

**Meeting: Monday, February 5, 2018**

**Breaux Bridge Branch Library**

**5:00 PM**

**AGENDA**

**Call to Order  
Attendance**

**Regular Business**

**Approval of Minutes from Meeting, December 4, 2017.**

**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**



**St. Martin Parish Library  
Board of Control****Meeting: February 5, 2018****Breaux Bridge Branch Library****5:00 PM**

The St. Martin Parish Library Board of Control met February 5, 2018 at 5:00 P.M. at the Breaux Bridge Branch Library. Members present were: Tommy Romero, Cramin Wiltz, Freda Harrison, Chenita Broussard, Brenda Hobbs and Charlene LeBlanc. Georgie Blanchard was 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 Freda Harrison the minutes of the December 04, 2017 meeting were approved unanimously.

The first agenda item of unfinished business was the update on the Cecilia Branch Library construction. Architect Glenn Angelle updated the board. All the drill shafts have been installed. JC Construction have been moving the dirt and sand. Weather has delayed the progress of the project. Weather permitting, they hope to pour the slab this week. The completion date has been extended to July 2, 2018. Furniture install is on hold because of the delay.

Under new business, Mrs. Brew provided the board with the Louisiana Compliance Questionnaire and the approved CPA Engagement request from the Louisiana Legislative Auditor. Chenita Broussard motioned to accept the Louisiana Compliance Questionnaire with Mr. Chip Maraist. It was seconded by Cramin Wiltz and approved unanimously. Mrs. Brew provided 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 and Personnel Policy Manuel. It was seconded by Brenda Hobbs 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. She informed the board of the staff computer database training that is in progress. Mrs. Brew gave the board members information about the ALA conference in New Orleans and ask members to inform her if they are interested in attending the exhibits in order to register them.

Brenda Hobbs motioned to go into executive session and seconded by Freda Harrison, it was approved unanimously. The recording was paused. Brenda Hobbs motioned to come out of executive session and seconded by Freda Harrison and approved unanimously. The recording continued. The next scheduled board meeting is April 2<sup>nd</sup> at the Breaux Bridge Branch Library. For the good of the order, Mrs. Brew expressed condolences to Mr. Cramin Wiltz on the death of his sister in law. Being no further business, Brenda Hobbs moved that the meeting be adjourned and Cramin Wiltz seconded. It was approved unanimously.

Respectfully submitted by,



Charlar P. Brew, Secretary

CB:lg

