



ST. MARTIN PARISH LIBRARY

BOARD OF CONTROL

NOTICE OF PUBLIC MEETING

A public meeting will be held as follows:

DATE: Monday, December 05, 2022

TIME: 5:00 PM

PLACE: Breaux Bridge Branch Library

AGENDA

Call to Order

Invocation

Pledge of Allegiance

Attendance

*Public Hearing 2023 Budget*

Regular Business

Approval of Minutes from last meeting, 7 November 2022

Public Comment

Unfinished Business

St. Martinville Branch Library Building Renovation Update

New Business

Holidays 2023

Proposed Budget 2023

Determine Salary Range

Compensation Recommendation 2023

Operating Budget 2023

Election of Officers for 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, December 5, 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 invocation. Pledge Allegiance led by Henry Derouselle. Charlar Brew, Secretary recorded attendance. Members present were: Chenita Broussard, Henry Derouselle, Charlene Leblanc and Tommy Romero. Absent were: Freda Harrison, Georgie Blanchard and Mike Formeller. Also in attendance were Architect Dione Sonnier and Barbara Romero.

On a motion by Charlene Leblanc and a seconded by Henry Derouselle the minutes of the November 7, 2022 were approved unanimously.  
Public Comment. There was none.

### **Unfinished Business**

Dione Sonnier of Angelle Architects gave an update on the St. Martinville Renovation.

### **SUMMARY OF ITEMS ACTION ITEMS &/OR GENERAL INFO:**

#### **1) CONTRACTOR SCHEDULE:**

##### **a) Material delivery times:**

i) Flooring to be manufactured around Jan 13, hopefully, installed by end of January (same with Lighting Fixtures

(1) All areas receiving flooring will have work completed and when flooring arrives, then it will be installed; painter is aware of minor touch ups possible

(2) Painter to wait to paint door frames until all phases are complete

ii) Lighting Fixtures 10-12 weeks order to delivery / Mid-February Installation

##### **b) Work Phasing:**

i) Painters moving around as areas are available in conjunction with Acadiana Movers and Library Staff

(1) Most of the Phase 1 painting is complete; minor repair to walls due ( +/- 7 patches) to shelving not originally anchored to sides. Acadian movers has a method to prevent this from happened in other areas.

ii) Meeting room can be scheduled as needed and the contractor will work around that events calendar

iii) Study Rooms to start now; timing of storefront will determine timing of completion

iv) Children's area demo can start now; books on carts can be covered. Scope, except the flooring will take about 2 weeks.

c) Children's Area – All work except the flooring about 2-weeks of disruption. Demo can start this week.





d) Admin area will be the final phase:

- i) Lighting for these areas around mid-February
- ii) Staff and furniture are to be moved to other branches for roughly 3-4 weeks

e) Circulation desk will be shifted to allow access for painters. Can essentially remain in place until new desk is installed

## 2) GENERAL DISCUSSION ITEMS

- a) Discussed keeping track of punch list items as work moves around the building to be fair to all parties – scratches to walls, flooring, etc. Best methods will be to photo before and after work is complete.
- b) Adjustment detail needed for study room walls to align with mullion. Contractor and Architect to coordinate.
- c) Identify color for the furring in Children's Area for the painter

## 3) OWNER RELATED ITEMS

- a) Owner to continue to coordinate with Acadian Movers as the project moves forward to each phase

## 4) NEXT MEETING:

- a) Next construction meeting date to be coordinated due to holiday scheduling. Team will be advised.

## **New Business**

First item was the Proposed Holiday for 2023. Board selected to approve the calendar. Motion for approval by Chenita Broussard and seconded by Charlene Leblanc and approved unanimously.

Next item was the Proposed Budget and Operating Budget for 2023. Motion to approve by Henry Derouselle and seconded by Charlene Leblanc and approved unanimously.

Next item was to determine Employee Salary Range and Compensation. It was motioned by Henry Derouselle and seconded by Chenita Broussard and approved unanimously to give employees a 6% cost of living increase.

Next agenda item was Election of Officers for 2023. Chenita Broussard motioned and Charlene Leblanc seconded that Tommy Romero remain President and Freda Harrison remain Vice- President for St. Martin Parish Library Board of Control for 2023. It was approved unanimously.

In the Director's update Mrs. Charlar Brew gave the printed End of Month Financial report to the members.

For the Good of the Order, she thanked the members for their support and their dedication to the Library Board and wished them a safe a joyous holiday.





The next scheduled board meeting will be on February 6, 2023. Being no further business, Charlene Leblanc motioned and Chenita Broussard seconded that meeting be adjourned. It was approved unanimously.

Respectfully submitted by,

Charlar P. Brew, Secretary

