



ST. MARY PARISH LIBRARY SYSTEM

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

BOARD OF CONTROL

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

Julie W. Champagne, Director

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

St. Mary Parish Library
Board Meeting Minutes
December 16, 2022

The St. Mary Parish Library Board of Control met on Friday, December 16, 2022 at the Alex P. Allain Library in Franklin. Jane Luke, Chair, called the meeting to order at 12:05 P.M.

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

Absent: Karla Vappie

Guests: Ashton Myers, Business Manager

Motion to Approve the Agenda for the December 16, 2022 Regular Meeting:

- Motion by Mrs. Lucy Watson
- Second by Mrs. Mary B. Bailey
- All in favor – Motion carried.

Motion to Approve the Minutes for the Budget Hearing on November 8, 2022:

- Motion by Mr. Jason Watson, Treasurer
- Second by Mrs. Cherie Laiche
- All in favor – Motion carried.

Motion to Approve the Minutes for the Regular Meeting on November 8, 2022:

- Motion by Mr. Jason Watson, Treasurer
- Second by Mrs. Cherie Laiche
- All in favor – Motion carried.

Public Comment:

There was no public comment.

Committee Reports:

The building committee met to discuss the paint in the Berwick branch library.

Berwick Branch Renovation Update:

Daniel Bruce gave the Berwick Branch Renovation update. The contractors has requested the fire marshal inspection for November 25th. After the fire marshal inspection is complete, the architect and contractor will begin the punch list. To date 93% of funds have been dispensed to the contractor. The furniture for the building is scheduled to deliver the week of Thanksgiving.

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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Financial Reports:

Ashton Myers presented the budget to actual as of December 15, 2022. She requested the board amend the budget to move \$20,000 from line item 45651 (Equipment Purchases) to 45656 (Furniture & Fixtures).

Motion to Approve the Proposed 2022 Amended Budget, as presented:

- Motion by Mrs. Cherie Laiche
- Second by Mr. Jason Watson, Treasurer
- All in favor – Motion carried

Unfinished Business:

- A. Jason Watson, Treasurer and Cherie Laiche informed the Board that they were able to meet with the Mayor of Morgan City, Mr. Lee Dragna. After discussion of the effects of the previously approved out of district fee schedule to the citizens of Morgan City, Mr. Watson and Mrs. Laiche proposed to the rest of the Board to postpone the implementation of the out of district fees. The postponement was suggested for a period of one year, until the Board can properly assess usage of Morgan City residents of St. Mary Parish Library facilities and resources and also, to allow the Berwick staff to get settled into the new building without imposing a new fee schedule.

Motion to Postpone the Previously Approved out of district fee schedule for a period of one (1) calendar year:

- Motion by Mr. Jason Watson, Treasurer
- Second by Mrs. Lucy Watson
- All in favor – Motion carried

- B. Julie Champagne asked the Board to review and approve the job description and advertisement for a new Library Director at the January 10th board meeting.

New Business:

- A. The 2023 Board Meeting Schedule was presented to the Board. All dates were approved.
- B. The 2023 Library Closure Schedule was presented to the Board. Jason Watson requested an adjustment to two dates on the schedule. The adjusted schedule was approved.
- C. The Library Board of Control officer rotation schedule was presented to the Board.

Motion to Appoint Mrs. Mary B. Bailey as Board Chair, Mrs. Karla Vappie as Vice Chair and Mr. Jason Watson as Board Treasurer:

- Motion by Mr. Jason Watson, Treasurer
- Second by Mrs. Lucy Watson
- All in favor – Motion carried

- D. Julie Champagne presented a letter to Board addressed to Mr. Henry “Bo” LaGrange from the Library Board of Control informing him that the Library will no longer be providing insurance and utilities on the old Patterson Library building, which was voted to be returned to the Parish

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Government at a regularly scheduled meeting on May 4, 2021. The Board approved the contents of the letter to be mailed immediately.

- E. Ashton Myers informed the Board of changes to the Legislative Auditor’s Statewide Agreed Upon Procedures (SAUP). One of these changes is the addition of a procedure that requires management to inform the Board of progress of resolving audit findings in writing. To fulfill this SAUP requirement, a copy of the publication of the 2023 Budget Notice was presented to the Board to show that it was published at least 10 days prior to the adoption of the budget, in compliance with La R.S. 39:1307.
- F. The next change to the SAUP is the addition of the procedure to appoint an ethics designee. Julie Champagne, Director suggested that the Board of Control appoint the Library Director as the ethics designee.

Motion to Appoint the Library Director as the ethics designee for St. Mary Parish Library:

- Motion by Mrs. Mary B. Bailey
- Second by Mrs. Lucy Watson
- All in favor – Motion carried

Director Report:

Julie Champagne reminded the Board of Control that a search committee will need to be formed to hire the next Library Director upon her retirement in May 2023.

Motion to Adjourn:

- Motion by Mr. Jason Watson, Treasurer
- Second by Mrs. Mary B. Bailey
- All in favor – Motion carried.

The next board meeting is scheduled for January 17, 2023.

The meeting adjourned at 1:10 P.M.

Respectfully submitted:

Julie W. Champagne

Mary B. Bailey, Chair

Approved January 17, 2023

**A.P. ALLAIN
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