



**ST. MARTIN PARISH LIBRARY  
BOARD OF CONTROL**

**Meeting: Monday, February 01, 2021  
5:00PM**

**Breaux Bridge Branch Library**

**AGENDA**

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

**Regular Business**

**Approval of Minutes from Meeting, 7 December, 2020**

**Public Comments**

**Unfinished Business**

**Revised Policies  
Compensation Recommendations for 2021**

**New Business**

**Louisiana Compliance Questionnaire/ Audit Engagement  
Storywalk**

**Director's Update**

**Adjournment**

**Charlar P. Brew, Director  
St. Martin Parish Library  
201 Porter Street  
St. Martinville, LA 70582  
337-394-2207**

**In accordance with the Americans with Disabilities Act. If you need special assistance, please contact Charlar Brew at 337-394-2207 describing the assistance that is necessary.**



Meeting: February 1, 2021

Breaux Bridge Branch Library

5:00 PM

The St. Martin Parish Library Board of Control met on Monday, February 1, 2021 at 5:00 P.M. at the Breaux Bridge Branch Library. President, Tommy Romero called the meeting to order at 5:00. Charlar Brew gave the invocation and Brenda Hobbs led the Pledge of Allegiance. Michelle Breaux, Administrative Assistant recorded attendance. Members present were: Georgie Blanchard, Freda Harrison, Brenda Hobbs, Chenita Broussard and Cramin Wiltz. Charlene Leblanc was absent.

On a motion by Georgie Blanchard and a seconded by Brenda Hobbs the minutes of the December 7, 2020 minutes were approved unanimously.

The first agenda item of unfinished business was the revision of two library policies. Mrs. Charlar Brew, Director informed the board that copies of the revised Drug and Alcohol and Telecommuting policies were included in their board packets. The Drug and Alcohol policy revisions were due to the policies having outdated guidelines and needed to be revised to include up to date drug and alcohol guidelines put forth by the State of Louisiana and to include medical marijuana guidelines. The Telecommuting policy in regards to working from home is being implemented due to COVID-19 restrictions and will be in place if/when the need arises. Deb Waldman, Human Resource Consultant assisted in finalizing both policy revisions. Motion to approve Drug and Alcohol policy was made by Cramin Wiltz and seconded by Brenda Hobbs. Motion to approve the Telecommuting policy was made by Brenda Hobbs and seconded by Georgie Blanchard.

Compensation recommendations for 2021 were discussed with the board and Mr. Cedars at the December 7, 2020 board meeting. Recommendations were made that the St. Martin Parish Library budget for a 2% compensation increase in 2021. This recommendation will be implemented. Board members were informed that cross training of staff in all departments are due to staff reduction and employee retirements. Charlar asked the board to act on the recommendation. Motion to approve compensation recommendations for 2021 was made by Georgie Blanchard and seconded by Chenita Broussard.

An explanation of the newly formatted financial budget spreadsheet for 2021 was presented to Board members.

Under new business, Mrs. Charlar Brew, Director informed the board that the Louisiana Compliance Questionnaire/Audit Engagement was completed by Maraist & Maraist and audit engagement was in order. Motion to approve the Compliance Questionnaire by Chenita Broussard and seconded by Freda Harrison.

Charlar Brew, Director informed the members that she was approached by the City of St. Martinville to develop a Story Walk in the city. She explained the logistics of Storywalks and her plans to propose the Storywalk Project also to St. Martin Parish Council to possibly be placed in parks throughout the parish. The project would be a collaborative effort with the Library and government entities to develop and



promote reading. Expenses including installation and maintenance would be the responsibility of the city or parish government.

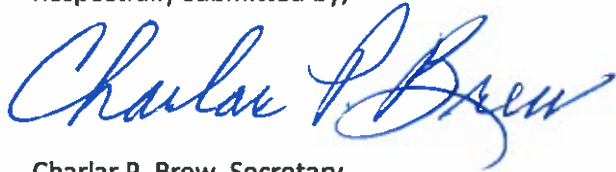
A request from Community First Bank was received by Mrs. Charlar Brew, Director to move library funds to an account with their bank since they serve communities in our parish. Georgie Blanchard suggested contacting Maraist & Maraist our accounting firm for advice. The information received from the CPA will be reported to the Board at the next meeting.

In the Director's update Mrs. Charlar Brew, Director gave an update on branch attendance, the success of virtual programs including possible summer programs being offered, book club updates and a financial update. She will be attending Bayouland meeting scheduled for Friday, February 5, 2021.

For the good of the order, Mrs. Charlar Brew thanked the board for their time and attendance.

The next scheduled Board meeting will be April 5, 2021. Being no further business, Benda Hobbs and Cramin Wiltz seconded that the meeting be adjourned. It 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" and last name "Brew" clearly legible.

Charlar P. Brew, Secretary