



# ST. MARY PARISH LIBRARY SYSTEM

Alex Allain-Franklin ♦ Amelia ♦ Bayou Vista ♦ Berwick ♦ Centerville ♦ Patterson ♦ West End-Baldwin

## BOARD OF CONTROL

Mrs. Jane Luke, Chair  
Mr. Don T. Caffery  
Mrs. Karla Vappie  
Mrs. Mary B. Bailey  
Mr. Jason Watson  
Mrs. Lucy R. Watson  
Mrs. Cherie H. Laiche

### Julie W. Champagne, Director

206 Iberia Street  
Franklin, Louisiana 70538-4906  
Phone: 337-828-1624  
Fax: 337-828-2329

St. Mary Parish Library  
Board Meeting Minutes  
July 12, 2022

The St. Mary Parish Library Board of Control met on Tuesday, July 12, 2022 at the Alex P. Allain Library in Franklin. Jane Luke, Chair, called the meeting to order at 5:04 P.M.

**Attending:** Jane Luke, Chair  
Lucy Watson  
Don T. Caffery  
Cherie Laiche  
Mary B. Bailey  
Karla Vappie  
Jason Watson, Treasurer  
Julie Champagne, Director

**Absent:** None

**Guests:** Ashton Myers, Business Manager  
Gerald Thibodaux, Kolder, Slaven & Company, LLC

### Motion to Approve the Agenda for the July 12, 2022 Regular Meeting:

- Motion by Mrs. Karla Vappie
- Second by Mrs. Cherie Laiche
- All in favor – Motion carried.

### Motion to Approve the Minutes for May 24, 2022:

- Motion by Mrs. Lucy Watson
- Second by Mrs. Mary B. Bailey
- All in favor – Motion carried.

### Public Comment:

There was no public comment.

### Committee Reports:

The building committee met to discuss the furniture samples presented by Glenn Norton of GN Associates. Some pieces of furniture that were selected are no longer available, alternatives may need to be selected if nothing comparable is available. Shelving has been ordered. Paint samples will need to be selected.

### Presentation of the 2021 Financial Audit:

Gerald Thibodaux of Kolder, Slaven and Company, LLC presented the Library's 2021 Financial Audit.

### Financial Reports:

Ashton Myers presented the budget to actual as of June 30, 2022.

| A.P. ALLAIN<br>MEMORIAL<br>BRANCH                       | AMELIA<br>BRANCH                                     | BAYOU VISTA<br>BRANCH  | BERWICK<br>BRANCH                                       | CENTERVILLE<br>BRANCH                                     | PATTERSON<br>BRANCH                                    | WEST END<br>BRANCH                                    |
|---|--|--|---|---|--|---|
| 206 Iberia Street<br>Franklin, LA 70538<br>337-828-5364 | P. O. Box 556<br>Amelia, LA<br>70340<br>985-631-2262 | 1325 Belleview Drive<br>Morgan City, LA<br>70380<br>985-399-9866 | 3527 Fourth St.<br>Berwick, LA<br>70342<br>985-385-2943 | P. O. Box 185<br>Centerville, LA<br>70522<br>337-836-1717 | P. O. Box 57<br>Patterson, LA<br>70392<br>985-395-2777 | P. O. Box 309<br>Baldwin, LA<br>70514<br>337-923-6205 |



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**Old Business:**

There was no new business.

**New Business:**

- A. Ashton Myers presented the Business Office Policy and Procedure Manual to the Board of Control. The Board requested one addition to be made to the Credit Cards section of the policy manual and a few minor grammatical adjustments.

**Motion to Approve the Business Office Policy and Procedure Manual, as adjusted:**

- Motion by Mrs. Karla Vappie
  - Second by Mrs. Cherie Laiche
  - All in favor – Motion carried
- B. At the Board of Control meeting on May 24, the Library’s 2008 white Ford van was declared surplus. The surplus sale was posted to the Banner Tribune on June 8, 2022 and the bid opening was held on June 23, 2022. Two bids were received. The winning bid was submitted by Dixie Auto Sales for \$8,386.00.

**Motion to Accept the bid from Dixie Auto Sales for the 2008 white Ford van for \$8,386.00 and to authorize Julie Champagne to sign over the van as a representative of the Library Board of Control:**

- Motion by Mr. Jason Watson, Treasurer
  - Second by Mrs. Cherie Laiche
  - All in favor – Motion carried
- C. Julie Champagne requested to the Board of Control an amendment to the 2022 Board of Control Meeting Schedule. The meeting date adjustments are as follows:
- a. September 13, 2022
  - b. November 8, 2022

**Motion to Approve the Adjustments to the Board of Control meeting schedule:**

- Motion by Mrs. Mary Bailey
  - Second by Mrs. Lucy Watson
  - All in favor – Motion carried
- D. Julie Champagne asked the Board for suggestions for how they envision the public dedication for the remodeled Berwick branch. The Board gave suggestions for public officials and news outlets to contact, as well as a ribbon cutting ceremony and grand opening.

**Director Report:**

- A. Julie Champagne read a letter from Lisa Wilson to the Board of Control. Lisa Wilson retired from St. Mary Parish Library on July 1, 2022 after 32 years of service. Lisa has managed three branches of the Library and ended her career as manager of the Patterson branch. The Library wishes her a long and happy retirement.

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|---|--|--|---|---|--|---|
| <b>A.P. ALLAIN<br/>MEMORIAL<br/>BRANCH</b>              | <b>AMELIA<br/>BRANCH</b>                             | <b>BAYOU VISTA<br/>BRANCH</b>                                    | <b>BERWICK<br/>BRANCH</b>                               | <b>CENTERVILLE<br/>BRANCH</b>                             | <b>PATTERSON<br/>BRANCH</b>                            | <b>WEST END<br/>BRANCH</b>                            |
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- B. Julie Champagne discussed the policy and protocol for Covid positive employees and employees who are quarantining for Covid exposure. The existing policy still stands.
- C. Julie Champagne discussed the possibility for a Makerspace in the Berwick branch. The Board asked for more information about this Makerspace at a later date.

### Motion to Adjourn:

- Motion by Mrs. Karla Vappie
- Second by Mr. Jason Watson, Treasurer
- All in favor – Motion carried.

The next board meeting is scheduled for September 13, 2022.

The meeting adjourned at 6:27 P.M.

Respectfully submitted:

\_\_\_\_\_  
Julie W. Champagne

\_\_\_\_\_  
Jane Luke, Chair

*Submitted September 13, 2022*

**A.P. ALLAIN  
MEMORIAL  
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