
**ST. MARTIN PARISH LIBRARY
BOARD OF CONTROL**

NOTICE OF PUBLIC MEETING

Notice Posted: January 30, 2015

A public meeting will be held as follows:

DATE: February 2, 2015

TIME: 5:00 PM

PLACE: Parks Branch Library

AGENDA

Call to Order

Attendance

Regular Business

Approval of Minutes from Meeting I December, 2014

Unfinished Business

Breaux Bridge Library Construction Update

Employee Insurance / Benefits

New Business

Revisions / Updates to St. Martin Parish Library General Policies and Procedures

Director's Update

Adjournment

Charlar P. Brew, Director
St. Martin Parish Library
201 Porter Street
St. Martinville, LA 70582
337-394-2207

In accordance with the Americans with disabilities Act, if you need special assistance, please contact Charlar P. Brew at 337-394-2207 describing the assistance that is necessary.



St. Martin Parish Library
Board of Control

Meeting: February 2, 2015

Parks Branch Library 5:00 PM

The St. Martin Parish Library Board of Control met February 2, 2015 at 5:00 P.M. at the Parks Branch Library. Members present were: Tommy Romero, Cramin Wiltz, Freda Harrison, Georgie Blanchard and Chenita Broussard. Administrative Assistant, Liz Gautreaux was also in attendance. Brenda Hobbs and Charlene LeBlanc were absent. President Tommy Romero called the meeting to order at 5:00 P.M. and a recording was made. Charlar Brew, Secretary, recorded attendance. On a motion by Georgie Blanchard and a second by Chenita Broussard the minutes of the December 01, 2014 meeting were approved unanimously.

The first agenda item of unfinished business was the update on the Breaux Bridge Branch Library construction. Architect Glenn Angelle was unable to attend, Dione Sonnier spoke to the board via conference call. Glenn is preparing a design with a railing or adding steps for the portion of the sidewalk that is right outside of the entrance. The sidewalk on Main Street is about 20 inches high right outside of the entrance way. He proposed making accommodations to resolve this issue at the December meeting. She stated that the sidewalk is in code but they want it to be safe. The completion date is still on target. Angelle Architects are working on the punch list and the final walk through is scheduled for February 20, 2015. The contractor will return after the furniture install to install the film and tinting to the windows.

The next agenda item of unfinished business was employee insurance / benefits. Mrs. Brew informed the board of the number of employees that did enroll in the group health insurance plan. Some of them are at retirement age. She informed the board that while the employees are active, the group insurance plan is primary insurance and their Medicare insurance is secondary. There was much discussion about how to proceed. It was suggested that a representative come and discuss this with the employees and sign a document that they were informed. It was also suggested to check the personnel policy to see if revisions need to be made.

Mrs. Brew and Mrs. Gautreaux were excused for executive session to discuss Mrs. Brew's salary for 2015 and the recording was paused. After a few minutes the board asked Mrs. Brew and Mrs. Gautreaux to come back to the meeting. A motion was made by Chenita Broussard and seconded by Georgie Blanchard to increase Mrs. Brew salary for 2015 to 5% more than her 2014 salary and it was approved unanimously.

Under new business Mrs. Brew provided the board with a completely revised copy of the General Policies and Procedures Manual previous to the meeting. Freda Harrison moved that the Board accept the revised General Policies and Procedures Manual. It was seconded by Chenita Broussard and approved unanimously.

The recording was paused for a second executive session. After the second executive session a motion was made to adjust the budget to reflect the 5% salary increase for Mrs. Brew by Cramin Wiltz. It was seconded by Georgie Blanchard and approved unanimously.

In the Director's update Mrs. Charlar Brew gave the board members copies of the financial report and budget year to date. The next scheduled board meeting is pending and members will be notified. Mrs. Brew and the Board discussed the date of May 8, 2015 as a possible date for the Dedication. Being no further business, Freda Harrison moved that the meeting be adjourned and Chenita Broussard seconded. It was approved unanimously.

Respectfully submitted by,



Charlar P. Brew, Secretary

