

ST. CHARLES PARISH LIBRARY

Board of Control Meeting

May 15, 2018

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 15, 2018, in Council Chambers at the courthouse in Hahnville.

Members present: Celeste Uzee, Tammy Windmann, Deborah Raziano, Charlene Alexander-Armstrong, Glenn Gros, Beverly DeLaune, and Terrell Wilson.

Members absent: None

Staff present: Leann Benedict and Lauren Pitz

Others: Gary Dunn

Mrs. Uzee called the meeting to order and asked all to rise and asked Mrs. Windmann to lead the Pledge of Allegiance followed by a moment of silence

Mrs. Uzee asked for approval of the minutes of the March 20, 2018 meeting. Mr. Gros moved that the minutes be approved as mailed and Mrs. Raziano seconded the motion. The motion 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:

We have had some great programs over the past two months. On April 27th, the East Regional Library hosted a murder mystery dinner, which was sponsored by the St. Charles School Foundation through a United Way grant. 71 people attended this fun evening. East also held a ProSeed STEM day program where participants worked individually to build a hydraulic lift gate and then presented their experiment to their peers. We had 55 people in attendance at this program.

Outreach visits in the community continue to keep us busy and, in addition to all our regular visits to the community and senior centers and the farmers market, staff have been busy visiting all the schools in the parish to promote our upcoming summer reading program. We always appreciate when our schools give us the opportunity to come and share about the library with their students.

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Our Summer Reading Program will begin on May 24th and runs through July 31st. Our event guide, which was created by Teen Services Librarian Amy Duke, was mailed out to all households in the parish, so you hopefully have all received a copy by now. If not, I have extras with me. The theme for this year is Libraries Rock! As always, we have lots of programs planned for children, teens, and adults throughout the summer, with many of them being focused on music. Some of our headliners for the summer include Tonks & the Aurors Wizard Rock Concert, Hip-Hop dancing with Toni B, productions by the Hampstead Stage Company Live, Songs with Staci Gray, the Soul Heirs Jazz Band and several more! From May 24-31 each of the branches will be having special kick-off events so we encourage everyone to read through the event guide to see what is happening at our libraries across the parish. Patrons can begin signing up for the summer reading program on May 24th by going to our web site or visiting one of our branches. All patrons who sign up will receive a special sign-up incentive. We have a notepad and pen for our adults, earbuds and phone stand for our teens, and a lanyard and libraries rock pass for our children. Once signed up, our patrons can begin logging their reading minutes. All participants who complete 360 minutes of reading will receive a special prize. For our children, we have a special reading trophy, our teens will receive a fidget cube, and our adults will receive this very cool insulated tote. They will also be entered into our grand prize drawing and participants will have the opportunity to win weekly prizes throughout the summer.

Last week I emailed you a link to preview our newly redesigned website, which I am excited to say will go live tomorrow! Our website redesign team consists of Lauren Pitz, Jason Rogers, Jessica Delgado Pattison, Julie Cancienne and Stacie Russell. They have really worked hard to make our website more user and mobile-friendly, so I encourage you to check it out and let us know what you think.

On April 13th, the library staff attended our biannual All Staff Day training. The staff each attended five breakout sessions throughout the day. Topics covered included Time Management, Fake News and How to Find Reliable Resources, Using Help Desk, Handling Difficult Patron Interactions, Office 365: OneNote & OneDrive, How Materials are Selected, Introduction to Interlibrary Loan, Wellness Seminars on Stress Management and Nutrition, Exceptional Lives Database, and Outreach Basics & Intro to Bookmobile Services. It was a busy and informative day for all our staff.

In staffing news, Alexander Matherne joined our staff at a part time circulation assistant at Norco and Natalie Ortiz joined our staff as a part-time floater.

Just as a reminder, the American Library Association will be holding their annual conference in New Orleans this summer from June 21st – 26th. There are many options for attending if you are interested. You can attend for one day, just for exhibits, or for the full conference. If you are interested in attending, please let me know and we can take care of registering you.

Mrs. Windmann asked if children need to have a library card to sign up for the summer reading program. Mrs. Benedict explained that children are not required to have a library card to sign up

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for the summer reading program. We do encourage and want patrons to get a library card, but it is not required to participate in the program. Patrons can either sign up online or come into any branch to sign up for the program. If they sign up online, then they can pick up their sign-up prize on their next visit to the library. The library also still does have paper logs available for patrons who prefer to track their reading that way. Patrons can fill that out and bring it in to the library and the staff will do the rest.

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

The first item of unfinished business taken up was the West Regional renovation status. Mrs. Benedict informed the board that all the punch list items have been completed. We have received the carpet surplus that we were waiting for and a change order has been sent to the parish council. The change order is for a credit to the library in the amount of \$1,271.00. This is for punch list items not completed that the contractor is giving us a credit for. Once the credit goes to council we should be getting a final pay app and we can hopefully close this project out before the next library board meeting.

