

St. Charles Parish Library
Board of Control Meeting
November 14, 2023 at 6:00pm

MINUTES

A regular meeting of the St. Charles Parish Library Board of Control was held at 6:00pm on Tuesday, November 14, 2023, in Council Chambers at the Courthouse in Hahnville.

Members Present: Beverly DeLaune, Randy Matherne, Annie Harmon, and Sarah Sacra

Members Absent: Tammy Windmann, Charlene Alexander-Armstrong, Robin Robicheaux, and Holly Fonseca

Staff Present: Leann Benedict, Amy Duke, and Lauren Pitz

Others: None

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

Mrs. DeLaune asked for approval of the minutes of the September 19, 2023 meeting. Mr. Matherne moved that the minutes be approved as e-mailed and the motion was seconded by Mrs. Harmon. 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 read the following report:

I have given each of you a revised Library Board Meeting schedule. Please note that the July meeting has been moved to the 2nd Tuesday of that month and will be held on July 9, 2024. I will be out of town on the third Tuesday of that month and council chambers was not available on the fourth Wednesday. I have also given you a copy of the 2022 Public Libraries in Louisiana Statistical Report. This is a report we receive each year from the State Library. In your board agenda packets that were sent to you with the agenda, you received the most recent financial statement that we have received from Finance.

We've had lots of exciting things going on at the library over the past two months. The library's new website launched in October. Assistant Director Lauren Pitz and Systems Librarian Jessica Pattison spent months working on transferring our website to a new platform and did a really great job with it!

Over 800 people attended a very warm trunk or treat at the East Regional Library on October 28th. This annual event is in partnership with the Girl Scouts Louisiana East St. Charles Parish Service Unit 216. All of the attendees had a great time!

We participated in the 10th annual Lawyers in Libraries Week at the end of October. This is a statewide program in partnership with the Louisiana State Bar Association, the State Library of Louisiana, and the Louisiana Library Association. We held Ask-A-Lawyer sessions and local attorney Loyd Bourgeois attended a "Won't You Be My Neighbor" storytime at the West Regional Library.

We partnered with the Lafon Arts Center and the St. Charles Animal Shelter in October in conjunction with the Lafon Center's "Mutts Gone Nuts" show. All library locations were donation spots for items for the animal shelter and over 40 items were collected. We also hosted an outdoor storytime during the farmers market that featured a shelter dog.

We just wrapped up Need to Feed Month and the branches collected about 8 boxes worth of non-perishable food items that are being donated to the local food pantry.

This week we are hosting local author Tayla M. Young, a St. Charles Parish native and Tulane University alumnus, during storytime at the East and West Regional Libraries this week. She was at the East Regional Library this morning and will be at the West Regional Library tomorrow at 10:30am.

The library is looking forward to the Norco Christmas parade on December 3rd. The bookmobile will once again be riding in the parade and the Norco Branch will be open for part of the day and will be handing out cookies and cocoa. 4-H leadership students will be following through on their service theme of "hunger" by hosting a food drive at the Norco library leading up to the Christmas Parade and collecting at the parade on December 3. To go along with the donations, 4-H students will have a station where kids and families can color and write holiday cards to give to needy families. These will be distributed in bags during the food pantry's Wednesday distributions. There will also be a 4-H themed scavenger hunt throughout the library and a place for children to decorate a hand for a display inside the branch. The display will be a tree, with the hands as leaves. Any extra 4-H volunteers who aren't helping out at the coloring station or hand station will help hand out cocoa and cookies.

In staffing news, Francesca Adams has been promoted from part-time to a full-time Circulation Assistant at Paradis and Joland Brown has been promoted from part-time to a full-time Bookmobile Assistant.

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

The first item of unfinished business was the Hahnville Branch Library project. Mrs. Benedict reported that the RFQ for architectural services was released on October 12th and responses are

due by 10am on November 17th. Once all proposals are received, the library administrative team will review and evaluate them, meet with architects, and select a top 2 or 3 to invite to present to the board at the January meeting.

The next item of unfinished business was the Hurricane Ida Recovery update. Mrs. Benedict reported that the 1st floor of the library is fully re-opened to the public. There are still some punch list items outstanding and the library is working with the architect and contractor to try and get those completed. The library is also awaiting a fire marshal inspection to be able to use the elevator and hopes to be able to have the 2nd floor open by the end of the year. The library is unfortunately still waiting on insurance reimbursements from Hurricane Ida for building repairs. The parish attorney has informed the Director that they are still awaiting an allocation of how the funds are being settled. Although the insurance company has tendered additional funds, they are still awaiting a breakdown so that the payments can be applied to specific properties and damages. To-date, the library has expended a little over 1.3 million dollars and has only received \$108,600 in reimbursements.

The first item of new business was approval of the proposed 2024 Holidays Schedule. Mr. Matherne made a motion to approve the 2024 Holiday Schedule. Mrs. Sacra seconded the motion and the motion passed unanimously.

The next item of new business was the proposed new policy for Library Card Eligibility and Registration. Mrs. Benedict gave a brief explanation of the policy. Mrs. Harmon made a motion to adopt the policy. Mr. Matherne seconded the motion and the motion passed unanimously.

The next item of new business was the proposed new Child Library Card Levels. Mrs. Benedict explained the three proposed card levels. Mr. Matherne made a motion to adopt the new child library card levels. Mrs. Sacra seconded the motion and the motion passed unanimously.

The next item of new business was the proposed policy revision of the Collection Development Policy. Mrs. Benedict gave a brief explanation of the proposed revisions. Mrs. Harmon made a motion to approve the proposed revisions. Mr. Matherne seconded the motion and the motion passed unanimously.

The next item of new business was the proposed policy revision of the Patron's Statement of Concern. Mrs. Benedict gave a brief explanation of the proposed revisions. Mrs. Sacra made a motion to approve the proposed revisions. Mr. Matherne seconded the motion and the motion passed unanimously.

The next item of new business was the proposed policy revision of the In-Kind Service policy. Mrs. Benedict gave a brief explanation of the proposed revisions. Mr. Matherne made a motion to approve the proposed revisions. Mrs. Harmon seconded the motion and the motion passed unanimously.

The next item of new business was the proposed policy revision of the Annual, Sick, and Personal Leave policy. Mrs. Benedict gave a brief explanation of the proposed revisions. Mrs. Sacra made a motion to approve the proposed revisions. Mrs. Harmon seconded the motion and the motion passed unanimously.

The next item of new business was the proposal to eliminate patron fees for photocopies and prints. Mrs. Benedict explained the proposal and a brief discussion followed. Mr. Matherne made a motion to approve the proposal to eliminate patron fees for photocopies and prints. Mrs. Sacra seconded the motion and the motion passed unanimously.

The next item of new business was the public hearing and adoption of the 2024 budget. The floor was opened for public hearing. There was no public comment. After some discussion Mr. Matherne moved that the library board approve the 2024 library budget as presented and Mrs. Harmon seconded the motion. The motion passed unanimously.

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

There being no further business, Mr. Matherne moved that the meeting be adjourned. Mrs. Sacra 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