



**Meeting: Monday, February 1, 2016**

**Breaux Bridge Branch Library 5:00 PM**

**AGENDA**

**Call to Order**

**Attendance**

**Regular Business**

**Approval of Minutes from Meeting, 1 December, 2015**

**Unfinished Business**

**Cecilia Branch Library**

**New Business**

**Revision / Update to St. Martin Parish Library General Policies and Procedures**

**Director's Update**

**Adjournment**





**St. Martin Parish Library Board of Control**

**Meeting: February 1, 2016**

**Breaux Bridge Branch Library 5:00 PM**

The St. Martin Parish Library Board of Control met February 1, 2016 at 5:00 P.M. at Breaux Bridge Branch Library. Members present: Tommy Romero, Cramin Wiltz, Brenda Hobbs, Freda Harrison, Charlene Leblanc, Chenita Broussard and Georgia Blanchard. President Tommy Romero called the meeting to order at 5:00P.M. and a recording was made. Charlar Brew, Secretary, recorded attendance. On a motion by Brenda Hobbs and a second by Freda Harrison the minutes of the December 1, 2015 meeting were approved unanimously.

The first agenda of unfinished business was Cecilia Branch Library. Parish President, Guy Cormier informed the members of the availability of the former technology center, located adjacent to the Cecilia Library as a possibility for Cecilia Library expansion. The parish owned business is vacant and could probably serve the needs of the library in that it had a meeting room, three reading rooms, kitchen and bathrooms. The building could serve also as a community building and used for birthday parties, family reunions and other social gatherings. There was much discussion by board members how this would affect library programs. Mr. Cormier, stated that the library would have priority to use the facility. Board members Charlene Leblanc and Georgie Blanchard, shared concerns and felt the library expansion, not include the existing building. Mr. Cormier mentioned a possible nature walk between both buildings. Members expressed this would be good. Board member, Brenda Hobbs asked Mr. Cormier if it were possible for the members to visit the site. He stated that a site visit could be arranged. Board President, Tommy Romero suggested the idea be further discussed after visiting the site. Mr. Cormier stated he would allow the members to make a decision and get back to him before he gets with Glenn Angelle, Architect on the actual program details for the existing building. All were in agreement and will be notified when members can visit the site. The members thanked Mr. Cormier for his support and assistance on his presentation of options for Cecilia Branch Library expansion.

Members were also informed by the Director that she received notice on 1/27/16 by Architect Glenn Angelle that one panel of the front sidewalk of the front of Breaux Bridge Library had sunk and that he notified the contractor and they will take care of it.

Under new business, revision/updates to St. Martin Parish Library Policies were discussed. Charlar Brew, Director explained to the members that changes needed to be made to some of the policies due to occurrences.

**Code of Conduct**

Item 3-d. Abide by the following prohibitions Smoking and tobacco products

The following additional guideline shall likewise be strictly applied:

2. Alcoholic beverages, illegal drugs, firearms or weapons are not permitted in the building or on library property at any time.

**Meeting Room Policy**

Item # 1 – Public meeting rooms may be used by community-based groups and non-profit organizations when the facility is not in use by the Library. Rooms may not be used for purely social, political, fund-



raising or commercial events except those sponsored by the Library or Friends of the Library. The meeting rooms will be available to groups in the community regardless of the beliefs and affiliations of the group/organization or their individual members.

**Item #11** – Groups are expected to leave the room clean and orderly and report any damage, spills, etc. Nothing may be attached to or removed from walls, ceiling or floor except on designated display boards or by special permission of the branch manager.

**Item #15** – The Director and/or Library Board President is authorized to deny permission to use the Library facilities to any group that is disorderly, exhibits objectionable behavior or violates policy provisions. The Director and/or Library Board President reserves the right to make exceptions to this policy should question arise concerning use of the Library facilities.

**Social Media Policy approved as presented**

**Personnel Policy -Insurance Benefits (Medicare)**

Individuals who have earned the required number of quarters for Social Security benefits within the specified time frame, are eligible for Medicare Part A. Participation in Medicare Part B is available to all eligible individuals and are encouraged to make application and pay the full cost of coverage.

1. When an employee becomes entitled to Medicare coverage and if such employee is still full-time (40 Hours) and actively at work, the employee may continue health coverage under this plan at the same level of benefits and contribution rate that applies before reaching Medicare entitlement. This plan shall be the primary plan, and Medicare will pay as secondary.
2. When a dependent becomes entitled to Medicare coverage and the employee is full-time (40 Hours) actively at work, the dependent may continue health coverage under this plan at the same level of benefits and contribution rate that applied before reaching Medicare entitlement. This plan shall be the primary plan, and Medicare will pay as secondary.

Motion by Freda Harrison and seconded by Cramin Wiltz to approve revisions/updates to St. Martin Parish Policies and Procedures and approved unanimously.

In the Director's update, Mrs. Brew informed the members that the financial report and budget year to date were not available due to the fact the bank statements had not been received. The financial reports will be mailed to the members. She informed the members of the library programs and their success. Mr. Romero at the Director's request that the Board go into Executive Session to discuss a pending matter.

The next board meeting will be at Breaux Bridge Branch Library on May 2, 2016. Being no further business, Georgie Blanchard moved that the meeting be adjourned and Cramin Wiltz seconded and was approved unanimously.

Respectfully submitted by,



Charlar P. Brew, Secretary