

**ST. MARY PARISH LIBRARY BOARD OF CONTROL**

**November 12, 2024**

**5:00 P.M.**

**St. Mary Parish Library**

**3512 Fifth Street**

**Berwick, LA 70342**

Karla Vappie called the meeting order at 5:24 P.M.

In attendance were Karla Vappie, Cherie Laiche, Jason Watson, Adriane Kramer, Mary B. Bailey, Don T. Caffery and Ashton Myers. Absent was Carla Davis. The guest in attendance was April Boudreaux, Business Manager.

The agenda was expanded to include item F. under New Business, Action Taken on Public Comment. A motion to approve the agenda, as expanded, was made by Adriane Kramer and seconded by Jason Watson. Motion carried.

A motion was made by Mary Bailey and seconded by Jason Watson to approve the minutes from the September 24, 2024 regular meeting. Motion carried.

Ashton Myers received a public comment in the form of a letter from Angela Watts to the board of control. The letter was read at the meeting.

**Financial Reports:**

April Boudreaux, Business Manager, presented the budget to actual as of October 31, 2024. A motion was made by Jason Watson and seconded by Cherie Laiche to amend the budget, as presented. Motion carried.

A motion was made by Jason Watson and seconded by Adriane Kramer to approve the proposed 2025 budget. Motion carried.

**Old Business:**

The start date for the renovation to the bathrooms at the Bayou Vista and Baldwin branches was pushed back due to Hurricane Francine. Ashton Myers will announce the start date once the library is back on the calendar for this project.

In addition to the water intrusion at the exterior concrete wall on the Iberia Street side of the Franklin Library, Hurricane Francine enhanced the window leaks at this branch. A glass and window company was called to inspect the windows and quotes will be solicited. Quotes are being solicited for the work to the exterior concrete wall facing Iberia Street.

At the prior meeting, Ashton Myers presented a 30-step pay scale for non-exempt employees. This scale was proposed again. A motion was made by Mary Bailey and seconded by Cherie Laiche to approve the pay scale. Motion carried.

**New Business:**

A revision to the sex offender policy was proposed to the board, which specified the branches that are within 1,000 feet of a school. A motion was made by Adriane Kramer and seconded by Mary Bailey to approve the revision. Motion carried.

A revision to the meeting room policy was proposed, which included the addition of a \$25 charge for those rendering a paid service to utilize the library's meeting room. A motion was made by Cherie Laiche and seconded by Jason Watson to approve the revision. Motion carried.

The library personnel manual was proposed to the board by Ashton Myers. A motion was made by Cherie Laiche and seconded by Jason Watson to approve the personnel manual. Motion carried.

A proposed board meeting schedule was presented to the board by Ashton Myers. A motion was made by Jason Watson and seconded by Mary Bailey to approve the schedule. Motion carried.

On January 1<sup>st</sup>, 2025, the board of control officers will transition to Cherie Laiche as Chair and Don T. Caffery as vice-chair.

A motion was made by Jason Watson and seconded by Cherie Laiche to approve the request for religious accommodation to the library circulation policy for Angela Watts, conditionally. Motion carried.

**Director's Report:**

The next meeting will be held January 14, 2025.

Ashton Myers reminded the board to complete their sexual harassment and ethics training before December 31, 2024.

A motion was made by Jason Watson to adjourn the meeting and seconded by Mary Bailey. Motion carried.

The meeting adjourned at 6:01 PM.