

## **St. Charles Parish Library**

Board of Control Meeting

May 21, 2019 at 6:00pm

### MINUTES

A regular meeting of the St. Charles Parish Library Board of Control was held at 6:00pm, Tuesday, May 21, 2019 in Council Chambers at the Courthouse in Hahnville.

Members Present: Celeste Uzee, Tammy Windmann, Charlene Alexander-Armstrong, Beverly DeLaune, and Terrell Wilson.

Members Absent: Deborah Raziano, Lori Lyons, and Glenn Gros

Staff Present: Leann Benedict, Tammy Chiasson, and Katy Hepner

Others: Sue Friloux, Joan Becnel, Rachel Allemand, George Williamson, Harriet Williamson, and Vicki Nesting

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

Mrs. Uzee asked for approval of the minutes of the March 19, 2019 meeting. Mrs. Armstrong moved that the minutes be approved as e-mailed and the motion was seconded by Mrs. Windmann. The motion passed unanimously.

The attendance report for board members was completed.

The next agenda item was Public Comment. There were two requests for public comment.

The first group scheduled for public comment was the St. Charles Museum & Historical Association. Mrs. Sue Friloux presented on behalf of the group to ask for support of a Memorandum of Understanding between the Historical Association and the Library. Mrs. Friloux gave some brief background information about their organization and explained that the Historical Association has created a website which features a virtual museum showcasing the history of St. Charles Parish. With this proposed agreement, the Historical Association would gift the website to the Library and the Library would take ownership of it.

The second request for public comment was from Mrs. Ann Montgomery, representing the German Coast Farmer's Market. Mrs. Montgomery explained that the German Coast Farmer's Market has reached an agreement with Destrehan Plantation to build a pavilion on the plantation property to hold the Farmer's Market. The German Coast Farmer's Market would like to have an agreement with the library that would allow them to build a walkway between the pavilion and the library parking lot. They are also asking that the library allow visitors to the Farmer's Market

to park in the library parking lot and use the library's public restroom facilities. The agreement would also give the library access to utilize the pavilion for library programs.

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

April was Need to Feed Month in St. Charles Parish and the library once again partnered with the Second Harvest Food Banks by hosting a Food for Fines Month. Patrons were able to donate canned good items in lieu of paying fines. Each canned good item covered up to \$1 in fines. The library collected a total of 615 items that were then donated to the local food bank.

Our Prime Time Family Reading Event, sponsored by the Louisiana Endowment for the Humanities, was a big success. Every Tuesday night for 6 weeks we had an average of 51 patrons each week come to the East Regional Library to enjoy a meal together and storytime. The families who attended really enjoyed the program and we look forward to hosting it again in the future.

During the 2018-2019 school year, Lakewood Elementary School and Ethel Schoeffner Elementary School partnered with the library to create the first-ever East Bank vs. West Bank *Battle of the Books*. Thirty-three 3<sup>rd</sup> – 5<sup>th</sup> graders read the books *Smile* by Raina Telegamier, *The Lightning Thief* by Rick Riordan, and *Wonder* by RJ Palacio, and studied details from each that they would be quizzed on. On May 3<sup>rd</sup>, approximately 90 spectators came to watch 10 teams have their book knowledge put to the test in a quiz bowl style tournament. The Llama Squad from Ethel Schoeffner Elementary won first place and The Lightning Bolts from Lakewood Elementary came in second place. The winning team received a trophy for their school and a gift bag. All participants received a medal and an "I Survived the Battle of the Books" certificate. There were also non-scoring awards for best costume and best sportsmanship. This partnership was extremely fun and successful and other schools have expressed interest in joining next year.

In addition to our many programs, staff have been busy preparing for our summer reading program, which kicks off this Thursday, May 23<sup>rd</sup>. This year's theme is "A Universe of Stories" and we have over 300 programs scheduled during the months of June and July. There is something for every patron of all ages from infants to adults! The annual Summer Reading guide was mailed out last week. I hope everyone received theirs. If not, I have extras. We strongly encourage everyone to logon to [myscpl.org/summer](http://myscpl.org/summer) starting Thursday to sign up for the reading program. Once signed up, patrons just need to keep track of the number of minutes they read. Read 360 minutes by July 31<sup>st</sup> to finish the program and win one of our completion prizes.

Aside from preparing for summer reading, we have been busy working on the new Norco Branch and I will report more on that later in the meeting.

In staffing news, Amanda Verdin was promoted to Adult Programming & Outreach Coordinator and Krissy Wilson was promoted to Administrative Clerk. Devin Jones transferred to the Norco Branch Library in April as a part-time circulation assistant with a

focus on teen services and Pink Duckworth joined our team as a part-time circulation assistant at the East Regional Library.

The next agenda item was Communications. Mrs. Benedict shared two emails received from patrons requesting that the library board consider adding Saturday and evening hours at the Norco Branch. A brief discussion followed. Mrs. Benedict will bring a recommendation for new hours to the next board meeting.

The first item of unfinished business taken up was the status of the Norco Branch construction. Mrs. Benedict informed the board that substantial completion was finally granted on May 15, 2019. The staff have been busy working to clean the site and have begun moving into the building. In order to obtain substantial completion, the library agreed to do the site cleaning in exchange for a credit from the contractor. Mrs. Benedict commended her staff for their hard work and dedication in getting the branch ready. The staff is hoping to be able to open the building to the public on Thursday, May 23<sup>rd</sup>. They will definitely be open by Friday, May 24<sup>th</sup> and everyone is invited to visit the branch on Friday for their summer reading kick-off. They will have games and activities happening all day and special guest performer Staci Gray will perform at 10:30am. Patrons are encouraged to check the library's website and Facebook page for updates about the branch opening. The library will hold a formal grand opening event at a later date. Some discussion followed about the branch hours.

The next item of unfinished business was possible future plans for the Hahnville Branch Library. There was no discussion at this time.

The next agenda item was New Business. The first item under new business was a proposed policy revision of the Fines and Fees schedule. Mrs. Uzee explained the additions to the fee schedule. Mrs. Benedict explained that the new items being added are items that will be checked out for in-house use only. These are items currently used in the teen room at the East Regional Library. Mrs. DeLaune motioned that the policy revision be approved, and Mrs. Armstrong seconded the motion. The motion passed unanimously.

The next item of the New Business was the proposed mission statement. Mrs. Uzee read the proposed mission statement which reads "Our mission is to empower our community to explore, learn, create, and connect." Mrs. Windmann motioned that the mission statement be adopted and Mrs. DeLaune seconded the motion. The motion passed unanimously.

The next items discussed was to consider the memorandum of understanding from the St. Charles Museum & Historical Association. Some additional discussion followed and Mrs. Uzee expressed her support of the agreement.

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. DeLaune moved that the meeting be adjourned. Mrs. Windmann seconded the motion, and the meeting was adjourned.

APPROVED:

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Celeste Uzee, President  
St. Charles Parish Library Board

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Leann Benedict, Secretary  
St. Charles Parish Library Board