

**St. Martin Parish Library
Board of Control****Meeting: November 2, 2015****Breaux Bridge Branch Library 5:00 PM**

The St. Martin Parish Library Board of Control met November 2, 2015 at 5:00 P.M. at the Breaux Bridge Branch Library. Members present were: Cramin Wiltz, Georgie Blanchard, Brenda Hobbs, Freda Harrison, Charlene LeBlanc and Chenita Broussard. Administrative Assistant, Liz Gautreaux was also in attendance. Tommy Romero was absent. Vice-President Freda Harrison called the meeting to order at 5:05 P.M. and a recording was made. Charlar Brew, Secretary, recorded attendance. On a motion by Georgie Blanchard and a second by Cramin Wiltz the minutes of the September 15, 2015 meeting were approved unanimously.

The first agenda item of unfinished business was the update on the Breaux Bridge Branch Library construction. Mrs. Brew reported that the temporary location is completely cleared out and cleaned. Mrs. Brew has been in contact with other Libraries to donate the Public Library sign that was a requirement of the lease agreement. The cost to remove the sign is over \$1000 and as of yet, has not found any other libraries that are interested. She is in contact with Beau Box Realtors about the sign and to turn over the keys. The second agenda item of unfinished business was the Arnaudville / Cecilia Branch Libraries. Mrs. Brew was in contact with Parish President Guy Cormier and he stated he would try to be at the meeting to discuss his proposal for the Civic Center in Cecilia. There was much discussion about the Cecilia Library expansion and the board is still in agreement that the Library is in need of their own meeting room and study rooms for the patrons of the surrounding Cecilia area. The Arnaudville Library will close permanently on December 30, 2015.

Under new business was the Holidays for 2016. There was much discussion about the dates for the city wide garage sale. On a motion by Chenita Broussard and seconded by Georgie Blanchard it was determined that the Breaux Bridge Library will close at noon on the Friday and close completely on Saturday. The motion passed unanimously. The dates listed are the same as in previous years and similar to other government agencies. A motion was made by Charlene LeBlanc and seconded by Cramin Wiltz that the proposed Holidays for 2016 be granted. It was approved unanimously. The next item under new business was the proposed budget for 2016. There was much discussion about the cost of insurance premiums to the St. Martin Parish Library. Mrs. Brew disseminated information from our insurance broker. Two plans were presented; the current premium we offer and a cost sharing plan that would save the St. Martin Parish Library 5%. It was discussed that the cost sharing plan may put the library out of compliance with the Affordable Care Act requirement of the premium not to exceed 9.5% of the employee's take home salary. Mrs. Brew recommended to the board that the Library continue with the current premium. Because of the retirees that were grandfathered into the plan, it was recommended that the St. Martin Parish Library not move to another provider. Charlene LeBlanc mentioned that the plan could be reviewed in the future. The next agenda item was to determine employee salary range. There was much discussion about cost of living increases and health insurance premiums increasing. A three



percent across the board raise, excluding the Director, was passed unanimously on a motion by Chenita Broussard and seconded by Charlene LeBlanc. The salary for the Director will be determined at the December 1, 2015 Library Board Budget Hearing. The final agenda item under new business was to review the operating budget for 2016. Mr. Romero and Mr. Chip Maraist reviewed the proposed budget and are in agreement that it is in line. The revenue was under projected and the expenses were over projected to cover any unforeseen expenses.

In the Director's update Mrs. Charlar Brew gave the board members copies of the financial report and budget year to date. Mrs. Brew informed the board of the remaining purchases for the technology budget. Included will be upgrading the equipment room at Headquarters with new hub, servers and WiFi access points. In addition, updating computers, adding a computer checkout management system and possible cloud hosting of the present integrated library system. New classes are being conducted and 3D printing classes are beginning in November. The next board meeting will be at the Breaux Bridge Library Branch Tuesday, December 1, 2015. Being no further business, Charlene LeBlanc moved that the meeting be adjourned and Chenita Broussard seconded. It was approved unanimously.

Respectfully submitted by,



Charlar P. Brew, Secretary