



ST. MARTIN PARISH LIBRARY

BOARD OF CONTROL

NOTICE OF PUBLIC MEETING

A public meeting will be held as follows:

DATE: Monday, May 1, 2023

TIME: 5:00 PM

PLACE: St. Martinville Branch Library

AGENDA

Call to Order

Invocation

Pledge of Allegiance

Attendance

Regular Business

Approval of Minutes from last meeting, 6, February, 2023

Approval of Minutes from Special Board Meeting, 20, March, 2023

Public Comment

Unfinished Business

St. Martinville Branch Library Renovation Update

New Business

Fiscal Agent Bid

Director's Update

Adjournment

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, May 1, 2023 at 5:00 P.M. at the St. Martinville Branch Library. President Romero called the meeting to order at 5:00 P.M. Charlene Leblanc gave invocation and Pledge Allegiance led by Mike Formeller. Secretary, Charlar Brew recorded attendance. Members present were Henry Derouselle, Charlene Leblanc, Tommy Romero, Freda Harrison and Mike Formeller. Chenita Broussard and Georgie Blanchard were absent. Also in attendance was Architect Dione Sonnier and Murphy Hulin of M& H Air Conditioning. Larry Angelle was also in attendance.

On a motion by Mike Formeller and seconded by Charlene Leblanc the February 7, 2023 and Special Meeting on March 20, 2023 minutes were approved unanimously.

Public Comment. There was none.

### **Unfinished Business**

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

#### **ST. MARTINVILLE BRANCH LIBRARY INTERIOR RENOVATIONS**

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

- a) **Substantial Completion Date:** approximately May 31, 2023 (pending staff restroom plumbing fixtures)
  
- b) **Barrell Vault Ceiling Work:** - Material to ship May 4<sup>th</sup> / week transit.
  - 2 weeks to install.
  - Contractor (ARL) To provide detail schedule and sequencing of work to coordinate with Library Schedules.
  
- c) **Punch List Work:**
  - Painting completed by end of this week.
  - Cove Base end of next week (waiting on materials to arrive).
  - Plumber to provide a schedule soon on the restrooms upgrade.
  - Contractor and Architect to coordinate close out paperwork with owner over the next few weeks.

##### **2) OWNER'S INDEPENDENT CONTRACTS**

- (1) **GENERATOR:** Out for pricing through Thomassee & Associates / Electrical Engineers; updated report issue to Mrs. Brew from Angie Dore, P.E./ Bids due May 10, 2023.





(2) HVAC UPDATE: Murphy Hulin's Heating and Cooling provided their report on status of their contracted scope of work:

- (a) Controlled outside air into the building by adding mechanical dampers and a de-humidifier on one AC unit;
- (b) Mr. Hulin stated that the library's current humidity readings have improved with the scope of AC equipment improvements; ADG and Murphy Hulin would like to see humidity a little lower;
- (c) Proposed next steps from ADG & Associated (Mechanical Engineers), as per email correspondence:
  - (i) When barrel vault ceiling metal panels are being replaced, request that contractor photograph existing condition of insulation above – are there any large areas missing, or has some areas dropped out of place?
  - (ii) Once ADG has these photos, they can then provide the library an evaluation of recommended next steps.

#### **Under New Business**

Fiscal Agent Bid letters for 2023 were discussed. Two banks are currently used, Home Bank and Farmers Merchant Bank. They will be sent letters. It was suggested to send letters to B1 Bank and Hancock Whitney Bank. Fiscal Agent Bid letters are to be returned before August meeting.

In the Director's update, Mrs. Charlar Brew gave a report of the upcoming 2023 Summer Reading Program. Registration begins May 20, 2023 and program begins on June 7, 2023. Members were informed the financial report would be mailed after statements are received and bank reconciliation is done.

For the Good of the Order: The Director thanked the members for their support and their dedication to the Library Board.

The next scheduled board meeting will be on August 7, 2023. Being no further business. Freda Harrison motioned that the meeting be adjourned and Henry Derouselle seconded. It was approved unanimously.

Respectfully submitted by,

Charlar P. Brew, Secretary

