



ST. MARTIN PARISH LIBRARY

BOARD OF CONTROL

**Meeting: Monday, November 1, 2021
5:00pm**

Breaux Bridge Branch Library

AGENDA

**Call to Order
Invocation
Pledge of Allegiance
Attendance**

Regular Business

**Approval of Minutes from last meeting, 2, October, 2021
Public Comment**

Unfinished Business

St. Martinville Branch Library Renovation Update- Architects Denelle Wrightson and Glenn Angelle

New Business

**Holidays 2022
Proposed Budget 2022
Determine Employee Salary Range
Review Compensation Recommendations 2022
Review Operating Budget 2022**

Director's Update

Adjournment





Meeting: November 1, 2021

Breaux Bridge Branch Library

5:00 PM

The St. Martin Parish Library Board of Control met on Monday, November 1, 2021 at 5:00 P.M. at the Breaux Bridge Library. President Romero called the meeting to order at 5:00 PM. Charlar Brew gave the invocation and Henry Derouselle led the Pledge of Allegiance. Charlar Brew, Secretary recorded attendance. Members present were: Tommy Romero, Freda Harrison, Georgie Blanchard, Charlene Leblanc, Mike Formeller and Henry Derouselle. Chenita Broussard was absent. Also in attendance were Architect/Library Consultant Denelle Wrightson and Architects Dionne Sonnier and Glenn Angelle. On a motion by Georgie Blanchard and seconded by Mike Formeller the minutes of the October 2, 2021 were approved unanimously.

There was no public in attendance.

The first agenda item of unfinished was the St. Martinville Refresh update. Denelle Wrightson, Library Consultant/ Architect informed the members that the two architectural firms will work together on this project. Motion for approval for Architect Denelle Wrightson Library /Consultant as Lead Architect and Angelle Architects, Glenn Angelle and Dionne Sonnier work together on the project was made by Georgie Blanchard and seconded by Henry Derouselle and approved unanimously.

Denelle Wrightson will be lead Architect and work with schematic and concept design including choosing finishes, colors, carpet and furniture. Angelle Architects will handle construction, bidding and electrical. Denelle suggested that the Director create a committee of staff to work and provide feedback of items chosen for Refresh.

The installation of a generator in case of emergency was discussed and would be a good idea. It was suggested that it would be cost effective to cover areas where the library servers are located and meeting room. These locations would enable staff to continue to work during emergency and provide the public a place to use their computers and other devices to make contact with family, insurance etc. with using the library's Wi-Fi access.

The present HVAC was discussed and an assessment will be conducted by M& H.

Scheduling and timing were discussed. Denelle informed the Board that we have to be cognizant due to the pandemic there maybe delays. We will have to be patient. Denelle mentioned she had spoken to representative of Library Interiors and that we may be able to piggyback on Jefferson Parish contract which expires in June for furniture purchases. Furniture purchases take 3-4 months and she recommends getting furniture pricing the same time of construction pricing.

She mentioned that the Board could make the decision on closure during the project. She is suggesting that the interior work of building two study rooms could take a week and reflooring another week. Work may be done in evenings, however with labor shortages the more restrictions made, the longer it may take to complete the work and it may cost more.

Charlar asked the architects to provide a complete budget. Architects agreed to work together to create a budget for the project with a separate budget for the generator to be presented at the next meeting on December 6, 2021.



Under new business, The Board was presented the proposed Holidays for 2022. There was some discussion of the addition of the Juneteenth federal holiday. It was suggested to research Parish Government observance of the holiday. A determination will be made at the next meeting. The Proposed Budget for 2022, Employee Salary Range and Compensation Recommendations for 2022 as well as the Operating Budget for 2022 were presented. These were discussed in detail by the members. Director presented line item explanation on personnel expenditures, travel, and all operating expenditures as well as total supplies, capital and intergovernmental expenditures. The Director pointed out areas of budget increase and provided the rationale for increase. The Director asked the members to consider the increase in cost of living for employee compensation. There has been cost increase in food, gasoline and other essentials.

The budget will be voted on at the December 6, 2021 meeting.

In the Director's update Mrs. Brew gave the members copies of the End-of Month Financial Report for October. She informed the members that they would receive an updated financial report once the bank statement for October is received and bank reconciliation is complete. She announced upcoming activities for November. These include: Food for Fines, Enrollment Fair partnership with Acadiana Workforce Solutions, Take Home Crafts and the new Hot Spot lending program.

For the good of the order Charlar thanked the members for their continued support and dedication to the library.

The next scheduled Board meeting will be December 6, 2021 at Breaux Bridge Branch Library. Being no further business, Freda Harrison moved and Charlene Leblanc. seconded that the meeting be adjourned. It was approved unanimously.

Respectfully submitted by,



Charlar P. Brew, Secretary