

## **St. Charles Parish Library**

Board of Control Meeting

March 28, 2023 at 6:00pm

### MINUTES

A regular meeting of the St. Charles Parish Library Board of Control was held at 6:00pm, Tuesday, March 28, 2023 in the Children's Activity Room at the East Regional Library in Destrehan.

Members Present: Celeste Uzee, Tammy Windmann, Annie Harmon, Beverly DeLaune, Robin Robicheaux, Randy Matherne, and Holly Fonseca

Members Absent: Charlene Alexander-Armstrong

Staff Present: Leann Benedict, Julie Cancienne, Jessy Frickey, Lauren Pitz, Lesley Campbell, Nicole Zeringue, Amy Duke, and Jason Rogers

Others: Beth Billings

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 January 17, 2023 meeting. Mrs. DeLaune moved that the minutes be approved as e-mailed. The motion was seconded by Mrs. Windmann 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:

Preparations for our Summer Reading Program are well underway. Several of our team members attended the State Library summer reading workshops in February and branches are making plans for decorations and finalizing programming plans.

Regular programming continues at all branches, offering a variety of programs for all ages. Some highlights from the past month included a galentines day movie night, LEGO club, a Mardi Gras canvas program, life-sized CandyLand game, and Panda Park escape room.

Outreach is continuing to grow. Last month several visits to schools were made, including Harry Hurst, JB Martin, and Hahnville High School. School visits have always been a great way to reach children and teens in the area and we are excited to be able to

do these visits once again. The Planetarium also had a large school group from another parish visit last month and we are excited to see school groups returning for visits as well and hope that continues to grow.

At our November meeting I had mentioned that one of our teen patrons had approached us about building a sensory garden here at the East Regional Library for his Eagle Scout project. I am excited to share that he began building the garden just this past weekend outside of the children's activity room along the pathway to the sugar kettle. Each container will correspond to a sense, and he has plans for maintenance and upkeep of them as well. We're very happy to have this beautiful addition to our outdoor space. This will be especially nice when we begin allowing patrons to access the patio areas, which will be happening soon. We have furniture on order and once it is received we will be able to make the back and side patio areas accessible from within the library so patrons can sit outside on nice days.

We had a couple of emergency branch closures in the past month. At the beginning of February, Norco had to be closed to the public for four days due to a leaking water main outside of the building. The West Regional Library had to be closed for one week at the beginning of March while the contractors were staining and varnishing wood for repairs from Hurricane Ida. We appreciated our patron's and staff's patience during these two interruptions in service.

I am scheduled to give the Library's annual report to the parish council on April 10<sup>th</sup> and am working on finalizing our 2022 year-end statistics for that and for the State Library annual report. I will share that information with you all once it is completed.

In staffing news, all staff have completed their mandatory ethics and sexual harassment trainings for the year. Roberta August retired on February 24<sup>th</sup>, after 7.5 years of service with our library system. Roberta served as our East Regional Librarian from September 2015 to February 2022 and as Circulation Assistant with an emphasis in Children's Programming at the St. Rose Branch until her retirement. Prior to joining the St. Charles Parish Library, Roberta served in Louisiana Public Libraries for 31 years, working in Lafayette, Ascension, and St. John Parish Libraries. She will be greatly missed, and we wish her all the best in her very well-deserved retirement.

We have two of our part-time staff being promoted to full-time positions effective April 1<sup>st</sup>. Sophia Muentes will be a full-time Circulation Assistant at the East Regional Library and Ivette Galvez will be the full-time Circulation Assistant with emphasis on children's programming at the St. Rose Branch. Eva Fiffie will be transferring from the position of Circulation Supervisor at the St. Rose Branch to join our Programming and Outreach team as an Outreach Assistant.

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

The first item of unfinished business was the Hahnville Branch Library Project update. Mrs. Benedict informed the board that Assistant Director Amy Duke has been working on writing the RFQ to begin the search for an architect for the Hahnville Project. That should be ready to be published soon, and we are looking forward to getting started on this project.

The next item of unfinished business was Hurricane Ida Recovery Update. Mrs. Benedict informed the board that construction is underway at the West Regional Library and is going well. The library hopes to be able to re-open the whole building by the summer. At the East Regional Library there were two sections of the roof damaged by Hurricane Ida. The repairs on the roof of the porte-cochere were completed at the end of February. We are still waiting for repairs to be done on the back side of the roof over the Children's Room. The parish is still working with the insurance on this, but we are hoping that it will be completed within the next couple of months.

The first item of new business was a proposed revision of the Problem Patron Procedures/Patron Behavior Policy. Mrs. Benedict gave a brief summary of the revision. Some discussion followed. Mrs. DeLaune made a motion to adopt the proposed Patron Behavior Policy. Mrs. Harmon seconded the motion and the motion passed unanimously.

The next item of new business was the proposed revisions to the Collection Development Policy. Some discussion followed. Mrs. DeLaune made a motion to adopt the proposed Collection Development Policy with the following additions to the *Patron's Statement of Concern* section:

- This form can be found on the library website or obtained at any branch.
- The library director will send a letter of acknowledgment to the patron upon receiving the form, noting an estimated time frame for the review process, not to exceed 60 days. Should there be a delay in reviewing the request, the patron will be notified and informed of the reason for the delay and given a revised date.
- If a patron disagrees with the decision of the committee, an appeal can be made to the library board of control.

Mr. Matherne seconded the motion and the motion passed unanimously.

The final agenda item was Public Comment. There was no public comment. Mrs. Benedict thanked Mrs. Uzee and expressed her deep appreciation for her 10 years of service to the library board. Mrs. Uzee's second term expires on April 1, and this was her last board meeting.

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

APPROVED:

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Randy Matherne, Vice-President  
St. Charles Parish Library Board

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Leann Benedict, Secretary  
St. Charles Parish Library Board