

ST. CHARLES PARISH LIBRARY

Board of Control - Special Meeting

January 26, 2016

6:00 p.m.

MINUTES

A special meeting of the St. Charles Parish Library Board of Control was held at 6:00 p.m., Tuesday, January 26, 2016, in the children's activity room at the East Regional Library in Destrehan.

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

Members absent: Ralph DeRoche

Staff present: Leann Benedict, Lauren Pitz, Jessica Delgado, Denise Wilson, Tammy Chiasson, and Roberta August.

Others: Marilyn Bellock

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 November 17, 2015 meeting. Mr. Steve Wilson moved that the minutes be approved as mailed. Mr. LaBorde seconded the motion, and the motion passed.

The attendance report for board members was completed.

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

The next agenda item was the Librarian's Report. Mrs. Benedict gave the following report:

“Despite the numerous holidays between the end of November and January, the past two months have been quite busy for the library.

November was “Food for Fines” month. We collected 21 boxes of food to donate to the St. Charles Parish Food Bank. We will be holding another “Food for Fines” event in March to coincide with Need to Feed Month in St. Charles Parish

One of our biggest highlights in December was the MetroPelican Opera's performance of Hansel and Gretel on December 22nd at the East Regional Library. This fully staged and costumed reenactment of the Grimm Brother's fairy tale introduced the audience to opera. The event was sponsored by the St. Charles Public Schools Foundation through a grant from the United Way of St. Charles Parish. 140 patrons of all ages attended. Not

**St. Charles Parish Library Board
Minutes, 1/26/16, Page 2**

only were patrons pleased with the performance, MetroPelican Opera complimented our patrons, staff and facilities. With such a crowd pleasing response, the MetroPelican Opera is scheduled to return this summer to perform "Opera ala Carte" on June 6th and June 9th, making appearances at St. Rose, Paradis, Norco and the East Regional Library.

Also in December, Santa took time out of his busy schedule to stop by the East Regional Library. A total of 71 parents and children were able to visit with and take pictures with Santa. All of the libraries featured festive decorations and book displays during the month of December in preparation for the holidays, including a "patron" Christmas tree at St Rose where patrons had fun decorating paper ornaments to hang on the tree. Many other programs were held during the month of December including an author visit by local author Shirley Simms at the West Regional Library, adult coloring programs, storytimes, lapsits, crafts, robotics, book discussions, our cookbook book club, Nerds and Words, a Pokemon Party, family bingo, game daze, Christmas card drawing and more.

The library continues to provide outreach services throughout the parish with visits over the past two months to the farmer's market, the St. Rose Community Center, JB Martin, and Eastbank Headstart. Roberta August, East Regional Librarian, visited the New Sarpy Senior Center in December and has begun doing outreach there this month. On January 6th, Vicki Nesting, Lauren Pitz and Jessy Frickey, our Hahnville Circulation Supervisor, and I attended the ribbon cutting ceremony at the Killona Community Center. We are looking forward to providing outreach and programming at the community center in the near future.

The library is now using a new booking module for our meeting rooms. The new module allows us to reserve the rooms through our automation system which attaches the booking to a patron's record. Patrons now must have a library card in good standing, which means less than \$10 in fines, to use one of the meeting rooms. Staff also now have the ability to check meeting room availability at other branches for their patrons.

In staffing news, Kari Duet was promoted from a part-time circulation assistant at the Paradis Branch to a full-time Technical Services Assistant working in the Technical Services Department at the East Regional Library. We have had a couple of part-time positions at some of the branches and have been interviewing and are in the process of filling those positions."

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

The first item of unfinished business taken up was the West Regional renovation status. Mr. Fauchaux asked Mrs. Benedict to update the board on the status of the project. Mrs. Benedict informed the board that on Thursday, January 14th we had the bid opening for the West Regional Library renovation project. A copy of the bid tabulations was included in the agenda. We received 8 bids. The lowest bidder was Dynamic Constructors, LLC with a base bid of \$1,797,000. Dynamic's base bid was over our base budget by \$23,000 but we do have money set aside for contingency funds so we did go ahead and award the contract to Dynamic. The notice of award was issued on January 20th. Our architect is now working on obtaining all of the

**St. Charles Parish Library Board
Minutes, 1/26/16, Page 3**

required documents in order for us to proceed. We hope to have all documents in order soon so that it can be presented to the parish council for final approval. Regarding the lease of the temporary location, we were able to come to an agreement with the owner of the Perque property. The ordinance for approval of the lease was introduced to the parish council at their January 12th meeting and will be introduced for public hearing at the February 1st council meeting. We are currently working on the planning process for moving. We sent out requests for quotes to 6 moving companies and our deadline to receive those quotes is Monday so we hope to be able to select a mover before the Mardi Gras holiday. Mr. Faucheux asked Mrs. Benedict to talk a little further about the bid being \$23,000 than we initially anticipated. Mrs. Benedict explained that they felt that it would cost more than that to go back and try to cut back on the project and rebid it so, after consulting with Mr. Faucheux, the decision was made to go ahead and accept the base bid of the lowest bidder. Some discussion followed.

