

ST. CHARLES PARISH LIBRARY

Board of Control Meeting

September 20, 2016

6:00 p.m.

MINUTES

A regular meeting of the St. Charles Parish Library Board of Control was held at 6:00 p.m., Tuesday, September 20, 2016, in Council Chambers at the Courthouse in Hahnville.

Members present: Celeste Uzee, Tammy Windmann, Deborah Raziano, Glenn Gros, Steve Wilson, and Terrell Wilson

Members absent: Ralph DeRoche and Larry LaBorde

Staff present: Leann Benedict and Roberta August

Others: Ellis Alexander, Christine Alexander, LeNeshia Markey, Carrin Perry, and Stanley Perry

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

Mrs. Uzee asked for approval of the minutes of the July 19, 2016 meeting. Mr. Gros moved that *the minutes be approved as mailed*. Mrs. Raziano seconded the motion, and the motion passed.

The attendance report for Board members was completed.

The next agenda item was Public Comment. Mr. Ellis Alexander, a member of the St. Charles Parish School Board, had requested to address the library board. He asked the board to consider building a library in Killona. He stated that the school board is willing to donate two acres of land to the parish for a library. He stated that the property is located on Schoolhouse Road next to the railroad track. It is the former site of the Killona Elementary School.

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

“Another summer reading program is in the books. We had a very successful summer with over 300 programs held at our libraries and at outreach events with almost 6,700 people in attendance. We saw an overall 3% decrease in circulation during the months of June and July compared to last year but we attribute this to the fact that the majority of West's collection (over 60,000 materials) are currently in storage due to the West renovation. If we exclude West in the comparison, we actually saw an increase in circulation of about 12%. Our participation in the summer reading program was excellent this year. 2,224 patrons signed up for the program and 1,151 of them completed the program this year, compared to the 1213 signups and 552 completions in 2015. For the children's program, we more than doubled our numbers for completion from last year and in the teen category we more than tripled our completions. With the adult program we also saw a significant increase (42%) in the number of patrons completing the program. Overall, we saw a 109% increase in the number of patrons who completed the

summer reading program this year. We again want to thank Entergy Waterford 3 for their generous donation and to our Friends of the Library for supporting our summer reading program.

Our first session of Beyond the History Book lectures, presented in partnership with Destrehan Plantation, drew nice crowds for all three of the lectures. Another session of lectures is planned for November.

Staff have been busy with outreach to the schools in the past two months attending meet and greets and family nights. We are working closely with the schools to further develop our partnerships with them and are excited about the upcoming year.

September is Food for Fines Month at the library. We actually started the program a little early this year, kicking it off on August 20th in order to help out our neighboring parishes who were affected by the recent flooding. Through the end of September patrons can bring in non-perishable food items which will be donated to our local food banks. For each item a patron brings in we will waive up to \$1.00 in overdue fines for them. Food donations cannot be used to pay for lost or damaged fees.

We have several great events coming up in the next 2 months. In observance of the 40th anniversary of the worst ferryboat accident in United States history, local documentary filmmaker Royd Anderson will screen an updated version of "The Luling Ferry Disaster" at the East Regional Library on Thursday, October 20 at 6:30pm. Greg Lambousy, who was instrumental in getting the ferry bell displayed at the library, will speak after the screening.

In celebration of National Friends of Libraries Week, we are hosting a Local Authors Fair to celebrate the area's wealth of writing talent. This event will be held on Saturday, October 22 from 11 a.m. to 2 p.m. at the East Regional Library and is being sponsored by the Friends of the St. Charles Library. Interested authors should apply at www.myscpl.org/authorsfair. There is also a button on our homepage.

We are hosting our 2nd Halloween Extravaganza from 10am-12pm at the East Regional Library on Saturday, October 29 and are currently signing up businesses and organizations to participate. Patrons are invited to join us that morning for some Halloween fun and trick or treating! This event was a huge success last year! Also on Saturday the 29th, the St. Rose Branch is hosting an after-hours A-Maze'ing Halloween Event from 4pm – 6pm. Patrons are invited to join us at St Rose that afternoon for a journey through our spooky maze, crafts, candy, face painting and fun.

I attended the council meeting on August 15th where the council adopted millage rates. The council voted to leave the library, and most other agencies, millage rates at the same rate that we are currently at, which is 4.45 for the library. Because the parish expects to receive less revenue from industry next year, we are anticipating a drop in our revenue as well and are taking this into account as we prepare next year's budget.

In regards to the Paradis playground equipment, Duane Foret, Recreation Department Director, let me know that they put the playground out for bid and they have selected a vendor. Once they place the order it will take about 4-8 weeks to receive the playground equipment. He is keeping us posted on the progress of the project.

On September 6th I attended the Trustees Workshop that was hosted by the State Library of Louisiana. It was very informative and I plan to share some of the handouts with you all soon. The State Library is available to do training for library boards. If you all are ever interested in

having someone from the State come to do a training with our board please just let me know and I will be happy to try and set that up.

The library recently rolled out a new staff development program. Stacie Russell, our Technology and Education Librarian, has set up individualized development plans for all of our staff and created custom lesson plans to help each of them improve skills in areas that they and their supervisor have targeted as areas that would be helpful to them. We are excited about this new training plan as we continue to work to ensure that our staff has the skills needed to be able to effectively assist our patrons. On Friday, October 7th, the library will be closed to the public as staff participates in our bi-annual all staff training.

In other staffing news, Christine Hesse, a part-time circulation assistant at our Norco Branch, retired in August after 16 years of service. We have been busy filling some of our part-time positions and are pleased to welcome Sheila Rachal, Elise Poplus, and Mary Berg to our team. Mrs. Berg joins us at our Norco Branch, Mrs. Poplus joins our East Regional Library team, and Mrs. Rachal has joined our team at the West Regional Library.”

Some discussion followed.

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

The first item of old business taken up was the status of the West Regional Library renovation. Mrs. Uzee asked Mrs. Benedict to update the board on the status of the project. Mrs. Benedict informed the board that the renovation is moving along well. The change order that was approved at the July library board meeting was approved by the parish council at their August 15th meeting and the contractors have incorporated those changes into their construction plan. We had our biweekly meeting with the architect and contractors last Tuesday. The roofing work is almost complete. Electrical and data are still being run. Painters are working on interior painting throughout the building. Carpet tiles have been delivered so that they can get acclimated to the building before being installed. Tile work continues throughout the building as well. Construction is still on schedule to be completed in early January. Some of the furniture has already been ordered and we are finalizing the remainder of the furniture plans and expect to have that done and ordered in the next week.

The next item of old business was the status of the Norco Branch project. Mrs. Uzee asked Mrs. Benedict for an update. Mrs. Benedict informed the board that they are working on finalizing cost projections for the Norco project. The design team plans to be at the November board meeting to present the Norco plans to the library board for approval.

The first item of new business was the annual evaluation of the Director. Mrs. Raziano moved that the Board go into executive session. Mr. Gros seconded the motion, and the motion passed.

Following the evaluation, Mr. Steve Wilson moved that the Board end the executive session. Mrs. Raziano seconded the motion, and the motion passed.

The final agenda item was Public Comment. Mrs. LeNeshia Markey asked to address the board and expressed her support of the idea of a library in Killona.

There being no further business, Mrs. Uzee called for a motion to adjourn. Mrs. Raziano moved that the meeting be adjourned. Mrs. Windmann seconded the motion, and the meeting was adjourned.

APPROVED:

Celeste Uzee, President
St. Charles Parish Library Board

Leann Benedict, Secretary
St. Charles Parish Library Board