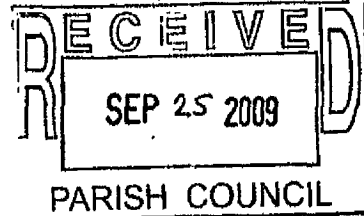


PETITION TO ADDRESS THE COUNCIL

St. Charles Parish Council Chairman
P. O. Box 302
Hahnville, LA 70057
(985) 783-5000

Today's Date: 9/25/09



Dear Chairman:

Please place my name to address the Council on:

DATE: October 5, 2009

SPECIFIC TOPIC: Councilman Paul Hogan's August 31, 2009

(*see specific guidelines on reverse and refer to Parish Charter-- Article VII., Sec. I.)
letter to the Library Board of Control w/ attachments

DOCUMENTS, IF ANY: YES / NO

NAME: Gwen Dufrene

MAILING ADDRESS: 3551 Hwy. 306
Bayou La Batre, LA 70030

PHONE: (985) 758-7510

SIGNATURE: Gwen Dufrene

Dear Constituent:

Thank you for your active participation. Your views and comments will be considered by the Council in making our decisions. The Council has a considerable amount of business to conduct in a limited amount of time, therefore, please note the following items that are expected of you:

- The Home Rule Charter provides for citizens to address the Council. It makes no provision for initiating debate, discussion, or question and answer sessions with Councilmembers or Administration Officials. Your right is also guaranteed to examine public documents as you prepare your presentation. Should you have any questions for Councilmembers and/or Department Heads as you prepare, please forward such inquiries to the Council Office to insure a timely response. Should you wish to speak to any Official or Department personally, a complete list of contact information will be furnished at your request.
- Please be brief and limit your comments to the specific subject matter on which you have requested to address the Council.
- Please forward supporting documents to the Council Secretary for distribution to the Parish Council before your scheduled appearance in order for the Council to prepare themselves, if necessary.
- Upon completion of your allotted time to address the Council, please respect the time given to Councilmembers to respond to your comments by not interrupting or interjecting remarks.
- **Slanderous remarks and comments will not be tolerated.** If slanderous remarks or comments are made, your opportunity to address the Council will end, regardless of the remaining time left to address the Council.
- Repetitious comments and subject matter will be strictly limited.

A confirmation letter will follow when your name is placed on the agenda.

Sincerely,

TERRY AUTHEMENT
COUNCIL CHAIRMAN

RIGHT TO DIRECT PARTICIPATION

COUNCIL GUIDELINES

No person shall be denied the right to observe and, within Council guidelines, to address the Council provided that the person has submitted a written request containing the nature of the **subject** to be discussed. All requests and pertinent information must be received by the Council Secretary at least one (1) week prior to the scheduled meeting. (Home Rule Charter, Article VII., Section I.)

Each person may speak once no longer than five (5) minutes except, with two-thirds (2/3) consent of the Council, an additional three (3) minutes may be granted to either individuals or groups. Any representative of a group addressing the Council shall state the complete name of the group in the letter request. A letter signed by a simple majority of the members of the Board of Directors of the group, organization or association stating permission to address the Council; the date and time that meeting was held giving said permission and the subject to be addressed. A bonafide charter of the organization certified (ratified) by the State of Louisiana shall be filed with the Council Secretary. A current list of Executive Officers and/or Board Members shall be submitted to the Council Secretary annually or when changes occur.

fc:pc ✓

9/25/09
ok. per T. Athement



ST. CHARLES PARISH

PAUL J. HOGAN, PE
COUNCILMAN, DISTRICT IV

August 31, 2009

Ms. Carolyn W. Tregre, President
Library Board of Control
115 Mimosa Avenue
Luling, LA 70070

Re: Library Director

Dear Ms. Tregre:

Upon being elected as a St. Charles Parish Councilman, a number of Councilmembers were receiving calls from constituents concerning the new East Regional Library building in Destrehan, as evidenced in a letter from the Library Director, dated February 12, 2008, [1][represents page one of the attachments]. The calls I was receiving, and face to face discussions I was having then and am still having now with numerous constituents throughout the Parish questioned me as to why the Library Board (LB) was wasting tax payer's money in building a new library in Destrehan when there was a library already in the area that was to be expanded. In order to properly answer the citizens' questions, I have been doing research to learn why and how the new East Regional Library (ERL) came to be in lieu of the East Regional Library expansion project, which was in the design phase at the time when it was ended. In addition, I was questioned by the public as to how the building of the new building in lieu of the expansion project resulted in a net cost increase of approximately \$5 million by the LB to the taxpayers of the Parish. Records indicate that the new building was to be a 26,000 square foot building, equal in size to the abandoned expansion project [1A].