The next item of unfinished business was the status of the Norco Branch project. Mrs. Benedict introduced Gary Dunn, one of the architects for this project, and asked him to give the board a general update on the project. Mr. Dunn told the board that the contractor has, for the most part, completed the “dirt work” and the demolition of the building. The installation of the helical piles has been completed. There are a few things that need to be reviewed by the structural engineers, but Mr. Dunn believes they will be approving those helical piles soon. Mr. Dunn said that the contractor is a little bit behind schedule, but the contractor assures us that the project will come back on schedule once the concrete has been poured and they can frame up the building.

The next item discussed was the change order. Mr. Dunn explained that the change order is an increase in the amount of \$11,755.00. It has three items associated with it. The first is that four of the existing windows were supposed to be repaired but it has been determined that it would be better to replace the windows. The contractor is giving us a credit for the intended repairs towards the new windows. The second item is that there was some fairly extensive termite damage that needs to be repaired. This includes a door that needs to be replaced. The third item is a credit for permit fees that were paid for in advance by the library. Councilman Wilson asked about the new substantial completion date on the change order and the schedule as we enter hurricane season. Mr. Dunn explained that the contractor has assured us that they should be able to get back on schedule once they can frame in the building and said that the contractor would be responsible for protecting the building from any adverse weather as part of the contract. Mrs. Benedict explained that the change order does include five additional days added to the project. Mr. Gros asked if there was any additional termite treatment that was going to be necessary. Mr. Dunn explained that the new part of the building did include termite treatment and that the library was looking into doing some termite treatment on the existing building before they close in the walls. After discussion was completed, Mrs. Uzee asked if there was a motion to approve the change order. Mrs. Windmann moved that the change order be approved, and Mrs. Armstrong seconded the motion. The motion passed unanimously.

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The next item was a discussion of future change order procedures. Mrs. Uzee asked Mrs. Benedict to address the matter. Mrs. Benedict explained that at the July 2016 board meeting, when the library was doing the West Regional Library renovation, the library board had given approval for the library Director to be able to take change orders in the amount of \$20,000 or less directly to the council for approval without bringing it to the board first. Mrs. Benedict's question to the board was whether this amount had been specific to the West Regional Library project or whether it applied to any construction project. After some discussion, the board agreed that this approval had not been project-specific and that this amount applied to all construction projects.

The first item of new business was the proposed revision of the Fines and Fees Policy. Mrs. Uzee summarized the changes and asked if there was a motion to approve the policy revision. Mrs. Armstrong made a motion to approve the policy and Mrs. Raziano seconded the motion. The motion passed unanimously.

The next item of new business was discussion of possible future plans for the Hahnville Branch. Mrs. Uzee explained that this was an item of discussion and was not an issue of policy or one requiring a motion or any action. It was placed on the agenda to give the board and patrons the opportunity to discuss needs for improvement at the Hahnville Branch. Mrs. Uzee explained that in the time that she has been on the board, the library has gone through a time of refreshing or renewal at all branches, with exception of the Hahnville Branch. She then asked Mrs. Armstrong, as the board representative for that district, to share her thoughts with the board about the Hahnville Branch. Mrs. Armstrong stated that some things that she wants to do at the Hahnville Branch are not available. She said she would like to see study rooms at this branch and said she felt like it needs a facelift inside and out and that it is not inviting. Mrs. Uzee mentioned that the library is required by law to have a branch in the parish seat so moving the library out of Hahnville is not an option. Mrs. Benedict then gave some background information about the Hahnville Branch. Mrs. Benedict told the board that, from what she could find, the existing building was built in 1967. It had some minor remodeling done in 2003. The building itself is a total of 4290 sq. ft. with 3593 square feet being used by the library and 697 sq. ft. being used as the book nook, which the Friends of the Library uses to store materials and to hold their book sales. The Hahnville Branch currently has six public access computers and one children's computer. It does have a meeting room, but it is not as nice of a space as what the other branches have. There are no study rooms at this location. It is one of the library's smaller branches currently circulates approximately 650 items per month. After some discussion about what types of improvements would be needed for the Hahnville Branch and some land possibilities that Councilman Wilson is exploring, there was additional discussion about where the library stands financially. Mrs. Uzee pointed out the library is not currently taking in the maximum millage that it can receive. Mrs. Benedict indicated that she has already reached out to Finance to determine what the difference is in the dollar amount being received based on that lower millage rate. If the board decides to pursue this project, the library will likely need to ask the council to increase the library's millage to its maximum rate in September when the tax millage rates are set to have adequate funds available to pay for it. Mrs. Uzee mentioned that the library will receive some funds from the change in the way the property taxes are allocated from the nuclear plant. Finance has indicated that the library should receive somewhere between \$200,000 - \$250,000 from that.

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Some additional discussion followed. Mrs. Uzee closed this discussion by saying that she looks forward to further discussion about this topic at future meetings.

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. Mrs. Raziano moved that the meeting be adjourned. Mrs. Windmann 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