

St. Charles Parish Library

Board of Control Meeting

July 21, 2020 at 6:00pm

MINUTES

A regular meeting of the St. Charles Parish Library Board of Control was held at 6:00pm, Tuesday, July 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, Amy Duke and Lauren Pitz

Others: Donnie Hills, Christine Alexander, and Ellis Alexander

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

Mrs. Uzee asked for approval of the minutes of the May 19, 2020 meeting. Mrs. DeLaune moved that the minutes be approved as e-mailed and the motion was seconded by Mrs. Lyons. The motion passed unanimously.

The attendance report for board members was completed.

The next agenda item was Scheduled Public Comment. The following two e-mails were received and were read into the record by Mrs. Benedict.

First Public Comment e-mail:

Ms. Leann Benedict and the Library Board of Control,

My name is Pamela Petit. I felt moved to write you all and impress on you how AMAZING this years Summer Reading Program has been at St. Charles Parish Library. I am so impressed with how seamlessly the library adapted their summer program to an online platform and to-go programs. The crafts and activities provided have brought hours joy to myself and my kids during this time. A few weeks into the program my husband ask how much money I was spending on all these crafts for myself and the kids. 🙌 My response: Free!!! Isn't our library amazing!

We have completed many of the crafts independently at home. A few times we have had outside visits with my parents and brought our crafts to their house. My parents were also very impressed with the completeness of every kit and through instruction provided. I believe my father had just as much fun as the kids painting fireworks over the bridge. I also arranged a social distance

breakfast with 3 of my best friends and we decorated the coffee mugs together. This will always hold a special memory for me.

Thank you again for you time, talent, and commitment to St. Charles Parish Library and the outreach that the Summer Reading Program provides. It would have been easy and understandable to cancel the program during these hard times. Not only did the library rise to the challenge they smashed it out of the park.

Pamela Petit

Second Public Comment e-mail:

The passages below are from an article entitled: "Equity, Diversity and Inclusion Needs Assessment for Evanston Public Library' Submitted September 24, 2018. The purpose is to enhance leadership's understanding of community members' needs and expectations that have not been met, and to position the Library to reflect best practices related to equity, diversity, and inclusion."

The passages could easily apply to our library board and system.

"The Library has a responsibility to serve all members of the community."

"A few people talked explicitly about expectations of the Library's leadership, including Board members: What I saw on the Board was a group of people—the white Board members leading the discussions... seemed to enjoy talking about equity but aren't willing to do anything."

"Healing is needed. People who have been and felt marginalized need to know that white leaders "get it", (and) are willing to acknowledge the past and work to co-create a future that is equitable."

Christine Alexander

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 an update on the library's response to the COVID-19 Pandemic. The library re-opened the East and West Regional Libraries to the public on Monday, June 8th and opened the four smaller branches on June 22nd. Curbside service is also still available at all branches. The bookmobile has been up and running since May 18th. Curbside and inside hours for each branch are as follows:

The **East Regional Library** and **West Regional Library** are open inside

- Monday - Thursday: 10:00am - 6:00pm
- Friday: 10:00am - 4:00pm
- Saturday: 10:30am - 1:30pm

Curbside pickup is available the following hours at the East and West Regional Libraries:

- Monday - Thursday: 10:00am - 7:00pm
- Friday: 10:00am - 4:00pm
- Saturday: 10:30am - 1:30pm

The **St. Rose**, **Paradis**, and **Norco** Branches are open with the following reduced hours:

- Monday & Wednesdays: 12:00pm - 6:00pm
- Tuesday & Thursday: Inside CLOSED, curbside available
- Friday: 9:00am - 1:00pm
- Saturday: 10:30am - 1:30pm

Curbside pickup is available the following hours at the St. Rose, Paradis, and Norco Branches:

- Monday: 11:00am - 7:00pm
- Tuesday - Thursday: 11:00am - 5:30pm
- Friday: 10:00am - 4:00pm
- Saturday: 10:30am - 1:30pm

The **Hahnville** Branch is open with the following reduced hours:

- Monday-Friday: 9:00am - 1:00pm

Curbside pickup is available the following hours at the Hahnville Branch:

- Monday-Friday: 10:00am - 4:30pm

These hours can also be found on our website.

Study rooms are available at all branches that have them, except St Rose, and are available on a first come first serve basis with usage limited to two hours per individual or group, unless no one is waiting. If no one is waiting, patrons may be allowed to use the room until someone else needs it. Meeting rooms are not available at this time.

