



Meeting: Monday, November 5, 2018

Breaux Bridge Branch Library 5:00 PM

AGENDA

Call to Order
Attendance

Regular Business

Approval of Minutes from Meeting, 10 September 2018

Unfinished Business

Cecilia Branch Library Renovation

New Business

Holidays 2019

Proposed Budget 2019

Determine Employee Salary Range

Review Compensation Recommendations 2019

Review Operating Budget 2019

Director's Update

Adjournment





Meeting: November 5, 2018

Breaux Bridge Branch Library

5:00 PM

The St. Martin Parish Library Board of Control met on Monday, November 5, 2018 at 5:00 P.M. at the Breaux Bridge Library. Members present were: Brenda Hobbs, Freda Harrison, Chenita Broussard, and Cramin Wiltz. Georgie Blanchard, Charlene Leblanc and Tommy Romero were absent. Vice- President Freda Harrison called the meeting to order at 5:00 P.M. Architect, Dione Sonnier was in attendance. Liz Gautreaux, Administrative Assistant recorded attendance. On a motion by Cramin Wiltz and a seconded by Chenita Broussard the minutes of the September 10, 2018 were approved unanimously.

The first agenda item of unfinished business was the update on Cecilia Branch Library Renovation. Architect Dione Sonnier updated the Board. Mrs. Brew and Dione conducted a walk through prior to the meeting. There are still some Punch List items for the Contractor to complete. The outdoor signage was delayed due to electrical components that are needed. This should be completed in the upcoming week. The owner can withhold funds until the work is completed to the owner's satisfaction. Landscaping will begin soon. Dione is confident everything will be complete prior to December 3, 2018 the day that the Cecilia Branch Library will have a soft opening for the public.

Under new business, Vice- President Freda Harrison and Director Charlar Brew presented to the Board the Calendar and the Proposed Budget for 2019. The calendar includes seventeen Holidays and two staff days. The Board members reviewed and discussed the Line items of the Proposed Budget for 2019. They also reviewed and discussed Employee Salary Range, Compensation Recommendations and the Operating Budget for 2019. Mrs. Brew informed the members that she had received the insurance quote for Employees health insurance and the amount allocated will be covered in the Proposed Budget. Members agreed on the proposed budget that will be sent to the local newspaper, the Teche News and will be placed in the journal for three consecutive weeks for public review prior to Board approval of 2019 Budget and Calendar at the next meeting scheduled for December 3, 2018.

In the Director's update Mrs. Charlar Brew gave the board members copies of the Financial and Budget to Date Report She informed the Board of activities scheduled for November. Staffing in Cecilia is complete and the staff will begin November 26, 2018. Soft opening of Cecilia Branch is scheduled for Monday, December 3rd. The dedication of the newly renovated Cecilia Library will be December 14, 2018 from 10:00 am to Noon.

Motioned to go into executive session was made by Brenda Hobbs and seconded by Chenita Broussard. It was approved unanimously. The recording was paused. Brenda Hobbs motioned to come out of executive session and it was seconded by Cramin Wiltz. Motion approved unanimously. The recording continued. The next scheduled board meeting is December 3, 2018 at Cecilia Branch Library. For the good of the order, Mrs. Brew wished the members a Happy Thanksgiving and wished Mrs. Hobbs well in the upcoming election. 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

