

St. Charles Parish Library

Board of Control Meeting

May 16, 2023 at 6:00pm

MINUTES

A regular meeting of the St. Charles Parish Library Board of Control was held at 6:00pm, Tuesday, March 28, 2023 in Council Chambers at the Courthouse in Hahnville.

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

Members Absent: Tammy Windmann and Robin Robicheaux

Staff Present: Leann Benedict

Others: None

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

Mr. Matherne asked for approval of the minutes of the March 28, 2023 meeting. Mrs. Harmon moved that the minutes be approved as e-mailed. The motion was seconded by Mrs. DeLaune 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 gave the following report:

The Summer Reading program is set to begin on June 1st with different kick-off events at each of the branches on June 1st, 2nd, and 3rd. The theme this year is "All Together Now" and our summer reading event guide will be coming to all mailboxes in the parish soon. We have over 200 events scheduled with programs for all ages. Some very special community members, including first responders, business owners, and our very own Parish President will be joining us for a special "Won't You Be My Neighbor" storytime series at the West Regional Library. Other events throughout the summer include arts and crafts, gaming events, STEM activities, performers, family events, and so much more! Patrons can begin signing up now for the summer reading challenge by going to myscpl.beanstack.com or by using the Beanstack app on mobile devices. After signing up for the program, patrons can pick up their signup incentive beginning June 1st at any branch. Signup incentives this year are a bee bookmark and flexible pencil for children, sunglasses for teens, and lip balm for adults. Patrons who log at least 360 minutes of reading between June 1st and July 31st will win a prize and have their name entered into

the grand prize drawing, sponsored by the Friends of the St. Charles Library. Completion prizes this year are a magnetic snake puzzle for children, a charging cable and earbud set for teens, and a library umbrella for adults.

I'm happy to share that we now have outdoor seating available at the East Regional Library. We have added some outdoor tables and chairs to the patio outside of the magazine area and on the porch outside of the children's room and patrons have already been enjoying using these tables. The sensory garden built by one of our teen patrons at the East Regional Library for his Eagle Scout project is also complete and looks really nice outside of our children's room.

I presented the Library's annual report to the parish council on April 10th and have submitted the 2022 statistics to the State Library.

In staffing news, Taylor Robert, who has been serving as our Youth Services Assistant for the past 2.5 years, will be taking over the role of Circulation Supervisor at the St. Rose Branch soon. Cy Jones has been promoted from part-time circulation assistant to full-time and is taking over the position of Youth Services Assistant. Nivea Smothers has been promoted from a Page to a Part-Time Circulation Assistant at West.

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 RFQ to begin the search for an architect is being finalized and should be ready soon.

The next item of unfinished business was Hurricane Ida Recovery Update. Mrs. Benedict informed the board that construction is going well at the West Regional Library. The contractor is waiting on some of the lighting and carpet and there is still some work to be done on the elevator. The library has begun ordering furniture and shelving. We anticipate being able to open the back of the West Regional Library by the end of summer. The roof repairs have been completed at the East Regional Library, so the only repairs still outstanding from Hurricane Ida are at the West Regional Library. Councilwoman Fonseca asked that the FRQ be sent to the board for review before publishing it.

The first item of new business was Election of Board President. Mr. Matherne turned the meeting over to Mrs. Benedict. Mrs. Benedict explained that the board president was vacated by Mrs. Uzee when her term ended. Mrs. Benedict asked if there were any nomination for board president for the remainder of the 2023 term. Mr. Matherne nominated Mrs. Beverly DeLaune. The motion was seconded by Mrs. Harmon and passed unanimously. Mrs. Benedict turned the meeting over to Mrs. DeLaune.

The next item of new business was Resolution 23-2 – Designation of a Records Officer. Mrs. Benedict read the following resolution:

Resolution Number 23-2
Resolution to designate a records officer

Whereas Louisiana R.S. 44:411 requires that the Chief Executive Officer of each agency shall designate a records officer to act as a liaison between the Division of Archives, Records Management and History, and the agency on all matters related to records management;

Now, therefore, be it resolved by the St. Charles Parish Library Board of Control in its regular meeting of May 16, 2023, that the Library Director be designated as the records officer for the St. Charles Parish Library.

Mr. Matherne motioned that the resolution be approved. The motion was seconded by Mrs. Alexander-Armstrong and passed unanimously.

The next item of new business was the Proposed Revision of the Meeting Room Policy. Mrs. DeLaune asked Mrs. Benedict to give a brief description of the proposed changes. After a brief discussion Mrs. Alexander-Armstrong motioned that the proposed meeting room policy revisions be adopted. The motion was seconded by Mr. Matherne and passed unanimously.

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

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

APPROVED:

Beverly DeLaune, President
St. Charles Parish Library Board

Leann Benedict, Secretary
St. Charles Parish Library Board