

## **ST. CHARLES PARISH LIBRARY**

Board of Control  
September 18, 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., on Tuesday, September 18, 2018, in the Council Chambers at the Courthouse in Hahnville.

Members present: Celeste Uzee, Charlene Alexander-Armstrong, Glenn Gros, Lori Lyons, and Terrell Wilson

Members absent: Tammy Windmann, Deborah Raziano, and Beverly DeLaune

Staff present: Leann Benedict, Tammy Chiasson, Lauren Pitz, and Jessy Frickey

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 led by Councilman Wilson.

Mrs. Uzee asked for approval of the minutes of the July 17, 2018 meeting. Mr. Gros moved that the minutes be approved as mailed and Mrs. Armstrong seconded. The motion passed unanimously.

The attendance report for Board members was completed.

The next agenda item was Public Comment. There had been no requests for public comment.

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

We completed another successful summer reading program at the end of July. A total of 2,091 children, teens and adults signed up to participate in our summer reading program and 1,379 completed the challenge of reading for at least 360 minutes. While we saw about a 4% decrease in the number of signups from 2017, we actually saw an almost 31% increase in the number of patrons who completed the program this year. Program attendance was also down slightly this year by about 4% but we still had a great turnout at our programs. A total of 396 programs were held between May 24<sup>th</sup> and July 31<sup>st</sup> with 7,804 patrons in attendance.

As we closed out our summer reading program, our staff was busy during August and this month attending numerous back-to-school nights and open houses at our local schools. We also hosted two Back to School Fairs at our regional libraries. One was held on Saturday, September 8<sup>th</sup> at the West Regional Library with 81 in attendance and the second was held on Wednesday, September 12<sup>th</sup> at the East Regional Library with 79 in attendance. Attendees at each fair were able to visit tables and learn about many of the amazing resources that the library offers to make homework and school projects a little easier. The school board also hosted a table at the fairs so that parents and students could learn more about the resources offered at the school libraries. We were very

excited about the feedback that we got from attendees and are looking forward to holding this event again next year.

September is National Library Card Sign-up Month, so we have been encouraging our patrons to sign up for a library card at all of our outreach events and in our branches. 88 new cards have been given out so far this month. We are also encouraging patrons who have lost their library card to get a replacement card by offering free replacement cards this month. Patrons normally must pay \$1.00 for a replacement card but through the end of this month they can get one for free.

In October we will be hosting our biannual Food for Fines Month. Patrons will be able to donate canned food items in lieu of paying overdue fines. For each item donated we will waive up to \$1.00 in overdue fines. Food for Fines cannot be used for lost or damaged fees. All donated food items are given to our local food bank.

The teen room at the East Regional Library received a makeover recently and we are excited about the plans for this room. We have moved the shelving to right outside of the room so that we can utilize the glassed-in room as a teen activity space. Stop by and check out the room the next time you are at the East Regional Library. Staff are excited about the opportunities that we will be able to provide for teens with this updated space. We are considering doing something similar next year at the West Regional Library in the space that is currently the computer lab, which they currently use for a lot of their teen programs.

Our supervisors all attended a full-day workshop last Friday on Leadership, Team-Building, and Coaching Skills. One of the outcomes of this meeting is that the supervisors are working together and with our staff to develop a mission statement for the library. We hope to be ready to present that to the board at an upcoming board meeting.

In staffing news, Alvin Madere joined our team as a part-time Facilities Assistant, Katelyn Cancienne was promoted to full-time Circulation Assistant at the St. Rose Branch, and Tiffany Borne has joined our team at the Hahnville Branch as a part-time Circulation Assistant. I'd also like to recognize Jessie Frickey, who has been serving as our Technical Services Supervisor since Denise Wilson's retirement last year. Jessie received her master's degree in Library and Information Studies from the University of Alabama on August 4<sup>th</sup> and has officially been promoted to Technical Services Librarian. We are excited to have Jessie as part of our professional team here!

