

**St. Charles Parish Library**  
Board of Control Meeting  
March 17, 2026 at 6:00pm

MINUTES

A regular meeting of the St. Charles Parish Library Board of Control was held at 6:00pm, Tuesday, March 17, 2026 in Council Chambers at the Courthouse in Hahnville.

Members Present: Randy Matherne, Charlene Alexander-Armstrong, Robin Robicheaux, Stephanie Mire, Lindsey Tullier, and Holly Fonseca

Members Absent: Sarah Sacra and Beverly DeLaune

Staff Present: Leann Benedict and Amy Duke

Others: Justin Aubert and Lauren Stelly

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

Mr. Matherne asked for approval of the minutes of the January 20, 2026 meeting. Mrs. Armstrong moved that the minutes from the meeting be approved as e-mailed. The motion was seconded by Mrs. Robicheaux and passed unanimously.

The attendance report for board members was completed.

The next agenda item was Scheduled Public Comment. There were no requests for public comment.

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

We continue to remain busy at all branches with lots of programming and outreach happening. In addition to our regular storytimes, teen, and adult programs, the East Regional Library hosted an after-hours Pokemon program in February that brought in 134 patrons. Library staff also participated in several special outreach events last month including the J.B. Martin Career Day, Allemands Elementary Mardi Gras parade, and the Mimosa Park Elementary STEM Fair.

Library staff are busy preparing for the 2026 summer reading program. Several staff attended summer reading workshops this past month and programmers have been busy finalizing programming schedules for the Event Guide that will once again be mailed to all households in the Parish sometime in May.

We will soon begin circulating litter clean up kits thanks to the Keep Louisiana Beautiful *Get Down & Clean Up* program. Keep Louisiana Beautiful is a state program that supports local communities through resources for litter prevention, beautification, and sustainability initiatives. Get Down & Clean Up is their library program that makes litter clean-up supplies readily available for check-out at local libraries across the state. In conjunction with Love the Boot Week and National Library Week in April, we will be joining 45 other parishes by launching the Get Down & Clean Up program. These kits will be a permanent item in our collection, and each branch will have 4 kits available. Patrons will use their library cards to check them out for a 2-week period. Each kit includes a tote bag, trash grabber, trash bags, and a high visibility vest. This program was offered to us for free, and replacement items are available to us at no cost. We are hoping to have these available for checkout sometime before April 18<sup>th</sup> which is the date of St. Charles Parish's Annual Trash Bash event. Keep an eye on our website and social media for more information.

In staffing news, Raven Spizale attended the Louisiana Library Association Conference earlier this month in Lake Charles and co-presented the program *Teen Book Fair: Engaging Teens in Collection Development* with the Ascension Parish Library and Cavalier House Books. This presentation demonstrated an easy-to-follow program that showed how to put collection development into the hands of the readers. By partnering with a local bookstore, teens can get hands-on with the books and select which ones they are interested in seeing the library purchase. Once selected, the books flow into the system and are given a special book plate to commemorate that they were chosen by community teens. This is a program that Raven has successfully hosted several times at our library, and we are proud of her for taking it to conference to share it with other libraries.

In other staffing news, Katie Cannon has been promoted from a part-time to full-time circulation assistant with an emphasis on adult programming at the East Regional Library. We have a few vacancies right now that we are working on filling including positions for a full-time computer specialist, full-time Norco branch supervisor, and a couple of part-time circulation assistant positions.

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

The first item of unfinished business was the Hahnville Branch Library Construction Project Update – review and approval of 90% estimate. Mrs. Benedict informed the board that they received the 90% estimate from the CMAR and that the current estimate was within budget. The next step would be to move towards the completion of the 100% estimate and, if accepted, setting the Guaranteed Maximum Price (GMP) for the project. Lauren Stelly from Woodward Design + Build and architect Justin Aubert were at the meeting to answer any questions the board had. After a brief discussion, Mrs. Tullier made a motion to approve the 90% estimate. The motion was seconded by Mrs. Mire and passed unanimously.

The first item was Resolution 26-2, Designation of a Records Officer. Mrs. Benedict explained that this was an annual process to designate the Library Director as the records officer for the library. Mrs. Mire made a motion to approve Resolution 26-2. Mrs. Armstrong seconded the motion, and it passed unanimously.

The second item of new business was Resolution 26-3, Proposed Amendment to the 2025 Budget. Mrs. Benedict gave a brief explanation of the proposed budget amendments. Mrs. Robicheaux made a motion to approve the proposed amendment to the 2025 Budget. Mrs. Armstrong seconded the motion, and it passed unanimously.

The next item on the agenda was Public Comment. There was no public comment.

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

APPROVED:

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Beverly DeLaune, President  
St. Charles Parish Library Board

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Leann Benedict, Secretary  
St. Charles Parish Library Board

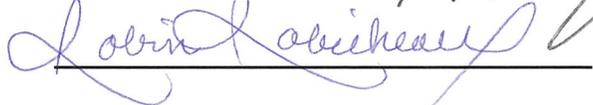
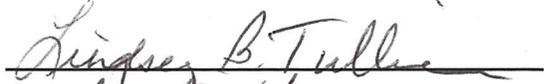
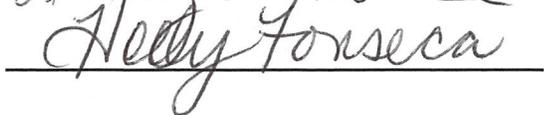


# ATTENDANCE REPORT

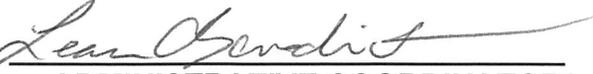
MEETING DATE: March 17, 2026

TIME: 6:00 P.M.

BY MY SIGNATURE BELOW, I HEREBY INDICATE MY ATTENDANCE AT THE MEETING OF THE  
**LIBRARY SERVICE DISTRICT**  
**BOARD OF CONTROL**

| VENDOR # | NAME (TYPED)                 | SIGNATURE  | \$AMOUNT |
|----------|------------------------------|--|----------|
| _____    | Randy Matherne               |    | _____    |
| _____    | Beverly DeLaune              | _____  | _____    |
| _____    | Stephanie Mire               |    | _____    |
| _____    | Charlene Alexander-Armstrong |    | _____    |
| _____    | Robin Robicheaux             |   | _____    |
| _____    | Sarah Sacra                  | _____  | _____    |
| _____    | Lindsey Tullier              |  | _____    |
| _____    | Holly Fonseca                |  | _____    |
| _____    | _____                        | _____  | _____    |
| _____    | _____                        | _____  | _____    |

CODE: \_\_\_\_\_

ATTEST: 

**ADMINISTRATIVE COORDINATOR/  
EXECUTIVE DIRECTOR**

\*LIMITED TO 12 PAYMENTS PER YEAR

\*CAA/Ord. No. 07-4-5/\$60

\*Civil Service/Ord. No. 07-5-11/\$60

\*Housing/ Ord. No. 07-5-13/\$60

DATE: **March 17, 2026**

\*ZBA/ Ord. No. 07-5-12/\$60

\*P&Z/Act 480 of 1964/\$40

\*Hospital/LARS 46:1053/\$40

PREPARED BY COUNCIL OFFICE 11/3/93

ctm - MODIFIED 3/13/95

ctm - MODIFIED 8/1/05

ctm - MODIFIED 8/13/07

