

## **St. Charles Parish Library**

Board of Control Meeting  
January 18, 2022 at 6:00pm

### MINUTES

A regular meeting of the St. Charles Parish Library Board of Control was held at 6:00pm, Tuesday, January 18, 2022 in Council Chambers at the Courthouse in Hahnville.

Members Present: Celeste Uzee, Beverly DeLaune, Charlene Alexander-Armstrong, Lori Lyons, Tammy Windmann, Annie Harmon, Randy Matherne, and Holly Fonseca

Members Absent: None

Staff Present: Leann Benedict, Amy Duke, and Lauren Pitz

Others: None

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

Mrs. Uzee asked for approval of the minutes of the November 30, 2021 meeting. Mrs. DeLaune moved that the minutes be approved as e-mailed. The motion was seconded by Mr. Matherne 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:

Programming continued in December. In addition to our regular programs such as storytime, book discussion group, and cookbook club, we also held a fun holiday mocktail party at the East Regional Library for adults, gingerbread house making for families at Hahnville, a rag ribbon wreath program at Norco, drop-in gift-wrapping program at St Rose, and a scavenger hunt passive program at Paradis.

The bookmobile is beginning to see more of their patrons returning. They were very happy to have stops at the East Bank Headstart and George Washington Carver Early Learning Center.

The Saturday Farmer's Market is going well at the East Regional Library. Library staff have begun setting up an outreach table every week. We also held a Saturday morning

craft program one week where young visitors were able to make their own reindeer food. We are enjoying having the market here on Saturdays!

Our "10 to Try" Challenge is officially underway The program will run through the entire year (Jan 1, 2022 - Dec 31, 2022) Patrons can mix and match reading books with a variety of activity-based challenges to add up to 10. For example, they can read 2 books and do 8 activities; do 10 activities; read 6 books and do 4 activities, etc. The goal is to encourage patrons to explore new genres as well as get them to know their library resources better. Once patrons have earned 10 digital badges, they will earn a brag tag. Patrons can find more information and sign up for the program at [myscpl.org/readingchallenges](https://myscpl.org/readingchallenges).

In staffing news, we are currently working on plans for an All-Staff Training Day, scheduled for Friday, February 18<sup>th</sup>. The Library will be closed that day. This will be our first all-staff meeting in more than 2 years. We usually hold two each year, one in the Spring and one in the late Fall. Our last one was held on September 27, 2019. One had been scheduled for May 1, 2020 but the Covid-19 pandemic forced us to cancel that one. We are looking forward to having our staff gather together, with proper precautions in place, as these training days not only provide our staff with valuable learning opportunities, but it is also a much-needed time of team building. Many of our staff, especially those that work at our smaller branches, don't get to interact face-to-face with their peers very often and this is always a great chance for them to do that.

We have a number of part-time circulation assistant openings available right now. Available positions and job descriptions can be found on the website at [myscpl.org/jobs](https://myscpl.org/jobs) . We are seeking friendly, reliable, customer-service oriented people to join our team! Applications are available at all branches and can also be found on the website. Applicants for current openings must be at least 18 years old and have a state approved or accredited high school diploma, General Equivalency Diploma (GED) or High School Equivalency Diploma. Starting pay for our part-time circulation assistants is \$14.40.

As I close out my librarian's report, it is with great sadness that I share with you that Treaneice Kenner, our full-time Circulation Assistant at the Hahnville Branch Library, passed away on December 24<sup>th</sup>. Treaneice was a valuable member of our team for the last 5 years and will be greatly missed. She started her journey with the St. Charles Parish Library in January 2017 as a part-time circulation assistant at the West Regional Library where she helped with adult programming. In August 2020 she was promoted to full-time circulation assistant at the Hahnville Branch with an emphasis on adult programming and outreach. She did an excellent job in her programming/outreach duties and was well loved by the members of the ARC and the senior centers that she visited for programs. She was also great with technology and was always willing to help patrons with the computers. She will be greatly missed by both her colleagues and our patrons. Our deepest condolences go out to her family and loved ones.

Mrs. Uzee expressed her condolences on behalf of the board to the family of Mrs. Kenner.

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

The first item of unfinished business taken up was the status of the Norco Branch construction. Mrs. Benedict informed the board that we are a little bit closer to bringing this project to a close. We are in the process of putting together a final change order to bring to the parish council, that will formally zero out the project and hopefully bring this project to a close.

The next item of unfinished business was possible future plans and the feasibility study proposal for the Hahnville Branch Library. Mrs. Benedict informed the board that they are in the process of obtaining quotes to have the house demolished and to have the remaining downed tree limbs removed from the property. She will keep the board posted as this moves forward. No further discussions have been had yet with the parish president about the Hahnville Branch project.

The next item of unfinished business was Hurricane Ida Recovery Update. Mrs. Benedict informed the board that at the beginning of December, West Regional Library staff was moved out of the building and relocated to other branches as demolition of the damaged section of the library began. The parish has contracted with Rycars Construction to gut the building and to install a new roof over the damaged 2<sup>nd</sup> floor. They also removed the sheetrock from one exterior wall in the bookmobile office that has some water damage and have fixed that wall. The library also contracted with Rycars separately to remove all of the damaged content from the building. The roof installation is expected to be completed by the end of the week. After that is done, the library staff hope to begin preparing the building to re-open. It is anticipated that we will be able to re-open the undamaged part of the building to the public in the near future. Last Thursday Mrs. Benedict met with the parish to walk through the building and look at what needs to be done for repairs as they will be starting to prepare the specs and documents to put the reconstruction project out to bid. As for repairs at the other branches, Facilities Manager Kenny Breaux is starting to work on getting quotes to begin getting those repairs started as well. The library is having to work closely with the parish on all building repairs as the insurance is through their policy. As far as contents go, Mrs. Benedict reported that she has been continuing to work with the content adjuster. The insurance company has advanced the library \$100,000 to help with initial expenses and they directly paid the first invoice of \$77,921.57 that was a portion of the initial mitigation costs of the West Regional Library. There is not yet a date of when the LA Room materials will be returned to the library.

The first item of new business was the election of Board officers for the 2022 term. Mrs. Uzee asked that Mrs. Benedict assume the chair for the nominations and election of new officers. Mrs. Benedict assumed the chair and all positions were declared vacant. Mrs. Benedict asked if there were any nominations for the position of President for the 2022 term. Mrs. Lyons moved that Mrs. Uzee serve as President for 2022 and Mrs. Windmann seconded the motion. The motion passed unanimously, and Mrs. Uzee was elected as President of the Library Board for 2022. Mrs. Benedict then asked if there were any nominations for the position of Vice-President for the 2022 term. Mrs. Uzee nominated Mrs. DeLaune and Mr. Matherne seconded the motion. The

motion passed unanimously, and Mrs. DeLaune was elected as Vice-President of the Library Board for 2022. Mrs. Benedict turned the meeting over to Board President, Mrs. Celeste Uzee.

The next item of new business was Resolution 22-1, the Legislative Auditor's "Louisiana Compliance Questionnaire." 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. Uzee read the resolution. Mrs. Lyons 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, Mrs. Uzee called for a motion to adjourn. Mrs. DeLaune moved that the meeting be adjourned. Mr. Matherne seconded the motion, and the meeting was adjourned.

APPROVED:

---

Celeste Uzee, President  
St. Charles Parish Library Board

---

Leann Benedict, Secretary  
St. Charles Parish Library Board