

ST. CHARLES PARISH LIBRARY

Board of Control Meeting

July 18, 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, July 18, 2017, in Council Chambers at the courthouse in Hahnville.

Members present: Celeste Uzee, Deborah Raziano, Charlene Alexander-Armstrong, Glenn Gros, Gary M. Matherne, Sr., and Terrell Wilson.

Members absent: Tammy Windmann

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

Others: Marie Matherne

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

Mrs. Uzee asked for approval of the minutes of the May 16, 2017 meeting. Mr. Gros moved that the minutes be approved as mailed. Mr. Matherne 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:

After our last board meeting, we received some very exciting news. For the second year in a row, the library was awarded a grant from Entergy Waterford 3 in the amount of \$64,600 to support our summer reading program. These funds fully pay for all the guest programmers and speakers that we bring in for the summer, for programming supplies and for all the marketing and publicity costs. We are grateful to Entergy Waterford 3 for their continued support of the library. The parish will be recognizing Entergy Waterford 3 at the August 14th council meeting for the generous funding that they have provided the library over the past 2 years (total funding is \$106,771 - \$42, 171 in 2016). We would also like to thank the Friends of the St. Charles Library. They are donating \$1100 for the purchase of all the grand prize giveaways.

Our annual summer reading program is well underway and we have been quite busy at all our branches.

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We currently have 1,412 children, 213 teens and 510 adults signed up to participate in the summer reading program. So far, 495 children, 247 adults and 94 teens having already completed the 6 hours of reading required to complete the program.

In June, we held 173 programs that were attended by a total of 4,311 patrons. Some of our popular children's events included the St Charles Parish Sheriff's K-9 unit (104 at Paradis), Mr. Pennygaff's Cirkus Sideshow (West & St Rose), a drive-in movie program where kids made their own car to watch the movie in, a Minecraft program, storytimes, and our first annual Family Camp Out Program, which was held at West last week. Families visited Camp West and built forts, went fishing at Lake Luling, went on a storywalk, read stories by the campfire, enjoyed snacks, attended a planetarium show, and created their own journals.

Our teens have also been enjoying some amazing programs. Our 7th annual teen lock-in brought 66 teens to the library for a night filled with video games, virtual reality games, laser tag, Star Wars-inspired crafts, a spa room, movies and more. The library held two 3-days workshops for teens, one on electronics and one on Vex mechanisms that were very popular. Our 2 crochet sleeping mats for the homeless program brought in 45 participants. I am told that Mr. Abadie, who runs the project from the United Methodist Church in Luling, was very pleased and happily overwhelmed by how many patrons came.

Our biggest event for adults this summer was the Escape Room at the West Regional Library, which kicked off our summer reading program, with 57 people in attendance. Adults of all ages came out for this program, which also featured a virtual reality game system. Stacie Russell held her third Cutting the Cable Cord workshop last Saturday with 44 people attending. Other popular events for adults included a tea tasting, edible kitchen gardening workshop, yoga for stress management, and a workshop on preventing identity theft by the New Orleans Field Office of the FBI.

After going through all the required inspections and setup, the St. Rose Branch officially became a Second Harvest feeding site on June 29th. Children up to age 18 can get a snack pack provided by Second Harvest each afternoon at St. Rose. All children in the community are eligible to receive a snack from the feeding program. (snacks so far consisted of apple juice and nutria-grain bars). The program has been well-received by children visiting the St. Rose Branch thus far.

The State Library, in partnership with the Louisiana Library Association Trustee Section, is offering a workshop for library board members called "Advocacy Basics for Library Trustees" and one of them will be held at the East Regional Library on Thursday, October 10th from 10am – 2pm (lunch will be provided). It will also be held at other locations across the state. If you can attend, this is a wonderful training opportunity for you as library trustees. If you would like to attend, please let me know and the library will take care of registering you for it.

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In staffing news, a quote from Assistant Director Vicki Nesting appeared in the finished copy of the New York Times and USA Today Bestselling book “The Readers of Broken Wheel Recommend” by Katarina Bivald. She was also quoted on the back cover of “The Other Einstein” by Marie Benedict. Katy Hepner, Children’s Librarian, attended the American Library Association Annual Conference in Chicago at the end of June where she attended many educational sessions and met with many vendors.

