



ST. MARTIN PARISH LIBRARY

BOARD OF CONTROL

NOTICE OF PUBLIC MEETING

A public meeting will be held as follows:

DATE: Monday, November 07, 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 last meeting, 3 October 2022

Public Comment

Unfinished Business

St. Martinville Branch Library Building Renovation Update

New Business

Holidays 2023

Proposed Budget 2023

Determine Salary Range

Review Compensation Recommendation 2023

Review Operating Budget 2023

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, November 7, 2022 at 5:00 P.M. at the Breaux Bridge Library. President Romero called the meeting to order at 5:00 P.M. Charlene Leblanc gave the invocation. Pledge Allegiance was led by Mike Formeller. Members present were: Georgie Blanchard, Mike Formeller, Charlene Leblanc and Tommy Romero. Chenita Broussard, Henry Derouselle and Freda Harrison were absent. Also in attendance was Dione Sonnier of Angelle Architects.

On a motion by Mike Formeller and a seconded by Georgie Blanchard, the minutes of the October 3, 2022 meeting were approved unanimously.

There was no public in attendance.

Under Unfinished Business Dione Sonnier of Angelle Architects gave an update on St. Martinville Branch Library - Interior Renovation

Pre-construction meeting held on Friday, October 28, 2022
Present: +/- 15 contractors, plus owner / arch

1) MADE INTRODUCTIONS OF THE TEAM

2) CONTRACTOR SCHEDULE:

- a) Contractor finalizing tentative schedule; driven largely material availability from all subs. Goal to issue their schedule by mid-November.
 - i) Project duration is 120 days;
 - ii) Once Submittals are approved, then materials can be ordered
 - iii) We have processed several submittals today and anticipate a few more by the week's end.

3) GENERAL DISCUSSION ITEMS

- a) Pay Apps Schedule: Sub-contractor to issue to contractor by 20th of the month;
 - i) A.R.L. to get draft to Architect for review by 1st of the month. Goal to have reviewed, approved and notarized pay app for payment on the 15th of the month. (Owner's payment cycle is on the 15th and the 31st)
- b) Contractor encouraged all subs to start collecting their close out documents now, so it does not pile up at the end of the project; often causes a delay to wrap up final pay app.
- c) Contractor and Library to coordinate schedule to determine best day of the month for the monthly construction meetings.





4) SITE CONDITIONS

- a) A.R.L. to provide a site plan access map/diagram, dumpster location, parking needs and addition parking options for owner's consideration.
 - i) Contractors to park so as to not disrupt library patrons.
 - ii) Dumpster to be located to be coordinated with owner on agreed location.
- b) Early/Late access to building, the contractor may contact Timmy Patin with St. Martin Parish. If Mr. Patin is unavailable, Mrs. Brew will make those arrangements.
- c) No job trailer on site; Some small storage trailers may be temporarily required, as materials are used.
- d) Contractor will provide a porta-let for construction works.
- e) Small staging area near new study rooms can be used for assembly of lights / small items.

5) OWNER RELATED ITEMS

- a) Owner will be responsible for removing wall mounted signs/artwork during the painting process. Contractor to provide advance notice so the owner may prepare ahead of the painter's arrival.
- b) Owner will be responsible for moving furniture as needed throughout the renovation. Contractor to work with owner and their mover (Acadiana Movers) regarding notice of scheduling changes and/or any new information that may impact this scope.
 - i) Architect to email the floor plans to Acadiana Movers for planning and coordination.

6) NEW ITEMS:

- a) Acadiana Movers will need an updated scope of work on what needs to be moved and stored during the renovation. Schedule meeting with owner and architect with movers to determine the scope and phasing of furniture moving/storage.

7) NEXT MEETING:

- a) "To be determined"; Once construction schedule is established;





- i) Goal is to meet regularly, at least once a month. Preference to be toward the end of the month to accommodate review of pay app as well as to accommodate the Library Boards monthly meeting. Their info packets are mailed one week prior to their meetings, which is the first Monday of each month.
- ii) Mrs. Brew would prefer to meet on the last Monday of each month around 10:00am; pending contractor's availability

Mr. Romero, Board President inquired about the Drywall issues that had been found by the Contractor in the library during the Pre-Construction Walk-Through. Dione Sonnier, Architect stated that a structural engineer be brought in to check the building. The members requested that this be done before the renovation project begins.

Under New Business the following were discussed:

Holidays 2023

Proposed Budget 2023

Determine Employee Salary Range

Review Compensation Recommendations 2023

Review Operating Budget 2023

Mrs. Brew presented the members with Holidays for 2023. She reviewed the Proposed Budget for Fiscal Year 2023. The budget will be published in the Teche News on November 16th, 23rd, and 30th. She reviewed the Proposed Budget and Operating Budget for 2023.

Director informed the members of line-item expenditures as well as areas that the budget would be increased in 2023.

Employee salary range and compensation recommendations were discussed. Mrs. Brew discussed the cost-of-living increase that all employees are experiencing at this time. As well as the difficulty in hiring and retaining employees due to competitive compensation. Board members were presented a salary range of 2% - 6% increase for consideration. Recommendation that Employee Evaluation and Performance are factors to be considered for increases. Compensation for part-time employees was a concern. Georgie Blanchard suggested that Mrs. Brew collaborate with the HR Consultant on compensation matters. Board members will determine compensation at the December meeting.

Library update was presented by the Director. Board members were given End of Month Financial report for October. Director stated that attendance figures increased. As a result of the Customer Service Survey, a few new programs have been implemented and have sparked the interest of library patrons. These are Spice of the Month in partnership with LSU Ag Center and a Zumba class.

Director reminded the members of Ethics Training that should be done by December 31, 2022. For the Good of the Order Mrs. Brew thanked the Board members and wished them Happy Veteran's Day and Happy Thanksgiving.





The next scheduled board meeting will be on December 5, 2022. Being no further business, Charlene Leblanc moved that the meeting be adjourned and Mike Formeller seconded. It was approved unanimously.

Respectfully submitted by,

Charlar P. Brew, Secretary

DRAFT

