

St. Charles Parish Library

Board of Control Meeting

May 19, 2020 at 6:00pm

MINUTES

A regular meeting of the St. Charles Parish Library Board of Control was held at 6:00pm, Tuesday, May 19, 2020 in Council Chambers at the Courthouse in Hahnville.

Members Present: Celeste Uzee, Tammy Windmann, Charlene Alexander-Armstrong, Beverly DeLaune, Lori Lyons, and Holly Fonseca.

Members Absent: Deborah Raziano and Randy Matherne

Staff Present: Leann Benedict and Amy Duke

Others: None

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

Mrs. Uzee read the following instructions for public comments: "If you sent in a public comment before 4pm today, that public comment will be read during the scheduled public comment section near the beginning of the meeting. We will also be opening up the meeting for public comment during our regular public comment period at the end of the meeting. If you wish to join the meeting, dial the toll-free number, 1-888-788-0099. When prompted, key in the meeting ID: 836 3266 0452 followed by the pound (#) key. When prompted to enter the participant ID, press the pound key (there is no participant ID needed). Once on the line, should you wish to speak when public comment is opened, dial *9 on your phone. Public comments will be taken in the order received. Listen for the prompt that your line has been unmuted, then state your name and address for the record. You will have 3 minutes to speak."

Mrs. Uzee asked for approval of the minutes of the January 21, 2020 meeting and noted that there was no March meeting held due to world circumstances. Mrs. DeLaune moved that the minutes be approved as e-mailed and the motion was seconded by Mrs. Armstrong. The motion passed unanimously.

The attendance report for board members was completed.

The next agenda item was Public Comment. An e-mail that was received from Marie Tizzard, President of the Friends of St. Charles Library, was read into the record. The email thanked the library for the work they have done during the pandemic.

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

“Good evening everyone! I hope everyone is doing well. I am happy to be here tonight to update you on what has been happening at the library over the past several months.

I will start with updating you about the library’s response to the COVID-19 Pandemic. I would like to say that the library sends our thoughts and prayers to all of those who have been affected by the virus and we also want to thank all of those who are on the front lines. We appreciate your service and dedication. We would also like to extend our thoughts and prayers to those affected by the recent flooding.

After the Governor’s orders to close schools on March 13th, the library made the very difficult decision to close to the public starting Monday, March 15th. That first week our staff continued to report to work in our buildings, but we quickly realized that it was in the best interest of everyone to send staff home in accordance with the state Stay at Home orders, so beginning March 23rd, staff were sent to work-at-home for what we thought would be a 2-week period. Due to the extension of the stay at home orders, that turned into 7 weeks of working from home.

I am proud to say that our staff did a great job of keeping as busy as they could during this time.

- 150 eCards have been distributed
- 35 virtual programs done through Facebook and YouTube and 25 live twitch sessions for teens (this is an app that teens use for gaming). Over 8800 views of our virtual programs. Special thanks to staff members Angela Hicks, Kari Duet, Lesley Campbell and her daughter Helen, Taylor Robert, Roberta August, Lauren Pitz and her daughter Samantha, Toya Townsend, and Jason Talley who have jumped into this new arena of virtual programming so willingly.
- Thanks to a recommendation from board Vice President Beverly DeLaune, we held our Cabin Fever Reading Challenge. Anyone who logged 180 minutes earned a prize (more info coming to the public soon about prize pickup). We had 176 participants with 76 completing (43% completion rate which is not bad considering the situation)
- 255 mask extenders were created with our 3D printers and delivered to St. Charles Parish Hospital. 50 face shields were made for staff use
- Numerous continuing education workshops were completed by staff.
- Weekly branch visits were made by facilities maintenance and supervisory staff to check buildings, and handle billing and payroll
- Programming staff has been making plans for summer reading as well as plans for continuing our virtual programs for the foreseeable future.
- I have worked with staff from the school board to help provide them with digital access to several books that they needed access to for students.
- Administrative staff have participated in numerous virtual meetings with the State Library and other library administrators from around the state sharing information and ideas about handling all the issues libraries are facing related to this situation (re-opening plans, programming, summer reading, bookmobile/outreach services, supply resources, sanitization issues in a public setting)
- We have been busy researching and obtaining quotes for resources we will need to keep our staff and patrons safe, such as sneeze guards, masks, and cleaning products.
- Computer Services staff has been busy moving computers to prepare for when we can reopen and has also been investigating purchasing Wi-Fi hotspots that could be circulated to patrons. We hope to be able to roll this new service out in the near future.