In seeking further information, I received, and I have reviewed the attached letter from you dated February 9, 2009 [2]. Your letter informed me that the changes in the size of the new ERL was presented to the LB at numerous Meetings and were accepted by consensus by the LB. I am glad to learn from you first hand that all of the increases, which equates to expenditure of public funds were all approved by the LB. I was extremely concerned since a review of the minutes prepared by Ms. Mary desBordes (Librarian/Library Director/Library Secretary; person responsible for keeping a true and accurate account of all proceedings of the Meetings) provided no evidence of any increase ever being approved by the LB. A review of all Library Board Meeting minutes from mid 2003 through 2007 shows that the Secretary provided a section dedicated to the ERL Project [6 through 101]. The minutes from each of these Meetings found in the Public Records however failed to mention any increase in the building size being authorized by the LB. The minutes do however show recordation of insignificant information

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Cell: (504) 915-4116
Email: phogan@st-charles.la.us

when compared to the significance of increasing the size of the building which increased the cost of the project. The only records found in the minutes, which related to the increase in size of the building, was the recording of the LB approving the schematic design in July of 2006, (32,687 square foot) [3], approving the Final Schematic Design in September 2006, (33,587 square foot) [4], and the mentioning of insufficient shelving space for books (for which the plans were being revised with no LB authorization at a cost increase of \$550,000) in May of 2007 [5]. The record shows that the LB approved the July schematic design, which had included within it a +6,000 square foot increase from its original size of 26,000 square foot. That is the first record in the Meeting minutes where it was recorded that the LB approved anything that had to do with a size change. The minutes from all prior Meetings prepared by the Secretary failed to include recordation of the LB authorization approving the increases totaling to the size shown in the schematic design.

The February 9, 2009 letter stated that the Final Schematic Design, which incorporated all of the changes, was approved by the LB at its September 19, 2006 Meeting as mentioned above. The approval of the Final Schematic Design is recorded in the Library Board Meeting minutes [79]. That was the second and the final record in the Meeting minutes where the LB approved a design which had a size increase. This Final Schematic Design included an additional increase in size above the size approved by the LB at its previous Meeting in July. The Secretary however, failed to record in the minutes the LB authorization of the additional increase at the July Meeting. The Final Schematic Design approved by the LB provided for a building having 33,587 square feet of space [103 through 106].

Your February 9, 2009 letter informed me that the Final Schematic Design incorporated "all" of the changes to the size of the building. I have come to learn and I regret to inform you that this is not the case! When the project was put out for bid, the building size had somehow increased, with no authorization by the LB, to 39,655 square feet (an increase of over 6,000 square feet at a cost of over \$1.3 million). This increase occurred following the LB's approval of the final building size approved with the Final Schematic Design in September 2006, as you stated in your letter and as documented in the minutes. Documents in the Public Records show that the construction plans were completed with the building size increased to an unauthorized size of 39,655 square feet. The Secretary informed the LB at its July 2007 Meeting that "the project is currently in the construction document development stage, at the completion of which the documents will be sent to the Library for review" [94]. The final construction plans (which had the building size increased over 6,000 square feet above the LB approved size) was prepared and put out for bid without being presented to the LB to approve [107]. The LB had no knowledge of this additional size increase and costs increase before the project went out for bids as evidenced by a review of the LB Meeting minutes. A review of the LB records indicate that the final plan (which included the 6,000 square foot increase) was only reviewed by the Staff Committee (the Librarian and other Library employees) after the LB's approval of the Final Schematic Design and prior to going out for bid. The records show that the Librarian failed to inform the LB of this increase and failed to present to the LB the final plans which had the additional increase. This unauthorized increase, which the Librarian failed to present to the LB resulted in an additional cost of \$1.3 million to the taxpayers of St. Charles Parish.

Recapping the above, the records indicate that the Librarian 1) failed to record in the Library Board Meeting minutes the approved increases in the size of the new ERL, and 2) allowed the new ERL project to increase 6,000 square feet after the LB approved the Final Schematic Design which set the size of the new building. The Librarian presented schematic designs to the LB for their approval which had increases totaling roughly 6,000 square feet included in the schematics. The minutes of the Library Board Meetings prepared by the Librarian however failed to record at which Meetings the LB approved the increase or increases totaling approximately 6,000 square feet. Following the LB approval of the Final Schematic Design (which set the final size of the building), the Librarian allowed the project to increase an additional 6,000 square feet at a second additional cost of over \$1.3 million without the approval or knowledge of the LB.

