

**ST. CHARLES PARISH LIBRARY**

Board of Control Meeting

September 15, 2015

6:00 p.m.

MINUTES

A regular meeting of the St. Charles Parish Library Board of Control was held at 6:00 p.m., Tuesday, September 15, 2015, in Council Chambers at the Courthouse in Hahnville.

Members present: Robert Faucheux, Celeste Uzee, Tammy Windmann, Larry LaBorde, Glenn Gros and Terrell Wilson

Members absent: Ralph DeRoche and Steve Wilson

Staff present: Leann Benedict, Vicki Nesting, Denise Wilson, Lauren Pitz, Jessica Delgado, Julie Cancienne, Tammy Chiasson, Tara Lombardi and Nicole Zeringue

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 May 19, 2015 meeting. Mr. Gros moved that *the minutes be approved as mailed*. Mr. LaBorde 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.

Under the Librarian's report, Mrs. Benedict read the following report:

"The Library wrapped up another successful summer reading program in August. This summer we had 613 children, 255 tweens and teens and 345 adults register using our new online sign-up program. We did unfortunately see a drop in sign-up for the summer reading program this year from 2014 but we attributed that largely to the implementation of the new online summer reading program that patrons were required to use. We are already looking at ways to improve the program for next year. The good news is that attendance at our many programs for all ages was up from last year. A total of 304 programs were held in the months of June and July with 9,719 patrons attending. Our number of programs increased by 3% from the summer of 2014 and attendance increased by 9.5%.

Our two "Ready Set Robotics" Mini Camps that were held in June were a huge success. The camp at East had 39 kids and the camp at West had 29 kids between the ages of 8

and 17 in attendance. Amy Duke, our Teen Services Librarian and Brian Young, the DHS Wildcat Robotics coach, along with his team of students, did a fantastic job in running the camps and we are looking forward to being able to do them again next year.

On July 18<sup>th</sup> we held our 5<sup>th</sup> annual teen lock-in. The theme this year was “Choose Your Own Adventure”. We had 62 kids ages 12-17 in attendance. I want to commend Amy Duke, Teen Services Librarian and Lauren Pitz, Public Relations and Adult Programming Librarian and all of the staff who helped with the lock-in. This is such a great event for our teens and it would not be possible without the cooperation of the staff from all of our branches.

We would like to thank several of our community partners who generously donated items for our summer reading program grand prizes. Valero donated \$1,500 to the Friends of the St. Charles Library which was used for iPad minis for the grand prizes for the tween, teen and adult programs and also for \$25 Walmart gift cards given to branch winners in each age category. The children’s grand prize was a gift bag donated by Alice and Jim Dantro of Publishers Wholesale Associates. The Friends of the St. Charles Library donated \$500 to the summer reading program and also co-sponsored the teen lock-in and the adult after-hours program. We are grateful for the support we receive from the Friends group and all of our community partners.

Having wrapped up summer reading in August, we have spent the past month and a half focusing on back to school events. Our staff has been busy attending open houses and meet-n-greets at the schools and in planning for Fall and Winter programs. The East Regional Library will be presenting some new adult programs in 2016 including Pilates classes, family games days, a graphic novels book club and a cookbook book club. Paradis started a cookbook book club this month and has received some positive feedback from patrons about it. We are looking forward to seeing these new programs evolve.

As you know, community outreach has become an increasingly important part of our services and we are always looking for new opportunities. This year, the library will make its first outreach appearance at the Alligator Festival. We will have a booth set up on Saturday and Sunday from 11am until about 6pm. Staff will be on hand to tell patrons about our programs and services and sign them up for library cards. We will also have an alligator-themed craft for the children to do.

If you have visited our website lately you may have noticed a box that says “Tell Us What You Think”. Our website redesign team is asking for input from our patrons on how they use our current website. When you have a few minutes one day this week I encourage you all to take the survey and share your thoughts about our website with us.