Our staff was finally able to return to work in our buildings last week. The book drops were opened, and patrons can return materials to any location. We are not charging overdue fines at this time. All returned materials are being quarantined for one week before being checked in and returned to the shelves so patrons will still see returned items on their record while the items are in quarantine.

Curbside service began this week and is going well. Patrons can place items on hold through our online catalog or they can call their local branch to request materials. We will pull the items for them and call them when they are ready for contactless pickup.

I have been working closely with our administrative and supervisory team to get our plans in place for when we can reopen safely. I will talk more about our reopening plans later in the meeting. I do want to thank all of my staff and my administrative team, especially Assistant Directors Amy Duke and Lauren Pitz for their dedication and input during this time. This has definitely been a team effort!

One of the things our staff has been working on is our annual summer reading program. While things may look a little different right now, I am happy to say that we will still be doing our summer reading program. It will just look a little different this year. We are trying to simplify things for everyone this summer, so there will be ONE Reading Program for all ages! The theme is *Imagine Your Story*. Everyone who registers gets a signup prize, and everyone who reads 360 minutes before July 31 gets a great library prize pack! We will still have grand prizes for our three age groups, so make sure to enter your age if it asks! If patrons do not want to keep track online? No problem! We will also have a reading tracker that they can print out. More information can be found on our website at <https://www.myscpl.org/summer2020>

I am also happy to share with you that we have received another Entergy grant in the amount of \$20,000 to support our summer reading program. 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.

In staffing news, I am pleased to announce that Kristen Wilson has been promoted to Administrative Assistant, Toya Townsend has been promoted from part-time to full-time circulation assistant at St. Rose, and Melody Caronna has been promoted from Page to part-time circulation assistant at East. Taylor Robert, currently our East Regional Circulation Supervisor, has accepted the position of Youth Services Assistant and will be moving into that role sometime in the near future. It is with mixed emotion that I share two retirements with you. Denise Wilson, who you may recall retired from full-time service with the library in 2017 but has been working for us part-time ever since, is now fully retired. Denise had a total of 34 years of service with us and we are thankful for her dedication! Last week we also wished a happy retirement to our Administrative Assistant Tammy Chiasson. Tammy began working for the library in 1990 as a part-time library clerk at the West Regional Library. In 1993 she was promoted to full time. As our Administrative Assistant, Tammy was responsible for all billing, payroll, new-hire paperwork, supply ordering, and so much more. Tammy has been a dedicated and hard-working member of our team. So much so that she will be returning to us in June to help out for a few months

while her replacement goes out on maternity leave. On behalf of the staff I want to publicly thank Tammy for her 30 years of service and wish her a very well-deserved retirement.”

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 they are still working on completing the punch list. She has continued to be in communication with the architect, parish attorney, the bond company, and the contractor during the library closure. On Thursday, Mrs. Benedict and the Facilities Manager will be doing a virtual meeting with the architect to determine if some of the outstanding punch list items are complete.

The next item of unfinished business was possible future plans for the Hahnville Branch Library. Mrs. Uzee shared that she has been giving some thought as to how people use the spaces in the courthouse complex and the levee space behind the library and thinking about how we can creatively find ways to be a better partner to everything going on in the governmental complex and better serve our community in the space we are already in. There was no further discussion.

The only item of new business was the Coronavirus situation and three proposals related to the situation. The first was a proposal to extend fine forgiveness until the end of 2020, the second a proposal to waive existing fines of \$50 or less for resident cardholders, and the third a proposal to offer a limited number of free photocopies and printouts to patrons. Mrs. Benedict gave a brief description of each item. Ms. Windmann made a motion to pass the proposals and Mrs. DeLaune and 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. Uzee called for a motion to adjourn. Mrs. DeLaune 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