



ST. MARTIN PARISH LIBRARY

BOARD OF CONTROL

NOTICE OF PUBLIC MEETING

A public meeting will be held as follows:

DATE: Monday, February 6, 2023

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, 6 December 2022

Public Comment

Unfinished Business

St. Martinville Branch Library Building Renovation Update

New Business

Audit Engagement

Louisiana Compliance Questionnaire

Collection Development Policy

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, February 6, 2023 at 5:00 P.M. at the Breaux Bridge Library. President Romero called the meeting to order at 5:00 P.M. Georgie Blanchard gave invocation and the Pledge Allegiance was led by Mike Formeller. Charlar Brew, Secretary recorded attendance. Members present were Georgie Blanchard, Henry Derouselle, Mike Formeller, Charlene Leblanc and Tommy Romero. Chenita Broussard and Freda Harrison were absent.

Also in attendance was Dione Sonnier of Angelle Architects.

On a motion by Georgie Blanchard and seconded by Charlene Leblanc the minutes of the December 5, 2022 minutes were approved unanimously.

There was no public comment.

Under Unfinished Business was an update on the upcoming St. Martinville Branch Library renovation by Architect Dione Sonnier.

1) **CONTRACTOR SCHEDULE:**

- 2) a) Week of Mardi Gras: i) Children's area – Cabinets installing this week. Flooring to begin the week before Mardi Gras and during Mardi Gras ii) Meeting Room – Flooring week of Mardi Gras iii) Cleaning of metal ceilings and end wall (Mildew)
- 3) b) Administration: Light fixtures for this area have arrived. Owner to begin measures to relocate staff and all furniture. Will need to schedule with Acadiana Movers and their third-party team to disassemble and relocate office cubicles. i) Contractor will need approximately 2 weeks to replace fixtures and paint.

- 4) **GENERAL DISCUSSION ITEMS** a) Contractor asked to prepare a Budget number to add a security door at admin hallway. i) Pricing includes: New HM door and frame with side lite; framing; hardware; illuminated exit sign: BUDGET: \$ 7,000.00 (1) This would involve new Framing, sheetrock, painting, exit sign (elec), door and frame, minor ceiling re-work, etc.

- 5) (2) Please note: This added door would also need to have Fire Marshal review, and special locking mechanism review, as it is in the path of the existing emergency exit. (3) Options: Owner could engage with the door access vendor for card access/keypad equipment. This would use the existing admin door, but add an electric strike and a keypad code for access. No FM review needed. BUDGET: \$ 2,000.00

6) **OWNER RELATED ITEMS:**

- a) Owner to coordinate delivery of new furniture with Library Interiors. Date set for March 31, 2023
- b) Contractor to get status of Application for Payment 03. i) Presenting to owner today 02.06.23
- c) Generator update: i) Estimated Shipping date from Factory is now May 26, 2023 (was in April) ii) Transfer switch has a new Estimated Shipping date March 2, 2023 (Was in late January) d) AC Dehumidifier update: i) Work Complete. Will conduct follow up sensor testing in April (when humidity increases outside, to verify system performance) ii) Contractor has received payment for the Library.





Under New Business was approval of the Audit Engagement and Louisiana Compliance Questionnaire by Charles Maraist, Accountant. Motion for approval by Henry Derouselle and seconded by Mike Formeller and approved unanimously. Amendments to the St. Martin Parish Library Collection Policy was discussed. Motion for approval of amendments to the policy by Charlene Leblanc and seconded by Mike Formeller.

In other business, the Director informed members of programs and activities of the library. Members were informed that attendance has increased at all library branches. End of Month Financial Report for January, 2023 was given to the members.

Mrs. Brew thank the members for their continued support and dedication to St. Martin Parish Library.

The next meeting is scheduled for May1, 2023.

Being no further business motion for adjournment by Henry Derouselle and seconded by Georgie Blanchard.and approved unanimously.

Respectively Submitted,

Charlar Brew, Secretary

