

ST. CHARLES PARISH LIBRARY

Board of Control Meeting

November 19, 2019

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 19, 2019, in Council Chambers at the Courthouse in Hahnville.

Members Present: Celeste Uzee, Deborah Raziano, Tammy Windmann, Charlene Alexander-Armstrong, Beverly DeLaune, Lori Lyons, Randy Matherne, and Terrell Wilson

Members Absent: None

Staff Present: Leann Benedict, Lauren Pitz, Amy Duke, and Jessica Pattison

Others: Vicki Nesting, Christine Alexander, Ellis Alexander, Kamau Odinga, and Tamanika Odinga

Mrs. Uzee called the meeting to order and asked Mr. Matherne 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 17, 2019 meeting. Mrs. Raziano moved that the minutes be approved as mailed and Mrs. Windmann seconded. 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.

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

The past two months have been quite busy. An all staff training day was held on Friday, September 27th. Our morning keynote speaker for the meeting was Dr. Thomas Karam from Louisiana State University. His presentation on "Managing Your Personal Brand" helped staff understand how to more positively and effectively engage with their patrons and coworkers. In the afternoon staff were split into small groups and were led through an activity that had them brainstorming ideas on how we can make our library better. Some of the ideas that the teams came up with will be explored further for possible implementation by a new committee called SCPLAT (St. Charles Parish Library Action Team). This committee will be comprised of staff from various departments and levels within the system. The following team members received service awards at the meeting: Sarah Anderson and Jessica Pattison for 5 years of service, Herbert Dean, Randy Kuiper, and Taylor Sardegna for 10 years, Nicole Zeringue for 15 years, Cheryl Hayden and Lauren Pitz for 20 years, Barbara Bosworth for 27 years, Laurie Goodell for 35 years, Denise Wilson with 40 years, and Claire Cermak with 46 years.

Two of our biggest programs of the year were held at the East Regional Library in October. Our 2nd annual STEM fair was held in partnership with Entergy Waterford 3 and the St. Charles Parish Public Schools on October 15th, which was during the school system's Fall break. 471 people attended the program between 10am – 1pm and enjoyed numerous activities including virtual reality, giant bubbles, robotics demonstrations from the Destrehan and Hahnville High school robotics teams, 3-D printing, and more.

On October 26th, we held our 5th annual Halloween Extravaganza. 612 people visited the East Regional Library in 2 hours. We want to thank our community partners who helped make this event such a great success: Destrehan Plantation, Arc of St. Charles, River Region Ballet, St. Charles Sheriff's Department, St. Charles Urgent Care, State Farm – Office of Keith Davis, Hamilton Cruise Planners, United Way of St. Charles, Grace Point Church, St. Charles Parish School Family Centers, and the Friends of the St. Charles Library.

October was Food for Fines Month. For each canned good a patron donated, they could have up to \$1.00 in fines waived. A total of 661 food items were donated.

On November 4th, I presented our annual report to the parish council. You have a copy of the presentation in your agenda. One highlight to note is that in 2018, almost all of our usage statistics increased from the previous year. General attendance increased by 4.6%, program attendance increased by almost 11%, and circulation increased by 3.25%.

We have an exciting new opportunity for patrons at the West Regional Library. Our brand-new Make Time cart will be available every Monday – Friday from 9:30am – 11:30am and on Saturday, November 30th and Saturday, December 28th from 9:30am – 4:30pm. Each week a new tool will be featured, including a Cricut, a button maker, a create-a-sticker device, a sewing machine, tech toys and tools for knitting, crocheting, and jewelry making. Patrons can learn more by visiting our website for more details.

After the last board meeting, which some members of the Killona community attended, the library administration is looking to see what can be done to increase services in that area. We have started conversations with the Killona Community Center staff, where we are already doing outreach. We also plan to have conversations with some of the community members from Killona to get input from them.

In staffing news, I am pleased to announce that Taylor Sardegna has been promoted to East Regional Circulation Supervisor. Taylor has been with the library since 2009, when she was first hired as a page. In the past 10 years, Taylor has also served as a part-time library assistant, and became a full-time circulation assistant at the East Regional Library in 2015, where she was responsible for teen programming. We are very proud of Taylor and look forward to seeing her continued growth in her new position.

The next agenda item was Communications. A letter was received from Ann Montgomery with the German Coast Farmer's Market requesting that an agreement be drawn up between the Farmer's Market, Destrehan Plantation, and the Library that would allow Farmer's Market's patrons to use the library's parking lot and public restrooms and would allow the Farmer's

Market to build a sidewalk between the library and the pavilion they intend to build on the plantation's property. Mrs. Benedict has asked Mrs. Montgomery to write a draft of what they are requesting. Mrs. Benedict has spoken with the parish attorney and the parish risk manager to get input from them as to what potential concerns need to be taken into consideration.

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 there are still a number of items outstanding on the punch list. The parish attorney has notified the bond company and Mrs. Benedict gave the board members a copy of a letter received from the bond company this week. The bond company has requested some documents and we anticipate having a meeting with them and the parish attorney in early December. We are having some problems with the heater in the building and have had some issues with the air conditioner. These are currently being treated as warranty issues. Some discussion followed.

The next item of unfinished business was the possible future plans for the Hahnville Branch Library. There were no comments or discussion on this.

The first item of new business was the proposed policy revision of the Meeting Room Policy. Mrs. Uzee gave a brief summary of the changes, which includes updating the hours and meeting room capacity at the West Regional and Norco Branches. Mrs. Benedict added that it also included some clarification on some of the wording, such as who is eligible to use the meeting rooms and what it means to be in good standing. Mrs. DeLaune moved that the policy changes be adopted as presented and Mrs. Armstrong seconded the motion. The motion passed unanimously.

The next item of new business was the approval of the holiday schedule for 2020. Mrs. Benedict informed the board that this is the same holiday schedule that the parish adopted. Mrs. Lyons moved to approve the schedule as presented, Mrs. Armstrong seconded the motion, and the motion passed unanimously.

The next item of new business was the Board's public hearing on the proposed 2020 budget. Mrs. Benedict explained the budget and some discussion followed. After the budget review, Mrs. DeLaune moved that the library board approve the 2020 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. Raziano moved that the meeting be adjourned. Mrs. Windmann seconded the motion, and the motion carried. The meeting was adjourned at 6:31pm.

APPROVED:

Celeste Uzee, President
St. Charles Parish Library Board

Leann Benedict, Secretary
St. Charles Parish Library Board