In addition to the above concern relating to the Librarian, additional concern is warranted based upon the following list derived from the Public Records of the LB secured during research:

1. The Librarian sent a questionable letter to the QBS Board Members with regards to selecting a firm for the St. Rose Branch [108].
2. The Librarian chose to repeatedly ignore that the contract awarded to CSRS by QBS was given to Chenevert Architects (CA) under the guise of a name change of the company as specified on the contract [110], despite the Librarian receiving a letter from CA informing the Librarian that CA was a new company [113]. This was apparently done in order to have Norman Chenevert of CA (formerly employed by CSRS) get the contract. When asked how CA got the contract, the Librarian stated that Norman Chenevert bought out his partners and named the firm CA [114, 115]. This contradicts the following taken from the minutes prepared by the Librarian for the 9/15/03 Library Board Meeting: "Mr. Chenevert introduced himself and Mr. Nelson, and explained the change of name of his architectural firm" [19]. The Librarian's statement was also made despite the Librarian being informed that he resigned from CSRS in one letter [112] and that he sold his interest in CSRS and began CA in another letter [113]. The Librarian later stated "I cannot explain the relationship between CSRS and CA, except to repeat that, as I understood it, when Mr. Chenevert left CSRS, the partners at CSRS divided the projects then in progress at the firm (CSRS) and Mr. Chenevert was given the Library project to complete" [116].
3. The Librarian sent a letter, which was not authorized by the LB to CSRS stating that all of their contracts with the LB are to be transferred to CA [118].
4. The Librarian failed to present the LB with a letter from CSRS in which CSRS requested that the LB grant the Librarian the authority to request the transfer of the jobs [119]. The LB never provided authorization to the Librarian, but the jobs were transferred. When the Librarian was questioned on when authority was given, the Librarian stated in a letter dated March 31, 2008, "I regret that I have no formal documents granting authority to make the above transfer" [120].

5. The Librarian presented the LB with four options titled "Options for Library Service to the Destrehan Community during the construction of the East Regional Expansion" that were to be discussed at a Public Meeting (which could have a significant impact on the public) but asked for the information to be kept secret until the Meeting [121]. These options, prepared by the Librarian, concealed and labeled an alternative as Option IV in an apparent attempt to not draw the public's attention to the alternative. This alternative was to abandon the expansion of the ERL and build a new Library in an isolated location if land for it would be donated for it. This alternative was contrary to what the Librarian had presented to the public when the Librarian was seeking public support for approval of the millage election in 2000 [126 through 128].
6. The Librarian prepared and presented documents and made comments to the LB discussing the possible move of Administrative offices from the WRL to the new ERL [129, 130]. The East Regional Library timeline prepared by the Librarian stated "2003 (December) Proposal to BP for Library building to include Administrative Offices; building size increased to 30,000" [132]. The proposal to BP however, did not indicate that the new building would include the Administrative offices as claimed by the Librarian [134 through 156]. The Librarian failed to record the LB's decision to move the Administrative Offices and to increase the size of the building accordingly since no records exist in the minutes of the Library Board Meetings. The Librarian falsely later claimed that the moving of the Administrative Offices was required by the Act of Donation by BP as the Librarian stated in the Approximate Operating Cost document for the New ERL Building [160]. This claim was apparently presented to the LB by the Librarian, which the LB as a result, unknowingly presented to others as fact.
7. The Librarian was informed that BP was planning on selecting a planner to develop a Master Plan for the BP property. The Librarian was informed that CA was hired by BP to do the Master Plan, was using a new Library building as a pawn [161], and failed to inform the LB of the significance of, and ethical questions raised by CA representing both parties.
8. The Librarian was asked by CA to have the LB's President sign a contract amendment changing the ERL contract from a renovation/addition contract to a new building design contract [162]. The Librarian failed to advise the LB that Request for Proposals to seek a new architect was in order due to the scope of the ERL project changing from "renovation" to "new construction". The Librarian failed to present the amendment to the LB for approval since no record exists of the LB authorizing the Library Board's President to sign the amendment, which more than likely would have raised a red flag had the LB been asked to consider the amendment. Not having the LB consider the amendment ensured that CA would be the architect for the new ERL.

