



ST. MARTIN PARISH LIBRARY

BOARD OF CONTROL

Meeting: Monday, February 07, 2022
5:00 PM

Breaux Bridge Branch Library

AGENDA

Call to Order
Invocation
Pledge of Allegiance
Attendance

Regular Business

Approval of Minutes from last meeting, 6, December, 2021
Public Comment

Unfinished Business

St. Martinville Branch Library Renovation Update

New Business

Policy Revision
Louisiana Compliance Questionnaire

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 7th, 2022

Breaux Bridge Branch Library

5:00 PM

The St. Martin Parish Library Board of Control met on Monday, February 7th 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. Michelle Breaux, Administrative Assistant recorded attendance. Members present were: Tommy Romero, Freda Harrison, Henry Derouselle, Mike Formeller, Charlene Leblanc. Chenita Broussard and Georgie Blanchard were absent. Also in attendance were Glenn Angelle, Architect, Angelle Architects and Calder Hebert, Director of Administration, St. Martin Parish Government.

On a motion for approval by Mike Formeller and seconded by Henry Derouselle the minutes of the December 7, 2021 were approved unanimously.

There was no public in attendance.

The agenda item of unfinished business was the St. Martinville Renovation update. Architect Glenn Angelle informed the members that he received an update on the HVAC study from M&H Air Conditioning and ADG Engineering. It has been determined that the interior of the St. Martinville Branch is receiving too much outside air through the HVAC system causing an excessive amount of humidity and moisture in the branch. A final cost estimate will be submitted to complete all repairs on HVAC system to correct the issue. Mrs. Brew gave update confirming that her and Denelle Wrightson, Architect have completed selection of all furniture and interior design for renovation. President Romero suggested that furniture should be ordered soon. Mrs. Brew suggested that Denelle Wrightson be consulted on ordering furniture using the purchasing guidelines of Jefferson Parish's piggy back agreement. In addition, Architect Mr. Glenn Angelle will submit bid to complete installation of generator to be included in renovation budget and final contract for total renovation cost for St. Martinville branch. Motion for approval on contract with M&H and Mechanical Engineer to complete HVAC project was made by Mike Formeller and seconded by Freda Harrison.

The first agenda item under new business was the personnel policy revisions. Motion for approval was made by Freda Harrison and seconded by Mike Formeller and approved unanimously.

The second agenda item under new business, President Romero discussed the LA Compliance Questionnaire (Audit Engagement) report compiled by Auditor, Chip Maraist. Everything was in order. Motion for approval of the audit by Henry Derouselle and seconded by Freda Harrison.

In the Director's update Mrs. Brew advised that there is a slight increase in attendance at library branches overall. An increase in meeting room usage has also been observed. Mrs. Brew informed the board that 2022 Ad Valorem funds have been received and have been invested appropriately. Updated financials were provided to the board members for review. Mrs. Brew thanked Mr. Angelle and Mr. Hebert for attending the meeting.

The next schedule Board meeting will be on May 2, 2022. Being no further business, Henry Derouselle moved that the meeting be adjourned and Freda Harrison seconded. It was approved unanimously.

Respectfully submitted by,

Charlar Brew, Director

