

ST. CHARLES PARISH LIBRARY

Board of Control Meeting

May 20, 2014

6:00 p.m.

MINUTES

A regular meeting of the St. Charles Parish Library Board of Control was held at 6:00 p.m. on Tuesday, May 20, 2014, in Council Chambers at the Courthouse in Hahnville.

Members present: Robert Faucheux, Celeste Uzee, Tammy Windmann and Terrell Wilson

Members absent: Ralph DeRoche

Staff present: Leann Benedict, Jessica Delgado, Stacie Russell, Lauren Pitz and Tammy Chiasson

Others: None

Mr. Faucheux called the meeting to order and asked for a moment of silent prayer, which was followed by the Pledge of Allegiance.

Mr. Faucheux asked for approval of the minutes of the January 21, 2014 meeting. Mrs. Uzee moved that *the minutes be approved as mailed*. Mrs. Windmann seconded the motion, and the motion passed.

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 am pleased to tell you that we have hired Jessica Delgado as our new Systems Administration Librarian. Jessica holds a Master's Degree in Library and Information Science from LSU and a Bachelors of Visual Arts from Loyola. She has over 7 years of professional library experience and was previously the Systems Librarian for the Ochsner Medical Library. We are very excited to have her on our team!

Our partnership with Community Education has been going very well. In March Stacie Russell, our Technology & Education Librarian, taught a group of 12 how to incorporate their tablets into their daily lives. On February 8th we hosted a Digital Living Conference at the East Regional Library. We had a total of over 40 people attend the various sessions that day.

Robin Bourgeois, our Hahnville supervisor, and Lauren Pitz, our Public Relations & Adult Programming Librarian, have been doing a monthly outreach at the courthouse. Once a month, usually the 2nd Thursday of the month, they go to the courthouse and set

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up a table where courthouse employees and members of the public at the courthouse that day can stop by and get a library card and learn about the library's programs and services. The staff brings a tablet and does demos of our online resources such as OverDrive and Hoopla. This has been a very successful outreach effort.

Assistant Director Vicki Nesting had a book review published in the April LibraryReads list which can be found online at libraryreads.org. Vicki is also worked on a group article for the May issue of Library Journal. Several of the librarians attended the Louisiana Library Association Conference in March which is always a great experience for our professionals.

Tammy Chiasson, our Administrative Assistant and Anne St. Pierre, the Paradis Branch Supervisor, have both completed all of the coursework for their Library Support Staff Certification. This certification program is sponsored by the American Library Association and is directed at staff whose positions do not require a graduate degree in Library Science but who want to further their knowledge and skills in the library profession. To obtain the certification they had to complete 6 of 10 competency sets by completing ALA approved coursework and training. Eva Fiffie, our St Rose supervisor, completed the certification last year so we now have 3 staff who hold this certification. We are very proud of Tammy and Anne for their hard work and dedication in obtaining this certification.

We are gearing up for summer reading and there is a lot that will be happening at the library this summer for patrons of all ages. Starting June 2nd, patrons can sign up for one of our summer reading programs. We have a children's program geared towards children up to age 7, a tween and teen program designed for patrons ages 8-18 and an adult summer reading program designed for our patrons over the age of 18. The programs will end on July 26th. All patrons who complete one of our programs will have their name entered into drawings for prizes that include gift cards, iPad minis, and science kits. These prizes were made possible by donations from our amazing community partners and we would like to give a very big thank you to Walmart in Boutte, Dow St. Charles Operations, Valero St Charles Refinery, Monsanto and the Friends of the St Charles Library for their very generous donations.

I have given each of you a copy of our summer reading calendar of events. We have numerous programs available for patrons throughout the summer. On June 3rd patrons are invited to attend our "Book Buzz" which will be held at 10am at the East Regional Library in Destrehan and at 2pm at the West Regional Library in Luling. A representative from Random House publishers will be on hand to tell us all about some forthcoming bestsellers. Then on June 13th we are holding our first after-hours event for adults, which will be held at the West Regional Library from 7pm – 10pm. At this event patrons will be able to meet the author and illustrator of the Kentucky Sweets cookbook (the illustrator is our own Chase Chauffe, who is a library assistant at the Paradis Branch). They will also be able to buy books, visit the planetarium, enjoy refreshments and have a chance to win door prizes."

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The next agenda item was Communications. There were two items of communication. The first was a thank you letter from the St. Charles Parish Hospital. The second was a letter from Paul Hogan regarding the voting status of the library's ex-officio member.

The first item of old business taken up was the status of the Paradis Branch. Mr. Faucheux asked Mrs. Benedict to provide the board with an update. Mrs. Benedict informed the board that since the last board meeting there have been several meetings regarding the Paradis issue. The most recent meeting was on April 14, 2014 when Mrs. Benedict, Mr. Faucheux and Kenny Breaux (the library's Facilities Manager) attended a meeting with Mr. VJ St. Pierre (Parish President), Mr. Sunny Vial (Parish Attorney), David Assaf, Lamar Contractors and Chenevert Architects and the following action plan was agreed upon at that meeting:

1. The Library agreed that they would make sure that the thermostats were set and locked at the proper settings and that they would put lock boxes over the thermostats so that staff and/or patrons could not change the settings. This has been completed.
2. Lamar Contractors agreed to bring in a glass company to perform a water test on the window in the children's activity room. The water test was completed on May 7, 2014. We are still waiting for a formal report and recommendation regarding the results of the test.
3. Lamar Contractors agreed to repair the wall and paint the children's activity room to prepare it for use again. We are waiting to receive the results of the water test before Lamar performs the repairs.
4. The library agreed to hire a company to come in and test the air quality of the building and test for mold. Mr. David Assaf agreed to provide the library with names of recommended companies to do the testing and cleaning. Mr. Assaf has provided the library with the names of two companies that do mold and air quality testing and Mrs. Benedict has contacted both companies and requested quotes for the testing. Mrs. Benedict will forward the quotes to the board once both have been received.
5. Lamar Contractors will place a device in the building to monitor the air temperature and humidity levels. They will monitor this through the end of September.

The next item of business was the West Regional renovation issue. The board decided to hold off on any further discussion of this issue until the July board meeting. At that time Mrs. Benedict will provide the board with estimates of the costs associated with moving and storing the collection and furniture during the project.

The first item of new business was the proposed amendment to the by-laws. Mrs. Uzee made a motion to accept the changes as proposed. Mrs. Windmann seconded the motion and the motion passed.

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

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

APPROVED:

Robert Faucheux, President
St. Charles Parish Library Board

Leann Benedict, Secretary
St. Charles Parish Library Board