

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

**September 24, 2024**

**5:00 P.M.**

**St. Mary Parish Library**

**206 Iberia Street**

**Franklin, LA 70538**

Karla Vappie called the meeting order at 5:01 P.M.

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

A motion to approve the agenda was made by Mary Bailey and seconded by Cherie Laiche. Motion carried.

A motion was made by Adriane Kramer and seconded by Jason Watson to approve the minutes from the August 13, 2024 regular meeting. Motion carried.

There was no public comment.

**Financial Reports:**

April Boudreaux, Business Manager, presented the budget to actual as of October 31, 2024.

**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.

Ashton Myers updated the board on the status of the surplus of the library's blue van. The van sold for \$1,094.94. Only one bid was received.

The upgrade to the library system's security cameras has begun. Some cameras at the Franklin library have been replaced. The project is progressing smoothly.

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.

**New Business:**

Ashton Myers presented a list of damages sustained due to Hurricane Francine. The Amelia branch sustained the worst damage and will be closed until necessary repairs can be completed. All of the remaining branches, with the exception of Baldwin, experienced water intrusion from wind driven rain. Quotes for necessary repairs are being solicited.

The following policies were presented to the board: Objectives of the Library, Organization of the Library, Financial Support of the Library, Library Board defined, Public Speaking for Board Meetings, Purchasing & Disbursements, Receipts and Collections, Bank Reconciliations, Credit Cards, Travel

and Expense Reimbursement, Debt Management, Payroll & Personnel Files, Capital Assets, Letterhead Usage, Public Records Requests, Insurance Coverage, and Library Vehicles. A motion was made by Cherie Laiche and seconded by Mary Bailey. Motion carried.

Ashton Myers requested to surplus the concrete patio furniture from the Bayou Vista, Berwick and Amelia branches. A motion was made by Cherie Laiche and seconded by Adriane Kramer. Motion carried.

Ashton Myers introduced to the board a 30 step pay scale which fits in line with the average current rates of pay for staff members. This pay scale would allow for yearly pay raises for staff for their 30 year tenure.

Ashton Myers announced to the board that she has been in communication with Dolly Parton's Imagination Library, with hopes to bring the program to St. Mary Parish with the library as the program facilitator. The Franklin Rotary club has generously donated \$1,200 to fund the program. Opportunities for sponsorship of the program by individuals and organizations will open in the near future.

**Director's Report:**

The next meeting will be held November 12, 2024.

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 6:39 PM.