

ST. CHARLES PARISH LIBRARY

Board of Control Meeting

November 18, 2014

6:00 p.m.

MINUTES

The regular meeting of the St. Charles Parish Library Board of Control was held at 6:00 p.m., on Tuesday, November 18, 2014, in the Children's Activity Room at the East Regional Library in Destrehan.

Members present: Robert Faucheux, Celeste Uzee, Larry LaBorde, Glenn Gros, Steve Wilson and Terrell Wilson.

Members absent: Ralph DeRoche and Tammy Windmann.

Staff present: Leann Benedict, Denise Wilson, Lauren Pitz, Stacie Russell and Tammy Chiasson.

Others: Brandt Dufrene (First National Bank USA).

Mr. Faucheux called the meeting to order and asked for a moment of silent prayer, which was followed by the Pledge of Allegiance.

Mr. Faucheux asked for approval of the minutes of the September 16, 2014 meeting. Mr. Steve Wilson moved that the minutes be approved as mailed. Mrs. Uzee seconded the motion, and the motion passed unanimously.

The attendance report for Board members was completed.

The next agenda item was Public Comment. There had been no requests for public comment.

Under the Librarian's report, Mrs. Benedict presented the following report:

"The library continues to offer numerous programs for all age levels for our patrons. Some highlights from the past two months include:

- Several Halloween programs in October including an event at the St Rose Branch with 125 attendees, a teen "Day of the Dead" program at West on the 23rd with 43 in attendance and a lock-in on October 18th at the East Regional Library called "Night at the Library" for kids ages 7-11 with 33 children in attendance
- Our second after hours program for adults was held here at East on Friday, November 14th featuring New Orleans author Carolyn Kolb talking about her book *New Orleans Memories* and patrons enjoyed coffee donated by PJs and pastries donated by the *Friends of the St. Charles Library*
- In celebration of National Friends of the Library Week our Friends group held their annual meeting at East on October 21st with a special visit from local author Laura Lane McNeal whose debut book *Dollbaby* has received outstanding reviews

- And we continue with our outreach efforts with visits to various schools, senior centers, the Farmers Market and the courthouse.

As I have mentioned in the past, the library really wants to nurture and encourage interest of the youth in our community in STEM programming which focuses on Science, Technology, Engineering and Math. Our Teen Services Librarian, Amy Boling, has been working with Dow and has received a donation of a LEGO robotics kit which has led to a robotics program being started at the East Regional Library. The teen events calendar for January to May will include dates and times of programs and coding programs will also be on the calendar.

During the month of September the East Regional Library displayed an assortment of banned books to commemorate Banned Books Week. It is always interesting to see what books have been on banned book lists.

In January we will be going live with a new digital magazine service called *Flipster* which will allow patrons to have online access from their mobile devices to their favorite magazines.

On October 10th the library was closed to patrons and staff participated in an All Day Staff meeting where they enjoyed learning more about social media in libraries, legal resources for public library patrons, demystifying the “cloud”, Novelist, information about the library’s retirement system and attended book buzz programs to learn more about up and coming best sellers. Service awards were also handed out at the meeting to recognize staff who have been with us for 5, 10, 15, 30 and 30+ years. Staff recognized included:

- Claire Cermak, Carl Montet, Phyllis Smith, Denise Wilson and Laurie Goodell with 30 or more years of service
- Cheryl Hayden and Lauren Pitz with 15 years
- Carol Johnson and Nicole Zeringue with 10 years
- Herbert Dean, Sydney Dufrene, Randy Kuiper, and Taylor Sardegna with 5 years.

Patrons will soon be seeing a new bookmobile around town. The library’s existing bookmobile is over 17 years old and we have been struggling to keep it running for the past few years. After much consideration and investigation the decision was made to purchase a smaller vehicle to serve as our bookmobile. Over the years, the bookmobile has become more of a delivery service with few patrons actually coming on the bookmobile to browse. That combined with the cost of purchasing a new bookmobile, the costs associated with running and maintaining the large vehicle, and the difficulty that occasionally arises in finding staff who are able to drive the larger vehicle resulted in a decision to move toward the smaller vehicle. A smaller vehicle does not meet a decrease in service though. Our patrons will continue to receive the highest level of service with books delivered directly to their doors as well as to daycares throughout the parish. In an effort to help make our patrons aware of this, the bookmobile staff has been delivering letter to the daycares and our patrons explaining about the new bookmobile. We have also created an information sheet for our staff to help them answer any questions patrons have. I have included a copy of these documents in your packet.

This afternoon we received the following email from a bookmobile patron regarding the letter given to her about the new bookmobile:

“Ms. Benedict, Thank you for your letter concerning the new bookmobile. I look forward to using the service in the future as I have in the past. I also wanted to take this opportunity to commend

the bookmobile workers. They are always efficient and knowledgeable about the library, its contents, and the special features like the ebook service. Besides that, they are kind and considerate of the library patrons, taking extra pains to be sure we receive the particular types of books that we enjoy. I often make requests of particular books or series and they do their best to accommodate. It is a highlight of my week when they come down my street. The present bookmobile has served the parish admirably and retires with honor. I'm sure this new vehicle will do a wonderful job as well. I am grateful to have this service available. Thank you!"

In addition to a new bookmobile, we are also rolling out a new logo. You will soon be seeing the new logo on our new bookmobile, on letterhead, business cards, the newsletter, our web site and on all of our publicity. Our goal is to have a logo that represents the library and that patrons will see it and immediately recognize it as being the St Charles Parish Library. I have included an information sheet that we shared with staff about the new look.