9. The regular Library Board Meeting scheduled for March 21, 2006, to approve the ERL building program was cancelled for lack of a quorum. The Librarian had scheduled a Meeting with the architect at 2:30 p.m. on March 23, 2006, to discuss the new ERL building program that the LB was to approve two days earlier. The Librarian subsequently took it upon herself to approve the program and to authorize CA to proceed with a Schematic Design [163]. This design was to proceed based upon the new ERL building program for a 29,000 square foot building, which included a 3,600 square feet increase at a cost of \$850,000 for moving the Administrative Offices to the new building, which the minutes failed to record. In addition to the 3,600 square feet, CA was told on May 16, 2006, to advance the floor plan design, which increased the Administrative Offices up to 7,970 square feet, equating to an additional cost increase of \$750,000 [164]. The Librarian failed to record in the minutes of the Library Board Meeting where the LB approved the increase.
10. As the person in charge of Library Funds, the Librarian claimed that the LB had no funds to proceed with construction of a Branch 6 due to unforeseen factors [165]. That statement was made on October 8, 2008, when the LB had over \$4 million in undedicated funds available [166].
11. The Librarian proposed the purchase of a former restaurant building for conversion into a Branch 6. A purchase option and new construction options were developed by the Librarian for consideration at a Town Hall Meeting [167 through 172]. In the options, the Librarian presented information and made statements at the Meeting apparently weighted to cause the public to support the purchase of the restaurant building. The existing building option was presented as \$1,000,000 in cost and 12-18 months to implement. The other two options were for new construction and were presented by the Librarian as \$3 to \$4 million in cost and 4-6 years to implement after a new millage is passed. This cost equated to an unheard of \$480 to \$640 per square feet (the new ERL only cost an unusually high \$217 per sq. ft.) and the 4-6 years to construct claim was based upon the Librarian erroneously claiming that the LB had no funds to construct a new building at that time. This was all erroneous information prepared by the Librarian and provided to the public, which the public used in providing input, which input the LB in turn relied upon to make its decision to buy the existing building.
12. At a Special Meeting in April 2009, to consider building a new building at the old Paradis Elementary School site, instead of buying the existing building, the Librarian changed the new construction options to \$1-\$1.5 million/28-42 months for one \$1-\$1.5 million/18-24 months for the other [173 through 176]. These costs per square foot were ironically changed by the Librarian to a more reasonable \$160 to \$240 per square foot.
13. The Librarian proposed a Public Records Request Form, which dictated what an individual could do with the information and that certain use of the information had to be provided to the LB [177]. This did not comply with State Public Records Law and was subsequently changed by the Librarian when called out on this [178].

August 31, 2009
Page 6

It appears from the Public Record that the actions and inactions of the Librarian, manipulated the Library Board of Control, which resulted in a significant erosion of the public's trust in the Board's ability to: 1) make sound decisions, and 2) to spend monies in a sound and prudent business-like manner as required in the Library's Service Policy. As a result of the loss in the public's trust as evidenced by the numerous questions received from the Public, this will hamper the ability of the Library Board of Control to garnish enough support to renew the forthcoming millage election next year, in my opinion. In order for the public to regain its trust in the Library Board and the system as a whole, I am hereby requesting that the St. Charles Parish Library Board of Control initiate a complete and timely investigation by an outside entity culminating with a written report into the actions and inactions of the Librarian with respect to, but not limited to, all of the above information found within the Public Record and the impacts resulting from the actions and inactions. Should the findings of the report show that the actions and inactions of the Librarian has tainted the title of Librarian and/or has tainted the Library Board, the Board must take the necessary steps required to terminate the employment of the Librarian in order to restore the public's trust in the title of Librarian, the Library Board, the St. Charles Parish Library System, and Parish Government as a whole.

Should the Library Board of Control elect not to initiate action on this matter within 14 days of the date of this letter, a formal complaint will be filed against the Librarian with the Louisiana Board of Ethics. This investigation will undoubtedly expand beyond the limits of the complaint due to other serious questions that naturally arise as a result of reviewing the attached information.

Please advise me of the Library Board of Control's decision with regards to this matter.

