

St. Charles Parish Library

Board of Control Meeting
November 15, 2022 at 6:00pm

MINUTES

A regular meeting of the St. Charles Parish Library Board of Control was held at 6:00pm on Tuesday, November 15, 2022, in Council Chambers at the Courthouse in Hahnville.

Members Present: Celeste Uzee, Beverly DeLaune, Tammy Windmann, Annie Harmon, Robin Robicheaux, Randy Matherne, and Holly Fonseca

Members Absent: Charlene Alexander-Armstrong

Staff Present: Leann Benedict

Others: None

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

Mrs. Uzee asked for approval of the minutes of the September 20, 2022 meeting. Mrs. DeLaune moved that the minutes be approved as e-mailed and the motion was seconded by Mr. Matherne. 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.

The next agenda item was the Librarian's Report. Mrs. Benedict read 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 2nd Tuesday of the month due to the Thanksgiving Holiday falling on the 3rd week.

The past two months have been busy at the library. In October we had several events that brought in large crowds. On October 10th, we partnered with Entergy Waterford 3 and Destrehan and Hahnville High School's Robotics teams to host a STEM Fair at the East Regional Library. This was held during the school system's Fall Break, and we had 264 attendees. On October 29th, we partnered for the second year in a row with the St. Charles Parish Girl Scouts for a Trunk or Treat. The weather that day forced us to move the festivities inside, but it didn't keep people away and we were pleased with the turnout of 839 attendees. The West Regional Library reports that they are seeing attendance and

circulation numbers rise a little each month as patrons are still discovering that we are indeed open, despite the damage from Hurricane Ida. Other programs have included our usual storytimes, as well as computer classes, craft programs for all age groups, yoga, tea blending, cookbook club, escape rooms, and more. We are also back in full swing with our Outreach Events. Some of the recent outreach events included a Cyber Security program at the Council on Aging Luling Senior Center, participating in the ARC's trunk or treat, visits with playgroups at the schools, and programs at the St. Rose and Killona Community Centers.

We have a couple of things happening at the branches that I want to share with you. The St. Rose Branch public restrooms are in the process of getting a much-needed makeover. They are getting a complete overhaul with new tile, countertops, mirrors, and bathroom stalls. At the East Regional Library, we were recently approached by one of our teen patrons who is working on his Eagle Scout Award for Boy Scouts. He has approached us with a proposal to build a sensory garden outside of the Children's Room at East, near the walkway where the sugar kettle is. He plans to build four long cypress plant containers alongside the walkway containing various plants. Each of the containers would correspond to a sense and they would also have plants in the large round pot for sight. We are looking forward to working with our young patron on this. He also has plans for maintenance and upkeep of it.

In staffing news, four of our staff members attended the YALSA Young Adult Services Symposium in Baltimore at the beginning of November where they had the opportunity to attend workshops and connect with other library staff from across the country who work with young adults. All of our Supervisors attended a day long workshop last month entitled *Be the Manager Your Employees Want to Follow*. It was an informative training session, and all of the supervisors enjoyed it. In October, Melissa Clouse joined our team as a full-time Circulation and Bookmobile Assistant and Skye-Lynn Guidry joined our team as a part-time Circulation Assistant at Paradis. We currently have a job opening posted for a Human Resources Manager with the goal to be able to hire someone and have them be able to start in the beginning of 2023.

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

The first item of unfinished business was the Hahnville Branch Library project. Mrs. Benedict reported that the community input survey has been promoted through social media, the website, the newsletter, at the branches, and via postcard sent to all residents in Hahnville, Taft, and Killona. Mrs. Benedict will bring the results of the survey to the board at the January meeting. Mrs. Fonseca asked what the plans are for moving forward and what the timeline is after the survey. Mrs. Benedict stated that her recommendation for the next step is to begin looking for an architect and asked for feedback from the board about what they would like the next step and timeline to be. Some discussion followed. Mr. Matherne made a motion to authorize Mrs. Benedict to issue a Request for Proposal (RFP) for architectural services for the Hahnville Branch Library, and Mrs. DeLaune seconded the motion. The motion passed unanimously.

The next item of unfinished business was a Hurricane Ida Recovery Update. Mrs. Benedict reported that construction is set to begin that week at the West Regional Library. The Library is still waiting for repairs to begin on the roof at the East Regional Library. The circulating part of the Louisiana Room collection is now available for use at the Hahnville Branch Library. Patrons can also request items from the reference collection and staff can retrieve those items for them from the back area. Mrs. Uzee asked if there are long-term plans to keep those materials at Hahnville. Mrs. Benedict informed the board that they do plan to keep those materials at Hahnville permanently.

The first item of new business was a resolution to amend the 2022 budget. Mrs. Uzee gave a brief explanation of the proposed budget amendment. Mrs. DeLaune moved that the board adopt the amendments to the 2022 budget. Mrs. Harmon seconded the motion and the motion passed unanimously.

The next item of new business was approval of the proposed 2023 Holidays Schedule. Mrs. DeLaune made a motion to approve the 2023 Holiday Schedule. Mrs. Robicheaux seconded the motion and the motion passed unanimously.

The next item of new business was the public hearing and adoption of the 2023 budget. After some discussion Mr. Matherne moved that the library board approve the 2023 library budget as presented and Mrs. Windmann seconded the motion. The motion passed unanimously.

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

There being no further business, Mr. Matherne moved that the meeting be adjourned. Mrs. Harmon 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