

**St. Charles Parish Library**  
Board of Control Meeting  
May 17, 2022  
6:00 p.m.

AGENDA

- I. Call to Order, Prayer, & Pledge
- II. Approval of Minutes – March 15, 2022
- III. Attendance Report
- IV. Public Comment (five [5] minutes)
- V. Librarian’s Report
- VI. Communications
- VII. Unfinished Business
  - A. Norco Branch Status
  - B. Hahnville Branch Library Project Update
  - C. Hurricane Ida Recovery Update
- VIII. New Business
  - A. Resolution 22-2 – Designation of a Records Officer
- IX. Public Comment (three [3] minutes)
- X. Adjournment

Persons wishing to speak before the board must notify the board secretary (Library Director) at [LibraryBoard.Secretary@myscpl.org](mailto:LibraryBoard.Secretary@myscpl.org), or 985-764-9643 at least two days before the meeting to notify the board they will be speaking at the board meeting. All speakers are limited to a maximum presentation of five (5) minutes for requested Public Comment, Agenda Item IV. Public Comment at the end of the meeting is limited to three (3) minutes per speaker. Groups wishing to present to the board are asked to designate one person to make the presentation. Please contact the board secretary for additional information.

**St. Charles Parish Library  
Board of Control**

**Resolution Number 22-2**

**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 a 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 May 17, 2022, that the Library Director be designated as the records officer for the St. Charles Parish Library.

Approved:

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Celeste Uzee, President  
St. Charles Parish Library Board of Control

Attest:

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Leann Benedict, Secretary  
Library Board of Control



Louisiana State Archives – Records Management  
 Louisiana Secretary of State  
 P.O. Box 94125  
 Baton Rouge, LA 70804-9125  
[recmgt@sos.la.gov](mailto:recmgt@sos.la.gov)

SSARC-940 (09/2020)

## RECORDS OFFICER DESIGNATION FORM

### Archives Use Only

Date Received:	Date Entered:	Entered by:
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In compliance with La R.S. 44:411, on or before July 1<sup>st</sup> of each state fiscal year, the chief executive officer of each agency shall designate a records officer to act as a liaison between the agency and the State Archives on all matters related to records management and communicate that designation by completing this form. You may submit the completed form to [recmgt@sos.la.gov](mailto:recmgt@sos.la.gov).

1. Agency: St. Charles Parish Library
2. Agency Mailing Address: PO Box 1029, Destrehan, LA 70047
3. Agency Chief Executive: Celeste Uzee
4. Executive's Title: Library Board President
5. Executive's E-mail Address: cnuzee@gmail.com
6. Exec Phone Number: (985) 258-0483      7. Exec Fax Number: (985) 764-1744
8. Date Executive Appointed or Elected to current position: January 18, 2022
9. Date Executive's current term ends: Jan 2023 (date of next election or N/A if not applicable).
10. Agency Records Officer Designee: Leann Benedict
11. Designee's Title: Library Director
12. Designee's E-mail Address: leann.benedict@myscpl.org
13. Des Phone Number: (985) 764-9643 x103      14. Des Fax Number: (985) 764-1744

As Chief Executive Officer of the agency listed above, I hereby designate the person listed above to act as the agency's designated Records Officer for the State Fiscal Year beginning July 1, 2022 and ending June 30, 2023. If this form is returned after January 1<sup>st</sup> in a year where a designation has not been made, the designation will cover the balance of the remaining fiscal year and the upcoming fiscal year. In the event our designee changes during the year indicated above, we will notify your office of the change within thirty days.

President, Library Board of Control

Executive's Signature	Title	Date
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