

## **ST. CHARLES PARISH LIBRARY**

Board of Control Meeting

May 17, 2016

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, May 17, 2016, in Council Chambers at the courthouse in Hahnville.

Members present: Celeste Uzee, Glenn Gros, Larry LaBorde, Deborah Raziano, and Terrell Wilson.

Members absent: Ralph DeRoche, Tammy Windmann, and Steve Wilson

Staff present: Leann Benedict, Lauren Pitz, Vicki Nesting, and Tammy Chiasson

Others: None

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

Mrs. Uzee asked for approval of the minutes of the March 15, 2016 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.

The next agenda item was the Librarian's Report. Mrs. Benedict gave the following report:

National Library Week was observed the week of April 10<sup>th</sup> and culminated with our Book Tasting Event on the 16<sup>th</sup> at the East Regional Library. 51 patrons attended this event where they were able to sample different books in a variety of genres that they may not normally read. They were also introduced to our NoveList database which is a great resource for finding new books and authors based on what they like to read. They were also introduced to Next Reads which allows them to sign up for an email newsletter list and receive reading recommendations based on their interests.

Through March and April, our branches have continued to remain busy with programming. Numerous programs were held over the past two months for patrons of all ages including coloring for adults, book discussion groups, Anime and Pokémon clubs, cookbook clubs, robotics, movie days, painting classes and more.

We are gearing up for our Summer Reading Program, which starts next week! I am very excited to announce that this year the St. Charles Parish Library was awarded a grant in

**St. Charles Parish Library Board  
Minutes, 5/17/16, Page 2**

the amount of \$42,171 from Entergy Waterford 3 to support our 2016 summer reading program! These funds will be used to print and mail our event guide to every household in the parish, to pay for program supplies as well as performers and speakers, and to pay for the prizes and grand prizes. I'd also like to thank and recognize the Friends of the Library group who will also be supporting the library's summer reading program as a sponsor.

The summer reading program will run from May 23<sup>rd</sup> – July 31<sup>st</sup> and we have a program for every age group. Our children's program, themed "On Your Mark, Get Set, READ" is for ages newborn through 12. The teen program, "Get in the Game and Read" is for ages 12-18 and the adult program "Exercise Your Mind and Read" is for ages 18 and up. We'd like to invite everyone in the community to stop by their local branch next week and sign up! Patrons will have a chance to win prizes throughout the summer and everyone who completes the program will win a special prize plus an entry for our grand prizes. The more you read, the more chances to win!

Next week we will be having a kick-off party at the East Regional Library in Destrehan from 4-6pm on Monday, May 23<sup>rd</sup>. It will be a hula-hoop jammin' good time with free snoballs! We'd love to see you all there! In addition, other branches will be holding kick-off parties throughout the week. You can check out our summer reading calendar online at [www.myscpl.org/summer](http://www.myscpl.org/summer) to learn more. The library will be sponsoring over 200 free programs throughout the summer for patrons of all ages. Every household in the parish will be receiving a handy summer playbook with a pull-out calendar in the mail so be on the lookout for your playbook this week in your mail boxes!

In the past 2 months our staff have been brushing up on their skills with continuing education opportunities. Julie Cancienne, Vicki Nesting and Katy Hepner attended the Public Library Association Conference in Denver in April. Vicki Nesting attended the BookExpo America Conference in Chicago last week where she participated in the Librarians Shout and Share Panel. In June, Jessica Delgado and I will be attending the annual American Library Association conference in Orlando. The library was closed this past Friday for our bi-annual All Staff Day. Staff received training on using some of our Ebsco databases, had hands-on training on a variety of resources during our technology fair, received training on our summer reading program and attended a session on handling sticky situations when helping patrons using the public computers.

In staffing news, Carl Montet, who has been a part-time circulation assistant at the West Regional Library for 39 years, has retired. We are sorry to see Mr. Carl go and would like to thank him for his years of dedicated service to our library system.

Last night I presented the library's annual report to the parish council. Each year we are asked to share a 10-minute presentation with the council about the library. I have given each of you a copy of the handout that was shared with them. I also emailed you all a link to the video in case you are interested in watching the report.

**St. Charles Parish Library Board  
Minutes, 5/17/16, Page 3**

Mr. Gros suggested that the financial report might be more useful to him if the budget number was broken down into quarters. Some discussion followed regarding the format. Mrs. Benedict explained that the report came to the library from the Finance department and that this was the format that they used.

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

The first item of unfinished business taken up was the West Regional renovation status. Mrs. Uzee asked Mrs. Benedict to update the board on the status of the project. Mrs. Benedict informed the board that construction on the West Regional Library began the first week in April and the contractors are making great progress. Mrs. Benedict also informed the board that she and the Facilities Manager are attending formal biweekly meetings with the contractor and architect, and that the Facilities Manager is visiting the site at least once a week to monitor the progress. Patrons can view pictures of the progress from a link on the library's web site. The contractors have already finished pulling out carpet and flooring, have removed walls that needed to come down and have started framing the new rooms. They are still on target to be completed by the end of the year. One good thing to note is that the second floor is not being used for storage as we originally intended so the contractors will not have to phase the work on the second floor.

The next item discussed was the change order procedures for the West Regional Library project. Mrs. Benedict explained that the first step in the change order process is that the contractor submits their requests for a change order to the architect. The architect reviews the request and then makes a recommendation to the Library Director as to whether the change order is necessary and reasonable. The final step in the process is that the change order goes to the parish council for approval. In the past, the library board did not have a set procedure for approving change orders before they were sent to the parish council. Mrs. Benedict informed the board that it may be necessary to hold special called library board meetings to ensure that the library board has a chance to approve all change orders before they are sent to the council. Mr. Gros suggested that the board give Mrs. Benedict some latitude to be able to approve change orders that are under a certain amount and be able to take them to the parish council without the library board's approval. Mrs. Uzee agreed that this was a good idea but also felt that it was important for the board to give approval for change orders above a certain amount. Mr. Gros made a motion that the board set the amount at \$25,000. Some additional discussion followed and the board decided that they should gather additional data to determine what an acceptable amount would be. Mr. Gros withdrew his motion to set the amount at \$25,000 and the board will discuss this again at the next library board meeting.

The next item of unfinished business was the status of the Norco Branch project. Mrs. Uzee asked Mrs. Benedict for an update. Mrs. Benedict informed the board that they are making progress on the plans and presented a draft of the floor plan for the Norco building. Mrs. Benedict explained that there may be some additional changes made but that this draft was probably close to what the final floor plan would be. Some discussion followed.

The only item on unfinished business was the Paradis Branch playground equipment. Mrs. Benedict gave the board members a packet of information showing the equipment the parish was

**St. Charles Parish Library Board  
Minutes, 5/17/16, Page 4**

proposing to put on the property. Some discussion followed. The board had questions about site preparation and what type of surface would be put under the equipment to ensure that it didn't turn into a mud hole when it rained. The board requested that details regarding site preparation, installation and a timeline be brought to the next meeting.

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

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