



Meeting: Monday, February 4, 2019

Breaux Bridge Branch Library

5:00 PM

AGENDA

**Call to Order
Attendance**

Regular Business

Approval of Minutes from Meeting, December 3, 2018.

Unfinished Business

Cecilia Branch Library Construction Update

New Business

Louisiana Compliance Questionnaire

Revisions / Updates to St. Martin Parish General Policies / Procedures Manual

Director's Update

Adjournment





February 4, 2019

Breaux Bridge Branch Library

5:00 PM

The St. Martin Parish Library Board of Control met on Monday, February 04, 2019 at 5:00 P.M. at the Breaux Bridge Library. Members present were: Freda Harrison, Brenda Hobbs, Chenita Broussard, Tommy Romero and Cramin Wiltz. Charlene Leblanc and Georgie Blanchard were absent. Architect Dionne Sonnier was in attendance. President Romero called the meeting to order at 5:00 P.M. Charlar Brew, Secretary recorded attendance. On a motion by Brenda Hobbs and a seconded by Cramin Wiltz the minutes of the December 3, 2018 were approved unanimously.

The first agenda item of unfinished business was the update on Cecilia Branch Library construction. Architect Dione Sonnier updated the Board on the LED sign. She informed the members that JC Construction, Contractor tried to reach the North Carolina vendor of the original LED sign and received no communication. Another sign was ordered from a local vendor and she has reviewed the display specs that conformed with the original submittals. The sign is to be installed at the beginning of March. Once the sign is installed the library staff will be provided with onsite training.

In regards to grass vinyl on the windows of the Louisiana room, it was reordered and the wrong color was sent. As soon as the correct vinyl is received it will be installed. The Contractor is still looking for floor plates that will fit in the Louisiana room. The bulk of the work has been completed by the Contractor. Mrs. Hobbs questioned Dione about the issue with the sewerage line and she informed the Board the issue had been resolved. The Architect addressed the issue of the acoustic in the Cecilia Meeting Room. She brought samples of acoustic sound panel products that may help to alleviate the acoustic problem. She recommended that sound panels be placed on the back wall in the room. She also discuss hanging panels from the ceiling in the room. There was much discussion on this matter and cost of purchasing these products was also a concern of the Board. Architect Sonnier informed the Board the cost of sound panels would be \$7,136.00. To add to the ceiling would cost an additional \$7,600.00. The members voiced concern that the issue of the acoustics was not considered in the additional renovation plans. Dione suggested getting additional recommendations and perhaps having a manufacturing engineering company conduct a sound performance test onsite. She would get back to us with information. After much discussion, President Romero request we not take action on this matter until we are provided with more information.

Under new business, President Romero asked for approval of the Louisiana Compliance Questionnaire. Motion for approval of the Questionnaire by Freda Harrison and seconded by Chenita Broussard and approved unanimously. Revisions and updates to St. Martin Parish General Policies/ Procedures Manuals were presented for approval. Motion for approval by Brenda Hobbs and seconded by Freda Harrison.

In the Director's update Mrs. Charlar Brew gave the board members copies of the Bank Balances to date. She informed the members they would receive an updated financial report once reconciliation is done. She informed the members there are many programs scheduled for February.

President Romero requested the members to go into Executive Session. Motioned to go into Executive Session. Brenda Hobbs motioned and seconded by Cramin Wiltz. It was approved unanimously. The recording was paused. Freda Harrison motioned to come out of executive session and seconded by Brenda Hobbs and approved unanimously. The recording continued. The next scheduled board meeting is May 6, 2019 at Breaux Bridge Branch Library. Being no further business, Cramin Wiltz moved that the meeting be adjourned and Freda Harrison seconded. It was approved unanimously.

Respectfully submitted by,

Charlar P. Brew, Secretary

