

St. Charles Parish Library

Board of Control Meeting
January 15, 2019 at 6:00pm

MINUTES

A regular meeting of the St. Charles Parish Library Board of Control was held at 6:00pm, Tuesday, January 15, 2019 in Council Chambers at the Courthouse in Hahnville.

Members Present: Celeste Uzee, Deborah Raziano, Charlene Alexander-Armstrong, Glenn Gros, Beverly DeLaune, Lori Lyons, and Terrell Wilson.

Members Absent: Tammy Windmann

Staff Present: Leann Benedict, Lauren Pitz, and Katy Hepner

Others: None

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 13, 2018 meeting. Mr. Gros moved that the minutes be approved as e-mailed and was seconded by Mrs. Armstrong. 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 over the past two months, the library has remained busy. Several holiday programs were held during the month of December across the system. Popular programs for the month included family gingerbread house celebrations, a spa gifts craft program, several Christmas ornament craft programs, a Christmas stocking holder craft program, a slime party, a Christmas cookie and cocoa bingo, and a cookie exchange at one of our cookbook book clubs.

The Bookmobile participated in the Norco Christmas parade this year and had a great time. They felt that this was a wonderful outreach into our community and hope to be able to participate again next year.

The library has begun circulating new Launchpad Videos through the East and West Regional Libraries. These are similar to our current Launchpads but rather than being app based they have preloaded videos, tv shows, and movies downloaded on them.

On December 7th, the library was closed for an all staff training day. All staff attended a session on “Welcoming Teens in the Library” in the morning and then had the opportunity to choose 3 breakout sessions in the afternoon. Breakout session topics included Introduction to Technical Services, How to do a Reference Interview, Wireless Printing, Cyber Security Awareness, Homework Help, and Workplace Communications.

The following staff members also received service awards at the all staff day:

- 5 years – Bookmobile Assistant Sandra Pearce
- 10 years – Part-time Circulation Assistant Victoria Connors, and Custodian Phyllis Duncan
- 20 years – West Regional Librarian Julie Cancienne
- 25 years – Paradis Branch Supervisor Anne St. Pierre
- 34 years – Floater Laurie Goodell
- 39 years - Technical Services Associate Denise Wilson
- 45 years – West Regional Library Circulation Supervisor Claire Cermak

In other staffing news, we welcomed Charles Lumar to our team this month. Charles is currently training at the East Regional Library and will be joining our St. Rose team as part-time circulation assistant. Lastly, it is with mixed emotions that I announce that Assistant Director Vicki Nesting has announced her plans to retire at the end of March. While we are very saddened to be losing such an amazing librarian from our team, we are grateful for her years of service and are excited for her as she prepares for her well-deserved retirement. We have begun the search for her replacement and hope to have a decision made soon about her successor.

The next agenda item was Communications. Mrs. Benedict shared a letter sent to the owner of the existing Norco Branch building regarding the current lease, which expires at midnight on March 14, 2019. The Norco Branch Supervisor reached out to the owner of the building by phone to let them know that we don't plan to renew the lease but that we may need to ask for a one or two-month extension depending upon the status of the construction at the new branch. This letter was a follow-up to the telephone conversation. Mrs. Benedict explained that she does anticipate asking for at least a one-month extension to give the library time to fully move out of the existing building.

The first item of unfinished business taken up was the status of the Norco Branch construction. Mrs. Benedict informed the board that they are starting to see some progress being made on the construction. Drywall is up and they have begun brickwork on the new section of the building. Two change orders have been approved by the parish council since our last board meeting. The first was discussed at the last board meeting and was for a decrease in cost of \$151.00 and an increase in the contract date by 19 days. The last change order was for an increase in cost in the

amount of \$3,469.00 and an increase in 10 days to the contract date. This last change order was to replace the old siding on the existing part of the building. We originally had not intended to replace that siding but the existing siding is over 30 years old and due to previous water and termite damage we felt that it was in our best interest to go ahead and replace that old vinyl siding with the hardie siding being used on the new part of the building. The new contract completion date based on the last change order is December 2, 2018, which has obviously already passed. The contractor has been made fully aware that we intend to ask for liquidated damages. We do expect for there to be one more change order coming but it should be for an overall credit. We have a credit in the amount of \$5,840 due to us because we had to make a change in some of the tile being used in the building which actually worked in our favor and is resulting in a decrease in cost. This will be offset by a small increase for two concrete landings that needed to be added to two exterior doors, but we don't expect the cost for that to be very much. At this point in time, the contractor is anticipating being finished sometime in February.

