



**Cameron Parish Library Board of Control
Regular Meeting
Monday, September 19, 2011
Cameron Library
3:00 P.M.
AGENDA**

1. Call to Order
2. Prayer
3. Pledge of Allegiance
4. New Trustee Welcome- Hackberry- Kathy Helmer
5. Minutes
6. Financial Report
7. Expenditure Report
8. Deletions
9. Purchases
10. Updates- (Grand Lake (contractor meeting), Johnson Bayou (tower/lift), Grand Chenier (building progress), Cameron Main (progress))
11. Lawn Service Contract
12. Director's Report (computer training/incident in Frisco/amnesty weeks/Xerox-Brothers/cleaning the patron records-fines/certification test/State Aid request)
13. Trustee Training
14. Role 2 and Role 3 approval
15. Health benefits
16. Set Committee meetings
 - a. Meeting Room Policy
 - b. Personnel Committee
17. Executive session: personnel
18. Adjourn



PROCEEDINGS

Cameron Parish Library
Board of Control
Regular Meeting
Cameron Library
September 19, 2011

Board President Cyndi Sellers called the meeting to order at 3:02 p.m. at the Cameron Library. Board Members present were Cyndi Sellers, Geralyn Myers, Stephanie Rodrigue, Wanita Harrison, Lisa Hunt, Kathy Helmer and Board Secretary Bobbie Morgan.

Absent was John Calzada

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

On the motion of Lisa Hunt, seconded by Geralyn Myers, and carried, the board unanimously voted to accept the minutes as written.

On the motion of Geralyn Myers, seconded by Kathy Helmer, and carried, the board unanimously voted to receive the August expenditure and financial reports with discussion on accuracy and lack of timeliness on the delivery of the financial report.

On the motion of Wanita Harrison, seconded by Lisa Hunt, and carried, the board unanimously voted to set up a meeting with the police jury administration on the financial statements.

On the motion of Stephanie Rodrigue, seconded by Lisa Hunt, and carried, the board unanimously voted to approve material deletions for the month of August.

On the motion of Lisa Hunt, seconded by Wanita Harrison, and carried, each member of the board voted yes to go into executive session to discuss a personnel issue.

On the motion of Stephanie Rodrigue, seconded by Lisa Hunt, and carried, each member of the board voted to return to the regular session.

On the motion of Stephanie Rodrigue, seconded by Lisa Hunt, and carried, the board unanimously voted to restructure job responsibilities of the assistant to the director position and to replace the assistant to the director position with a full time branch liaison position at the rate of \$16.98 per hour.

A discussion was held on the inclusion of school/library issues added as a regular agenda item. The board agreed to include this as a regular item.

On the motion of Stephanie Rodrigue, seconded by Wanita Harrison, and carried, the board unanimously voted to extend the director's contract until the end of December, 2011 and refer the contract to the personnel committee.

On the motion of Wanita Harrison, seconded by Kathy Helmer, and carried, the board unanimously voted to approve the purchase of computers for the Grand Lake Library, Hackberry Library and Administrative offices.

On the motion of Kathy Helmer, seconded by Lisa Hunt and carried, the board unanimously voted to purchase for each library branch up to a total of \$25,000 worth of A.W.E. computer equipment if the funds are available.

On the motion of Lisa Hunt seconded by Kathy Helmer, and carried, the board unanimously voted to accept the new contract with Paul Alexander as revised by the director.

On the motion of Geralyn Myers, seconded by Kathy Helms, and carried, the board unanimously voted to approve the request for State Aid as written.

A discussion of the first lesson of the trustee training was discussed. It was agreed that it helped when the information was e-mailed ahead of time. The discussion included leaving the trustee training on the agenda as a permanent item which the board agreed to do.

On the motion of Lisa Hunt, seconded by Geralyn Myers, and carried, the board unanimously voted to approve the goals and objectives of Roles 2 and 3 of the strategic plan.


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

APPROVED



Cynthia Sellers, Board President

ATTEST


Barbara Morgan, Secretary

Role 2: The library shall provide current technological resources for use by the public.

1. By April 2012 the library will have a technology committee that recommends emerging and current technology for the library.
 - a. Committee members will meet quarterly to compile a list of recommendations.
 - b. Committee members will have a list of relevant go-to websites and blogs.
 - c. Committee members will belong to relevant list serves.
 - d. Committee members will attend relevant conferences and workshops.

2. The library staff will maintain a working knowledge of all library owned technology.
 - a. Library technology procedures will be written, kept updated and made available for all library staff.
 - b. Training in relevant technology will be provided for staff as new technologies are implemented.

3. A budget sufficient to purchase and maintain current and emerging technological needs will be provided.
 - a. The technology committee, in conjunction with the Director, Assistant Director and I.T. Consultant, will complete an evaluation of the technology plan and current level of technology by the end of June each year.
 - b. The technology committee will provide a cost analysis for each recommendation.
 - c. Technology recommendations costing over \$5000 will be presented to the Library Board of Control by the end of August each year.

Role 3: The library will provide age appropriate educational, cultural and recreational programs that promote lifelong learning.

1. The library will offer age appropriate programs to promote skills and learning experiences.
 - a. By the end of the fiscal year, the library will offer hands-on exploration and social interaction to help patrons learn the world in a safe, engaging environment.
 - b. The library will maintain a relaxing environment to accommodate the unique disposition of the age group while fostering self-confidence and self-help skills.

2. The library will increase the skills of all library staff in the design and delivery of programs.
 - a. By February 1, 2012, the library will evaluate and compile a list of staff skills to determine areas in which additional training is required to design and deliver programs.
 - b. By June 1, 2012, the library will develop and provide training to improve or teach skills needed for staff to design and delivery programs.
 - c. The library will require staff to participate in continuing education classes and workshops to enhance and update programming skills beginning in 2012.

3. The library will develop quality signature programming promoting life-long learning through cultural, educational and recreational events.
 - a. The library will establish guidelines for developing signature programming for the library by March 1, 2012.
 - b. Staff will be polled at staff day for ideas to develop quality signature programming.
 - c. An environment will be created where educational and cultural activities can flourish.

4. The library will partner with community agencies, groups, parish departments and businesses on a regular ongoing basis to provide programming that will offer a rich variety of learning experiences.
 - a. On a semi-annual basis, each library will select several potential partners with which to develop partnerships.
 - b. On a semi-annual basis, each library will approach the selected partners and develop professional relationships.
 - c. In conjunction with the potential partner, each library will develop activities that are mutually beneficial, preferably within one month of initial contact. These activities must receive the approval of the Library Director.
 - d. Each library will develop an interagency agreement detailing agreed upon activities preferably within two weeks of consensus of activities. These agreements must receive the approval of the Library Director and be signed by the Library Board of Control.
 - e. Each library will schedule programs according to the interagency agreement.