGS

Cameron Parish Library
Board of Control
Regular Meeting
Cameron Library
March 20, 2012

Board President Cyndi Sellers called the meeting to order at 4:00 p.m. at the Cameron Library. Board Members present were Cyndi Sellers, Geralyn Myers, Stephanie Rodrigue, Lisa Hunt, Helen Williams, Jamie Boudreaux, Kathy Helmer and Joe Dupont.

The prayer was led by Helen Williams and Joe Dupont led the Pledge of Allegiance.

New member Joe Dupont was welcomed.

On the motion of Helen Williams, seconded by Jamie Boudreaux, and carried, the board unanimously voted to accept the February 9, 2012 minutes as corrected.

On the motion of Geralyn Myers, seconded by Helen Williams, and carried, the board unanimously voted to accept the February 15, 2012 minutes.

On the motion of Stephanie Rodrigue, seconded by Kathy Helmer, and carried, the board unanimously voted to accept the February 27, 2012 minutes.

On the motion of Helen Williams, seconded by Jamie Boudreaux, and carried, the board unanimously voted to receive the financial report and the expenditure report as received. Helen Williams asked Tina Boudreaux to add a formula for the budget total at the bottom of the financial report.

On the motion of Stephanie Rodrigue, seconded by Jamie Boudreaux, and carried, the board unanimously voted to seek a minimum of three quotes for a storage addition to the new Grand Lake Library. The approximate size of the addition is yet to be determined. All quotes are to include electric and HVAC.

On the motion of Stephanie Rodrigue, seconded by Jamie Boudreaux, and carried, the board voted unanimously to place the GMC van for sale, transition the Dodge Durango to maintenance, and purchase a Ford Expedition, commodity number 07042018475, for \$26,712.00.

On the motion of Jamie Boudreaux, seconded by Joe Dupont, and carried, the board voted to place the personnel cabinet keys in the possession of JoDee Roberts.

On the motion of Joe Dupont, seconded by Kathy Helmer, and carried, the board voted unanimously to advertise for two weeks for substitutes, directing applicants to apply at their local branch.

On the motion of Stephanie Rodrigue, seconded by Joe Dupont, and carried, the board voted to accept the Branch Statistics/Reports.

On the motion of Lisa Hunt, seconded by Stephanie Rodrigue, and carried, the board voted unanimously to agree to be the stamp location for the Sabine Pass Lighthouse

stamp, and referred the management of monetary donations to Helen Williams and the Finance Committee.

On the motion of Kathy Helmer, seconded by Geralyn Myers, and carried, the board voted unanimously to accept the quote from Ribbeck Construction Corporation for the construction of the sculpture base and walkway for the Johnson Bayou Library sculpture in the amount of \$12,447.00.

On the motion of Geralyn Myers, seconded by Jamie Boudreaux, and carried, the board voted unanimously to approve a budget not to exceed \$1,200.00 for a cast bronze dedication plaque for the Johnson Bayou Library sculpture.

On the motion of Joe Dupont, seconded by Helen Williams, and carried, the board voted unanimously to enter into a Cooperative Endeavor Agreement with the Cameron Parish Police Jury to have the parish road crews mow all library grounds.

On the motion of Kathy Helmer, seconded by Joe Dupont, and carried, the board voted unanimously to terminate the lawn maintenance contract with Paul Alexander.

On the motion of Jamie Boudreaux, seconded by Joe Dupont, and carried, the board voted unanimously to utilize local vendors when at all possible for specialty items, shirts, book bags, and other items printed for library programs.

On the motion of Jamie Boudreaux, seconded by Helen Williams, and carried, the board voted unanimously to have Amer Hasic change all usernames, codes and passwords to make information available to all employees and to have a locksmith re-key all locks at all libraries.

On the motion of Stephanie Rodrigue, seconded by Helen Williams, and carried, the board voted unanimously to accept the February deletions.

On the motion of Stephanie Rodrigue, seconded by Jamie Boudreaux, and carried, the board voted unanimously to accept the deletions of items lost as the result of Hurricane Ike.

There being no further business and upon the motion of Joe Dupont, seconded by Jamie Boudreaux, and carried, the board voted unanimously to adjourn at 7:30pm.

APPROVED



Cynthia Sellers, Board President

ATTEST



Lisa Hunt, Board Vice-President and Acting Secretary