

St. Charles Parish Library

Board of Control Meeting

May 18, 2021 at 6:00pm

MINUTES

A regular meeting of the St. Charles Parish Library Board of Control was held at 6:00pm, Tuesday, May 18, 2021 in Council Chambers at the Courthouse in Hahnville.

Members Present: Beverly DeLaune, Tammy Windmann, Randy Matherne, Charlene Alexander-Armstrong, Annie Harmon, and Holly Fonseca

Members Absent: Celeste Uzee and Lori Lyons

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

Others: Maureen Arndt, 720 Design (via telephone)

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

Mrs. DeLaune asked for approval of the minutes of the March 16, 2021 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 no requests for public comment.

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

It has been a little over one year since COVID turned our worlds upside down and we are finally beginning to feel some sense of a return to normalcy. All of our branches are open full hours with study rooms and meeting rooms available for use. We are no longer quarantining returned materials, and effective April 30th, patrons are no longer required to wear masks in the library, with the exception of during indoor programs, including planetarium shows. We continue to monitor CDC and State guidelines and are adjusting procedures as needed.

April was Need to Feed month in St. Charles Parish and the library collected 110 items that were donated to a local food bank.

Programming continues to be mostly virtual with some in-person programs returning, including our chair yoga program, which will be alternating between East and West, our

Nerd Nights teen program at West, and Cookbook Club at Paradis. More in person programs will be returning this summer.

The Summer Reading Program is planned out and we are ready for what is typically our busy season to begin. This summer's animal-themed program is titled "Tails & Tales". We will be doing a combination of virtual and in-person programs throughout June and July. Patrons of all ages, from children to teens to adults, can sign up for the program beginning June 1st, either online or by visiting their local branch. Each branch will hold drive-thru kick-off event during the first week of June where patrons can drive-up and receive everything needed to begin their summer reading safari. There will be special prizes and activities to be collected, including a very cool "Wild Reader" yard sign, so we encourage everyone to visit during one of our kick-offs. Our prizes this year are:

- Sign-up prizes include a carabiner and key ring and a Tails & Tales brag tag.
- Children's completion prize is a color-changing cup and a stuffed elephant that can also be used as a screen cleaner
- Teens will receive a fashionable fanny pack upon completion of the program
- Adults will receive a travel picnic blanket

To complete the program, patrons simply need to sign up, either online or by visiting one of our branches, and keep track of how long they read from June 1st to July 31st by logging their minutes either online or on a paper reading log. Read 360 minutes by July 31st to earn a completion prize and become eligible to win one of our Grand Prizes, which will again be generously sponsored by our Friends of the Library group.

You each have a copy of our Summer Reading Event Guide, which is being mailed out to every household in the parish, and a postcard that will be handed out in the schools and in the branches to help promote the program. While this summer won't be completely back to normal, we are excited and looking forward to an amazing Summer!

In your agenda packet, you will find the financial reports for end of year 2020 and for 1st quarter 2021. You'll see on our end of 2020 report that we show an ending fund balance of \$9,395,781.49. This will be important to note when we discuss plans for the Hahnville Branch later in the meeting.

In staffing news, we welcomed the following new staff members to our team in April:

- Abbie Fontenot & David Rodriguez joined the Paradis Branch as Part-Time Circulation Assistants
- Shelbe Breaux joined the Norco Branch as a full-time circulation assistant
- Ashley Allen joined the Technical Services team as a part-time assistant
- Jordan Jacob joined the East Regional Branch as a part time assistant

Mrs. DeLaune asked what the dates of the drive-off kickoff events were. Mrs. Benedict let the board know that the dates could be found on page 7 of the Summer Event guide and read the

dates for each branch. Mrs. Benedict then let them know that the Summer Reading guide held information about all of the library's upcoming programs, both virtual and in-person. She also let them know that registration is required for in-person programs and that, at this time, masks will be required at the indoor programs.

Mrs. DeLaune welcomed Mrs. Annie Harmon to the board.

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 project. Mrs. Benedict informed the board that she is continuing to work with the parish legal department on this. A little over \$19,000 in work remains on the project. On May 10th, the parish legal department did provide written notice to the contractor and bond company that the contract was being terminated if not cured within 7 days. A brief discussion followed.

The next item of unfinished business was the Hahnville Branch Library and discussion of the results of Phase 1 of the feasibility study done by 720 Design. Mrs. Benedict introduced Maureen Arndt from 720 Design, who was joining the meeting via telephone. Mrs. Benedict asked Mrs. Arndt to explain the results of Phase 1 of the feasibility study. Mrs. Arndt then explained the steps she had taken, including contacting FEMA, the Lafourche Basin Levee District, and St. Charles Parish Department of Planning & Zoning. She explained that it would probably be possible to fit up to 7500 square feet on a single floor. It would be possible to build a two-story building but, while it would provide a strong architectural feature on the site, things to consider would be the staffing challenges as well as the added costs of having an elevator and two sets of stairs. The biggest challenge for this site is the parking. We do currently meet the code for parking on this site but when looking at library best practices, we would really need to add additional spaces to be able to accommodate parking for programming. Some discussion followed.

The next item on the agenda was discussion of the alternate property options currently available for sale that could be purchased to build a new Hahnville Branch on. Mrs. Benedict let the board know that Property 3 listed on the spreadsheet in their packets is no longer available. Mrs. Benedict then gave a summary of each of the remaining properties listed on the spreadsheet. After some discussion Mr. Matherne made a motion for the library to obtain an appraisal on Property 1, located at 15090 River Road. The motion was seconded by Mrs. Windmann, and it passed unanimously.

Mrs. DeLaune then asked if we could find out what the square footage of the current property with the parking spaces included is. Mrs. Arndt said that it is about 22,476 square feet with the existing parking spaces, which is approximately a half an acre. For a 7000 square foot building we would need approximately an additional 14 spaces. Each parking space is approximately 200 square feet plus 120 square feet for the drive (so approximately 320 square feet is needed per parking space). Based on this information, we would need at least $\frac{3}{4}$ acre land for best practices.

Some additional discussion followed regarding what the next steps would be after obtaining the appraisal on the other property.

The next item on the agenda was new business. There was no new business.

The final agenda item was Public Comment. There was no public comment.

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