

ST. CHARLES PARISH LIBRARY

Board of Control Meeting

March 20, 2018

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, March 20, 2018, in Council Chambers at the courthouse in Hahnville.

Members present: Celeste Uzee, Tammy Windmann, Charlene Alexander-Armstrong, Glenn Gros, Beverly DeLaune, and Terrell Wilson.

Members absent: Deborah Raziano

Staff present: Leann Benedict

Others: None

Mrs. Uzee called the meeting to order and asked all to rise for a moment of silent prayer and then asked Mrs. Windmann to lead the Pledge of Allegiance.

Mrs. Uzee asked for approval of the minutes of the November 28, 2017 meeting. Mr. Gros 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 were no requests for public comment.

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

2018 has started off strong with lots of programs and continued outreach to the community. In January, we welcomed New York Times bestselling author Amy Stewart to the East Regional Library, where she spoke about her Kopp's sister's series. A blast of wintery weather forced the library to close at 4pm on January 16th, and to remain closed on January 17th and 18th. A group of 76 first graders from Houma visited the West Regional Library and planetarium in January. They enjoyed storytime and a short film in the library and then saw a planetarium show on their visit with us. In February, the East Regional Library hosted their annual Harry Potter Night. This year's theme was Fantastic Beasts and we were excited to have the Wetland Watchers join us this year, bringing a variety of reptiles and other creatures. 204 patrons attended this very popular event. In celebration of Black History Month, the choir and musicians from the Rising Star Baptist Church in LaPlace presented a musical performance entitled Joyful Noise. 42 patrons enjoyed this performance. In celebration of Teen Tech Week, the East Regional Library held Tech Con 2.0, our second annual technology fair. Patrons were able to see live demonstrations and participate in hands-on activities that included the library's 3D

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printer, a MakeyMakey Piano, virtual reality, mini-bots, a photobooth and more. 71 patrons attended this event.

In addition to these programs, the library also continued to hold regular storytimes, teen programs, book discussion groups and more. We also participated in many outreach activities at the community centers, senior centers and schools.

March is Need to Feed Month in St. Charles Parish and the library is once again supporting this great cause with our Food for Fines Month. Patrons can bring in non-perishable food items in lieu of paying overdue fines. For each food item donated, we will waive \$1 in overdue fines.

The Friends of the Library will hold a book sale on March 23rd from 9am – 4pm at the Book Nook in Hahnville. Everyone is invited to browse their collection of gently used books!

The St. Rose Branch Library received five additional public computers. We were able to do this without having to purchase any new tables or chairs, thanks to the ingenuity and creativity of our Computer Services and Facilities Maintenance departments.

We recently had an issue brought to our attention by several patrons that I want to make you all aware of. We had several patrons contact us and tell us they had charges on their bank account from the library that were not supposed to be there. Since we do not accept payments by debit or credit card, we were greatly concerned by this. After doing some investigation, and with the help of the patrons and the Finance department, it has been discovered that the bank has mismarked some people's payments to Waterworks and to the Recreation Department as being library payments. If patrons find bank charges that state they are for the "library" we are encouraging them to first look and see if the amount and date matches a payment they have made to either Waterworks or the Recreation Department and, if so, contacting that department and the bank to fix it. If it doesn't match those criteria, then we are advising them to dispute the charges with the bank and to contact the Sheriff's department. We are hoping the bank has fixed this problem.

In staffing news, Kristen Costa, Danny Nicholas, and Allie Bennett joined our staff as part-time circulation assistants and Eric Angove joined our staff as a full-time maintenance assistant. Several staff attended the State Library's Annual Staff Day where they had the opportunity to attend training sessions on conflict resolution, communicating with patrons with mental health issues, programming for diverse populations, helping patrons with technology, managing customer service, and more. Assistant Director Vicki Nesting, Technical Services Librarian Denise Wilson, and Technical Services Supervisor Jessie Frickey attended the annual Louisiana Library Conference this month in Alexandria. All library staff will attend our bi-annual all staff training day on Friday, April 13th. The Library will be closed that day. All library staff have also completed their annual ethics training. All public servants in the state, which includes all our library board members, are required to take this one hour of training each year. A link to the

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training can be found on the Louisiana Board of Ethics web site. If anyone needs me to send them the link, just let me know and I will be happy to send it to you.

The American Library Association will be holding their annual conference in New Orleans this summer from June 21st – 26th. I emailed you all some information about the conference yesterday. There are many options for attending if you are interested. You can attend for one day, just for exhibits, or for the full conference. If any of you are interested in attending, please let me know and we can get you registered.

A brief discussion followed about the number of computers at the branches and the food for fines donations.

The next agenda item was Communications. There were no communications.

The first item of unfinished business taken up was the West Regional renovation status. Mrs. Benedict informed the board that the Louisiana Room is back open again. The air conditioning unit on the 2nd floor has been replaced. As far as the actual renovation status, there are currently three outstanding punch list items that we are working with the contractors on. One is almost completed. There were two dampers on the roof that were covered when the new roof was installed, and the roofer has come back and uncovered those. We are just waiting for an inspection by the roof manufacturer to make sure our roof warranty is still in place. The parish legal department is working with the library, architect, and contractor on this and we hope to have the other two punch list items resolved soon. Mr. Gros asked if there have been any further roof leaks and Mrs. Benedict indicated that no further roof leaks have been found. A brief discussion followed.

The next item of unfinished business was the status of the Norco Branch project. Mrs. Benedict informed the board that construction has begun on the Norco project. It is slated to be an 8-month project and the contract end date is mid-October. Mrs. Benedict said that she hopes to be in the building by the end of the year. Councilman Wilson asked how much longer we have on the lease of the existing building. Mrs. Benedict responded that she believes the current lease ends in March 2019, so she will be contacting the parish and the owner in the near future to let them know that we do not plan to renew the lease. Mrs. Alexander-Armstrong asked what library would be up next for renovation and specifically if there were any plans to renovate the Hahnville Branch. Mrs. Uzee answered that there are no plans in place to renovate another branch at this time because our funds have dwindled with all the construction projects the library has completed over the past several years. A discussion about the Hahnville Branch followed.

The first item of new business was the election of Board officers for the 2018 term. Mrs. Uzee asked that Mrs. Benedict assume the chair for the nominations and election of new officers. Mrs. Benedict assumed the chair and all positions were declared vacant. Mrs. Benedict asked if there were any nominations for the position of President for the 2018 term. Mr. Gros moved that Mrs. Uzee serve as President for 2018 and Mrs. Windmann seconded the motion. The motion passed unanimously, and Mrs. Uzee was elected as the President of the Library Board for 2018. Mrs. Benedict asked if there were any nominations for the position of Vice-President for the 2018 term. Mrs. Uzee nominated Mrs. Windmann and Mrs. Alexander-Armstrong seconded the

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motion. The motion passed unanimously, and Mrs. Windmann was elected as Vice-President of the Library Board for 2018. Mrs. Uzee then re-assumed the chair.

The next item of new business was Resolution 18-1, the Legislative Auditor's "Louisiana Compliance Questionnaire." Each year the parish must confirm that its agencies are in compliance with this document. This resolution is passed by the library board and then sent to the Finance department. Mrs. Uzee read the resolution. Mr. Gros made a motion to adopt the resolution. Mrs. Windmann 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. Mrs. Windmann moved that the meeting be adjourned. Mrs. DeLaune 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