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

**September 12, 2023**

**5:00 P.M.**

**Alex P. Allain Memorial Library, Franklin, LA**

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

In attendance were Cherie Laiche, Karla Vappie, Jason Watson, Don T. Caffery, Lucy Watson, and Ashton Myers. Absent was Mary Bailey and Carla Davis. The guests in attendance were April Boudreaux, Business Manager and Jake Blanchard, LA Classic Roofing.

The agenda was expanded to include two items for new business. A motion was made by Jason Watson and seconded by Cherie Laiche to approve the expanded agenda. Motion carried.

A motion was made by Lucy Watson and seconded by Jason Watson to approve the minutes from the June 27th and August 28th meetings. Motion carried.

There was no public comment. There were no committee reports.

April Boudreaux presented the budget to actual, as of August 31, 2023.

**Old Business:**

Ashton Myers updated the board on the state of the Baldwin mold remediation project. Mrs. Myers expressed her concern about the speed at which the project was moving and requested to the board that we avoid the need for an architect and hire a general contractor to manage the project. The board agreed with this suggestion. Mrs. Myers will be meeting with contractors in the coming weeks.

Mrs. Myers spoke to the board about the Berwick Branch and the outstanding items on the punch list and warranty item list.

Mrs. Myers presented a new mission and vision statement for the Library. The mission statement reads “*The mission of St. Mary Parish Library System is to enrich the lives and communities that we serve through free and equitable access to knowledge, literacy, resources, and experiences that strengthen our community.”* The vision statement reads *“Our vision is to be integral to the intellectual and cultural life of St. Mary Parish, deeply rooted in and responsive to our diverse community. The Library will ensure quality service through positive human connections and an inviting environment.”* A motion was made by Lucy Watson and seconded by Don T. Caffery to approve the mission and vision statements, as presented. Motion carried.

It was decided at the June 27th meeting that the old T-Willy’s building next to the Baldwin Library would be sold as surplus. Mrs. Myers informed the board that due to the infestation of termites and the condition of the building that was unknown until it was emptied that it wouldn’t be able to be sold to be moved. The building will need to be demolished. Mrs. Myers will be soliciting quotes on the demolition of the building.

**New Business:**

Ashton Myers and Jake Blanchard updated the board on the state of the roof replacements in Baldwin and Bayou Vista. It was originally planned to salvage the gutters in Baldwin and only replace the roof. However, due to the way the gutters were installed, it is in the library’s better interest to replace the gutters while the roof is being replaced. All were in agreement.

Mrs. Myers presented the *Circulation Policy and Procedures* for the Library’s new policy manual that is currently being developed. The policy outlines proper procedures and documentation for applying for library cards, as well as the new library card types to cooperate with La R.S. 25:225. This policy set forth all policies for the Library in regards to circulation of materials and use of the library. The board added to the proposed policy a provision to extend reciprocal borrowing privileges to cardholders of the Morgan City Municipal Library. A motion was made by Cherie Laiche and seconded by Lucy Watson to approve the policy, as amended. Motion carried.

Mrs. Myers informed the Board that the new Louisiana State Librarian, Meg Placke, is conducting trustee training for all directors and board members. The board expressed their desire to attend this training.

Mrs. Myers informed the board of maintenance issues at all the libraries in the system. A proper listing of facility concerns will be presented at the next meeting.

Mrs. Myers presented the job description for a new position created for the Library, Outreach Coordinator. Mrs. Debbie Box will be stepping into this role and her goal is to reach those in the community that cannot come to the library. Her priority will be on bringing library services into the schools, daycare centers, Headstart, nursing homes and homebound patrons who are unable to leave their home due to age, illness, or injury. A motion was made by Lucy Watson and seconded by Cherie Laiche to approve the job description for this new position. Motion carried.

The board was informed that the Library has solicited a Board of Ethics opinion regarding the employment of Allison Jones, in the event that her father, Sam Jones is elected St. Mary Parish President. The opinion will be available on October 6, 2023.

Mrs. Myers presented the branch manager job description to the board. The motion was made by Don T. Caffery and seconded by Jason Watson. Motion carried.

Ashton Myers gave her director’s report which included a reminder to board members to complete their yearly sexual harassment and ethics training, and a preview of the library website that is being reconstructed.

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

The meeting adjourned at 6:41 PM.

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Ashton Myers, Director Mary B. Bailey, Chair