

## ST. CHARLES PARISH LIBRARY

Board of Control Meeting

November 17, 2015

6:00 p.m.

MINUTES

The regular meeting of the St. Charles Parish Library Board of Control was held at 6:00 p.m., on Tuesday, November 17, 2015, in Council Chambers at the Courthouse in Hahnville.

Members present: Robert Faucheux, Celeste Uzee, Tammy Windmann, Glenn Gros, and Steve Wilson

Members absent: Ralph DeRoche, Larry LaBorde and Terrell Wilson

Staff present: Leann Benedict, Vicki Nesting, Roberta August, Jessica Delgado and Julie Cancienne

Mr. Faucheux called the meeting to order and asked for a moment of silent prayer, which was followed by the Pledge of Allegiance.

Mr. Faucheux asked for approval of the minutes of the September 15, 2015 meeting. Mr. Gros moved that the minutes be approved as mailed. Mrs. Uzee seconded the motion, and the motion passed unanimously.

The attendance report for Board members was completed.

The next agenda item was Public Comment. There had been no requests for public comment.

Under the Librarian's report, Mrs. Benedict presented the following report:

"The library continues to offer numerous programs for all age levels.

- Last month we held an Ask-A-Lawyer event in conjunction with the Louisiana State Bar Association's *Lawyer's in Libraries* Program. On October 29<sup>th</sup>, each parish in the state hosted a legal event in one of its libraries. We were fortunate to have Michele Stross of Southeast Louisiana Legal Services conduct 15-minute sessions with patrons from 9am to 1pm.
- The library may have set a single-day attendance record on Halloween. The East Regional Library hosted a Halloween Extravaganza in the morning, which was originally planned to include a trunk-or-treat and other outside activities. Just 2 days before the event, plans were changed and the event had to be moved inside because of the rainy weather, but that did not stop the crowds! In just 2 hours, 570 people came through our doors. This event was made possible with cooperation, participation, and donations by the following local businesses and organizations: Destrehan Plantation, East St. Charles Fire Department, Entergy Waterford 3, First American Bank, First National Bank, Friends of the St. Charles Library, Harper's Counseling and Family Therapy, Jerusalem Shriners, Monsanto, Norco Manufacturing Complex, River Region Ballet, Setpoint, St. Charles Herald-Guide, St. Charles Parish Hospital, St. Charles Public Information Office, St. Charles Parish Sheriff's Office, Thirty-One Gifts, and the United Way of St. Charles.

Representatives from both the Fire Department and the Shriners told staff that this was one of the most successful community events that they had ever been a part of.

- That afternoon, the West Regional Library hosted a Sleepy Hallow Halloween Party, where participants were able to make crafts, take pictures, and just have a lot of Halloween fun. Approximately 200 people attended this event.
- The Friends of the St. Charles Library hosted three author events at the East Regional Library during the month of October. "Writing with Friends" took place on October 19th and "Chatting with Friends" on October 20th with the mystery writer Lori Rader-Day. Her debut mystery The Black Hour received glowing reviews and was a finalist for the Mary Higgins Clark Award. Her second book, Little Pretty Things came out in July. Her short stories have appeared in Ellery Queen Mystery, and Good Housekeeping magazines. Another program, "Reading with Friends" featuring author Laura Lane McNeal was held on October 21st. Her debut novel Dollbaby is a novel of Southern eccentricity, secrets, and laughter, a big-hearted coming-of-age debut set in Civil Rights-era New Orleans.

Our programming librarians continue to be busy looking for opportunities to work with community partners. Yesterday, three of our librarians had an opportunity to give a presentation to all of the St. Charles Parish Public School Librarians about what library services are available to them and their students. Our programming librarians are also partnering with the St. Charles Public Schools Foundation to plan, promote and book cultural arts events at many of our branches. To kick off our first event, we are currently working with the MetroPelican Opera to perform at the East Regional Branch on December 22<sup>nd</sup>. This event will be a festive occasion for all ages with refreshments.

