



Meeting: Tuesday, November 7, 2017

St. Martinville Branch Library 5:00 PM

AGENDA

Call to Order

Attendance

Regular Business

Approval of Minutes from Meeting, 2 October, 2017

Unfinished Business

Cecilia Library Renovation (Architect's) Update

New Business

Holidays 2018

Proposed Budget 2018

Determine Employee Salary Range

Review Compensation Recommendations 2018

Review Operating Budget 2018

Director's Update

Adjournment



St. Martin Parish Library Board of Control**Meeting: November 7, 2017****St. Martinville Branch Library****5:00 PM**

The St. Martin Parish Library Board of Control met November 7, 2017 at 5:00 P.M. at St. Martinville Branch Library. Members present were Tommy Romero, Cramin Wiltz, Brenda Hobbs, Chenita Broussard and Freda Harrison. Charlene LeBlanc and Georgie Blanchard were absent. St. Martin Parish Library Director, Charlar Brew, and Administrative Assistant, Liz Gautreaux were also present. President Tommy Romero called the meeting to order at 5:05 pm and a recording was made. Liz Gautreaux recorded attendance. On a motion by Freda Harrison and a second by Brenda Hobbs the minutes of the October 2, 2017 meeting were approved unanimously.

The first agenda of unfinished business was Cecilia Branch Library. Architects Glenn Angelle and Dionne Sonnier were in attendance to present an update to members on the Cecilia Branch Library expansion. Mr. Angelle stated the project has been delayed due to the condition of the soil strength, caused by excessive rain since the project began. A revision of the foundation design was discussed. Consultation had to be made with a structural engineer to determine the course of action that would be taken to resolve the problem with the soil and foundation. As a result, the Contractor's cost would increase. An explanation of the Drill Shaft Plan was presented by Mr. Angelle. Specifications and pricing were presented. This includes: schedule, overhead, earthwork, concrete drilled shaft, concrete and plumbing. The total amount of the Change Request will be an additional \$68,124.86 to the project. Due to unexpected cost Mr. Angelle presented to the Board possible cost cutting measures to the building project. Some of the possibilities are changing the type of roof and the LED signs. Decisions on the changes can be made at a later date. A motion was made by Chenita Broussard and seconded by Cramin Wiltz and was approved unanimously to proceed with the structural plans needed.

The first agenda item of new business was the proposed Holidays for 2018. After some discussion it was decided to remove the city-wide garage sale from the schedule closures.

The next agenda item was the proposed Budget for 2018. Mrs. Brew provided the members a detailed outline of the proposed figures for operation and expenditures of the St. Martin Parish Library. A recommendation by Brenda Hobbs was made under staff salaries to raise the base pay of part-time employees from \$9.00 to \$10.00. Members were provided with a copy of the published budget.

In the Director's update, Mrs. Brew informed the board that the St. Martin Parish Library is on target financially and provided the members with a current financial report. In personnel matters, the Board was informed of the upcoming retirement of Theresa Williams, Branch Manager of St. Martinville Branch Library. She has served the library for 18 years. She will be replaced by Kathleen Landry.

Mr. Romero asked that the Board go into Executive Session to discuss a pending matter. Freda Harrison motioned that the board go into Executive Session and was seconded by Chenita Broussard. It was approved unanimously. The recording was paused. A motion was made by Brenda Hobbs to come out of executive session and Cramin Wiltz seconded and approved unanimously.

The next board meeting will be at Breaux Bridge Branch Library on December 4, 2017 to approve the Proposed Budget for 2018. Being no further business, Brenda Hobbs moved that the meeting be adjourned and Chenita Broussard seconded and was approved unanimously.

Respectfully submitted by,



Charlar P. Brew, Secretary

CPB

