



Meeting: Monday, December 5, 2016

Breaux Bridge Branch Library 5:00 PM

AGENDA

**Call to Order
Attendance**

Regular Business

Approval of Minutes from Meeting, 7 November, 2016

Unfinished Business

**Cecilia Branch Library Update
Approve 2017 Budget**

New Business

**Authorize 2016 Audit
Elect Officers 2017**

Director's Update

Adjournment



St. Martin Parish Library
Board of Control

Meeting: December 5, 2016

Breux Bridge Branch Library 5:00 PM

The St. Martin Parish Library Board of Control met December 5, 2016 at 5:00 P.M. at the Breux Bridge Branch Library. Members present were: Tommy Romero, Cramin Wiltz, Freda Harrison, Charlene LeBlanc and Georgie Blanchard. Brenda Hobbs and Chenita Broussard were absent. President Tommy Romero called the meeting to order at 5:00 P.M. and a recording was made. Liz Gautreaux, Administrative Assistant, recorded attendance. On a motion by Cramin Wiltz and a second by Georgie Blanchard the minutes of the November 7, 2016 meeting were approved unanimously.

The first agenda item of unfinished business was the Cecilia Library update. Angelle Architects submitted the minutes from the December 01, 2016 Design Development Meeting and Mrs. Brew covered the items from the meeting. Thanks St. Martin Parish Government for allowing us to use the Cecilia Technology Center during renovation to Cecilia Branch Library. The Technology Center is in need of modifications prior to occupancy as specified by Contractor and Timmy Patin, Building Maintenance Supervisor for St. Martin Parish Government. Based on the proposed quote provided, the total cost of the project will be \$13,913.00. Freda Harrison motioned to approve the recommendations and was seconded by Cramin Wiltz. It was approved unanimously.

The next agenda item of unfinished business was the approval of the 2017 Budget. There was much discussion about salary increases. Mrs. Brew and Mrs. Gautreaux were excused for an executive meeting to discuss salary increase for Mrs. Brew. Once they returned they were advised that Mrs. Brew had been approved for a 6% salary increase. Freda Harrison motioned that the staff be given a 5% salary increase. It was seconded by Georgie Blanchard on the condition that staff realize they will not be given a 5% increase regularly. The motion was approved unanimously. A motion was made by Cramin Wiltz to approve the 2017 budget and seconded by Freda Harrison. The 2017 budget was approved unanimously. A motion was made by Charlene LeBlanc to approve the 2017 Holiday Calendar and seconded by Freda Harrison. The motion was carried unanimously.

Under new business, the President asked to authorize the 2016 Audit. Motion for approval by Charlene LeBlanc and seconded by Freda Harrison and approved unanimously. Next agenda item was Election of Officers for 2017. It was motioned by Georgie Blanchard and seconded by Charlene LeBlanc to retain the same officers for 2016. The officers agreed to serve another term and were thanked for their service.

In the Director's update, Mrs. Charlar Brew provided the members with the financial report and budget year to date. She informed the members of the library programs conducted and their success. She reminded the board that the staff day is Friday, December 9, 2016 and has a full agenda.

For the good of the order Mrs. Charlar Brew thanked the members for their hard work and support throughout this year and wished them a Joyous Holiday. The next board meeting will be at the Breux Bridge Library Branch February 6, 2017. Being no further business, Cramin Wiltz moved that the meeting be adjourned and Georgie Blanchard seconded and was approved unanimously.

Respectfully submitted by,



Charlar P. Brew, Secretary