This month started off with a focus on training our staff on dealing with difficult patron situations. On November 5<sup>th</sup> our supervisors attended a ½ day training session with guest speaker, Warren Graham, known in the library world as the "Black Belt Librarian". Graham is an expert in library security and the supervisors learned a lot from him. Graham then presented an all day workshop on November 6<sup>th</sup> to all of the staff at our Fall All Staff Meeting. Service awards were also handed out at the meeting to recognize staff's years of dedicated service to the library. Staff recognized included:

- Robin Bourgeois, Chase Chauffe and Brenda Guillot with 5 years.
- Kenny Breaux, Eva Fiffie, Christine Hesse, Vicki Nesting and Jason Rogers with 15 years
- Audrey Breaux with 20 years
- Tammy Chiasson with 25 years
- Laurie Goodell with 31 years, Denise Wilson with 36 years, Carl Montet with 39 years and Claire Cermak with 42 years of service

The library has had some media mentions recently that you may have already seen. The November 4<sup>th</sup> issue of the River Parishes Picayune highlighted our Halloween extravaganza that was held at East with a full page and a half of pictures of our patrons enjoying the event. The November 12<sup>th</sup> issue of the St. Charles Herald Guide featured an article about the West Regional renovation project which I sent to you all on Friday.

In staffing news, Robin Bourgeois has transferred to the East Regional Library as a part-time circulation assistant and Jessy Frickey has been promoted to Circulation Supervisor at the Hahnville Branch. Joyce LoCoco has transferred to the St. Rose Branch Library as Circulation Supervisor and Eva Fiffie has transferred to the East Regional Library as Circulation Supervisor. Brenda Guillot has been promoted to full-time circulation assistant with a focus on adult programming at East and Destani Clement has been promoted to full-time circulation assistant with an emphasis in children's and teen programming at West.

I am very happy to announce that we have hired a new Children’s Librarian. Katy Hepner joined our team on October 12<sup>th</sup>. Katy was previously a Children’s Librarian in St. Tammy Parish and has also worked at several libraries in New York. We also have a new East Regional Librarian. Roberta August joined our team on September 28<sup>th</sup>. Roberta comes to us from St. John Parish and has a great deal of experience in administration and branch management. We are excited to have both Roberta and Katy as part of our professional team.

In your packet you will find the tentative 2016 schedule of library board meetings. We are awaiting confirmation from the council office on these dates. I will let you all know once they have been finalized.”

The next agenda item was Communications. There were no communications to be taken up.

The first item of unfinished business to be taken up was the West Regional Library renovation status. Mr. Fauchaux asked Mrs. Benedict to give the board an update. Mrs. Benedict informed the board that the advertisement to bid had been sent to the newspaper last Friday and would appear in the newspaper for 4 weeks starting this week. A pre-bid meeting is scheduled for 11:00am on December 3, 2015 in the large meeting room at the West Regional Library. This is a meeting for interested contractors to attend and ask questions about the project. It is not a mandatory meeting. The bid opening is scheduled for January 14, 2016 at 2:00pm in Council Chambers at the Courthouse in Hahnville. Next, Mrs. Benedict informed the board that she and her staff have been looking for property that could be leased and used as a temporary location while the West Regional Library is closed for renovations. Mrs. Benedict gave the board the summary below of potential properties:

<b>West Regional Renovation - Temporary Location Options</b>					
<b>Address</b>	<b>Usable Square footage</b>	<b>Monthly Cost</b>	<b>Price per Square Foot</b>	<b>Parking</b>	<b>Notes</b>
131 Lakewood Drive - Unit #3	670	\$650.00	\$0.97	Approx 3 spaces	One month "Free" rent in December with library modifying bathroom. 1-year lease beginning Jan 1. Deposit required to hold
116 Oak Lane	750	\$695.00	\$0.93	Approx 4 spaces	1 Bathroom - is ADA accessible. Area is carpeted
Wade St (by Perque and Pizza Hut)	4000	\$4,000.00	\$1.00	Adequate	1 Bathroom - is ADA accessible
Wade St (by Perque and Pizza Hut)	2000	\$2,000.00	\$1.00		1 Bathroom - appears to be ADA accessible. Needs variance from P&Z
Majoria's	1764	\$2,500.00	\$1.42	Plenty	Owner would finish bathrooms and replace or clean flooring. Total square footage is 4200 square feet (2100 if we only rent one side of the space) but more than half of it is warehouse space and would be unusable.
Majoria's	882	\$1,500.00	\$1.70		
<b>No longer under consideration</b>					
Old Whitney Bank	2400	\$2,900.00	\$1.21	Approx 8-10 spaces	Space does not meet our needs and too expensive
131 Lakewood Drive - Unit #1	1300	\$1,000.00	\$0.77	Approx 4 spaces	No longer available
Old Movie Magic	3200	\$3,000.00	\$0.94	Plenty	Bathroom not ADA accessible

