



**ST. MARTIN PARISH LIBRARY**

**BOARD OF CONTROL**

Meeting: Monday, May 02, 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, 7 February, 2022

Public Comment

Unfinished Business  
St. Martinville Branch Library Building Renovation Update

New Business  
Fiscal Agent Bids  
2022 Summer Reading Program

Director's Update

Adjournment

Charlar P. Brew, Director  
St. Martin Parish Library  
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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, May 02, 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 Mike Formeller. Members present were: Georgie Blanchard, Mike Formeller, Freda Harrison and Charlene Leblanc. Chenita Broussard and Henry Derouselle were absent. Also in attendance was Councilwoman Yvonne Narcisse of Parks.

Mrs. Narcisse addressed the Board to find out the status of building a new library in Parks as had been previously been discussed by the Board. She informed the members that the current Parks Library facility needs to be updated. President Romero explained that the Parish Council determines when a new library building will be built. Based on the attendance of 30-35 persons per week since before the pandemic does not justify building a new Branch. Councilwoman Narcisse expressed to the group that she understood but wanted it known that her constituents are and need and would like an updated library. Mr. Romero thanked her for attending the meeting and expressing her concerns.

On a motion by Freda Harrison and seconded by Mike Formeller the minutes of the February 7, 2022 minutes were approved unanimously.

The first agenda item of unfinished business was update on St. Martinville Branch Library Renovation Project. Architect Glenn Angelle and Dionne Sonnier were not present at the meeting due to illness. A written report with drawings was presented to the members. They have made good progress on the interior renovation plans and have received updates from Denelle Wrightson's interior schematic plans and have incorporated them into our drawings, as per our agreement.

A preliminary Design Development set was attached to illustrate to the Board the status of the plans and the overall scope of the renovation.

The main floor plan will indicate the modified Use areas of the library; will include the related information for the replacement of the existing Circulation Counter, as well as where the new Study Rooms will be located. Furniture layout is also included. Enlarged floor plans and interior elevations are being developed to provide more details for these areas as well.

They are continuing to refine the elevations and cabinet details for the custom cubbies in the Children's area. The updated carpet pattern from Denelle's office is also included. They are in the process of incorporating the new interior finishes slated for the library.

Next steps include involving our Electrical engineering consultant to include the lighting selections from Denelle. Will need to determine how the new fixtures will interface with the existing lighting. A site visit will be scheduled to verify those parameters. We will also engage with the Mechanical engineering consultant to address air conditioning for the three newly created Study Rooms. May be able to combine the lighting site visit with the A/C site visit.

We are on track to have a pricing packet ready for the interior renovations / re-fresh ready in June.





Following the written report, several members had concerns as to how long it was taking the Architects to give pricing as to the cost of the complete renovation. The project has been on the table for several months. Members feel that prolonging the plans by the Architect, there will be an increase in cost of the project for materials, transportation, etc. I informed the members I would relate their concerns to Denelle Wrightson, Lead Architect and Architects Glen Angelle and Dionne Sonnier.

Denelle Wrightson, Architect sent a written update on the furniture pricing including delivery and packaging for the project which has increased to \$207,907.77 from the original amount given which was \$191,900.00. A \$16,000.00 increase. Reason of increase due to price of steel and transportation costs. She requests reviewing the recent pricing thru Louisiana State Contract with another vendor GN Associates. Because we don't need the furniture until the end of the year, she feels we do have some time to finalize the award of the Furniture package.

Members made suggestions on improving attendance at the Branches since the pandemic. It was suggested that patrons complete a survey telling what types of services and programs they desire from the library. It is important that we think outside the box to make the library a viable place for everyone to visit. Suggested were programs to cater not only to children but also older adults were discussed.

Under new business,

Fiscal Agent bid letters for 2023 will be sent to the two banks that we currently use: Home Bank and Farmer's Merchant Bank. These are to be returned before August meeting. Motioned by Mike Formeller and seconded by Georgie Blanchard to send Fiscal Agent Letters.

In other business, the Director presented members with the 2022 Summer Reading Program which begins on June 7<sup>th</sup>. Registration begins May 21, 2022.

She informed the members of the newly installed Story Walks and Walking Trails that have been recently installed in Parks throughout the Parish.

Printed copies of the Financial report were given to the members.

For the good of the order members were thanked for their support and continued dedication to the Library Board.

The next scheduled board meeting will be on August 1, 2022. Being no further business, Charlene Leblanc moved that the meeting be adjourned and Freda Harrison seconded. It was approved unanimously.

Respectfully submitted by,

Charlar P. Brew, Secretary