The next item of unfinished business was the status of the Norco Branch project. Mr. Faucheux asked Mrs. Benedict for an update. Mrs. Benedict informed the board that we are still in the early planning stages. On the morning of January 14th the planning committee met with our design consultant and architect team. The architect team is still gathering some basic information and a building layout is starting to come together. Mr. LaBorde asked if the library was still planning to make the building 4700 square feet as presented in the preliminary plans and Mrs. Benedict indicated that they were. Mr. LaBorde then asked about whether a third party inspector was being hired for the West project and some additional discussion followed.

The first item of new business was the election of Board officers for the 2016 term. Mr. Faucheux asked that Mrs. Benedict assume the chair for the purpose of nomination and election of new officers. Mrs. Benedict assumed the chair and all positions were declared vacant. Mr. Steve Wilson nominated Mr. Faucheux but Mr. Faucheux declined the nomination. Mr. Faucheux moved that Mrs. Uzee be elected as president for the 2016 term. Mrs. Windmann seconded the motion, and the motion passed unanimously. Mrs. Uzee nominated Mr. Gros for Vice-President but Mr. Gros declined the nomination. Mr. Steve Wilson moved that Mrs. Windmann be elected as vice-president for the 2016 term. Mrs. Uzee seconded the motion, and the motion passed unanimously. Mrs. Uzee then assumed the chair.

The next item of new business was the Legislative Auditor's "Louisiana Compliance Questionnaire." Each year the parish has to confirm that its agencies are in compliance with this document. The one question pertaining to the library asks if the library is in compliance with the rules and regulations of the State Library of Louisiana.

Mrs. Uzee read the following resolution:

Resolution Number 16-1

Resolution to certify compliance with "Louisiana Compliance Questionnaire"

Whereas the Louisiana State Legislative Auditor requires local governmental units to certify that they are in compliance with certain rules and regulations as listed in "Louisiana Compliance Questionnaire";

**St. Charles Parish Library Board
Minutes, 1/26/16, Page 4**

Now, therefore, be it resolved by the St. Charles Parish Library Board of Control in its special meeting of January 26, 2016 that we have complied with the regulations of the Louisiana State Library for the period beginning January 1, 2015, and ending December 31, 2015.

Mr. Faucheux made a motion to adopt the resolution. Mrs. Windmann seconded the motion and the motion passed unanimously.

The next item of new business was the “Records Officer Designation Form”.

Mrs. Uzee read the following resolution:

Resolution Number 16-2

Resolution to designate a records officer

Whereas Louisiana R.S. 44:411 requires that the Chief Executive Officer of each agency shall designate a records officer to act as liaison between the Division of Archives, Records Management and History, and the agency on all matters related to records management;

Now, therefore, be it resolved by the St. Charles Parish Library Board of Control in its special meeting of January 26, 2016 that the Library Director be designated as the records officer for the St. Charles Parish Library.

Mr. Gros asked if we have had one before. Mrs. Benedict explained that she had been contacted that there was no current form on file but there had been one at some point in the past. Mr. Steve Wilson made a motion to adopt the resolution. Mrs. Windmann seconded the motion and the motion passed unanimously.

The next item of new business was the proposed Records Retention Schedule. Mrs. Benedict explained that the library had not had a retention schedule on file before and that we are required by the State to have one. These are the minimum retention requirements for public libraries. Mr. Gros moved that the retention schedule be approved as written. Mr. Faucheux seconded the motion and the motion passed unanimously.

The next item of new business was the proposed Policy on Unattended Children. After some discussion Mr. Steve Wilson moved that the policy be adopted as written. Mrs. Windmann seconded the motion and the motion passed unanimously.

The final agenda item was Public Comment. Mr. Terrell Wilson asked if the library had access to legal services to review documents for the library such as the lease for the Perque property. Mrs. Benedict explained that the library does work closely with the parish department of legal services and that they did have legal review the lease. Mr. Gros had a question regarding the maintenance

**St. Charles Parish Library Board
Minutes, 1/26/16, Page 5**

of the building in the lease and some discussion and review of the lease wording followed. There were no further requests for public comment.

There being no further business, Mrs. Uzee called for a motion to adjourn. Mr. Gros 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