

St. Charles Parish Library
Board of Control Meeting
September 17, 2024 at 6:00pm

MINUTES

A regular meeting of the St. Charles Parish Library Board of Control was held at 6:00pm on Tuesday, September 17, 2024 in Council Chambers at the Courthouse in Hahnville.

Members Present: Beverly DeLaune, Randy Matherne, Stephanie Mire, Annie Harmon, Robin Robicheaux, Sarah Sacra, and Holly Fonseca

Members Absent: Charlene Alexander-Armstrong

Staff Present: Leann Benedict and Lauren Pitz

Others: Ann Montgomery, Reanda Fields-Pierre, Justin Aubert, and Michael Palamone

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

Mrs. DeLaune asked for approval of the minutes of the July 9, 2024 meeting. Mr. Matherne moved that the minutes be approved as e-mailed. The motion was seconded by Mrs. Robicheaux and 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 let the board know that she had given them two informational handouts that the library's graphic designer has created to help promote the library and its resources. She then gave the following report:

We had a very successful Summer Reading Program! Program attendance and reading challenge participation and completion saw some very high numbers, including another record-breaking number of patrons completing the reading challenge. Take a look at the handout I have given you for some highlights.

- We held a total of 326 programs throughout the months of June and July, with a total of 8,151 patrons attending. We increased the number of programs offered by 17% from last year and saw an 11% increase in program attendance.
- 2,390 patrons signed up for the reading challenge. This is the highest number of patrons we have ever had sign up for the program, breaking last year's record of 2,364 sign-ups.

- 1,459 patrons completed the challenge of reading at least 360 minutes. This is a 1% increase in the number of completions compared to the previous year, with another record-breaking number of adults completing the challenge.
- This year, our community reading goal was 2,750,000 minutes and our patrons exceeded that with a total of 2,791,965 reading minutes logged by our patrons during the summer reading challenge! Great job reading St. Charles Parish!!

Grand Prize winners of the summer reading challenge have been awarded to the following patrons:

Kids

Kids Tablet – Andrew McDonald
Lego Set – Charles Cancienne
Bike and Helmet – Mason Peters

Teens

Fire Tablet – Allie Neighbors
Pixel Bluetooth Speaker – Imani Hammond
Retro Emulator Video Game – Daniel Sampson

Adults

Kindle – Margo Matherne
Lafon Center Tickets – Rachel Lafleur
Lego Set – Gabriela Bourque

Special thanks to the St. Charles Friends of the Library for once again sponsoring all of our grand prizes!

This month we are celebrating Library Card Sign-Up Month, and we are asking our patrons to help spread the word about the amazing benefits of having a library card with our special Refer-a-Friend offer. We invite patrons to encourage their family, friends, neighbors, and co-workers to sign up for a library card. When they sign up and list the patron as their referrer, both the patron and the friend will be entered into a drawing for a special prize, provided by the Friends of the St. Charles Library. The more people you refer, the more chances you have to win!

The Library is currently working on plans for a Makerspace at the West Regional Library in the room on the 2nd floor that used to be the Louisiana Room. We are currently seeking feedback from patrons about what kind of equipment they would like to see in a Makerspace. A link to the online survey can be found on the library website.

I'd like to share with you about a possible collaboration that we have been invited to participate in. Earlier in the summer, St. Charles Parish Public Schools Superintendent Ken Oertling contacted me to see if the library would be interested in a possible partnership with the school board and other community organizations. The school board owns property in Killona, and they are looking at possibilities for ways to use that property to serve the community of Killona. In August, Assistant Director Lauren Pitz and I attended their first

Steering Committee Meeting. This initial meeting included brainstorming needs for that community. We don't know yet what will come of this, but we are looking forward to seeing what we can bring to this collaboration.

In staffing news, Jack Fletcher joined our team as a full-time maintenance assistant in July. We are happy to have him on the team. It was especially helpful to have a fully staffed maintenance team after Hurricane Francine last week.

Speaking of Hurricane Francine, I am pleased to report that our branches all did well during the storm. We lost power at most of the branches and were closed on Wednesday and Thursday. Our maintenance team, some of our supervisors, and I were able to assess the branches on Thursday and we were able to re-open all branches on Friday morning. We did not have any major damage from the storm. We lost two trees at the East Regional Library, which the parish came and picked up for us, and there are two areas at East where we had wet ceiling tiles that we are looking into.

All branches will open late at 10:30am on Wednesday, September 25, 2024 so that library staff can attend training on the parish's new payroll system.

The next agenda item was Communications. The first item of communication was from the Farmer's Market. Mrs. Benedict explained that the Farmer's Market has requested permission to put a sign for the Saturday market on the property of the East Regional Library. The first step was for the request to come to the Library Board. If approved the Farmer's Market would have to take the request to Planning & Zoning. Mrs. Ann Montgomery attended the meeting representing the Farmer's Market and answered questions from the board. After some discussion, Mr. Matherne moved that the library board approve the sign based on Planning & Zoning approval. Mrs. Mire seconded the motion, and the motion passed unanimously. The second item of communication was an email from Mrs. Christine Alexander. Some discussion followed.

The first item of unfinished business was the request from Mrs. Reanda Fields-Pierre for a letter of no objection that had been tabled at the July meeting. After a brief discussion, Mrs. DeLaune motioned to remove the issue from the table. Mrs. Robicheaux seconded the motion, and it passed unanimously. After additional discussion, Mrs. Mire motioned to decline giving the letter of no objection. Mr. Matherne seconded the motion, and it passed unanimously.

The second item of unfinished business was the Hahnville Branch Library Project. Mrs. Benedict and architect Justin Aubert gave the board an update on the status of the project. The next item was a proposal to use the CMAR (Construction Management at Risk) process for the Hahnville Branch Construction project. Parish CAO Michael Palamone gave a brief explanation to the library board of what CMAR is. After some discussion, Mr. Matherne made a motion to approve the use of the CMAR process for the Hahnville Branch construction project. Mrs. Sacra seconded the motion, and it passed unanimously.

The next item of unfinished business was Hurricane Ida Recovery Update. Mrs. Benedict informed the board that the library is almost finished with the punch list at the West Regional

Library. The library is still waiting for repairs to be completed to the flooring in the large meeting room. The Library is also still waiting on insurance reimbursements for the building repairs that have been completed. The parish legal department has advised that the issue is being taken to arbitration and they are waiting on a date for that.

The next item on the agenda was New Business. The only item of new business was the annual evaluation of the Director. Mrs. Mire moved that the board go into executive session for the purpose of the annual evaluation of the Director and Mrs. DeLaune seconded the motion. The motion passed unanimously.

Following the evaluation, Mr. Matherne moved that the board end the executive session and Mrs. Mire seconded the motion. The motion passed unanimously.

The final agenda item was Public Comment. Mrs. Reanda Fields-Pierre came forward to address the library board.

There being no further business, Mrs. DeLaune called for a motion to adjourn. Mrs. Mire moved that the meeting be adjourned. Mr. Matherne seconded the motion, and the meeting was adjourned.

APPROVED:

Beverly DeLaune, President
St. Charles Parish Library Board

Leann Benedict, Secretary
St. Charles Parish Library Board