Also in your packet you will find the 2015 schedule of library board meetings and a copy of the 2013 Public Libraries Statistical Report which is compiled by the State Library each year. “

Following Mrs. Benedict's report there was some discussion and Mrs. Uzee asked if it was possible to make the new bookmobile a mobile Wi-Fi hotspot and use it as an outreach device at public events. Mrs. Benedict will have the Computer Services staff explore the possibilities.

The next agenda item was Communications. There were no communications to be taken up.

The first item of old business to be taken up was the Paradis Branch status. Mr. Faucheux asked Mrs. Benedict to give the board an update. Mrs. Benedict let the board know that on October 9, 2014, Mr. Faucheux and she had met with Parish President V.J. St. Pierre. Mr. Faucheux asked that the Parish pay for the 2 dehumidifiers which will cost \$9,050.00 and Mr. St. Pierre agreed. Mrs. Benedict informed the board that we have received the purchase order from the Parish and that the two dehumidifiers have been ordered. Mr. Faucheux stated that Mr. St. Pierre had also agreed to pay for the clean-up and retesting. Mrs. Benedict will follow-up on that through Parish Attorney Mr. Sunny Vial's office as soon as we have installed the dehumidifiers.

The next item of new business was the Norco Branch status. Mr. Faucheux recused himself from this portion of the agenda and turned the meeting over to the board vice-president Celeste Uzee. Mrs. Uzee asked Mrs. Benedict to give an update. Mrs. Benedict informed the board that after the September meeting she had contacted the parish legal services department to find out the appropriate procedures to proceed. She was advised to get an appraisal of the property before negotiating price. The library obtained an appraisal which came in at \$255,000. Mr. Dufrene, owner of the bank, did not agree with the appraised price and then proceeded to obtain his own appraisal. His appraisal came back at \$300,000 but showed a different square footage from the appraisal paid for by the library. Using the square footage shown in the appraisal paid for by the library, the adjusted appraisal of the one done by the bank was \$284,053. Mr. Dufrene and Mrs. Benedict agreed that a price in the middle of the two appraisals would be fair. Mrs. Benedict recommended to the board that the library purchase the First National Bank building located at 590 Apple Street for \$270,000. After some discussion Mr. Glenn Gros made a motion that the library make an offer to purchase the building at a price of \$270,000 and Mr. Steve Wilson seconded the motion. The motion carried. After some discussion Mrs. Uzee stated that the motion for consideration was the St. Charles Parish Library Board of Control agree to purchase

the First National Bank building and property located at 590 Apple Street for \$270,000, upon confirmation of a clear title search and approval of the St. Charles Parish Council and also that the St. Charles Parish Library Board of Control also hereby authorizes Leann Benedict, Library Director, to sign all documents and paperwork related to the purchase of this property. The motion passed with all in favor and with Mr. Faucheux abstaining.

Mrs. Uzee turned the chair back over to Mr. Faucheux. The next item of business was the approval of the holiday schedule for 2015. Mrs. Uzee moved that the Board adopt the Parish 2015 holiday schedule as the Library's 2015 holiday schedule. Mr. Steve Wilson seconded the motion, and the motion carried.

The next item of new business to be taken up was a resolution to amend the 2014 budget. Two lines were underfunded due to unanticipated costs. Sufficient funds were in the line for Maintenance of Buildings, and the resolution was to move funds from that line to the lines requiring more funds. After some discussion Mrs. Uzee moved that the Board adopt Resolution 14-2:

Resolution Number 14-2
Resolution to amend the 2014 Budget

Whereas the funds in Line 21 (Workers Compensation [154]) and Line 57 (Janitorial Maintenance [275]) are insufficient to cover unanticipated costs; and

Whereas sufficient additional funds are available in Line 50 (Maintenance of Buildings [262]) of the 2014 the budget;

Now, therefore, be it resolved by the St. Charles Parish Library Board of Control at the regular meeting of November 18, 2014, that the Library's 2014 budget be amended by moving \$10,000 to Line 21 (Workers Compensation [154]) and \$10,000 to Line 57 (Janitorial Maintenance [275]) from Line 50 (Maintenance of Buildings [262]) of the 2014 the budget.

Mr. Steve Wilson seconded the motion and the motion carried.

The next item of new business was the Board's public hearing on the proposed 2015 budget. During the review of the budget both revenues and expenditures were discussed.

At the conclusion of the budget review, Mr. LaBorde moved that the library board approve the 2015 library budget as presented and Mr. Gros seconded the motion. The motion carried.

The final agenda item was Public Comment. Mr. Terrell Wilson publicly thanked Leann Benedict, Library Director, for her quick response to his request a listing of the square footage of each of the library buildings and the council's request for the cost of operating the East Regional Library. Mr. Wilson thanked Mrs. Benedict on behalf of his colleagues. Mr. Faucheux then stated that the next Library Board meeting would be in January and wished the board members a Happy Thanksgiving, Merry Christmas and Happy Holidays. Mr. Steve Wilson then asked a question for clarification regarding the library's pay scale and how merit and cost of living

increases were determined. A discussion followed. Mr. Terrell Wilson asked if the library increased the number of staff with the opening of the Paradis Branch and whether we would increase the number of staff after completing the Norco project. Mrs. Benedict explained that after building the Paradis Branch that the library did have a slight increase in the number of staff. Once the Norco Branch project is completed the number of staff should remain the same except for potentially a slight increase in the number of custodial hours needed. The new Norco Branch is expected to be comparable in size to the Hahnville Branch and will keep the same hours as the existing Norco and Hahnville branches.

There being no further business, Mrs. Uzee moved that the meeting be adjourned. Mr. LaBorde seconded the motion, and the motion carried. The meeting was adjourned.

APPROVED:

Robert Faucheux, President
St. Charles Parish Library Board

Leann Benedict, Secretary
St. Charles Parish Library Board