



Meeting: Monday, November 7, 2016

Cecilia Branch Library 5:00 PM

AGENDA

Call to Order

Attendance

Regular Business

Approval of Minutes from Meeting, 3 October, 2016

Unfinished Business

Cecilia Library Renovation (Architect's) Update

New Business

Holidays 2017

Proposed Budget 2017

Determine Employee Salary Range

Review Compensation Recommendations 2017

Review Operating Budget 2017

Director's Update

Adjournment





St. Martin Parish Library Board of Control

Meeting: November 7, 2016

Cecilia Branch Library

5:00 PM

The St. Martin Parish Library Board of Control met November 7, 2016 at 5:00 P.M. at Cecilia Branch Library. Members present were Tommy Romero, Cramin Wiltz, Brenda Hobbs, Georgie Blanchard, Chenita Broussard, Freda Harrison and Charlene LeBlanc. St. Martin Parish Library Director, Charlar Brew, Administrative Assistant, Liz Gautreaux, and Cecilia Branch Manager Laura Oliver 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 Brenda Hobbs and a second by Cramin Wiltz the minutes of the October 3, 2016 meeting were approved unanimously.

The first agenda of unfinished business was update on Cecilia Branch Library renovations. Architects, Glenn Angelle and David LaBarbara were in attendance. Mr. Angelle presented the board more detailed schematics reflecting the changes from the October 3rd meeting. The board discussed expanding the women's restroom next to the meeting room. Cost is expected to run close to 1.2 million dollars. The Schedule has been updated to move out in April 2017 to use the former technology center adjacent to the library which is owned by Parish Government while renovations are underway. Completion is scheduled for February 2018. The board thanked Mr. Angelle and Mr. LaBarbara and Ms. Oliver for all their assistance.

The first agenda item of new business was the proposed Holidays for 2017. There was much discussion about which days the library will be closed. Veterans Day falls on a Saturday, so it was removed from the schedule.

The second agenda item of new business was the Proposed Budget for 2017. The board was provided with the proposed budget prior to the meeting for review. There was much discussion regarding the new FSLA law which goes into effect December 01, 2016 and how it affects the salaries for exempt employees. Mrs. Brew consulted Deb Waldman of Human Resource Solutions and provided the board with her recommendations after careful review of the staff of St. Martin Parish Library. The board also discussed cost of living increase of 3% and asked to see a 5% increase before the December meeting. Members also discussed budget changes for 2017, asked questions regarding Professional Services, Lofton Security Services and areas that were increased.

In the Director's update, Mrs. Brew informed the board members that the St. Martin Parish Library is on target fiscally and provided the board with the current financial report. The security guards are having a positive impact on the library system. Mrs. Brew informed the board of the donation request from the St. Martinville Bicentennial campaign. The board decided that since they do not typically donate to other city events, they will not contribute to this one. It was suggested to ask the Friends of the Library to support the St. Martinville Bicentennial campaign. Mr. Romero asked, at the Director's request, that the Board go into Executive Session to discuss a pending matter. Chenita Broussard motioned that the



board go into Executive Session and was seconded by Brenda Hobbs. It was approved unanimously. The recording was paused. A motion was made by Georgie Blanchard to come out of executive session and Chenita Broussard seconded and approved unanimously.

The next board meeting will be at Breaux Bridge Branch Library on December 5, 2016. Being no further business, Cramin Wiltz moved that the meeting be adjourned and Brenda Hobbs seconded and was approved unanimously.

Respectfully submitted by,

A handwritten signature in blue ink that reads "Charlar P. Brew". The signature is fluid and cursive, with the first name "Charlar" being more prominent than the last name "Brew".

Charlar P. Brew, Secretary

CPB:lg