

ST. MARY PARISH LIBRARY BOARD OF CONTROL

March 12, 2024

5:00 P.M.

St. Mary Parish Library

3512 Fifth Street

Berwick, Louisiana

Karla Vappie called the meeting order at 5:00 P.M.

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

A motion to expand the agenda to include item E. titled Revision to the Patron Code of Conduct under New Business was made by Cherie Laiche and seconded by Don T. Caffery. Motion carried. A motion to approve the agenda, as expanded, was made by Cherie Laiche, and seconded by Don T. Caffery. Motion carried.

A motion was made by Don T. Caffery and seconded by Carla Davis to approve the minutes from the January 9, 2024, regular meeting. Motion carried.

There was no public comment.

Committee Reports:

Ashton Myers requested a meeting of the policy committee before the next regular scheduled meeting on May 14, 2024.

Financial Reports:

April Boudreaux, Business Manager, presented the budget to actual as of December 31, 2023.

Amendments to the 2024 budget were presented to adjust the line items for Building Maintenance and Insurance and to introduce two new line items titled Noncapital Equipment Purchases and Building Improvements.

Old Business:

Ashton Myers informed the Board of Control that she met with the contractor, architect, Jason Watson, Cherie Laiche, and various employees on site at the Berwick Library on February 26th to conduct a final walkthrough of items covered under warranty. A proper listing of warranty items was generated and is being addressed by the contractor.

Ashton Myers also updated the board on the status of the Amelia Branch renovation. It is scheduled to be completed on March 8th. Progress is coming along nicely and a ribbon cutting ceremony will be scheduled at a later date.

New Business:

The library will be fully transitioning to CloudLibrary from Overdrive and Libby on March 14th. The transition is scheduled to take place on time and without interruption to services.

Ashton Myers informed the Board that the library's patron computers are currently so old and out of date that they are becoming virtually unusable to the public. The total cost to replace every patron computer in the system would cost the library \$38,250, however she has applied for a grant that could potentially offset the costs by \$15,000. Quotes were provided by Dell and HP with Dell being the lowest quote and the machine that is most compatible with current systems in place. A motion was made by Carla Davis and seconded by Jason Watson to approve the purchase of 45 new patron computers at \$850 per computer. Motion carried.

The Bayou Vista and West End branches of the library have been experiencing issues with the backing up of the toilets and a raised drain in the floors of each library. Proposals for the scope of the work are being requested by plumbers and contractors to give the board better insight into the root of the problem and will be presented at a later meeting to determine the next steps.

A motion was made by Jason Watson and seconded by Carla Davis to approve the budget amendments presented. Motion carried.

Ashton Myers presented a revision to the Patron Code of Conduct that included giving authority to branch managers to ban patrons caught violating the patron code of conduct for one day and the director to ban for longer periods of time. The revision also specifies that the Board of Control is the final authority to issue a permanent ban from the library. A motion was made by Don T. Caffery and seconded by Jason Watson to approve the revision to the policy. Motion carried.

Director's Report:

The next meeting will be held May 14, 2024, at the Amelia Library.

All library locations will be closed Friday, March 29, 2024, in observance of Good Friday and Friday, April 12, 2024, for Staff Training Day.

A motion was made by Don T. Caffery to adjourn the meeting and seconded by Jason Watson. Motion carried.

The meeting adjourned at 5:52 PM.