

St. Charles Parish Library

Board of Control Meeting

March 16, 2021 at 6:00pm

MINUTES

A regular meeting of the St. Charles Parish Library Board of Control was held at 6:00pm, Tuesday, March 16, 2021 in Council Chambers at the Courthouse in Hahnville.

Members Present: Celeste Uzee, Charlene Alexander-Armstrong, Beverly DeLaune, Lori Lyons, Deborah Raziano, and Holly Fonseca

Members Absent: Tammy Windmann and Randy Matherne

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

Others: None

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

Mrs. Uzee asked for approval of the minutes of the January 19, 2021 meeting. Mrs. Raziano moved that the minutes be approved as e-mailed and the motion 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 read the following report:

We have been busy with serving our patrons in our branches, via the bookmobile, and our virtual programming, and we have several exciting things coming up. This month we added a new virtual event called Program Packs. It is similar to our Program-to-Go Bags in that patrons sign up for a craft program and come and pick up their program pack that contains everything they will need to create at home. The difference from Programs-to-Go is that patrons will get to be part of an exclusive interactive Zoom demonstration with one of our staff.

We are also participating in a virtual Prime Time Family reading program this year. The 6-week program takes place on Thursday evenings at 5:30 and started last week. Families with children in kindergarten through fourth grade who signed up for the program are able to pick up a free book each week and then they login to a Zoom session where they will enjoy discussing stories while improving reading skills in a fun way.

We are also phasing in some adult in-person programming beginning in April. On April 12th, Sara Lyon will begin teaching a weekly chair yoga class on Monday mornings at the West Regional Library. She will move to the East Regional Library in May and alternate months between the two branches. Chair yoga is supported by the United Way of St. Charles and Creative Family Solutions. Sara taught our weekly Monday night yoga classes before Covid.

In-person workshops led by lawyers from Southeast Louisiana Legal Services will also begin in April, discussing topics such as divorce and custody, bankruptcy, and wills and successions. These are scheduled at the West Regional, East Regional, and St. Rose branches. These are scheduled through June.

This Saturday, we are scheduled to be part of a community outreach event sponsored by Jae Flem Café in Luling. The bookmobile will be there to promote its services as well as hand out general library information.

The library will once again be a part of Need to Feed month in April. We will be a collection site for nonperishable food items and allow patrons to donate food to pay off their outstanding fees and fines. For each food item donated, up to \$1.00 in fines can be waived.

We are well under way with our Summer Reading Program planning. The program will be mostly virtual again this year, with some possible in-person programs, depending upon what the situation with the pandemic looks like at that time. We will be introducing a new online program called Beanstack for registering and tracking reading that is much more user friendly, especially for families with multiple participants, than the program we used the last few years.

We have come to an agreement with the St. Charles Parish School System to offer access to all of our electronic resources to all of their students, without them needing to have a physical library card. We are in the process of working with the school system and our IT team to get this set up. We are hoping to have this service available to students in the parish before summer.

We have had two water leaks at the Hahnville Branch in the last two months, each time causing us to have to close the branch for a day while our Facilities Maintenance team cleaned and assessed the damage. The first was at the end of January and there was minimal damage. The second was last Monday (March 8th). Thankfully, the majority of the water damage was in the children's activity room, but we have lost some materials and we are waiting on the insurance adjuster to come out and inspect to determine whether it is worth making an insurance claim over.

In staffing news, Destani Clement was promoted to Hahnville Branch Supervisor in February. Destani has been with the St. Charles Parish Library since 2012 when she was hired as a Page. She then moved into a part-time circulation assistant position in 2014, moved into a full-time role in 2015 where she served as one of our children's programmers until being promoted to this position. We are excited to have Destani as a member of our supervisory team. Lyndsey Matherne has been promoted to full-time and replaces Destani as a children's programmer at West. Jon Renee Chiasson was promoted to full-time and will be providing additional help with the bookmobile and ILL at West. Lauren Bernard was also promoted to a full-time position, filling a vacancy in the children's room at East. We are also in the process of filling several part-time positions and one full-time position. We hope to have those positions filled soon so that we can onboard new team members before our busy summer reading season begins.

