

## **ST. CHARLES PARISH LIBRARY**

Board of Control Meeting

November 17, 2020

6:00 p.m.

MINUTES

A regular meeting of the St. Charles Parish Library Board of Control was held at 6:00 p.m., on Tuesday, November 17, 2020, in Council Chambers at the Courthouse in Hahnville.

Members Present: Deborah Raziano, Charlene Alexander-Armstrong, Beverly DeLaune, Lori Lyons, Randy Matherne, and Holly Fonseca

Members Absent: Celeste Uzee and Tammy Windmann

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

Others: None

Mrs. DeLaune called the meeting to order and asked everyone to stand for the Pledge of Allegiance, which was followed by a moment of silence.

Mrs. DeLaune asked for approval of the minutes of the July 21, 2020 meeting. Mrs. Raziano moved that the minutes be approved as mailed and Mr. Matherne seconded. The motion passed unanimously.

The attendance report for Board members was completed.

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

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

Good evening everyone! I hope everyone is doing well. I am happy to be here tonight to update you on what has been happening at the library over the past several months.

Please note that in your packets you will find the board meeting schedule for 2021. As usual, the meetings will be held on the third Tuesday of odd-numbered months.

The library millage continuation was on the ballot on August 15<sup>th</sup> and passed with 66% voter approval. Thank you to all who took the time to go and vote. The library looks forward to continuing to serve our community.

I am pleased to share that our Norco, Hahnville, St. Rose, and Paradis branches have all returned to normal hours. The two regionals are currently opening at 10am each day, which is one hour later than normal hours to give staff additional time for cleaning and are closing at normal hours. We intend to return them to full normal hours on Monday,

November 30<sup>th</sup>. Curbside service will continue to be available at all locations from opening until a ½ hour before closing.

The Planetarium resumed public shows with a reduced capacity. They had their first showings on Saturday, November 14<sup>th</sup>. Public shows will be held on Saturdays at 10, 11:30, 2, and 3:30 and on Tuesdays and Thursdays at 6:30. Seating is limited, and reservations are required. Patrons can make reservations through our Event Calendar on our website or by calling the Planetarium.

Study rooms are available at all branches that have them and we anticipate making meeting rooms available at a reduced capacity at the beginning of December.

Safety measures remain in place, including that all patrons visiting the library are required to wear a face covering that covers the mouth and nose in the building. We have hand sanitizing stations available throughout each branch and staff are doing extra sanitizing of high touch points such as computers, door handles, phones, tables, desks, and restrooms throughout the day. We are doing temperature checks on staff at the beginning of their shifts and staff are required to wear masks as well.

Thanks to the IMLS CARES Act grant funds that we received from the state library, we have secured 10 Wi-Fi hotspots that, as of yesterday, can be checked out by adult resident patrons for a one-week period. Up to 10 devices can be connected to one hotspot. Patrons can place a hold on a hotspot through our online catalog by searching for “Hotspot” or by calling their local branch.

The library continues to do virtual programming, including weekly Rhyme Times on Tuesdays and Sunday afternoon crafts through Facebook, and weekly storytimes via Zoom. We have also got our monthly Program to Go Crafts for kids, teens, and adults. We held our first live event last Friday with an outdoor movie night at the East Regional Library. Patrons brought blankets and chairs and enjoyed watching the movie Black Panther in the parking lot. We have our second movie night coming up this Friday and I believe that registration is already completely full for, but patrons can join a waiting list and will be notified if any spots open up. We are looking forward to bringing this outdoor program to other branches soon.

In staffing news, Treaneice Kenner was promoted from part-time to a full-time Circulation Assistant with an emphasis on Programming and Outreach at the Hahnville Branch and Taylor Robert has transferred into her new role of Youth Services Assistant. We recently took the time to fill several vacant positions and welcomed the following new staff to our team:

- East Circulation – Ashley Lay (Circulation Supervisor), Sarah Triche (Full-Time Circulation Assistant), Lauren Bernard and Janice Willier (Part-Time Circulation Assistant)
- West Circulation – Natalie Tauzin (Part-Time Circulation Assistant), Rachel Allemand (Floater)

- St. Rose – Lisa Gross (Part-Time Circulation Assistant)
- Paradis – Lyndsey Matherne (Part-Time Circulation Assistant)
- Administration – Madeline Howard (Administrative Clerk)

The next agenda item was Communications. Mrs. Benedict read the following e-mail received from Mrs. Christine Alexander on November 13, 2020:

**From:** Christine Alexander <[christine.alexander@gmail.com](mailto:christine.alexander@gmail.com)>  
**Sent:** Friday, November 13, 2020 1:58 PM  
**To:** St. Charles Parish Library Board Secretary  
<[LibraryBoard.Secretary@myscpl.onmicrosoft.com](mailto:LibraryBoard.Secretary@myscpl.onmicrosoft.com)>  
**Subject:** A Library Branch in Killona

Good evening,

There's no better time than now for a full service branch to be constructed IN Killona. There's more funding than ever available through property reassessment and the voter approved 4.53 mileage for 2021-2030. I would hope you can see that a library in Killona would have a historic significance and that the board will make it a priority. The board members have been good stewards of public funds in providing state of the arts service, but only to some residents of the parish. Why not include Killona residents?