Sincerely,



PAUL J. HOGAN, PE
COUNCILMAN, DISTRICT IV

PJH/BJT142:ag

attachments

cc: Parish Council
Mr. V.J. St. Pierre, Jr., Parish President
Mr. Leon C. Vial, III, Legal Services Director
Library Board of Control w/attachments
Mr. Matt Scallan, Times Picayune, w/attachments
Mr. Jonathan Menard, Herald-Guide, w/attachments



ST. CHARLES PARISH LIBRARY

February 12, 2008

Parish Council
St. Charles Parish
P O Box 302
Hahnville LA 70057

Dear Council members:

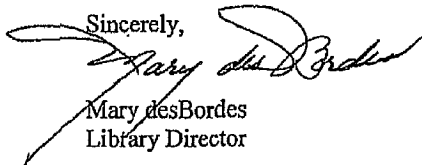
I understand that many of you have been receiving calls from constituents concerning the new East Regional Library building in Destrehan. I have been pleased to speak to several of you about the project and have provided written information to some of you to assist in answering questions you have received. I understand that there are, and will be, more questions, and I am sending additional information to fill you in on the Library Board of Control's building plans for the future.

- A timeline detailing the planning, etc., of library buildings.
- A copy of the advertisement for the public hearings on the East Regional and St. Rose buildings held in 2000.
- The options used by the Library Board of Control when making the decision to pursue the donation of land from BP for the new East Library building.
- A summary of the BP donation drawn up by me for the Library Board in October 2005. Please note, I am not an attorney and that this was the draft version of the donation.

I would like to mention that renderings of the new East Regional building have been on display at the East Regional Library for about a year, and staff there are fully informed of the Library's planning process and goals in order to answer patrons' questions, as well.

I hope that these documents will help you in responding to questions. I am also happy to have any questions from citizens referred to me. If you have additional concerns, please call me at 985-785-8464

Sincerely,



Mary desBordes
Library Director

Cc: V.J. St. Pierre, Parish President
St. Charles Parish



ST. CHARLES PARISH LIBRARY



February 9, 2009

Paul J. Hogan
Councilman, District IV
P O Box 302
Hahnville LA 70057

Dear Councilman Hogan:

I have received your letter dated January 29, 2009.

Changes to the new East Regional Building were presented to the Library Board at numerous meetings. When changes were presented, with explanations, no member(s) of the Board objected to the change(s), and they were accepted by consensus. The final schematic design, which incorporated all these changes, was approved by the Board at its September 19, 2006 meeting.

As I stated in my letter dated January 23, 2009, if the Board is compelled to provide the comprehensive information you have requested, it would be necessary for Chenevert Architects to produce a detailed report. This process is outside the scope of the contract with the architect for this project. Should you require this report, please provide the Library Board of Control with a signed affidavit indicating that you will be personally responsible for any and all costs incurred in producing the report.

Sincerely,

Carolyn W. Tregre
President, St. Charles Parish Library Board of Control

Cc: St. Charles Parish Library Board of Control
St. Charles Parish Council
Mr. V. J. St. Pierre, President, St. Charles Parish
Ms Mary desBordes, Director, St. Charles Parish Library Board of Control

Enc.: Letter from Mr. Paul Hogan, January 29, 2009

St. Charles Parish Library Board
Minutes, 7/18/06, p. -2-

scheduled for the September meeting. A copy of the evaluation form was included in each Board Member's meeting materials. Statistical information regarding the budget was also distributed.

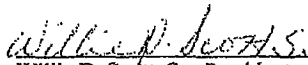
The first item of old business taken up was the status of the East building project. Ms desBordes reported that essentially there has been no change in the status of the donation since the last meeting, with the draft Act of Donation still being discussed by the Parish and BP attorneys.

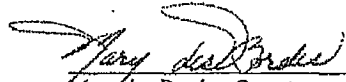
Mr. Chenevert introduced Mr. John Streva who will be the project leader for the East building. Then he and Mr. Nelson presented the schematic design as it had been developed to date. The Board discussed the concepts, and approved the schematic design.

The next item of old business was the status of the West automatic door project. Mr. Nelson and Mr. Chenevert Architects presented the latest information on the project, including cost estimates. The Board approved the sliding door design

There being no further business the meeting was adjourned.

APPROVED:


Willie D. Scott, Sr., President
St. Charles Parish Library Board


Mary des Bordes, Secretary
St. Charles Parish Library Board

St. Charles Parish Library Board
Minutes, 9/19/06, p. -2-

The first item of old business taken up was the status of the East building project. Ms desBordes reported that essentially there has been no change in the status of the donation since the last meeting. Mr. Chenevert and Mr. Nelson presented the schematic design as it had been developed to date. Mrs. Bunch moved that the Board accept the schematic design as presented. Mrs. Tregre seconded the motion and the motion passed.

