

ST. CHARLES PARISH LIBRARY

Board of Control - Special Meeting

November 28, 2017

6:00 p.m.

MINUTES

The special meeting of the St. Charles Parish Library Board of Control was held at 6:00 p.m., on Tuesday, November 28, 2017, in the Small Meeting Room at the East Regional Library in Destrehan.

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

Members absent: Glenn Gros

Staff present: Leann Benedict, Lauren Pitz, and Jessica Delgado Pattison

Others: None

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 18, 2017 meeting. Mrs. Raziano moved that the minutes be approved as mailed. 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:

We completed another successful summer reading program at the end of July. A total of 2,176 children, teens and adults signed up to participate in our summer reading program and 1,053 completed the challenge of reading for at least 360 minutes. While these numbers were slightly lower than last years, it was still a great turnout. We did see an increase in attendance at our programs from the previous year though. A total of 352 programs were held between May 25th and July 31st with 8,213 patrons in attendance.

As we closed out our summer reading program, our staff prepared for back to school time by participating in many of our parish schools' back to school nights and open houses. We also held a Parent Teacher Tech Night in September where we partnered with the school system to inform parents about the wide variety of online resources available to students through both the schools and the public library.

We have been continuing with our many outreach events as well, including regular visits to the New Sarpy, Norco and Luling Senior centers, the St. Rose and Killona Community Centers, and the Farmer's Market.

October was a busy month for us. East held their 3rd annual Halloween Extravaganza the Saturday before Halloween. Several community organizations, local businesses, and the Friends of the Library helped to make this a successful event with a total of 534 people attending the two-hour event. The West Regional Library also had a Halloween Celebration that afternoon with 220 patrons in attendance at their two-hour event. The library also participated in several area trunk-or-treat-events that week.

We've also continued offering numerous programs at our branches for every age group. Some highlights include our Monday night yoga program at the West Regional Library, our Cookbook clubs at St Rose and Paradis, our regular book clubs at the St. Rose and East Regional Libraries, Lawyers in Libraries, a John Greene book release party, pumpkin decorating, and a teen Under the Stars after-hours program at West, which included a planetarium show, tea tastings, crafts and an escape room.

The St. Rose Branch was a Second Harvest feeding site for the summer and we have been able to extend that program for the school year. 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.

The library was closed on September 15th for an All Staff Training day. Staff learned tips on having difficult conversations, learned about *Working with Individuals with Disabilities* from the ARC of St. Charles, and heard a presentation from the Law Library of Louisiana on *Library Staff and the Unauthorized Practice of Law*. Annual service awards were also given out at the all staff meeting where the following staff were recognized:

- Trinette Armstrong, Brandy Barnes, Destani Clement, Kari Duet, and Stacie Russell all received their 5-year certificates.
- Amy Duke and Jessy Frickey received their 10-year pins
- Ellen McClure, Glenda Revels, Jason Talley, Julia Thibodaux and I received our 15-year services pins
- Devi Persaud received her 25-year pin
- Laurie Goodell was recognized for 33 years of service, Denise Wilson for 38 years, and Claire Cermak for 44 years.

In staffing news, Devi Persaud, a full-time senior circulation assistant at the East Regional Library, retired on October 16th after 25 years of service. We were all sad to see Mrs. Devi go but wish her all the best on her retirement. Monica Tellock was promoted to full-time circulation assistant at East, Veronica Veazey was promoted to a full-time circulation assistant at the St. Rose Branch, Alicia Washington and Verena Perez joined our team as part-time circulation assistants at St. Rose, Cindy Stewart was hired as a part-time circulation assistant at Norco, Katelyn Cancienne was hired as a part-time circulation assistant at Hahnville, and Abigail Johnson and Kyia Rubin have joined the East staff as Pages.

The library board meeting schedule for 2018 has been set and I have given each of you a copy of it. I will also e-mail everyone a copy of the schedule.

Mrs. Raziano asked Mrs. Benedict how often service awards were given to staff. Mrs. Benedict let her know that it was done annually, usually at the Fall All Staff Meeting. Mrs. Raziano asked Mrs. Benedict to let the board know in the future when the service awards would be given out as they may want to attend to show their appreciation to the staff. Mrs. Benedict said she would be sure to invite the board to future service award presentations.

Mr. Wilson asked if the schedule for the board meetings could be sent out in a draft format in the future before it was finalized to give board members the opportunity to check their availability before the schedule is finalized. Mrs. Benedict explained that the bylaws stated that the meetings are to be held the 3rd Tuesday of every other month, with an exception being that if the 3rd Tuesday of November falls on Thanksgiving week that it should be moved to the preceding week. If board members will let Mrs. Benedict know though if they have any conflicts with the scheduled meeting dates, she can make note of it and, if we know we won't have a quorum for a particular meeting far enough in advance, then we can reschedule the meeting.

Mrs. Uzee commended the staff for increasing program attendance during the summer reading program.

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

The first item of unfinished business to be taken up was the West Regional Library renovation status. Mrs. Uzee asked Mrs. Benedict to give the board the updates. Mrs. Benedict informed the board that the contractors are still working on finishing up punch list items and that they are hoping to have those finished soon. She then let them know that the Louisiana Room remains closed but that most of the collection is available for public use, as much of it was moved to the first floor while it was determined what was causing the humidity issues. It has been determined that the A/C unit for the LA Room needs to be replaced. This is an old unit that was not replaced during the renovation. The library is in the process of obtaining quotes to replace the unit. Once that is complete, the room will be re-opened. Mrs. Benedict also brought a preliminary proposal to the board about the possibility of moving the LA Room collection to the Hahnville Branch Library. After some discussion, the library board members felt that it would be best to leave the LA Room in its existing location at the West Regional Library.

