



**Meeting: Monday, September 10, 2018**

**Breaux Bridge Branch Library**

**5:00 PM**

**AGENDA**

**Call to Order**  
**Attendance**

**Regular Business**

**Approval of Minutes from last meeting, May 7, 2018**

**Unfinished Business:**

**Update on Cecilia Branch Library Expansion Project**

**New Business:**

**Accept 2017 Audit Report**

**Review/ Act on Fiscal Agent Bids for 2019**

**Director's Update**

**Adjournment**





**St. Martin Parish Library  
Board of Control**

**Meeting: September 10, 2018**

**Breaux Bridge Branch Library**

**5:00 PM**

The St. Martin Parish Library Board of Control met September 10, 2018 at 5:00 PM at Breaux Bridge Branch Library. Members present were: Cramin Wiltz, Brenda Hobbs, Freda Harrison, Charlene Leblanc, Georgie Blanchard, Chenita Broussard and Director, Charlar Brew. Absent: Tommy Romero. Architect Dione Sonnier was also present. There was no public present. Vice-President Freda Harrison called the meeting to order at 5:00. Charlar Brew recorded attendance. On a motion by Cramin Wiltz and a seconded by Brenda Hobbs the minutes of May 7, 2018 were approved unanimously.

The first agenda item of unfinished business was the update on Cecilia Branch Library Construction. Architect Dione Sonnier updated the Board. She updated the Board on the progress of the project. Air condition is up and running. The Contractor has given a completion date of September 30, 2018. She is confident this date will be met. There will be a meeting on September 12<sup>th</sup> with the Glass Manufacturer to correct issues with the windows in the meeting room. Charlar Brew and Dione Sonnier will be meeting with Library Interior Representative to finalize furniture and installation. The Landscape Architect will provide final figures for landscape bids on September 25<sup>th</sup>. Dione informed the Board of plans for ongoing design plans to improve drainage with Parish Government between the Library and Cecilia Park. Plans are to install a wrought iron fence. The Library may want to consider the same type of fence in the rear of the library this can be decided at a later date. Member Georgie Blanchard asked if the Parish will defray the cost of the fence. Dione also informed the Board that Councilman Daniel Richard is discussing with the Louisiana Department of Highways way to determine drainage improvements on Cecilia Senior Highway, which causes flooding in front of the library and along the highway. Charlene Leblanc informed the Board that the persons donating trees at Cecilia Library were in memory of Larry Poche and Russ Landry. Memorial benches will be placed on the grounds of the library in their memory.

Under new business, Vice-President, Freda Harrison asked the Board for approval of the 2017 Audit Report. Motion for approval Brenda Hobbs and seconded by Charlene Leblanc. Motion approved unanimously. The Board was informed that Farmer's Merchant Bank was the only one to submit a Fiscal Agent bid. Motion to accept bid from FMB Bank was motioned by Georgie Blanchard and seconded by Cramin Wiltz and approved unanimously.

In the Director's update, Mrs. Charlar Brew gave the board members copies of the financial report and budget-to-date report. She informed the Board that all things were going well at the Branches and many programs are planned for the month of September. She also informed the members that once the facility is completed, the move from the Temporary location to the newly renovated library will be three to four weeks. Hours will be extended from Monday to Thursday from 8:00AM-8:00 PM and Friday-Saturday from 8:00 Am to 5:00 PM. Board member Charlene Leblanc questioned whether the library has guidelines in place for volunteers wanting to conduct programs? The Director



informed the members that in light of program controversy that occurred with a neighboring library system all programs is carefully considered for audiences of different ages.

Pending completion, the members will be contacted to visit the new facility in early October. A dedication of December 14, 2018, Staff Day is scheduled.

Brenda Hobbs motioned to go into Executive Session and was seconded by Chenita Broussard. It was approved unanimously. The recording was paused. Brenda Hobbs motioned to come out of executive session and Cramin Wiltz seconded. It was approved unanimously.

The next board meeting is scheduled for November 5, 2018, location to be determined. Being no further business, Charlene Leblanc moved that the meeting be adjourned and Cramin Wiltz seconded. Motion approved unanimously.

Respectfully submitted by,

A handwritten signature in blue ink that reads "Charlar P. Brew". The signature is written in a cursive, flowing style.

Charlar P. Brew, Secretary