Mrs. Fonseca asked about the status of the mobile hotspots. Mrs. Benedict explained that the library purchased 10 hotspots that are currently available for patrons to checkout for one week at a time. A brief discussion followed.

Mrs. Uzee commended the library staff for being a host site for Prime Time. Mrs. Benedict said that this was the second time the library was participating, with the first time being two years ago. The first time the library participated it was a live program and the children and the parents really enjoyed it. This year it is virtual with last week being the first week and it went really well.

The next agenda item was Communications. Mrs. Benedict informed the board that she had received an email from Mrs. Christine Alexander and read the following email into the record:

From: no-reply@myscpl.org <no-reply@myscpl.org> on behalf of Christine Alexander <no-reply@myscpl.org>
Sent: Friday, March 12, 2021 6:00 PM
To: St. Charles Parish Library West Regional <west@myscpl.org>
Subject: Email Us Local History & Genealogy

Name	Christine Alexander
Subject	Local History & Genealogy

Message

Good evening.

Hahnville is blessed with a structurally sound, beautiful and functional library. It is seldom, if ever, crowded at the Hahnville branch. The Hahnville branch has been well maintained. Spaces have been successfully repurposed to meet the needs of the small population of Hahnville. There is also access to a variety of non-essential activities. There is absolutely no emergency need for a new library in Hahnville at this time. Let's be grateful for this gem, which meets our every library associated need.

On the other hand, Killona has NOTHING of the sort. Killona students and residents have

suffered a lack of essential library services far too long. The financial resources are now available.

For well over a decade, we have expressed a need for a full-size and full service library for Killona. A new library in Hahnville does not, by any means, meet the library associated needs of Killona. The trip is about 7 miles long, passing industrial plants with few sidewalks and a rugged shell and rock topped levee interrupted by large industrial pipes.

Several community leaders and residents have for well over a decade, politely requested the board's consideration for a full service library for Killona, which has historically been under-served. This is UNACCEPTABLE in the parish of plenty.

We cannot tolerate this lack of service especially when our libraries recently acquired huge tax advantages.

Please consider. Thank you. Christine Alexander

The first item of unfinished business taken up was the status of the Norco Branch construction project. Mrs. Benedict informed the board that she is continuing to work with the parish legal department on this. A brief discussion followed.

The next item of unfinished business was possible future plans and the feasibility study proposal for the Hahnville Branch Library. A revised feasibility study, which had been vetted by the parish attorney's office, was included in the board packet. This is a proposed contract with 720 Design, Inc., the architect/designer that worked on the Norco Branch and West Regional construction projects. Mrs. DeLaune asked if 720 Design has agreed to the terms of the revised document. Mrs. Benedict explained that this was a different document than the first proposed contract they had seen previously. This is the standard contract that St. Charles Parish uses for professional services, with some minor changes that were made at the request of the architect. Those changes were cleared through the parish legal department and the proposed contract is acceptable to all parties. Some additional discussion followed. Mrs. Lyons motioned that the library board accept the 720 Design firm proposal to conduct a feasibility study for the Hahnville Branch Library Phase 1. The motion was seconded by Mrs. Armstrong. The motion passed unanimously.

The first item of new business was Resolution 21-2, the annual designation of the records officer. Mrs. Benedict gave a brief explanation of what the resolution was about and read the following resolution:

Resolution Number 21-2
Resolution to designate a records officer

Whereas Louisiana R.S. 44:411 requires that the Chief Executive Officer of each agency shall designate a records officer to act as liaison between the Division of Archives, Records Management and History, and the agency on all matters related to records management;

Now, therefore, be it resolved by the St. Charles Parish Library Board of Control in its regular meeting of March 16, 2021, that the Library Director be designated as the records officer for the St. Charles Parish Library.

Mrs. Raziano made a motion to adopt the resolution. Mrs. DeLaune seconded the motion and the motion passed unanimously.

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

There being no further business, Mrs. Uzee called for a motion to adjourn. Mrs. DeLaune moved that the meeting be adjourned. Mrs. Lyons 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