The first item of new business was the evaluation of the Library Director. Mrs. Tregre moved that *the Board deviate from the agenda and take all other new business first.* Mrs. Bunch seconded the motion and the motion passed.

The next item of new business was Saturday closings at holidays. Ms desBordes explained that there was little use of the libraries on the Saturdays at the Thanksgiving, Christmas and New Year's holidays. She would like the Board's approval to close the libraries on those days in order to give the staff additional time with their families. The closures would not be considered a holiday, and staff would work their normal number of hours during the shortened week. Mrs. Tregre moved *that the Board adopt closure for Saturdays at the Thanksgiving, Christmas and New Year's Holidays through the end of 2006.* Mrs. Bunch seconded the motion and the motion passed.

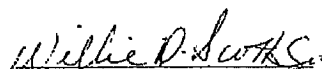
The next item of new business was a request made to Mrs. Tregre from a member of the public that the Library plant more trees around its East and West buildings. Following discussion, it was decided that Ms desBordes would consult with the State Department of Agriculture office in the parish, regarding trees suitable for the parking lot at West. She would also begin seeking a group or organization interested in donating some small trees for the front of the East building.

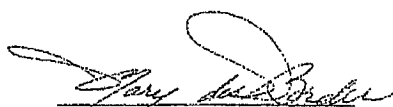
Mrs. Bunch moved that the *Board return to the first item of new business on the agenda.* Mrs. Chauffe seconded the motion and the motion passed.

Mrs. Tregre moved that *the Board go into executive session for the evaluation of the director.* Mrs. Bunch seconded the motion and the motion passed. At the conclusion of the process, Mrs. Tregre moved that *the Board resume the public meeting.* Mrs. Chauffe seconded the motion and the motion passed.

There being no further business the meeting was adjourned.

APPROVED:


Willie D. Scott, Sr., President
St. Charles Parish Library Board


Mary des Bordes, Secretary
St. Charles Parish Library Board

St. Charles Parish Library Board
Minutes, 5/15/07, p. -2-

signage for the West Regional Branch is on hold until the new door project is complete. Copies of statistical information regarding expenditures for the year to date were distributed.

The first item of old business taken up was the status of the East Expansion project. Ms desBordes reported that the furniture plans submitted by the Chenevert architectural team had revealed that there were an insufficient number of shelves to hold the books for the new facility. As a result, the architectural team and the interior designer have been working on revising the plans. Based on the current cost estimate, an increase of 2510 sf to the building as designed will cost approximately \$550,000. When the final plans for the building and the revised costs are complete, they will be submitted again for final approval, and work on the construction plans can begin. In order to afford the increased size of the building, Ms desBordes recommended that the road be separated from the initial contract for the project, and that portion of the project be put out to bid separately, when additional funds have been accumulated. Ms desBordes also reported that she had contacted the area Historical Society to ask if they would be interested in putting a time capsule for the building together. This item will be taken up at the group's May meeting.

The next item of new business was the information gathered in response to the resolution by the Parish Council requesting that the Library Board investigate and recommend establishing a Satellite Library Center in the Historical American Legion Building in Des Allemande. Ms desBordes distributed copies of a cost analysis of opening a satellite branch, not including the cost of a building. In addition, she submitted a preliminary report from our architects concerning the structural, etc., status of the American Legion Building in Des Allemandes, and a report on another building available for rent in the area. Points raised were that

- The cost of a temporary library would diminish what the Library would be able to provide for a permanent library.
- A feasibility study for a branch in the area had been produced, and that the project had been delayed by the East building project.
- That the cost of rental property in the area could be negotiated.
- That the American Legion Hall property has some potential, and that since the Parish owns the building, the Council should be responsible for pursuing grants to restore it as an historical building.

Following discussion, the decision was made to have Ms desBordes draft a letter from the Board to the Parish Council. The letter should include

- A request to the Council to clarify what is meant by a "satellite library", i.e., what level of service is expected.
- In light of the condition of the building, a request that the Council determine the cost to bring the building to a habitable status, and that the Council be responsible for pursuing grants to fund this result.
- The request that any grants written by the Council for this purpose not impose any conditions on the Library for use.

This letter is to be sent to all council members and copied to all Board members.

