

ST. CHARLES PARISH LIBRARY

Board of Control Meeting

November 13, 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, November 13, 2018, in Council Chambers at the Courthouse in Hahnville.

Members present: Celeste Uzee, Deborah Raziano, Charlene Alexander-Armstrong, Beverly DeLaune, Lori Lyons, and Terrell Wilson

Members absent: Tammy Windmann and Glenn Gros

Staff present: Leann Benedict, Katy Hepner, Lauren Pitz, Tammy Chiasson, and Jessica Pattison

Others: Ann Montgomery

Mrs. Uzee called the meeting to order and asked Mrs. Lyons to lead the Pledge of Allegiance, which was followed by a moment of silence.

Mrs. Uzee asked for approval of the minutes of the September 18, 2018 meeting. Mrs. Raziano moved that the minutes be approved as mailed and Mrs. Lyons seconded. The motion passed unanimously.

The attendance report for Board members was completed.

The next agenda item was Public Comment. Mrs. Ann Montgomery, President of the Board of Directors for the German Coast Farmer's Market, was present to address the board. Mrs. Montgomery informed the board that the Farmer's Market has been operating for over 15 years and that the market is currently held in the parking lot of Ormond Plantation, but they are looking for a more permanent home where they could build a pavilion to hold the Farmer's Market. They are asking to partner with the library to allow them to build the pavilion on the property where the East Regional Library is located. They are seeking grant money to provide funding to build the pavilion. They currently have plans for a pavilion that is approximately 160 feet long by 60 feet wide. At the conclusion of her presentation, Mrs. Uzee thanked Mrs. Montgomery and informed her that the board would take her request under consideration and that they could add this item to a future board meeting agenda for additional discussion and review.

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

Our two biggest events of 2018 occurred in October, and the success of both was due in large part to our community partnerships.

Our first STEM Fair, co-hosted by Entergy Waterford 3, took place on Tuesday, October 16, which was during fall break for the St. Charles Parish Public Schools, and attracted 355 people during a 3-hour period. Entergy volunteers led attendees in STEM activities, retired science teacher Marie Tizzard coordinated a fossil hunt activity, the Destrehan High School robotics team demonstrated their robot creations, Shawn Pitz brought virtual reality equipment, and the Friends of the Library hosted a pop-up book sale. Jenette Ginsburg of Hey Now Hooping provided outdoor entertainment with her giant bubbles and we also had activities coordinated by our youth services and planetarium team members.

Our always-popular Halloween Extravaganza was held on Saturday, October 27. There were 463 people in the library during a 2-hour period; approximately 300 of them were children who trick-or-treated and played games throughout the library. In addition to library team members who coordinated storytime, refreshments, crafts, and kept the circulation desk running, volunteers from the Arc of St. Charles, First National Bank USA, GracePoint Church, River Region Ballet, St. Charles Parish Government, St. Charles Parish Public Schools Family Centers, St. Charles Sheriff's Department, United Way of St. Charles, East St. Charles Fire Department, and Friends of the St. Charles Library helped to make this event so successful for the fourth year.

In addition to our regular programs, other special events held over the past two months included a Zombie Prom, an Into the Depths of Terror After Hours program, Ask a Lawyer, Fall Leaves Luminary, Elder law and Estate Planning, Planting for Fall, Burlap Wreath Making, Egg Drop Experiment, and an Emoji Locker Magnet craft. In September, the Norco staff welcomed all the 3rd grade classes from Norco Elementary for their annual visit. We are looking forward to their visit being at the new Norco Branch next year. Numerous outreach activities including the Destrehan pumpkin patch, preschool reading carnival, ESE's Battle of the Books, and the ARC and New Life Community Church's trunk or treats have also kept our staff very busy.

September was National Library Card SignUp Month and we had 155 new patrons get cards during the month

In October we hosted our biannual Food for Fines Month. Patrons were able to donate canned food items in lieu of paying overdue fines. For each item donated, up to \$1.00 in overdue fines was waived and we collected over 300 items, which were donated to the local food bank.

In staffing news, we have recently welcomed three new staff members at the East Regional Library. Rilee Ann Madere joined the team as a Page and Devin Jones and Jannah Hebert joined the team as part-time Circulation Assistants. The Library will be closed on Friday, December 7th for our bi-annual all staff meeting training. We are excited to be bringing a guest speaker in to talk about how to effectively serve our teen patrons. We also have several break-out sessions scheduled which include topics on workplace communications, cyber security, introduction to technical services and more.