Councilman Wilson asked if the library participates in the Parish surplus sales. Mrs. Benedict explained that the library does sometimes participate in the Parish surplus sale but that recently the library has been doing their own surplus sales. Mrs. DeLaune asked if the library has received any push-back regarding the liquidated damages from the contractor. Mrs. Benedict stated that they had received some initially but none recently and that the contract clearly stated that liquidated damages were due for any time past the contract completion date. Mrs. Lyons asked if the new Norco building had any water in the building with the recent rain storm that caused some flooding in Norco. Mrs. Benedict replied that there was no water in the building from that rain event.

The next item of unfinished business was possible future plans for the Hahnville Branch Library. Some discussion followed.

The first item of new business was the election of Board officers for the 2019 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 2019 term. Mrs. Lyons moved that Mrs. Uzee serve as President for 2019 and Mr. Gros seconded the motion. The motion passed unanimously, and Mrs. Uzee was elected as the President of the Library Board for 2019. Mrs. Uzee then asked if there were any nominations for the position of Vice-President for the 2019 term. Mrs. DeLaune nominated Mrs. Raziano and Mr. Gros seconded the motion. The motion passed unanimously, and Mrs. Raziano was elected as Vice-President of the Library Board for 2019.

The next item of new business was Resolution 19-1, 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. Mrs. Raziano made a motion to adopt the resolution. Mrs. Armstrong seconded the motion and the motion passed unanimously.

The next item of new business was the proposal from the previous meeting's public comment section by the German Coast Farmer's Market to build a pavilion on the East Regional Library property. Mrs. Uzee stated that she personally thought that this was an interesting potential partnership opportunity but that this is still in the exploratory stages as they have no funding secured yet. Mr. Gros asked if we knew what size pavilion they are looking to build, and Mrs. Uzee responded that the organization does have some plans but that it is all still very theoretical at the moment. Mrs. Benedict added that she had spoken with Mrs. Montgomery that day and that Mrs. Montgomery is in the process of exploring an alternative that would be more ideal for their organization. Mrs. Benedict has also reached out to Legal Services with some questions regarding about some of the logistics regarding a project like this. Some additional discussion followed.

The next item of new business was a discussion of the millage. The board first discussed the 2019 millage rate. The board has previously indicated a desire to request that the library's millage rate be rolled forward to its maximum rate this year, in order to begin building funds to begin a Hahnville Branch construction project. Mrs. Benedict consulted with Finance and it is estimated that if we stay at the 4.35 mills we are at that we would be looking at approximately 6 million in revenue and if we ask to roll forward to our maximum rate that we would be looking at revenue of approximately 6.2 million. The board agreed that the library needs to request to be rolled forward in order to begin building funds towards a Hahnville construction project. Mrs. DeLaune made a motion to request that the parish roll the millage rate be rolled forward to the maximum for 2019 and Mr. Gros seconded the motion. The motion passed unanimously.

The second part of the millage discussion was regarding the upcoming millage election that will occur later in the year. Mrs. Benedict gave the board members some preliminary revenue projections based on renewing the millage at the existing 4.5 mills. These projections are based on the millage rate staying at the 4.5 mills and not being rolled back. The spreadsheet also showed preliminary projections of operating costs. Mrs. Benedict will have additional projections for the next meeting. Mrs. Uzee asked Mrs. Benedict to also provide information about what libraries similar in size receive in funding from their millages. Some additional discussion followed.

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