A discussion followed. Mr. Wilson made a motion that the board authorize Mrs. Benedict to pursue a possible lease for the property on Wade Street. Mrs. Uzee seconded the motion and the motion passed unanimously.

The second item of unfinished business to be taken up was the status of the Norco Branch project. Mr. Faucheux asked Mrs. Benedict to give the board an update. Mrs. Benedict informed the board that a kick-off meeting to begin planning the design for the new Norco Branch was held last month. As soon as a timeline has been created for the project she will share that with the board.

The first item of new business was the approval of the holiday schedule for 2016. Mrs. Uzee moved that the Board adopt the schedule as submitted, including the recommended change that the All Saints Day Holiday be observed by the library on November 1, 2016. Mr. Wilson seconded the motion and the motion passed unanimously.

The next item of new business was the revision of the Meeting Room Policy, Contract and Community Education Guidelines and Addendum. Mrs. Benedict told the board that most of the changes were just in formatting. The main changes to the actual policy is that patrons will now need to have a St. Charles Parish Library card in order to reserve a meeting room. Also, the community education contract was updated to make the guidelines regarding the fee that can be charged to registrants more prominent. Mr. Wilson made a motion that the policy be approved as submitted. Mrs. Windmann seconded the motion and the motion passed unanimously.

The next item of new business to be taken up was a resolution to amend the 2015 budget. Three lines were underfunded due to unanticipated costs. Sufficient funds were in the line for Buildings/Grounds/General Plant, and the resolution was to move funds from that line to the lines requiring more funds. After a brief discussion Mr. Gros moved that the Board adopt Resolution 15-2:

Resolution Number 15-2  
Resolution to amend the 2015 Budget

**Whereas** the funds in Line 21 (Workers Compensation [154]), Line 61 (Pest Control [274]), and Line 69 (Insurance – Employee Liability [294]) are insufficient to cover unanticipated costs; and

**Whereas** sufficient additional funds are available in Line 90 (Buildings/Grounds/General Plant [652]) of the 2015 the budget;

**Now, therefore, be it resolved** by the St. Charles Parish Library Board of Control at the regular meeting of November 17, 2015, that the Library’s 2015 budget be amended by moving \$10,000 to Line 21 (Workers Compensation [154]), \$3,000 to Line 61 (Pest Control [274]), and \$500 to Line 69 (Insurance – Employee Liability [294]) from Line 90 (Buildings/Grounds/General Plant [652]) of the 2015 the budget.

Mrs. Uzee seconded the motion and the motion passed unanimously.

The next item of new business was the Board's public hearing on the proposed 2016 budget. A brief discussion followed.

At the conclusion of the budget review, Mrs. Uzee moved that the library board approve the 2016 library budget as presented and Mr. Wilson seconded the motion. The motion passed unanimously.

The final agenda item was Public Comment. Mr. Gros asked Mrs. Benedict to explain the change order process for the West Regional renovation project. Mrs. Benedict informed him that there are guidelines specified in the bid documents for how change orders are to be handled. The contractor is responsible for submitting all requests for change orders in writing to the architect. The architect will then work with the library director to determine if the change order is necessary and reasonable. If they determine that it is then the change order goes before the parish council for final approval. The work related to any change order cannot be performed until it has been approved by the council.

There being no further business, Mr. Wilson moved that the meeting be adjourned. Mrs. Windmann seconded the motion, and the motion carried. The meeting was adjourned.

APPROVED:

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Robert Faucheux, President  
St. Charles Parish Library Board

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Leann Benedict, Secretary  
St. Charles Parish Library Board