Mrs. Uzee commented on the impressive numbers for the STEM Fair and asked if the library intended to hold the event again and Mrs. Benedict indicated that they hoped to.

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 a biweekly progress meeting had been held the week before with the architect and contractor for the Norco Branch. Unfortunately, progress has been much slower than expected due to the structural issues that the contractor has had to go back and correct. Mrs. Benedict introduced Fritz Embaugh, one of the library's architects, and explained that he was there to give them an update on the project and to answer any questions they had. Before turning the floor over to Mr. Embaugh, Mrs. Benedict informed the board of a change order that will be sent to the parish council for approval. Part of this change order is a \$6500 credit that is being reimbursed to the library by the contractor for additional engineering costs incurred due to the structural issues. Mrs. Benedict further explained that while the total change order will result in a \$151 decrease to the contract sum due to this reimbursement, the remaining items on the change order result in an increase in construction costs of \$6,349 and an additional 19 days added to the contract, putting the contract end date at November 22, 2018. While the contract end date is less than 2 weeks away, the contractor does not anticipate completing the project until mid-January. Mrs. Benedict then invited Mr. Embaugh to elaborate more on the status of the project. Mr. Embaugh further explained the change order items and some of the challenges that the contractor has experienced on this project. Some discussion followed.

The next item of unfinished business was the possible future plans for the Hahnville Branch Library. There were no new comments or discussion on this project. Mrs. Uzee reiterated that the library is currently still in the exploratory stages for this possible future project.

The first item of new business was the proposed policy revision of the Special Leave policy. Mrs. Benedict explained that the proposed change was to amend the existing Funeral Leave policy to include two additional types of family members. The change would add grandchildren and spouses of children to the list of family members that staff could receive paid funeral leave for. Mrs. DeLaune moved that the policy be approved as submitted and Mrs. Raziano seconded the motion. The motion passed unanimously.

The next item of new business was the approval of the holiday schedule for 2019. Mrs. Uzee asked if the proposed holiday schedule mirrored the parish's holiday schedule and Mrs. Benedict confirmed that it did. Mrs. Lyons moved to approve the schedule as presented and Mrs. Armstrong seconded the motion and the motion passed unanimously.

The next item of new business was the approval of the resolution to amend the 2018 budget. Mrs. Uzee read the following resolution:

Resolution Number 18-2
Resolution to amend the 2018 Budget

Whereas the funds in Line 46960000 (Library - Other) are insufficient to cover unanticipated costs; and

Whereas sufficient additional funds are available in Line 46700000 (Major Repairs) of the 2018 budget;

Now, therefore, be it resolved by the St. Charles Parish Library Board of Control at the regular meeting of November 13, 2018, that the Library's 2018 budget be amended by moving \$20,000 to Line 46960000 (Library - Other) from Line 46700000 (Major Repairs) of the 2018 budget.

Mrs. Benedict gave a brief explanation of the amendment and a brief discussion followed. Mrs. Raziano moved that the 2018 budget be amended as presented and Mrs. Lyons seconded the motion. The motion passed unanimously.

The next item of new business was millage contingency planning. Mrs. Uzee explained that they wanted to do some contingency planning with the millage coming up for renewal in 2020. Mrs. Benedict distributed a spreadsheet showing the library's revenues and expenses from 2010 to 2018. She explained that the library's current millage goes through 2020, which means the library is funded through 2021. The library's millage is expected to go to the voters in November 2019. The library is currently collecting 4.35 mills and Mrs. Benedict has let the Finance department know that the library intends to ask to be rolled forward to the maximum allowed rate for 2019 and will be following up with them to do this in the new year. Mrs. Benedict explained that the board would probably need to decide at the January or March meeting what the library wants to ask the voters for. Mrs. Benedict will have additional information and projections at the January meeting. Some additional discussion followed.

The last item of new business was the Board's public hearing on the proposed 2019 budget. Mrs. Benedict gave a brief explanation of the budget and a brief discussion followed. After the budget review, Mrs. DeLaune moved that the library board approve the 2019 library budget as presented and Mrs. Armstrong 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. Lyons moved that the meeting be adjourned. Mrs. Armstrong seconded the motion, and the motion carried. The meeting was adjourned at 6:48pm.

APPROVED:

Celeste Uzee, President
St. Charles Parish Library Board

Leann Benedict, Secretary
St. Charles Parish Library Board