

St. Charles Parish Library

Board of Control Meeting
January 21, 2020 at 6:00pm

MINUTES

A regular meeting of the St. Charles Parish Library Board of Control was held at 6:00pm, Tuesday, January 21, 2020 in Council Chambers at the Courthouse in Hahnville.

Members Present: Celeste Uzee, Beverly DeLaune, Lori Lyons, Randy Matherne, and Holly Fonseca.

Members Absent: Tammy Windmann, Deborah Raziano, and Charlene Alexander-Armstrong

Staff Present: Leann Benedict, Lauren Pitz, Amy Duke, and Tammy Chiasson

Others: Kamau Odinga, James Williams, Horace Wesley, Tamanika Odinga, and Michel Bolden

Mrs. Uzee called the meeting to order and asked for a moment of silent prayer followed by the Pledge of Allegiance, led by Mrs. Lyons.

Mrs. Uzee asked for approval of the minutes of the November 19, 2019 meeting. Mrs. Lyons moved that the minutes be approved as e-mailed and was seconded by Mr. Matherne. 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:

Happy New Year! Despite the numerous holidays over the past two months, the library has remained busy. In addition to our regular programming and outreach we had several holiday-themed programs, including Snowflake Storytime, Christmas Cookie and Cocoa Bingo, Family Gingerbread House Celebration, a Teddy-bear Holiday Tea, and a Noon Year's Eve Party.

On December 1st the Bookmobile participated in the Norco Christmas Parade for the second year in a row and had a great time. We also opened the Norco Branch Library for the afternoon of the parade. 181 parade-goers enjoyed hot cocoa and cookies, taking holiday pictures, clean restrooms, and a nice place to sit and relax while they waited for the parade. The staff really enjoyed visiting with the patrons, many that had never been into the new library before. We are already looking forward to next year's parade!

Our Facilities Maintenance team recently completed a makeover of our Hahnville Meeting Room. The room was cleaned out, painted, and new carpet was installed. The room looks amazing! The

new carpet came from attic stock that we had left over after the West Regional renovation, so the project costs were minimal.

I am happy to share with you that last month we received another Entergy grant in the amount of \$12,732.50. We are so grateful for the support that we have received from Entergy Waterford 3 and look forward to continuing to partner with them in the future. Congratulations and thanks go out to our Assistant Director Lauren Pitz for her continued dedication in seeking these grants to help support our programming.

I am also pleased to say that we just received word today from the parish Grants department that we have received the final reimbursement from the East Bank generator grant in the amount of \$50,390.63 (we received \$24,046.88 of the grant money in 2019). This project was started in 2017 when the parish brought us a grant opportunity that would cover 75% of the cost of a generator. The library used the grant to install a generator at the East Regional Library to keep the equipment in our server room running during power outages. This will help protect our computer systems during storms and allow us to get the library back up and running faster in the event of a major storm.

In staffing news, I am pleased to announce that Alexander Peebles has been promoted to Full-Time Circulation Assistant and Lesley Campbell has been promoted to Youth Services Librarian. Lesley will now oversee programming and collection development for both children's and teen services.

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

The first item of unfinished business taken up was the status of the Norco Branch construction. Mrs. Benedict informed the board that she attended a meeting in December with the parish attorney, the contractor, and the attorney for the bond company that had insured the project. As a result of this meeting, the contractor has started working on the punch list again. The library administrative team is remaining cautiously optimistic that the punch list work will be completed soon so that we can close this project out.

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

The first item of new business was the election of Board officers for the 2020 term. Mrs. Uzee asked that Mrs. Benedict assume the chair for the nominations and election of new officers. Mrs. Benedict assumed the chair and all positions were declared vacant. Mrs. Benedict asked if there were any nominations for the position of President for the 2020 term. Mrs. Lyons moved that Mrs. Uzee serve as President for 2020 and Mr. Matherne seconded the motion. The motion passed unanimously, and Mrs. Uzee was elected as President of the Library Board for 2020. Mrs. Benedict then asked if there were any nominations for the position of Vice-President for the 2020 term. Mrs. Uzee nominated Mrs. DeLaune and Mrs. Lyons seconded the motion. The motion passed unanimously, and Mrs. DeLaune was elected as Vice-President of the Library Board for 2020. Mrs. Benedict turned the meeting over to Board President, Mrs. Celeste Uzee.

The next item of new business was Resolution 20-1, the Legislative Auditor's "Louisiana Compliance Questionnaire." Each year the parish must confirm that its agencies are in compliance with this document. This resolution is passed by the library board and then sent to the Finance department. Mrs. Uzee asked Mrs. Benedict to read the resolution. Mr. Matherne made a motion to adopt the resolution. Mrs. DeLaune seconded the motion and the motion passed unanimously.

The next item of new business was Resolution 20-2 to amend the 2019 budget. Mrs. Benedict gave a summary of the proposed amendments. Mrs. DeLaune made a motion to adopt the proposed budget resolution. Mrs. Lyons seconded the motion and the motion passed unanimously.

The next item of new business was a discussion of the upcoming millage election that will occur later in the year. Mrs. Benedict received notice from the St. Charles Parish Chief Finance Officer that the board needs to determine what millage rate they want to ask the voters for. The library's millage is expected to be on the ballot in May. Mrs. Benedict referred the board to two documents included in their agenda packet. The first is a summary of revenues and expenditures from 2010 – 2019. The second is a projection of expenditures, excluding capital projects, for 2020 – 2030 and a projection of revenues at a renewal rate of 4.53 mills in comparison to an increase at 4.6 mills, 4.7 mills, and 4.8 mills. Mrs. Benedict reminded the board that the library took a reduction in the millage rate when we went to the voters in 2010. At that time the library was in the process of building the Paradis Branch and had no plans for further construction projects. In spite of the reduced millage, the library has completed 2 additional construction projects during the past 10 years. The first was the West Regional Library renovation and the second was the new Norco Branch. A discussion followed. After the discussion, Mr. Matherne made a motion to ask the voters to renew the millage at 4.53 mills. Mrs. Lyons seconded the motion and the motion passed unanimously.

The final agenda item was Public Comment. Mr. Kamau Odinga, a resident of Hahnville, addressed the board. He said that it had been brought to his attention that some residents of Killona had requested a library in Killona and he was there to add his voice to that request and asked that the library board consider building a library in the Killona area.

There being no further business, Mrs. Uzee called for a motion to adjourn. Mrs. Lyons moved that the meeting be adjourned. Mr. Matherne 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