

St. Charles Parish Library
Board of Control Meeting
September 20, 2022 at 6:00pm

MINUTES

A regular meeting of the St. Charles Parish Library Board of Control was held at 6:00pm, Tuesday, September 20, 2022 in Council Chambers at the Courthouse in Hahnville.

Members Present: Celeste Uzee, Beverly DeLaune, Tammy Windmann, Annie Harmon, Charlene Alexander-Armstrong, Robin Robicheaux, and Holly Fonseca

Members Absent: Randy Matherne

Staff Present: Leann Benedict

Others: None

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

Mrs. Uzee asked for approval of the minutes of the July 19, 2022 meeting. Mrs. DeLaune moved that the minutes be approved as e-mailed. The motion was seconded by Mrs. Harmon 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 gave the following report:

The annual Summer Reading Program was quite successful. A handout was given to the board showing all of the summer reading numbers for this year. The library had a total of 2,139 patrons register for the summer reading challenge. 1,211 patrons completed the program by logging at least 360 minutes of reading. These numbers are higher than the previous two summers because of the impact of Covid on those years. While not as high as the summer before Covid, attendance numbers are looking good and are increasing at a good rate. A total of 2,064,678 reading minutes were logged for the months of June and July.

A total of 271 programs were held this summer with 6,155 patrons attending. A total of 45,746 items were checked out by patrons during the summer months.

There were 9 grand prize winners. 3 each from children, teens, and adult participants. The following patrons were winners of our grand prizes, which were generously sponsored by our Friends of the Library:

- Hashim Nadeem, Samantha Mahler, and Muhammad Nadeem won a Kindle
- Bella Cortez and Starlie McLarty won Squishmallow Sets
- Jackson Latengo won a bike and helmet
- Kamryn Barrilleaux won headphones
- Malory Harrell won a Headspace App subscription
- Whitney Guillory won a Keurig Duo

In addition to these grand prize winners, 23 participants won book bundles. The library wants to thank the Friends for their continued generous support of our Summer Reading Program.

The library is among over 160 public libraries nationwide awarded funding by the Public Library Association to conduct digital literacy workshops using DigitalLearn.org resources. The PLA Digital Literacy Workshop Incentive, supported by AT&T, provides support to libraries of all sizes to conduct digital literacy training in their communities and help close the digital divide. Library staff are working with our community partners to host classes at locations across the parish as well as at our library branches. These will begin in mid-October. There are classes for beginners scheduled at the East Regional Library and the Killona and St. Rose Community Centers. There is also a Cybersecurity Basics class scheduled for the East and West Regional Libraries, the Luling Senior Center, and a Senior TRIAD meeting. Library staff is also in the process of scheduling meetings with the Matthew 25:35 Food Bank and the St. Charles Parish Schools Family Centers to see if the classes offered through this grant would be of interest to their clients and families.

There has been some building maintenance that has been happening at several branches. Library administrators recently did walk-throughs at all of the branches with the facilities manager and branch supervisors. The facilities maintenance team has begun taking care of some maintenance and improvements to keep them looking fresh and clean. Some things that have been completed as a result so far include:

- The garage floor at the West Regional Library was redone. The old rubber covering was removed as it was buckling in areas and becoming a tripping hazard. The floor was sanded, and bookmobile lines were re-stripped. The shelving in the garage was also re-arranged to make access to supplies easier
- Trees and hedges were removed from the area between the parking lot at West Regional and Highway 90. There have been many problems with these trees over the years including a never-ending battle with poison ivy. The removal has also improved the visibility of the library.
- At St. Rose, the study rooms have been painted and touch-up painting has been done around the building. Areas around the exterior of the building where water runs off and had created holes have been filled. Plans are being made to renovate the public restrooms at St. Rose this year as well.

- At the East Regional Library, the study rooms have been painted.
- At the Hahnville Branch, the staff office area was moved to the area that was previously their reference room. The children's activity room is currently being used as storage. The back area that is adjacent to their meeting room and was previously their staff area has been cleaned out in preparation for storing the Louisiana collection there.

In staffing news Candee Rozycki re-joined our team as a Floater, Ramona Williamson was hired as a PT Circulation Assistant at St. Rose, Nivea Smith was hired as a Page at West, Clarence Jackson who was doing custodial work for us through AM/PM is now officially a library employee and is a part-time custodian at Norco and Hahnville, Courtney Parker was promoted to part-time circulation assistant at East, and Faith LeVeck was hired as a page at East. The library would like to welcome all of them to our team.

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

The first item of unfinished business taken up was the status of the Norco Branch status. Mrs. Benedict was pleased to be able to inform the board that the final change order for the Norco project was approved by the parish council the night before at the September 19, 2022 council meeting. This was the final paperwork needed to officially close this project out.

The next item of unfinished business was the Hahnville Branch Library project update. A community input survey was developed and had been shared with the board via email. Assistant Directors Amy Duke and Lauren Pitz and Hahnville Circulation Supervisor Destani Cornell helped come up with questions to obtain input about what features are most important to patrons as we begin planning for a new Hahnville Branch. The library will begin promoting the survey at the Alligator Festival and other outreach events, through the library newsletter, website, social media, signage in branches, and by postcards mailed to residents in Hahnville and Killona.

The next item of unfinished business was Hurricane Ida Recovery Update. Mrs. Benedict informed the board that the bid opening for the West Regional Library hurricane repairs was held on September 1st and the apparent low bidder was Dynamic Group, LLC in the amount of \$1,152,002.34. The Notice of Intent to Award was sent out on September 8th. There are documents the contractor must provide to the parish before it can go to the council for approval.

Mrs. Benedict also reported that the Louisiana Collection has been returned to the library. After being frozen, the materials were cleaned and gamma-irradiated by United Drying. The gamma-irradiation process is intended to inactivate any live mold or spores. The collection was delivered to the Hahnville Branch and library staff has been working hard to get everything unboxed, checked in, and sorted. The materials are not yet available for use. There are some items, anticipated to be 10-15% of the items, that will have to be withdrawn due to the condition of the material. The plan is that the circulating materials will be housed in the public area of the Hahnville Branch. As mentioned earlier, the former staff area has been cleared out and will

become home to the remainder of the Louisiana collection. This will be a closed stacks because the area also holds the IT equipment, and patrons go in that area. However, once the items are sorted and shelved, patrons will be able to request materials that staff will pull for them to use. Newspapers have been moved to archival boxes. Some are being stored on the bottom rows of shelving units in the public areas and others will be housed in the storage room at the branch. The library is doing its best to make all materials available as soon as possible. Once they are ready for public use the library will promote the availability of the collection to patrons. Mrs. Uzee asked if the items that will have to be withdrawn are replaceable. Mrs. Benedict informed the board that the library will try to replace items that are withdrawn if they are available.

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

Following the evaluation, Mrs. DeLaune moved that the board end the executive session 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, 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