Regarding safety measures, all patrons visiting the library are required to wear a face covering that covers the mouth and nose in the building. We have hand sanitizing stations available throughout each branch and staff are doing extra sanitizing of high touch points such as computers, door handles, phones, tables, desks, and restrooms throughout the day. We are doing temperature checks on staff at the beginning of their shifts and staff are required to wear masks as well.

We recently received a check in the amount of \$6,775.13 from the State Library of Louisiana as part of the IMLS CARES Act which provided grant funds to the state library, which were then distributed to the parish libraries to expand digital network access, purchase internet accessible devices, provide technical support services, and to address digital inclusion and related technical support. This money will be used in part to help us implement our Wi-Fi hotspot circulation

service. We are almost done finalizing plans to secure Wi-Fi hotspots that would be available for checkout by patrons. We are planning to order 10 to start with. We are in the process of working on policies and procedures for checkout and hope to have this service available before the next board meeting.

The Summer Reading Program has been going very well. We have had 740 people sign up for the program and 460 completions so far. While these numbers are much lower than previous years, we are still pleased at the response considering the circumstances. We have been hosting numerous weekly virtual programs for all ages. This includes storytimes, performers, book discussions, teen gaming programs, and our program-to-go crafts. Every Thursday we premier three new Program-to-Go Crafts, one each for children, teens, and adults. For these, patrons register online starting 10 days before the program. They then pick up their program-to-go bag which includes the supplies they need for the craft, from the branch they registered at. On the following Thursday, the Facebook Premiere Video goes live at its designated time. Patrons can logon and watch the video and do the craft along with us. These programs have been very well-received. Between the three programs-to-go, we stuff 400 bags per week. The only bags that we have had left of any are some of the teen programs and some of those extra craft bags are being distributed to the community centers.

Mrs. Uzee asked for more information about the hotspot circulation program and how circulation will work. Mrs. Benedict explained that they are still working on creating policies and are looking at what other libraries are doing. Some additional discussion followed.

Mrs. Lyons asked how the quarantining of books works. Mrs. Benedict explained that the library had initially been quarantining returned books for one week before they were checked in and returned to the shelves. About a month ago the library changed the quarantine period to 72 hours based on research about how long the virus can live on surfaces.

Mrs. Lyons mentioned how important accessibility is, especially as students return to school and more is being done virtually. Mrs. Benedict then informed the board that Assistant Director Lauren Pitz had an upcoming meeting scheduled with the school system to discuss how the library can partner with them to help assist students with access to library resources.

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 the building had several roof leaks in the beginning of June. The contractor, roofer, and A/C company are in the process of working on some of the issues, but other than that, little progress has been made on the remaining punch list items. The library did recently receive a pay application from the contractor for items that have been completed from the punch list. However, the library has not been able to release payment yet as there is still a lien on the project. The library is working with the parish attorney and the bond company attorney on this.

The next item of unfinished business was possible future plans for the Hahnville Branch Library and a feasibility study proposal. Mrs. Uzee explained that the feasibility study proposal would assess the current branch as it exists today and explore whether rebuilding on that site is doable.

There are some questions as to whether the library can rebuild on the existing site because of the levee and this feasibility study would investigate that. Mrs. DeLaune asked how the proposal came about and whether it was solicited by the library or whether they came to us. Mrs. Benedict explained that it was solicited by the library and that Maureen Arndt was the design consultant for both the West Regional and Norco Branch construction projects. Mrs. DeLaune then asked if the board had the ability to go through and make changes to any of the terms of the agreement, specifically regarding the limits of liability. After some discussion, Mr. Matherne motioned that the contract be tabled until the next meeting so that additional information could be obtained. Mrs. DeLaune seconded the motion and it passed unanimously.

The only item of new business was the millage election, which is set for August 15, 2020. Mrs. Uzee directed the board to the informational sheet included in their packets, which highlights library usage statistics over the previous 10 years. Mrs. Benedict informed the board that she had the opportunity to present some information about the library and the millage to two groups recently. On June 17th she participated in a Zoom meeting for the St. Charles Parish Economic Development Council and on July 8th she presented to the Rotary Club. She also informed the board that in the weeks leading up to the election, the informational flyers would be available at the branches and on the library website.

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. 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