On August 17<sup>th</sup> I gave our annual report to the Parish Council. I am happy to report that most of our numbers have gone up over the past year. Our patron visits were up by 1.58% with over 193,000 people visiting our 6 locations and bookmobile. Total circulation was up 5.68% with over 243,000 items being circulated. Overall event attendance for the year

was up by almost 27% with 28,680 people attending the many children's, teen and adult programs that we offer throughout the year.

In staffing news, we have had several new part-time circulation assistants join our team in the past several months. Shelby Roper joined our team at the East Regional Library, Lori Lyons joined our team at the West Regional Library, Monica Tellock joined our Paradis team and Sophia Muentes joined our St. Rose team. We also hired Emma Lankford at East as a Page. We welcome each of these new staff members! As you know, Marci Saucier retired in June and we are currently in the process of hiring a new children's librarian. I want to thank Julie Cancienne, our West Regional Librarian, who stepped in and took on the duties of the children's librarian, in addition to her own duties, during the summer months."

The next agenda item was Communications. There were no communications to be taken up.

The first item of old business taken up was the status of the proposed purchase of the First National Bank USA property in Norco. Mr. Faucheux asked Mrs. Benedict to give the board an update. Mrs. Benedict informed the board that the bank had closed for business on September 4<sup>th</sup> and we have been told that they have moved out. Mrs. Benedict reported that she would be going to do a walk-through of the building the next day (Wednesday, September 16<sup>th</sup>) and anticipates that we will go to Act of Sale on the building soon. In the agenda packets Mrs. Benedict included a draft schedule of what the Norco renovation schedule might be. This is just a draft created to show an approximate timeline for the project. An official schedule would be made after the library takes ownership of the building. Some discussion followed regarding the length of time needed for the project and what the planning process looks like in relation to the West Regional Library renovation project. Discussion also followed regarding the budget for the project as well as who is responsible for managing the construction projects.

The next item of unfinished business taken up was the West Regional Library renovation. Mr. Faucheux asked Mrs. Benedict to give the board an update. Mrs. Benedict referred the board to the floor plans that were included in the agenda packets. Some features that will be added to the building as part of the renovation include a computer lab, an entrance to the Planetarium from within the library, more study rooms and more computers. The design consultants anticipate that we may be able to go out to bid in October and Mrs. Benedict asked for the board's approval to move forward with the bid process. Mrs. Benedict gave the board the following updated budget estimates for the West Regional and Norco projects:

**West Regional Library Project:**

- A&E - \$110,873 (Contracted amount + max reimbursable expenses – total expenses thus far)
- Construction - \$1,773,202
- Contingency - \$160,000
- FF&E – 252,000

\*\*\* The construction cost includes an additional \$53,000 for water services reconfiguration/backflow preventer and certification. This was not included in the

estimate shown in the board documents as we just received this information yesterday. This brings the total construction estimate, including contingency, to \$1,933,202

**Norco Project:**

- A&E - \$124,710
- Construction - \$953,000
- Contingency - \$135,000
- FF&E - \$75,500

Mrs. Benedict reported that she was already working on the 2016 budget and feels that we can afford the increase in the cost projections for the West Regional renovation project. Some discussion followed regarding how change orders were handled and how many change orders happened in previous projects. Mrs. Benedict told the board that she had not been involved in the change order process for previous projects and will need to investigate to see what the formal process is for change orders. She will report back to the board when she gets that information. After some discussion, Mrs. Uzee moved that the board provide Mrs. Benedict with the authority to put the West Regional Library renovation project out to bid under the assumption that it will happen in October of this year. Mrs. Windmann seconded the motion and the motion passed.

The first item of new business was an amendment of the “Videos/DVDs” section of the Collection Development Policy. Mrs. Windmann made a motion that the policy be amended as written. Mrs. Uzee seconded the motion and the motion passed.

The next item of new business was the annual evaluation of the Director. Mrs. Uzee moved that the Board go into executive session. Mrs. Windmann seconded the motion, and the motion passed.

Following the evaluation, Mr. Gros moved that the Board end the executive session. Mrs. Windmann seconded the motion, and the motion passed.

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

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

APPROVED:

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Robert Faucheux, President  
St. Charles Parish Library Board

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Leann Benedict, Secretary  
St. Charles Parish Library Board