Denise Wilson, Technical Services Librarian, will be retiring on August 4th after serving as a valuable member of the library’s team for 38 years. Jessy Frickey has been hired as Technical Services Supervisor to fill Denise’s position. Jessy has been with the library since 2007. She started as a Page and has worked her way up through the system, working as a part-timer circulation assistant at Norco, then as a full-time circulation assistant at Paradis at East, and was most recently the Hahnville Branch Supervisor. Jessy holds a bachelor’s degree in Human Environmental Sciences. She is currently working on completing her coursework towards her Master’s Degree in Library and Information Science. While Jessy completes her Master’s Degree, Denise will remain on staff after her retirement in a part-time capacity to provide training to Jessy.

With Jessy moving into her new role in Technical Services, Brandy Barnes has been selected as our new Hahnville Branch Supervisor. Brandy has been working with the library since 2012 as a full-time circulation assistant at the St. Rose Branch and holds a Bachelors of Art Degree in History. We are very proud of both Jessy and Brandy and look forward to seeing them both grow in their new roles.

The next agenda item was Communications. There were three items. The first item was a letter from the St. Charles Parish Housing Authority thanking the library for helping to provide reading materials for the Little Free Libraries located in public housing developments. The second was recent communication with a patron from Killona regarding library services. A brief discussion followed. The third was a letter from Parish President Larry Cochran requesting that the library accept a reduction in millage rate for the upcoming year. The intention of the reduction is to have the library collect the same amount of money as it did this year.

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. Mrs. Benedict gave the following report:

The contractors are still working on completing punch list items. As reported at the last board meeting, we have unfortunately had several roof leaks at West. We are continuing to work closely with the contractor and our architect to try and get these issues resolved. The current status is that the contractor is working on getting a forensic leak inspector out to look at the roof.

Another issue we are having at West is with high humidity levels on the second floor. The HVAC units were not changed out as part of the renovation but the contractors did change out the thermostats and that seems to be causing the problems as the settings are not right and are causing high levels of humidity upstairs. About 3 weeks ago we

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unfortunately discovered several books with mold growing on them in the LA Room. These books were removed, quarantined, and cleaned and are now under quarantine as we monitor them to ensure no further mold growth occurs. The LA Room is currently closed to the public and we are running a dehumidifier in the room to help keep humidity levels down as we work with our architect and contractor to determine a solution to this problem.

A brief discussion regarding the issues with the roof leaks and the humidity issues in the Louisiana Room followed.

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 the plans have been approved for building code. We should be receiving a final review set this week. Once we have reviewed and approved these, we should be able to set a date to go out for bid. We are hoping to go out for bid within the next month or so. The board asked if anything was being done to communicate with the Norco community about the plans. A brief discussion followed and Mrs. Benedict said that once plans are finalized, the library would work on finding ways to effectively inform the community about the plans.

The first item of new business was the proposed revision to the Collection Development Policy. There were two main components to the revision. The first was updating the policy to replace the term “Young Adult” with “Teen”. The second was a revision of the section regarding the “Louisiana Room – St. Charles Parish Collection / Parish Archives”. These revisions were made to better reflect current practice and intent of the library’s role as the parish archives. A brief discussion followed. Mr. Gros made a motion to approve the revision as submitted. Mr. Matherne seconded the motion and the motion passed unanimously.

Councilman Wilson informed the board that he recently put some efforts into investigating the idea of board members receiving a stipend for attendance at meetings. He said he has spoken to the Parish President, several council members, and the parish legal department about it. Since all agencies are being asked to do more with less, he is going to put a pause on pursuing this. If this should be pursued later, it is not clear yet whether the funds for a stipend would come out of library funds or out of the council’s general fund. Mrs. Uzee indicated that she did not think that the library board could vote to have library funds be used to pay the board members. All agreed that this would need to be figured out if it were pursued in the future.

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. Mrs. Raziano moved that the meeting be adjourned. Mrs. Armstrong 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