



ST. MARTIN PARISH LIBRARY

BOARD OF CONTROL

NOTICE OF PUBLIC MEETING

A public meeting will be held as follows:

DATE: Monday, August 01, 2022

TIME: 5:00 PM

PLACE: Breaux Bridge Branch Library

AGENDA

Call to Order

Invocation

Pledge of Allegiance

Attendance

Regular Business

Approval of Minutes from Meeting, 2 May, 2022

Public Comment

Unfinished Business

St. Martinville Branch Library Renovation Update

New Business

Annual Financial Statement

Review/Approve Fiscal Agent Bids

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.





The St. Martin Parish Library Board of Control met on Monday, August 1, 2022 at 5:00 P.M. at the Breaux Bridge Library. President Romero called the meeting to order at 5:00 P.M. Charlar Brew, Secretary gave invocation and recorded attendance. Pledge Allegiance led by Henry Derouselle. Members present were: Georgie Blanchard, Henry Derouselle, Mike Formeller, Freda Harrison, Charlene Leblanc and Tommy Romero. Chenita Broussard was absent.

Also in attendance was Parish President Chester Cedars, Dione Sonnier and Sean Siravo, Angelle Architects, Murphy Hulin, M&H Air Conditioning, Angie Dore, Electrical Engineer with Thomasee and Associates and Charles Maraist, CPA of Maraist and Maraist.

On a motion by Mike Formeller a seconded by Charlene Leblanc the minutes of the May 2, 2022 were approved unanimously.

There was no public comment.

Under Unfinished Business, was an update on the upcoming St. Martinville Branch Library renovation.

Mr. Hulin informed the members of the recommendation of the mechanical engineer to resolve the HVAC issues at St. Martinville Branch Library. It is recommended that motorized dampers on all fresh air ductwork be installed. Mr. Hulin described the current humidity issues that have developed in the building over the last 4 or so years. He and the mechanical engineers from Associated Design Group (ADG) evaluated the existing conditions and developed a plan of action for corrective and remediation measures.

Mr. Hulin's price included the addition of motorized dampers on the fresh air ducts. This should monitor the fresh air intake for a more controlled approach. His price also includes a de-humidifier for the zone of the library that is most impacted by the mildew concerns. The cost of labor and materials is \$26,000.00. It was suggested that the work be done as soon as possible. Motion to accept M&H proposal by Mike Formeller and seconded by Henry Derouselle and approved unanimously.

Angie Dore, Electrical Engineer of Thomasee and Associates presented a proposed budget for a new generator, based on State contract options for generators. She also outlined the general scope of work required for the engineering and installation.

She anticipates needing a 200kw generator unit, but more engineering calculations and design will be needed on her part, and will update everyone along the way.

Board agreed that getting "in-line" for a generator sooner rather than later was important. Some State contract units are taking upward of 40 to 50 weeks to arrive, once the order is placed.

The pricing deadline for state contract is late September, so the board voted to get the generator ordered in that time frame.

Angie will continue to coordinate the engineering efforts with Calder Hebert. Once the engineering is complete, she will present again to the board as an update. Then the pricing/quote packets for the electrical labor work will be prepare for quotes. It was motioned by Mike Formeller and seconded by Henry Derouselle and approved unanimously to purchase generator.





Angelle Architects provided an overview of the scope, proposed a bidding and construction schedule for the interior renovations for the St. Martinville Library Branch.

Details of the phasing options for the interior renovation work will be identified regarding the library's programming schedule. While most of the work can be done during working hours, with some adjustments, Mrs. Brew and Angelle Architects will identify when the library could be closed, if needed, for specific phases of the work. This information will be included in the bid documents for the contractors' use in preparing their pricing regarding construction schedule.

Chester Cedars, Parish President inquired about the renovation budget. He expressed concern that the project may be considered too small to get enough contractors interested. Angie Dore and Angelle Architects suggested that an LED lighting upgrade be considered. It was agreed upon that this scope of added work could be listed as an Alternate. And, in order to get the project out to bidders more quickly, that alternate could be added via addenda.

*Tentative Schedule: Pending information for the LED lighting upgrades:*

- *First Advertisement of bid: +/- August 31, 2022*
  - *Will need to get the Advertisement for Bidders to the Teche News no later than Wednesday August 24, 2022 - Noon*
- *Bid duration: 25 calendar days = options for bid opening: between Sept 27 to Sept 29*
- *Contracts: +/- 2 weeks / Start date/Notice to proceed: +/- October 17th*
- *Project duration: +/- 120 days*
  - *This duration time is in consideration to allow delivery of flooring materials; that will determine if this completion date changes.*
  - *Light fixtures are also a concern regarding delivery. However, if there is a delay on fixtures, the furniture should be able to be installed, once the flooring is in place/accepted. Light fixtures could be installed as a punch list item, if necessary.*
- *That puts Substantial Completion around: +/- Feb 14<sup>th</sup>.*

*Please note – material availabilities and pricing continue to be volatile. Once a contract is awarded, the contractor will need to keep the Library Board apprised on any urgent changes to time or availability.*

Under New Business,

Chip Maraist, Certified Public Accountant gave a report on the St. Martin Parish Annual Financial Statement after conducting the yearly audit. The financial provided assurance that financial statements are presented accurately and in conformity with generally accepted





accounting principles allowing St. Martin Parish Library to make confident business decisions. The audit showed the Library in compliance.

Fiscal Agent bid letters for 2022 were submitted by Home Bank and Farmer's Merchant Bank, both banking institutions previously used. Motion for approval by Mike Formeller and seconded by Freda Harrison and approved unanimously.

Parish President Chester Cedars discussed a patron concern on the open carry of a firearm in the library. It was decided by the Board to prohibit firearm on library premises. The Board will place signage in regards to this matter on all library buildings. It was motioned by Mike Formeller and seconded by Georgie Blanchard to purchase signs and approved unanimously.

In other business, the Director informed members of the success of 2022 Summer Reading Program. There were 400+ participants. In personnel matters, she informed the members that the Great Resignation has affected library staffing. There are some vacancies and hiring has become very competitive. The rising cost of living has affected staff. Restructuring will be planned where staff will be given additional duties and responsibilities. Attendance will continue to be monitored with the increase of Covid again.

Mrs. Brew thank the members for their continued support.

The next meeting is scheduled for October 3, 2022.

Being no further business motion for adjournment by Freda Harrison and seconded by Charlene Leblanc and approved unanimously.

Respectively Submitted,

Charlar Brew, Secretary