The second item of unfinished business to be taken up was the status of the Norco Branch project. Mrs. Uzee asked Mrs. Benedict to give the board an update. Mrs. Benedict informed the board that the bid opening for the project was held on November 9, 2017. The low bid was \$1,110,025, excluding alternates. This is \$45,025 (4%) over budget. There were three other bids, ranging from 20% to 49% over budget. Mrs. Benedict recommended that the library move forward with awarding the contract to the apparent low bidder. Some discussion followed. Mrs. Windmann moved that the board accept the bid from J.E. Franke Constructors and Mr. Matherne seconded the motion. The motion passed unanimously. Mr. Wilson then asked how long the process would take until the notice to proceed was issued. Mrs. Benedict said she believed the next step was to issue the notice of award, then the contractor had a certain number of days to submit required documents, then binders would be put together and ultimately the contract would have to be submitted to the council for approval, which would hopefully happen in January. It would most likely be sometime in early 2018 that construction could begin. Construction is expected to take approximately 8 months.

The first item of new business was the Employee Wellness Program. Mrs. Benedict explained that the library had been participating in the parish Employee Wellness Program for the previous two years and is again participating this year. Mrs. Benedict gave a brief explanation of the

program and explained that the library's incentive for completing the program for the past two years has been different from the parish incentive. The parish offers a wellness day off to employees who complete the program but only employees on the parish health insurance are eligible to participate. Mrs. Benedict is requesting approval from the board to offer a wellness day off to all library employees who complete the program. Full-time employees would receive an 8-hour wellness day off and part-timers would receive 4 hours of wellness time that could be used to be paid on a library holiday. The wellness day/hours would have to be used by December 31, 2018 or would expire. After a brief discussion, Mrs. Raziano moved that the Employee Wellness Incentive be approved as proposed and Mrs. Armstrong seconded the motion. The motion passed unanimously. Mrs. Uzee then asked for clarification about the part-time employee's non-eligibility for health insurance and a brief discussion followed.

The next item of new business was the proposed policy revision of the Fines and Fees Schedule. Mrs. Benedict explained that the lost fee for the carry case on the Playaway Views and Launchpads had been increased due to a new and better case that is being used, which has meant an increase in the library's cost for the cases. Mrs. Raziano moved that the policy be approved as submitted and Mrs. Windmann seconded the motion. The motion passed unanimously.

The next item of new business was the proposed policy revision of the Records Retention Policy. Mrs. Benedict explained that the State Records Management Office had released an updated template of minimum requirements for the Records Retention Policy and the library is adopting the new template. Mrs. Raziano moved that the policy be approved as submitted and Mr. Matherne seconded the motion. The motion passed unanimously.

The next item of new business was the approval of the holiday schedule for 2018. After a brief discussion, Mrs. Raziano moved that the Board adopt the schedule as submitted. Mrs. Windmann seconded the motion and the motion passed unanimously.

The next item of new business was the approval of the resolution to amend the 2017 budget. Mrs. Uzee read the following resolution:

Resolution Number 17-3
Resolution to amend the 2017 Budget

Whereas the funds in Line 77 (Maintenance of Buildings & Grounds [326]) are insufficient to cover unanticipated costs; and

Whereas sufficient additional funds are available in Line 90 (Buildings/Grounds/General Plant [652]) of the 2017 the budget;

Now, therefore, be it resolved by the St. Charles Parish Library Board of Control at the special meeting of November 28, 2017, that the Library's 2017 budget be amended by moving \$20,000 to Line 77 (Maintenance of Buildings & Grounds [326]) from Line 90 (Buildings/Grounds/General Plant [652]) of the 2017 the budget.

Mrs. Windmann moved that the 2017 budget be amended as presented and Mrs. Armstrong seconded the motion. The motion passed unanimously.

The next item of new business was the Generator Grant for the East Regional Library. Mrs. Benedict explained that this was a grant that the parish asked the library if they wanted to use. The library will use this grant to purchase a generator to run the computer room at the East Regional Library. One of the benefits to doing this is that if the power goes out at the East Regional Library, other branches can still have Internet access if they have power. Currently, if the power is out at the East Regional Library, Internet at all branches is down. The grant will cover 75% of the cost for the generator. The total cost for the library will be approximately \$51,750. Mrs. Benedict explained that this is not a purchase that she would normally bring to the board for approval but that because the grant had to go through the parish council for approval, she wanted to make sure the board was aware of it. She asked for the board's approval to sign off on all contracts associated with the project. After some discussion, Mrs. Windmann moved that the library director be given approval to move forward with this grant and Mrs. Raziano seconded the motion. The motion passed unanimously.

The next item of new business was the Board's public hearing on the proposed 2018 budget. Some discussion followed. After the budget review, Mrs. Raziano moved that the library board approve the 2018 library budget as presented and Mrs. Armstrong seconded the motion. The motion passed unanimously.

The last item of new business was the annual evaluation of the Director. Mrs. Raziano moved that the board go into executive session and Mrs. Armstrong seconded the motion. The motion passed unanimously.

Following the evaluation, Mrs. Raziano moved that the board end the executive session and Mrs. Windmann seconded the motion. The motion passed unanimously.

The final agenda item was Public Comment. There was no public comment.

There being no further business, Mrs. Raziano moved that the meeting be adjourned. Mrs. Windmann seconded the motion, and the motion carried. The meeting was adjourned at 7:50pm.

APPROVED:

Celeste Uzee, President
St. Charles Parish Library Board

Leann Benedict, Secretary
St. Charles Parish Library Board