



# ST. MARY PARISH LIBRARY SYSTEM

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

## Julie W. Champagne, Director

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

## BOARD OF CONTROL

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

St. Mary Parish Library  
Board Meeting Minutes  
May 6, 2020

The St. Mary Parish Library Board of Control met on Monday, May 6, 2020 via Zoom video conference. The meeting was called to order at 5:05 P.M. by Cherie Laiche, Chair.

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

**Absent:** None

**Guests:** Ashton G. Myers, Business Manager  
Christine Ibert

### Motion to Approve the Agenda for May 6, 2020:

- Motion by Ms. Mary Bailey
- Second by Ms. Jane Luke
- All in favor – Motion carried.

### Motion to Approve the Minutes for February 5, 2020:

- Motion by Ms. Mary Bailey
- Second by Ms. Jane Luke
- All in favor – Motion carried.

### Motion to Approve the Minutes for Called Virtual Meeting on March 23, 2020:

- Motion by Ms. Jane Luke
- Second by Mr. Jason Watson, Treasurer
- All in favor – Motion carried.

### Public Comment:

There was no public comment.

### Committee Reports:

There were no committee reports.

### Financial Reports:

Ashton G. Myers, Business Manager, presented the budget to actual report to the Board of Control.

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



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#### New Business:

- A. Julie Champagne, Director, updated the Board of Control on the slip and fall incident that happened at the Patterson Branch. There is no action to be taken at this time.
- B. Julie Champagne, Director, informed the Board of Control that the Library has received its annual dividend from Louisiana Worker’s Compensation Corporation.
- C. Julie Champagne, Director, informed the Board of Control that the annual financial audit, done by Kolder, Slaven & Co. is near completion.
- D. Julie Champagne, Director, informed the Board of Control that the Louisiana State Library Annual Report is near completion.
- E. Julie Champagne, Director informed the Board of Control that the Library’s ad valorem tax renewal election was rescheduled from May 9, 2020 to July 25, 2020, then again rescheduled to August 15, 2020 due to Covid-19. Mrs. Champagne contacted St. Mary Parish Government to confirm this but was not given a definite answer.
- F. Julie Champagne, Director presented to the Board of Control the proposal to rent the old Whitney Bank building from the Catholic Church in Berwick as a temporary library while the existing branch is under construction. Julie Champagne and Jason Watson met with the church officials and they would like for the Board to submit a proposal of the rent that the Library would pay per month, the utilities that the Library would assume, and what the Library will do to maintain the building.

#### **Motion to Approve that Julie Champagne offer to the Church to rent the old Whitney Bank building for \$500 per month plus the assumption of all utilities, maintenance and liability insurance while a tenant of the building:**

- Motion by Mr. Jason Watson, Treasurer
  - Second by Cherie Laiche, Chair
  - All in favor – Motion carried.
- G. Julie Champagne, Director, updated the Board of Control on the status of the Summer Reading Program. The program will be all online. Packets will be available for patrons to pick up with the supplies needed to do craft programs. The programs will be separated by age group. Programs will be posted online three times a day on Tuesday, Wednesday and Thursday’s. Some performers are attempting to rework their performances to be virtual. The Library is also looking into the possibility of offering curbside service again for patrons to check out materials. Mrs. Champagne outlined how she is planning for the Library will operate in order to reduce contact to the public and maintain safe distances with each other.

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P. O. Box 556	P. O. Box 556	1325 Belleview Drive	3527 Fourth St.	P. O. Box 185	P. O. Box 57	P. O. Box 309
206 Iberia Street	Amelia, LA	Morgan City, LA	Berwick, LA	Centerville, LA	Patterson, LA	Baldwin, LA
Franklin, LA 70538	70340	70380	70342	70522	70392	70514
337-828-5364	985-631-2262	985-399-9866	985-385-2943	337-836-1717	985-395-2777	337-923-6205



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G. *Continued.* The Board expressed that they would like to begin screening employees with temperature checks and a questionnaire before they enter the building. The Board also discussed the installation of sneeze guards at circulation desks and air scrubbers installed at the branches. Any materials that have been returned are being quarantined for 72 hours. The Board also recommended that all staff and patrons be required to wear masks to enter the building.

H. The next Board of Control meeting is scheduled for Wednesday, June 3, 2020.

### Director's Report:

Julie Champagne, Director, reported that during the time that the Library was closed, the managers were all extremely hands-on in maintaining their branches. Mrs. Champagne monitored the phone lines and emails daily and was able to help patrons with electronic resources and renewing and issuing new library cards to access resources.

### Motion to Adjourn:

Motion by Ms. Jane Luke  
Second by Mrs. Lucy Watson  
All in favor – Motion carried.

The meeting adjourned at 6:17 P.M.

Respectfully submitted:

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Julie W. Champagne

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Cherie Laiche, Chair

*Approved June 3, 2020*

**A.P. ALLAIN  
MEMORIAL  
BRANCH**  
206 Iberia Street  
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