

## **St. Charles Parish Library**

Board of Control Meeting  
January 17, 2023 at 6:00pm

### MINUTES

A regular meeting of the St. Charles Parish Library Board of Control was held at 6:00pm, Tuesday, January 17, 2023 in Council Chambers at the Courthouse in Hahnville.

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

Members Absent: Celeste Uzee and Tammy Windmann

Staff Present: Leann Benedict

Others: None

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

Mrs. DeLaune asked for approval of the minutes of the November 15, 2022 meeting. Mr. Matherne moved that the minutes be approved as e-mailed. The motion was seconded by Mrs. Armstrong and 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 wished everyone a happy New Year and gave the following report:

In your board packets, the board meeting schedule for 2023 is included so that you can add those dates to your calendars. Please note that, per board bylaws, the November meeting will be held on the 2<sup>nd</sup> Tuesday of the month due to the Thanksgiving Holiday falling on the 3<sup>rd</sup> week.

Things slowed down a little bit in November and December. We had an early closure on December 14<sup>th</sup> due to the severe weather. All of our branches thankfully fared well through the bad weather. We still had some excellent programs and outreach events throughout the past two months though. In addition to our regular programs, other programs included LEGO Club, DINOvember, Art Squad, a Santa wreath craft, collaborations with the LSU AgCenter, a cookie and canvas program, Thanksgiving Feast Escape Room, and Holiday Bingo.

Several computer classes were also held. As reported previously, in September of 2022 we were among over 160 public libraries nationwide awarded funding by the Public Library Association to conduct digital literacy workshops using DigitalLearn.org resources. To fulfill the grant requirements, we needed to complete a minimum of 5 workshops reaching 50 learners between October 2022 - March 2023. Thanks to the hard work of a team of nine staff members, we satisfied the terms of our grant ahead of schedule. We have offered 15 workshops so far, reaching 90 learners. We will continue to use the resources from this grant to help improve digital literacy skills in our community.

Outreach activities continue to grow. We are very excited that we are once again able to visit the schools and have had visits to several schools in the parish over the past couple of months. In December, Jessica Pattison and Lauren Pitz hosted an English Language Learners outreach for our Spanish-speaking community members. Jason Talley, our Planetarium Supervisor, visited New Sarpy Elementary, where he was able to do presentations to all grade levels. Visits were also made to both the Killona and St. Rose Community Centers, the Council on Aging Senior Center, and several school playgroups.

The St. Rose bathroom renovations took place in December. Patrons were very patient while the restrooms under construction, and the new tile and mirrors looks amazing. We will be updating the countertops and bathroom partitions in the near future to complete the updates to those restrooms. We are planning to do a similar update to the public restrooms at the East Regional Library sometime this year.

In staffing news, several of our librarians will be attending the American Library Association LibLearnX conference at the end of this month. We are also getting ready to begin interviewing for the new Human Resources Manager position.

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

The first item of unfinished business was the Hahnville Branch Library Project update. Mrs. Benedict informed the board that the community input survey was completed by 107 community members. Each board member was given a summary of the results of the survey. Mrs. Benedict also reported that her team is working on writing an RFQ for architectural services. She has received a couple of RFQ samples from other libraries as well as from the parish. Mrs. Benedict thanked Mrs. Fonseca for putting her in contact with the correct person at the parish for this. Mrs. Benedict then informed the board that the current plan is to send the RFQ to as select group of architects that have been recommended by other libraries and the parish. Once responses are received, the administrative team will meet with the architects that seem to best meet the requirements to narrow it down to a top pick. There was some discussion about the process for selecting an architect. The board indicated that, depending on the number of responses received and the scoring, they would like to have at least the top two candidates with their teams present to the board for final selection.

The next item of unfinished business was Hurricane Ida Recovery Update. Mrs. Benedict informed the board that construction is underway at the West Regional Library and going well. Biweekly meetings are being held with the architect, contractor, Parish representatives, and library team. The library is still waiting for repairs to begin on the roof at the East Regional Library.

The first item of new business was the election of Board officers for the 2023 term. Mrs. DeLaune declared all positions vacant and turned the meeting over to Mrs. Benedict. Mrs. Benedict asked if there were any nominations for the position of President for the 2023 term. Mrs. DeLaune moved that Mrs. Uzee serve as President for 2023 and Mrs. Robicheaux seconded the motion. The motion passed unanimously, and Mrs. Uzee was elected as President of the Library Board for 2023. Mrs. Benedict then asked if there were any nominations for the position of Vice-President for the 2023 term. Mrs. Harmon nominated Mr. Matherne and Mrs. DeLaune seconded the motion. The motion passed unanimously, and Mr. Matherne was elected as Vice-President of the Library Board for 2023. Mrs. Benedict turned the meeting over to Board Vice-President, Mr. Randy Matherne.

The next item of new business was Resolution 23-1, the Legislative Auditor's "Louisiana Compliance Questionnaire." Mr. Matherne asked Mrs. Benedict to explain the resolution. Mrs. Benedict explained that each year the parish must confirm that its agencies are in compliance with this document. This resolution is passed by the library board and then sent to the Finance department. Mrs. DeLaune made a motion to adopt the resolution. Mrs. Armstrong seconded the motion and the motion passed unanimously.

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

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