Mrs. Uzee asked about the location of the new teen room at the East Regional Library and Mrs. Benedict gave some additional details about the teen room and the plans for it and recognized Amy Duke, Teen Services Librarian, for her innovative ideas for giving teens a welcoming space in the library.

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

The first item of unfinished business to be taken up was the status of the Norco Branch project. Mrs. Uzee asked Mrs. Benedict to give the board an update. Mrs. Benedict informed the board that On Wednesday of last week they had a biweekly progress meeting with the architect and contractor for the Norco Branch. As of that date, the roof has been completed, spray foam insulation is complete, and in-wall electrical work has been done. Windows are being fabricated, they are preparing for fire alarm installation, and the air handling unit is scheduled to be installed this week. They expect site concrete work to be done by the end of the month. The contractor is

working on some framing and structural issues that have been noted by the structural engineer. The contractor is hoping to begin sheetrock work soon, but they cannot do that until the engineer has signed off on the structural issues. Mrs. Benedict said that they are also awaiting a brick sample so that they can select the brick to be used on the new portion of the building. The contractor is behind schedule. By contract, they were supposed to have substantial completion by October 21<sup>st</sup>, but the contractor is currently looking at end of November as the potential completion date. At this point, we don't anticipate being able to open the new branch until sometime in January. We are awaiting documents for a second change order which we anticipate being right under \$6,500. Part of this will be for an additional drywall layer and an acoustical solution privacy shield around the air handler unit furr down, which is located above the circulation desk. This is to provide an added layer of noise protection from the air handler in the public area. The other part of the change order will be for a change in the fabrication of the existing front door on the building, which is to become a window, and the new storefront and will require some changes to the doors/windows and some additional brick work. They will also be asking for some additional days for these changes. We are hoping to get this change order introduced at the next council meeting.

Some discussion followed regarding the expected time frame for opening of the library and Mrs. Benedict talked about some of the additional factors, such as furniture order and delivery timelines and holidays, that could affect the opening of the new branch. Mrs. Benedict informed the board that Mr. Dunn from the architect team plans to be at the November board meeting to give an update on the progress of the construction and answer any questions the board might have. Mrs. Benedict also stated that if anyone from the board, council, or community had any questions before the next meeting about the construction status, they are welcome to contact her directly, and she will be happy to help answer their questions.

The second item of unfinished business was a continued discussion of possible future plans for the Hahnville Branch Library. Mrs. Uzee explained that we are still in the exploratory stages of considering what will happen next with the Hahnville Branch and she encouraged other board members, regardless of what district they represented, to talk to members of the community to see what they would like for this branch. Mrs. Benedict told the board that she had spoken with Maureen Arndt with 720 Design, the design consultant for the West Regional and Norco construction projects, about getting a price estimate on what it would cost to do a cost analysis on either renovating the existing building versus building a new building on a specific piece of property. Mrs. Benedict also indicated that while she had not yet finalized the 2019 budget, she anticipates that the fund balance should be approximately 4 to 4.5 million dollars, once the Norco construction is completed. This would cover about one year of operating costs, which is what the board bylaws say that the library should try to keep in the fund balance. The board would need to decide how low they are willing to let the fund balance go when considering a possible Hahnville project. Mrs. Benedict also mentioned that the library's millage would be up for renewal in 2020 and that she had been informed by the Parish that they anticipate the library's millage going to the voters in November 2019, so the board will want to factor these things into any decisions made regarding Hahnville. After Mrs. Benedict shared this information, the board indicated that they did not feel that renovating the existing building was a good idea. Additional discussion followed.

The last item of new business was the annual evaluation of the Director. Mrs. Lyons moved that the board go into executive session and Mr. Gros seconded the motion. The motion passed unanimously.

Following the evaluation, Mr. Gros moved that the board end the executive session and Mrs. Lyons seconded the motion. The motion passed unanimously.

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

There being no further business, Mrs. Armstrong moved that the meeting be adjourned. Mrs. Lyons 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