

ST. MARTIN PARISH LIBRARY  
BOARD OF CONTROL  
NOTICE OF SPECIAL MEETING

A Special Meeting will be held as follows:

DATE: Wednesday, February 26, 2025

TIME: 5:00PM

PLACE: St. Martin Parish Government Building

**AGENDA**

Call to Order

Invocation

Pledge of Allegiance

**Special Business:**

Discussion of Library in Lower St. Martin Parish

Discussion of Parks Branch Library

Adjournment

Charlar P. Brew, Director  
St. Martin Parish Library  
201 Porter Street  
St. Martinville, Louisiana 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 held a Special Meeting on Wednesday, February 26, 2025, at 5:00 p.m. at the St. Martin Parish Government Building. President Romero called the meeting to order at 5:00 p.m., Georgie Blanchard gave the invocation, and Mike Formeller led the Pledge of Allegiance. Members present were Tommy Romero, Mike Formeller, Georgie Blanchard, and Henry Derouselle. Freda Harrison, Chenita Broussard and Charlene Leblanc were absent.

The purpose of the meeting at the request of Councilman Hoyt Louviere was to discuss consideration of building a library in Lower St. Martin Parish, in addition a discussion of Parks Branch Library. Director Charlar Brew informed those in attendance of the services presently being provided in Stephenville and Belle River in Lower St. Martin.

- There was a library in the Stephenville Elementary School. St. Martin Parish Library Board paid the salary of the person to operate an after-school library. Due to low usage. The Library was closed.
- There is Reciprocal Borrowing with St. Mary Parish Library for patrons of St. Martin Parish. There have been talks of Intergovernmental Agreement by the Board {See Board Minutes on the St. Martin Parish Library website ([www.stmartinparishlibrary.org](http://www.stmartinparishlibrary.org))}
- Conversations with the St. Mary Parish Library Director for collaboration of services for St. Martin patrons. As recent as February 14, 2025 possible Outreach services once the service is revamped by St. Mary Library System.
- Monthly crafts and other library information sent to students at Stephenville Elementary
- Story walk in Stephenville Park.
- Books are provided for Little Free Library.
- 2<sup>nd</sup> Grade Book Distribution at Easter through St. Martinville Kiwanis Club for the past five years.
- Treats for Halloween/ Christmas sent to students of Stephenville Elementary.
- Mobile Hotspots provided for both Recreation Centers.
- Information sent on Summer Reading Program and other programs to Stephenville Elementary.
- Adult Spice of the Month in collaboration with LSU Ag Center to Belle River and Stephenville residents.
- Access to all Louisiana Databases through the website [www.stmartinparishlibrary.org](http://www.stmartinparishlibrary.org).

Mrs. Brew informed that plans have been discussed about doing what is necessary for those in Lower St. Martin because they pay taxes as everyone else. She referenced viewing the Library Board minutes found on the St. Martin Parish Library website, where there has been discussion of services to Lower St. Martin.

Councilman Louviere expressed the need for computers and meeting space. There was discussion of a multi-purpose building including a small library facility, however, this type of building could not be built solely with library funds, possibly capital outlay funds.

Councilwoman Carla Jean Batiste requested that a town hall meeting be held in Lower St. Martin Parish to get feedback as to what types of library services and facility they desire and further discussion be conducted with the Library Board present.

Georgie Blanchard suggested possible alternatives to using the present school library and providing current library services and technology to meet the needs of citizens of the area. She was in agreement that those citizens in Lower St. Martin Parish pay taxes and are deserving of services and a possible library facility.

Chairman of the Council, Chris Tauzin, requested that Chip Maraist give a financial perspective of building a facility in Lower St. Martin Parish and a library in Parks. Spending \$4,000,000 was discussed. Mr. Maraist stated that with the present library funds this could be done. With the remaining funds the library finances are fiscally sound for the next 22-25 years even with the recent dedicated library tax millage of 70% for a parish jail and 30% to the library. He further stated that as a result of the millage tax cut, the present library losses would be about \$400,000.00 per year The library fund can remain afloat.



In discussion of the Parks Branch Library, there was concern expressed by Mayor Kevin Kately, Councilwoman Yvonne Narcisse, President Tommy Romero, Georgie Blanchard, Mike Formeller and Henry Derouselle that there is a commitment that the council will approve the building of Parks Branch Library.

The Council is requesting that the Village of Parks transfer the property where the library is to be built to St. Martin Parish Government. After much discussion, Mayor Kately agreed that the attorney for Parks and Mr. Lee Durio, St. Martin Parish Attorney will work together to prepare the necessary documents. After this is done a Resolution and Ordinance by the Parish before approval by the Council vote.

Another lengthy discussion was request of the schematic designs of the new Parks Library. Mrs. Brew consulted two architectural firms and was provided with the following information:

The schematic design phase typically begins once the owner has received initial approval and funding for the project. This approval marks the transition from conceptual discussions to formal planning, where the design team can start to develop a tangible representation of the project. This phase sets the project on a solid foundation, so that all stakeholders are aligned with the project's vision and goals.

**Budget Worksheet:**

Because this is a preliminary phase assessment of cost, the information on the budget worksheet should only be considered as a tool to use to determine or confirm funding required for a facility approaching 4,000 sq. ft. Also, it needs to be clear that the estimated cost is only a snapshot of the preliminary draft program created in 2023. If approved, the next steps should be contracting with the design professionals to provide the following deliverables in future phases as the project develops towards the bid and construction.

1. Schematic Design
2. Design Development
3. Construction Documents
4. Bid/ Construction Administration

**Things to consider:**

Budget conversations at this stage of the project should not be the final decision factor. It is impossible to predict the cost of the new library now before the design and bidding process occurs. The stakeholders should be flexible to the possibility that the cost could be more or less than \$2,000,000.00.

Mrs. Brew questioned was it necessary to spend \$20,000.00 or more of taxpayers' money on plans and not know that the Parks Library would be approved by the Council. Most of the Board members agreed.

Mrs. Brew presented an updated budget worksheet for Parks Branch Library (See attached)

Councilwoman, Tangie Narcisse expressed her feelings on the Parks Branch Building Project and other council matters. She applauded the St. Martin Parish Library Board of Control for their fiscal management and eight-year patience in this project.

After much discussion and reviewing an updated copy of the budget worksheet. Councilwoman Carla Jean- Batiste suggested that the budget for Parks Library be \$3,000,000 with possible adjustments for a lower price. Everyone agreed. President Tommy Romero called for a vote for the suggested amount. Motion by Mike Formeller and seconded by Henry Derouselle and approved unanimously.

It is agreed by the Library Board and all in attendance that the proper steps to transfer the property by the Village of Parks to St. Martin Parish Government. Resolutions, Ordinances be prepared in addition to schematic designs.

Parish President Pete Delcambre commented on both Parks Library and Lower St. Martin. He suggested after completion of Parks Library the Board consider what can be done in Lower St. Martin Parish

Mrs. Brew encouraged everyone to attend the Library Board meetings. The next meeting is scheduled on May 5, 2025 at 5:00 p.m. at the Breaux Bridge Branch Library.





Being no further business, everyone was thanked for attending this special meeting. Motion for adjournment by Henry Derouselle and seconded by Mike Formeller and approved unanimously.

Respectfully Submitted by

Charlar P. Brew, Secretary

