St. Charles Parish Library
Board of Control Meeting
July 15, 2025
6:00 p.m.

AGENDA

I.   Call to Order, Prayer, & Pledge

II.   Approval of Minutes – May 6, 2025

III.   Attendance Report

IV.   Public Comment (five [5] minutes)

V.   Librarian's Report

VI.   Communications

VII.   Unfinished Business
        A. Hahnville Branch Library Project Update
        B. Hurricane Ida Recovery Update

VIII.   New Business
        A. Proposed Makerspace Policy
        B. Proposed Revision to the Fines & Fees Policy

IX.   Public Comment (three [3] minutes)

X.   Adjournment

Persons wishing to speak before the board must notify the board secretary (Library Director) at LibraryBoard.Secretary@myscpl.org, or 985-764-9643 at least two days before the meeting to notify the board they will be speaking at the board meeting. All speakers are limited to a maximum presentation of five (5) minutes for requested Public Comment, Agenda Item IV. Public Comment at the end of the meeting is limited to three (3) minutes per speaker. Groups wishing to present to the board are asked to designate one person to make the presentation. Please contact the board secretary for additional information.

Proposed Makerspace Policy

The St. Charles Parish Library Makerspace provides access to tools and technology for creativity, learning, and exploration. This policy outlines expectations for safe, legal, and responsible use.

The Library supports intellectual freedom, privacy, and equitable access. Staff may intervene to enforce library policies, ensure safety, or address disruptions - not to restrict projects based on personal opinions or the content's message. Projects may be reviewed or halted if they violate policy, pose safety risks, or are otherwise inappropriate for a public setting.

The Library does not retain design files or monitor usage beyond what is necessary for safety and compliance. Any data collected is handled according to the Library's Data Privacy Policy.

Use and Liability

Patrons use the Makerspace at their own risk and are responsible for operating equipment safely and following all library procedures, safety guidelines, and staff instructions. Some tools may pose hazards if misused. The Library is not liable for harm caused by use or misuse, and access may be suspended or revoked for unsafe behavior or policy violations.

By using the space, patrons (or their parent/legal guardian if under 18) accept responsibility for any resulting injuries, damage, or losses. Teens and children under 15 years old must be accompanied by an adult when visiting the Makerspace.

The space and equipment are not intended for significant production or manufacturing, and the Library reserves the right to refuse or limit the use of any equipment or service. The Library is not responsible for failed projects.

Intellectual Property

Patrons are encouraged to create original work. They are responsible for ensuring submitted designs and resulting projects do not violate copyright, trademark, patent, or other intellectual property laws.

The Library assumes no liability for infringement. By using the Makerspace, patrons agree not to create items that infringe on intellectual property rights and accept responsibility for their content. Staff may refuse projects that appear to violate intellectual property laws.

Acceptable Use

The Makerspace is a forum for creative expression, aligned with the Library's commitment to intellectual freedom. All use must comply with the law, as well as safety and conduct guidelines. The Library reserves the right to halt, delete, or disallow the creation of items that violate St. Charles Parish Public Library policies.

Prohibited uses include the creation of:
- Weapons or weapon parts

- Obscene, harmful, or sexually explicit material
- Items intended to harm, threaten, or endanger others
- Any item that violates local, state, and federal laws

All users must treat equipment, staff, and other patrons with respect. Misuse, damage, or inappropriate behavior may result in loss of Makerspace privileges.

Use of the St. Charles Parish Library Makerspace or Makerspace equipment is subject to the rules in this Makerspace Policy, the Patron Behavior Policy, the Electronic Resources Use Policy, as well as any other applicable Library policies and procedures. Failure to abide by all applicable policies and procedures may result in suspension or loss of Makerspace use privileges.

Proposed Revision to the Makerspace Materials Price List

The St. Charles Parish Library Makerspace and its tools are available for use by members of the St. Charles Parish community. Library programs held in the Makerspace are always free for participants, including materials and supplies used during the program. Free materials, including scrap, partially used, and donated supplies, may be available for individual use. New materials provided by the library are available for purchase in limited quantities. For certain tools, only library-provided materials may be used to ensure safety and quality.

* 3D PRINTER

3D prints are priced per gram plus a $1.00 surcharge.

PLA Plastic - per gram	**$0.05**	Specialty Filament - per gram	**$0.05**

BOOK BINDER

Coil binding - thin	**$0.25**	Thermal binding - soft cover	**$1.50**
Coil binding - thick	**$0.50**	Thermal binding - hard cover	**$5.00**
Coil binding - clear cover	**$0.25**		

* BUTTON MAKER

Pin back - 1"	~~$0.10~~	**$0.25**	Magnet back - 1"	**$0.50**
Pin back - 1.5"	~~$0.10~~	**$0.25**	Magnet back - 1.5"	**$0.50**
Pin back - 2.25"		**$0.25**	Magnet back - 2.25"	**$0.50**

CRICUT

Stick on vinyl - 12" x 12"	**$0.50**	Cardstock - 12" x 12"	**$0.25**
Heat transfer vinyl - 12" x 12"	**$1.00**		

LASER CUTTER

Wood sheet - 4" x 4"	**$0.50**	Acrylic sheet - 5" x 7"	**$2.00**
Wood sheet - 12" x 12"	**$1.50**	Acrylic sheet - 8" x 10"	**$4.00**
Wood sheet - 12" x 24"	**$3.50**	Acrylic sheet - 12" x 12"	**$5.00**
Chipboard - 9" x 12"	**$0.50**	Acrylic sheet - 12" x 16"	**$6.00**
Metal business card	**$0.10**		

* STICKER MAKER

Sticker adhesive per inch	**$0.10**

* SUBLIMATION PRINTER

Paper sheet - 4" x 9.5"	**$0.50**	Paper sheet - 11" x 17"	**$3.00**
Paper sheet - 8.5" x 11"	**$1.00**	Paper sheet - 13" x 19"	**$3.00**
Paper sheet - 8.5" x 14"	**$2.00**		

* Tool requires the use of library-provided materials only. All other materials must be inspected and approved by Makerspace staff before use.