ST. CHARLES PARISH LIBRARY
Board of Control Meeting
January 21, 2003
6:00 p.m.
MINUTES

A regular meeting of the St. Charles Parish Library Board of Control was held at 6:00 p.m., Tuesday, January 21, 2003, in the Large Meeting Room at the East Regional Library in Destrehan.

Members present: Janel Ryan, Delores Chauffe, Regenia Fortenberry, and Willie D. Scott, Sr.

Members absent: none.

Staff present: Joyce Chifici, Laurie Goodell, Gerri White, Vicki Nesting, Nancy Anderson, Julie Cancienne, and Mary des Bordes

Others: none

Mr. Scott called the meeting to order and asked for a moment of silent prayer, which was followed by the Pledge of Allegiance.

Mr. Scott asked for approval of the minutes of the November 19, 2002 meeting. Mrs. Ryan moved that the minutes be approved as mailed. Mrs. Chauffe seconded the motion, and the motion passed.

The attendance report for Board members was completed.

Under the Librarian's report, Ms desBordes asked those Department Heads present to say a few words. Ms Nesting reported on the Black History Program planned at East in February. Both East and West will have programs in connection with St. Charles Historical Society celebrating the Louisiana Purchase Bicentennial. Ms Cancienne reported on the current and upcoming displays from the State Museum, and that there would be a "listening exhibit" as well, using one of the small study rooms. Ms desBordes reported that all but three of the computers for St. Rose have been received and will be installed as soon as we take possession of the building. The newly designed library web site will probably go live in early February. We hope the new design will be more eye appealing and that it will be easier for our patrons to use. The web address will remain the same. She also reminded the Board of the upcoming LLA conference in March in Gonzales.

The first item of old business taken up was the status of our St. Rose Branch project. As Mr. Chenevert was expected later, this item was postponed until his arrival.

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The next item of old business was Library Hours. Mrs. Ryan read the following memo

To: St. Charles Parish Library Board of Control
From: Janel Ryan, Member, Library Board of Control
Subject: Library Hours of the St. Rose Branch
Date: 1/19/03
CC: Library Supervisors

It is with great concern for the current library hours at the St. Rose Branch that I propose a change for the regular hours of operation.

The hours are currently set as 9:00a.m. -5:00p.m. Monday through Friday. This will serve none of the working population (men or women), only some of the school age population, and most of the elder/retired population. If we built the library for the community we should be able to serve all of the community. The current hours only leave one option for whose persons wishing to use the meeting room at the St. Rose Branch; they would have to arrive before 5:00p.m. and hold the room until the projected group meeting. Yes, it is possible for them to go to East Regional, but the room may be booked. The number of people moving into St. Charles Parish is on the rise. We need to expand our resources to accommodate the growing population.

I propose that the Library hours are set as Monday 10:00a.m. -8:00p.m., Tuesday-Friday 10:00a.m. -6:00p.m., and Saturday 10:00a.m. -3:00p.m. There will not be an increase of cost for hourly or salary employees for the extended hours, because the staff was hired based on evening/Saturday hours, keep in mind we still have approximately \$1,000,000 surplus in the budget for the parish library system. What ever the cost is to staff the St. Rose branch for these additional hours, it is not only well within the budget for employees, but justified for the purpose-serving the community.

In recent debates over library hours, the board talked about consistency within the entire St. Charles parish Library System. We must also remember that each community is different, and each library is its own entity, therefore it should perform that way.

After reading some statistics for the population in St. Rose, Mrs. Ryan moved that the hours for St. Rose be Monday 10:00a.m. -8:00p.m., Tuesday-Friday 10:00a.m. -6:00p.m., and Saturday 10:00a.m. -3:00p.m. immediately on the opening of the branch. Mrs. Fortenberry seconded the motion.

Mrs. Chauffe asked for Ms desBordes' recommendation on the matter. Ms desBordes indicated that there was a place for multi-tier hours in library systems, and that given the possibility of a future branch on the West bank, that location would likely be the size of St. Rose, and have extended hours. She also suggested that the Friday and Saturday hours

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would be set more optimally as 9:00a.m. -5:00p.m., to reflect hours at other locations.

Mrs. Fortenberry moved that the motion be amended to read that the hours for St. Rose be set as Monday 10:00a.m. -8:00p.m., Tuesday-Thursday 10:00a.m. -6:00p.m., and Friday and Saturday 9:00a.m. -5:00p.m. immediately on the opening of the branch. Mrs. Chauffe seconded the motion, and the motion to amend passed.

