

ST. MARTIN PARISH LIBRARY

BOARD OF CONTROL

NOTICE OF PUBLIC MEETING

A public meeting will be held as follows:

DATE: Monday, December 1, 2025

TIME: 5:00 PM

PLACE: Breaux Bridge Branch Library

AGENDA

Call to Order

Invocation

Pledge of Allegiance

Attendance

Public Hearing 2026 Budget

Regular Business

Approval of Minutes from last meeting, 3 November 2025

Public Comment

Unfinished Business

St. Martinville Branch Library Roof Replacement

Holidays 2026

Proposed Budget 2026

Determine Salary Range

Compensation Recommendation 2026

Operating Budget 2026

New Business

Election of Officers for 2026

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 1, 2025 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. Joseph Carnell led the Pledge of Allegiance and the Secretary recorded attendance. Members present were: Charlene Leblanc, Chenita Broussard, Henry Derouselle, Joseph Carnell and Tommy Romero. Absent was: Freda Harrison and Georgie Blanchard.

Also, in attendance were: Architects Bryan Estes and Glenn Angelle, Raymond Bernard, Parish Government Administrator, Barbara Romero and Michael Broussard.

On a motion by Chenita Broussard and a seconded by Charlene Leblanc the minutes of the November 3, 2025 minutes were approved unanimously.

Public Comment: None

#### **Unfinished Business:**

##### **St. Martinville Roof Replacement**

Mr. Raymond Bernard, Parish Administrator gave an update on the roof project. The project is substantially complete (100% unless punch list items are found). A final inspection will be conducted on December 2, 2025 at 9:00am. Original Project Estimate- \$425,000.00. Base Bid (MorCore Roofing) \$186,760.00. Final Project Cost- \$205,213.00.

\$12,551.00 adder to replace exhaust vents and hook up electrical

\$3,651.00 adder to install new gutter and downspouts Southwest side of Building

\$576.00 adder to repair damaged rafters

\$1,854.00 adder to repair compromised roof sheeting

\$180.00 reduction in fascia replacement from base bid

##### **Parks Branch Library**

Architects Glenn Angelle and Bryan Estes provided additional drawings of Parks Branch Library and gave an updated Cost Estimate on the project.





Cost of Construction  
DESIGN DEVELOPMENT ESTIMATE

ST. MARTIN PARISH LIBRARY BOARD MEETING: THE VILLAGE OF PARKS  
BRANCH LIBRARY

12/01/2025

**COST OF CONSTRUCTION BUDGET WORKSHEET**

**VILLAGE OF PARKS BRANCH LIBRARY**  
DESIGN DEVELOPMENT PHASE

12.01.2025

**TOTAL PROGRAMMED AREA / Sq.Ft** 3,565

	Quantity	Cost
New Building & General Site Costs	3,565	\$1,311,053.00
Planning Contingency		\$131,105.00
<b>Total Projected Construction Cost (A + B)</b>		<b>\$1,442,158.00</b>

**Cost per Square Foot: \$405**

**Soft Costs**

Design Fees (Est of 7.84% of C)	\$113,133
Survey costs	\$2,400
GeoTech Report costs	\$2,990
Code Plan Review Fees	\$1,000
Printing Costs	\$1,000

Total Projected Soft Cost \$ 120,523.00

**TOTAL COST OF PROJECT (C + I) \$ 1,562,681.00**

**\*Please Note:**

1. Furniture and Equipment are to be provided by others. In May of 2025, the Library Consultant provided their initial budget of

**\$ 137,976.00.**

They are to provide an updated budget.





### **New Business**

**Holidays 2026-** Motion for approval by Chenita Broussard and seconded by Henry Derouselle and approved unanimously.

**Proposed Budget 2026-** Motion for approval by Charlene Leblanc and seconded by Joseph Carnell and approved unanimously.

### **Determine Employee Salary Range-**

At the request of President Romero, Mrs. Brew, Director of St. Martin Parish Library was asked to leave the room so that her salary could be discussed. Due to her increased responsibility, consistent high performance, and professional growth and expertise, dependability and trustworthiness and contribution to the library's success, Chenita Broussard motioned and Henry Derouselle seconded to give Mrs. Brew a 10% salary increase. It was approved unanimously.

### **Review Compensation Recommendations 2026**

The Director's recommendation of 2%, 3% or 4% cost of living salary adjustments for employee were discussed. Chenita Broussard motioned that a 4% increase be given to employees and Joseph Carnell seconded. It was approved unanimously.

### **Review Operating Budget 2026**

Motion for approval by Henry Derouselle and seconded by Charlene Leblanc and approved unanimously.

### **Election of Officers**

Charlene Leblanc motioned that the officers keep their same offices for 2026 and Chenita Broussard seconded and approved unanimously. Tommy Romero, President and Henry Derouselle Vic-President.

In the Director's update she informed the members that due to bank statements not received bank reconciliation will be done and Financial Report will be given to them at a later date. There are many programs and activities scheduled for December. Attendance has increased as well as meeting room usage at all the Branches.

Good of the Order: Thanks to all members for their support and their dedication to the Library Board.

She wished everyone safe and Happy Holidays.





The next scheduled board meeting will be on February 2, 2026. Being no further business, Henry Derouselle moved that the meeting be adjourned and Charlene Leblanc seconded and it was approved unanimously.

Respectfully submitted by,

*Charlar P. Brew*

Charlar P. Brew, Secretary

DRAFT

