

## ST. CHARLES PARISH LIBRARY

Board of Control Meeting

November 15, 2016

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 15, 2016, in Council Chambers at the Courthouse in Hahnville.

Members present: Celeste Uzee, Tammy Windmann, Larry LaBorde, Glenn Gros, and Terrell Wilson

Members absent: Deborah Raziano, Ralph DeRoche, and Steve Wilson

Staff present: Leann Benedict, Vicki Nesting, and Tammy Chiasson

Others: Ellis Alexander

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

Mrs. Uzee asked for approval of the minutes of the September 20, 2016 meeting. Mr. Gros moved that the minutes be approved as mailed. Mr. LaBorde 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.

- The library and the Friends of the library hosted a Local Authors Fair to celebrate the area's wealth of writing talent on October 22<sup>nd</sup>. 19 authors, representing a variety of genres and age groups were here to share their writings with our patrons.
- Last month we held an Ask-A-Lawyer event in conjunction with the Louisiana State Bar Association's *Lawyer's in Libraries* Program. Patrons could walk in and have a brief meeting with a lawyer and ask them legal questions for free.
- The library hosted two Halloween events on Saturday, October 29<sup>th</sup>. The East Regional Library hosted a Halloween Extravaganza in the morning with 306 people in attendance. That afternoon, the St. Rose Branch hosted an A-Mazing Halloween Party, where 158 participants made crafts, took pictures, went through our spooky maze, and just had a lot of Halloween fun.

On October 7<sup>th</sup>, the library closed for our Fall All Staff Meeting. Training included an Active Shooter Training given by the State Police. Staff also participated in a team building exercise, and received training on multiple technologies.

Service awards were also handed out at the meeting to recognize staff's years of dedicated service to the library. Staff recognized included:

- Samuel Elliot, Darlene Mollere-Ellis, and Amanda Verdin with 5 years.
- Sue Drinkert and Candee Rozycki with 10 years.

- Donna Jenkins with 15 years
- Joyce LoCoco with 20 years
- Laurie Goodell with 32 years, Denise Wilson with 37 years, and Claire Cermak with 43 years of service

On November 4<sup>th</sup>, Vicki Nesting, Tammy Chiasson and I attended the state library's annual administrator's conference where we received training on open meeting and public records laws, records retention and FMLA. Lauren Pitz, is currently in Texas at a Library Marketing and Communications Conference. As you may know, all public library directors are required by state law to be certified by the State Board of Library Examiners. This certification must be renewed every 5 years and last month I completed my recertification.

In staffing news, Jon Chiasson, Stephen Crowley and Heather Butera joined our staff as part-time circulation assistants. Shelby Roper, who is currently a part-time circulation assistant at East, has been selected to fill our full-time maintenance assistant position. He will transition to his new role sometime in the new year.

In your packet, you will find the 2017 schedule of library board meetings. Please add these dates to your calendars."

The next agenda item was Communications. Mrs. Benedict informed the board that she had received an e-mail from Mr. Ralph DeRoche the night before informing her that he was resigning from the library board effective immediately. Mrs. Benedict has informed the council of his resignation. There were no other communications to be taken up.

The first item of unfinished business to be taken up was the West Regional Library renovation status. Mrs. Uzee asked Mrs. Benedict to give the board an update. Mrs. Benedict informed the board that Change Order number 2 has been sent to the parish council for approval. The change order will result in a decrease of the contract sum by 4,389.81. Mrs. Benedict also informed the board that the project is still progressing and that the contractors are still scheduled to be finished by the contract end date, January 14, 2017. The library staff and architect are working on a timeline for closing the temporary location and moving back into the renovated building. The lease on the temporary location was originally set to end on December 31, 2016 but has been extended to the end of January 2017. Mrs. Benedict let the board know that she will likely need to extend the lease on the temporary location until the end of February. Tentatively, the library expects to begin moving the week of January 23, 2017. The temporary location must be closed during the move, which means that the West Regional Library could be closed to the public for up to 4 weeks. The library will do its best to minimize the amount of time that the branch must be completely closed.

The second item of unfinished business to be taken up was the status of the Norco Branch project. Mrs. Uzee asked Mrs. Benedict to give the board an update. Mrs. Benedict introduced Maureen Arndt of 720 Design. The plans for the building and projected cost were presented to the library board. After some discussion, Mrs. Windmann proposed that the plans for the Norco Branch Library be approved as submitted. Mr. Gros seconded the motion, and the motion passed unanimously.

The first item of new business was the Board's public hearing on the proposed 2017 budget. Mrs. Uzee opened the floor for public comment. There was no public comment. A brief discussion followed. After the budget review, Mr. Gros moved that the library board approve the 2017 library budget as presented and Mr. LaBorde seconded the motion. The motion passed unanimously.

The next item of new business was the approval of the holiday schedule for 2017. After a brief discussion, Mrs. Windmann moved that the Board adopt the schedule as submitted. Mr. Gros seconded the motion and the motion passed unanimously.

The last item of new business was library services to Killona. Mrs. Uzee reminded the board that at the September meeting, Mr. Ellis Alexander asked the library board to consider building a library in Killona and opened the floor to the board members for discussion about this request. Mr. Gros commented that while we would all love to have a library next door, it isn't something that can happen quickly. He further stated that, considering the library's current financial situation, the library board just could not commit at this time to a project like this in any community. Mrs. Uzee commented that while she thinks libraries are important to the community and are a fundamental public right, the library has constrained resources and is already committed to finishing the West Regional renovation and the Norco project. The projected ending funding balance after completing those two projects is approximately 1.6 million dollars, which is only enough to cover 4-6 months of operating costs. This does not leave the library with any funding for additional capital projects. Mrs. Uzee discussed the importance of partnerships with other community groups and organizations to be able to increase library services throughout the parish. Mrs. Benedict explained to the board that the library is already partnering with the Killona Community Center to provide additional library services at their facility. Mrs. Benedict also explained that the bookmobile has a route that goes to Killona and that any patron in that community could request bookmobile services. Mr. Terrell Wilson shared with the board that he is working on some possible future plans through the council regarding the community center. Further discussion followed. Mrs. Benedict explained some of the ideas that the library is working on with the community center, including providing additional library programs at the community center, helping to provide them with more print resources through donations and weeded materials, and the possibility in the future of doing a pop-up library periodically. Mrs. Benedict also mentioned that she has budgeted for an additional part-time position for 2017 to help the library to staff the growing number of outreach programs that the library is doing. Mrs. Uzee concluded by pointing out that the distance from the Paradis Library to Des Allemands is about 5.5 miles, which is about equivalent to the distance from Killona to the Hahnville Library and the population of Des Allemands is greater than the population of Killona. For comparison's sake, we are a spread-out parish with a lot of rural clusters which makes managing resources and facilities a constant challenge.

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

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

APPROVED:

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Celeste Uzee, President  
St. Charles Parish Library Board

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Leann Benedict, Secretary  
St. Charles Parish Library Board