What do you say to a very patient and resourceful community that doesn't HAVE a library? Imagine having to travel 14 miles to the library that is open after work and on weekends! Is this what happens in the parish of plenty?

There have been remodels, renovations, hobby projects, vehicle purchases and countless non-essential expenditures of public funds, all the while denying the need and the numerous impassioned requests for a library in Killona. A book mobile is NOT a library and occasional activities at the community center are kind gestures in the meantime, but they are no substitute for a library.

If it's made a priority, there is now more than enough in the budget to cover the expenses of a library in Killona.

Thank you,  
Christine Alexander

Mrs. DeLaune expressed appreciation to Mrs. Alexander on behalf of the board for her input.

The first item of unfinished business to be taken up was the status of the Norco Branch project. Mrs. DeLaune asked Mrs. Benedict to give the board an update. Mrs. Benedict informed the board that a pay application in the amount of \$54,126.61 was processed in October for work on the punch list that has been completed thus far. Unfortunately, we are continuing to have some roof leak issues at Norco and are still waiting on the contractor to finish the remaining punch list

items. We continue to work with the parish legal department on trying to close out this project. Some discussion followed.

The next item of unfinished business was the possible future plans for the Hahnville Branch Library and Feasibility Study Proposal. Mrs. Benedict asked that the board postpone discussion on the feasibility study because the parish attorney is still reviewing the proposal. Mrs. Benedict also informed the board that she had received a phone call from a community member who has property on River Road in Hahnville that they are planning on selling. The property is located at 15523 River Road and is about a mile past the courthouse. The board expressed interest in learning more about the property. Based on the information provided by Mrs. Benedict, Mr. Matherne moved that the board postpone discussing the feasibility study and Mrs. Lyons seconded it. The motion passed unanimously.

The first item of new business was a resolution to amend the 2020 budget:

**Resolution Number 20-3  
Resolution to amend the 2020 Budget**

**Whereas** the funds in expense lines 42740000 (Library – Pest Control Contract), 42910000 (Insurance – Fire & Casualty Property), and 42940000 (Insurance – Employee Liability) are insufficient to cover unanticipated costs; and

**Whereas** sufficient additional funds are available in line 42800000 (Professional Services) of the 2020 the budget;

**Now, therefore, be it resolved** by the St. Charles Parish Library Board of Control at the regular meeting of November 17, 2020, that the Library's 2020 budget be amended by moving:

- \$850 to line 42740000 (Library – Pest Control Contract) from 42800000 (Professional Services)
- \$28,000 to line 42910000 (Insurance – Fire & Casualty Property) from 42800000 (Professional Services)
- \$135 to line 42940000 (Insurance – Employee Liability) from 42800000 (Professional Services)

Mrs. Benedict gave a brief explanation of the proposed changes. Mrs. Raziano moved that the resolution to amend the 2020 budget be approved as submitted and Mrs. Armstrong seconded the motion. The motion passed unanimously.

The second item of new business was the approval of the holiday schedule for 2021. Mrs. Benedict explained that this is the same holiday schedule that the parish has adopted. Mrs. Lyons moved to approve the schedule as presented and Mrs. Armstrong seconded the motion and the motion passed unanimously.

The third item of new business was the proposal to eliminate overdue fines permanently. Mrs. Benedict gave a brief explanation of the proposal as presented in the agenda packet. Mrs. Lyons moved that the proposal to eliminate overdue fines be adopted as presented and Mrs. Armstrong seconded the motion. The motion passed unanimously.

The fourth item of new business was the proposed revision to the Fines and Fees Policy. Mrs. Benedict gave a brief explanation of the proposed changes. Mrs. Raziano made a motion to adopt the revised policy as submitted and Mrs. Armstrong seconded the motion. The motion passed unanimously.

The fifth item of new business was the proposal to reinstate all photocopy and printing fees effective January 1, 2021. Mrs. Benedict gave a brief explanation of the proposal. Mrs. Armstrong made a motion that all photocopy and printing fees be reinstated effective January 1, 2021 and Mr. Matherne seconded the motion. The motion passed unanimously.

The sixth item of new business was the proposal to increase the cost of non-resident library cards to \$25 per year. Mrs. Benedict gave a brief explanation of the proposal. Mrs. Lyons made a motion to increase the cost of non-resident cards to \$25 per year effective January 1, 2021 and Mrs. Raziano seconded the motion. The motion passed unanimously.

The next item of new business was the Board's public hearing on the proposed 2021 budget. Mrs. DeLaune opened the public hearing. There was no public comment. Mrs. Benedict explained the budget and some discussion followed. After the budget review, Mrs. Armstrong moved that the library board approve the 2021 library budget as presented and Mrs. Raziano seconded the motion. The motion passed unanimously.

The last item of new business was the annual evaluation of the Director. Mrs. Armstrong moved that the board go into executive session for the purpose of the annual evaluation of the Director and Mr. Matherne seconded the motion. The motion passed unanimously.

Following the evaluation, Mrs. Armstrong moved that the board end the executive session and Mrs. Lyons seconded the motion. The motion passed unanimously.

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

There being no further business, Mrs. Lyons moved that the meeting be adjourned. Mrs. Armstrong 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