

ST. CHARLES PARISH LIBRARY

Board of Control Meeting

January 17, 2017

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, January 17, 2017, in Council Chambers at the courthouse in Hahnville.

Members present: Celeste Uzee, Tammy Windmann, Deborah Raziano, and Glenn Gros.

Members absent: Larry LaBorde, Steve Wilson, and Terrell Wilson

Staff present: Leann Benedict and Vicki Nesting.

Others: Christine Alexander and Ellis Alexander

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

Mrs. Uzee asked for approval of the minutes of the November 15, 2016 meeting. Mr. Gros moved that the minutes be approved as mailed. Mrs. Windmann seconded the motion, and the motion passed unanimously.

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. We had some wonderful programs. Just a few highlights include an Evening of Cool Jazz and Christmas Carols hosted by the St Rose Branch which drew 30 attendees. A family gingerbread house making program was held at the East Regional Library, which had 46 people in attendance, and a “Spy Night” program for kids that was also held during the holidays at the East Regional Library, with 35 kids and 20 adults in attendance.

We also have some great programs coming up in the coming months. Stacie Russell, Technology and Education Librarian, will be hosting our annual Digital Living Conference this Saturday, January 21st from 9:30am – 12:30p, at the East Regional Library. This year's conference theme is “Cutting the Cable Cord” and will focus on alternative services available that allow you to stream your favorite TV shows and movies without cable. Also, coming up in February is our Annual Harry Potter Book Night, which will be held at the East Regional Library on Thursday, February 2nd from

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5:30pm – 7:30pm. This program is for Harry Potter Fans of all ages. I have included a January newsletter in your packets that includes a calendar of all our other events being held at the branches this month.

We are continuing to provide services to patrons through our numerous outreach events such as our visits to senior center, farmer's markets and schools. Jessy Frickey, our Hahnville Branch Supervisor, has been working closely with the coordinator at the Killona Community Center to provide some additional outreach services to that community. We are now hosting 4 programs a month at the Killona Community Center and are also working with them to provide reading materials to the community. We are excited to see how this partnership will grow.

Our new Playaway LaunchPads began circulating last month and did quite well their first month with 56 checkouts the first month. The LaunchPad is basically a tablet for kids that is preloaded with fun and educational games.

In staffing news, Angelica Dauenhauer, who has been a page at the West Regional Library since 2014 has been promoted to part-time circulation assistant at West. We have also hired Angela Hicks and Treaneice Kenner as part-time Circulation Assistants at the West Regional Library to fill positions that have been vacant during the renovation. Both started at the beginning of January and have begun their training. Joland Brown joined our staff at the Norco Branch as part-time circulation with an emphasis on Teen Services. We have some additional internal staff moves that will be happening soon. Kari Duet will be transferring from the Technical Services department to the West Regional Library as a full-time circulation assistant with an emphasis on Teen Services. Vickie Maloney, currently a circulation assistant in the children's room at the East Regional Library will be replacing Kari in the Technical Services Department as a Technical Services Assistant. Dawn Doublet-Lewis, currently a part-time circulation assistant at the St. Rose Branch, will be promoted to a full-time circulation assistant and will replace Vickie in the children's room at the East Regional Library. And finally, Sophia Muentes, currently a part-time circulation assistant at the St. Rose Branch, will be transferring to the East Regional Library to fill the position vacated by Shelby Roper, who is now our full-time Maintenance Assistant. The St. Rose Branch will soon be hiring to replace the part-time positions being vacated by Dawn and Sophia.

Assistant Director Vicki Nesting will be attending the American Library Association Midwinter Conference in Atlanta next week. On February 17th, the library will close for our Spring All Staff Training. If all goes according to our plans, that is the Friday before we re-open West and we intend to hold this meeting at the West Regional Library.

From March 7-9, several librarians, including myself, will be attending the annual Louisiana Library Association Conference in Lafayette. I have been asked to participate in a panel discussion about the Library Support Staff Certification program, which a number of our staff have participated in, during the conference and Vicki Nesting was responsible for securing the speaker at the Public Trustees Luncheon. The speaker for the luncheon is Greer Macallister, a short story writer, playwright, and novelist of "The

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Magician’s Life” and “Girls in Disguise”. I emailed you all some information about the conference today. If any of you are interested in attending, please let me know and we can get you registered.”

The next agenda item was Communications. Mrs. Benedict informed the board that she received a letter from the parish council stating that Mrs. Charlene Alexander-Armstrong has been appointed to the library board to fill the remainder of Mr. Ralph DeRoche’s term. Mrs. Benedict will be getting in touch with Mrs. Alexander-Armstrong to help her set up a time to take her oath of office.

The first item of unfinished business taken up was the West Regional renovation status. Mrs. Uzee asked Mrs. Benedict to update the board on the status of the project. Mr. Gros asked Mrs. Benedict how we are getting out the word about the West Regional Library re-opening. Mrs. Benedict informed the board that we have already started promoting this to the public. The library anticipates that the last day that the temporary location will be open will be on Saturday, January 21st and that the new library will reopen on Monday, February 20, 2017. A press release has been sent out, signs have been posted at the temporary location, and large signs will be posted in front of the library. We will also be posting updated on social media. Mrs. Raziano asked that we also inform the school board and parish council. The library staff is looking at possible dates for a grand re-opening celebration and we are tentatively looking at April 8th to do that. This is the Saturday before National Library Week. Mrs. Benedict will keep the board posted once a date is finalized. Change order number 3 was approved by the parish council on January 9th in the amount of \$4,860.78 for some additional electrical work that was needed to complete the building. The change order also added an additional 8 days to the contract time, extending the contract end date to January 22, 2017.

The next item of unfinished business was the status of the Norco Branch project. Mrs. Uzee asked Mrs. Benedict for an update. Mrs. Benedict informed the board that there was not much new to report at this time. The library staff is reviewing the final design and the architect is working on getting all of the documents ready for to put the project out to bid. Mrs. Uzee asked if we had an anticipated date when it would go out to bid. Mrs. Benedict informed the board that she did not have a date for going out to bid yet but that she would let the board know once she did.

The first item of new business was the election of Board officers for the 2017 term. Mrs. Uzee 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. Gros moved that the current board officers be re-elected by affirmation and Mrs. Raziano seconded the motion. The motion passed unanimously. Mrs. Celeste Uzee has been elected as President and Mrs. Tammy Windmann has been elected as Vice-President for the 2017 term. Mrs. Uzee then re-assumed the chair.

The next item of new business was Resolution 17-1, 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

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compliance with the rules and regulations of the State Library of Louisiana. This resolution is passed by the library board and then sent to the Finance department.

Mrs. Raziano 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 revision to the Videos/DVDs policy. After a brief discussion Mrs. Windmann moved that the policy be adopted as written. Mr. Gros seconded the motion and the motion passed unanimously.

The next item of new business was the proposed revision to the Travel Regulations policy. After a brief discussion Mrs. Raziano moved that the policy be adopted as written. Mrs. Windmann seconded the motion and the motion passed unanimously.

The next item of new business was the proposed revision to the Fines and Fees Schedule. After a brief discussion Mrs. Raziano moved that the policy be adopted as written. Mr. Gros seconded the motion and the motion passed unanimously.

The final agenda item was Public Comment. There were no 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