The board then took up the primary motion on the floor, and the motion passed.

The next item of old business was the Board's Public Comment policy. Mrs. Chauffe presented the proposed procedures for public comment at library board meetings, which she and Mrs. Fortenberry has written. The procedures as proposed were:

The general public is welcomed at all Library Board of Control Meetings. Each board agenda reserves time for comments from the public. Persons wishing to speak before the board must notify the board secretary (Library Director) at least two days before the meeting to notify the board they will be speaking at the board meeting. All speakers are limited to a maximum presentation of three (3) minutes. Groups wishing to present to the board are asked to designate one person to make the presentation.

A copy of the board agenda is available for public view at the West Regional library, at the Council Office at the courthouse, and on the library web page approximately one and a half weeks prior to the scheduled board meeting.

Speakers should not expect the board to respond at the same meeting to questions or requests for information or action. The board will note all requests and respond at an appropriate later time, after the board members have had the opportunity to deliberate about the request.

Mrs. Ryan moved that the board accept the procedure as proposed, and Mrs. Fortenberry seconded the motion. Ms desBordes asked that the board consider where they wanted the public comment placed on the agenda, as this was not addressed in the procedures, and that the agenda location be included as part of the procedure. After discussion, Mrs. Chauffe moved that the procedure be amended to insert "prior to the Librarian's report" at the end of the second sentence. Mrs. Fortenberry seconded the motion, and the motion to amend passed.

The board then took up the primary motion on the floor, and the motion passed.

The first item of new business was the election of Board officers for the 2003 term. Mr. Scott asked Ms desBordes to assume the chair for the election. Mrs. Ryan moved that Mr. Scott be re-elected as president for the 2003 term. Mrs. Fortenberry seconded the motion,

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and the motion carried. Mrs. Ryan moved that Mrs. Fortenberry be elected as vice-president for the 2003 term. Mrs. Chauffe seconded the motion, and the motion carried.

Mr. Scott re-assumed the chair. He thanked the board for their confidence in him, and indicated that he enjoyed working for the good of the public and the library.

The next item of new business was the Legislative Auditor's "Louisiana Compliance Questionnaire." Each year the parish has to confirm that its agencies are in compliance with this document. The one question pertaining to the library asks if the library is in compliance with the rules and regulations of the State Library of Louisiana.

Mrs. Ryan moved that the Board adopt the following resolution:

Resolution Number 03-1

Resolution to certify compliance with
"Louisiana Compliance Questionnaire"

Whereas the Louisiana State Legislative Auditor requires local governmental units to certify that they are in compliance with certain rules and regulations as listed in "Louisiana Compliance Questionnaire";

Now, therefore, be it resolved by the St. Charles Parish Library Board of Control in its regular meeting of January 21, 2003, that we have complied with the regulations of the Louisiana State Library for the period beginning January 1, 2002, and ending December 31, 2002.

Mrs. Chauffe seconded the motion and the motion carried.

The next item of business discussed was the disposal of the 1989 delivery van. Ms desBordes reported that the old delivery van was starting to show its age, and the Board had approved the funds to purchase a passenger van in 2003 for the purpose of a secondary delivery van, and to transport staff to workshops, etc. She recommended that we purchase the new van, and dispose of the old van as surplus. She requested authorization for the library administration to dispose of it after the new van was delivered.

Mrs. Chauffe moved that the Board adopt the following resolution:

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Whereas the library will be purchasing a new passenger van for the use of deliveries and staff transport, and;

Whereas the library does not require a third vehicle, and;

Whereas the old delivery van, thus will no longer reasonably serve a useful purpose for the library;

Now, therefore, be it resolved by the St. Charles Parish Library Board of Control in its regular meeting of January 21, 2003 that the library administration is hereby authorized to dispose of the library's 1989 delivery van in accordance with state law and parish policy.

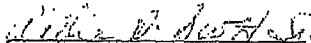
Mrs. Ryan seconded the motion and the motion carried.

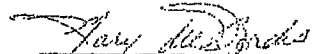
The next item of new business was recommendation of new Board members to the Council. Ms desBordes indicated that there had been a number of names suggested by Board members for the vacancy caused by the loss of Mrs. Bumgarner. However, the Board currently has no procedure for making recommendations for board vacancies or re-appointments to the Council. She gave copies of the procedures used by Ascension Parish library to the board, and asked if they were interested in considering such a procedure for the St. Charles Parish Board of Control Policy. She indicated that she might also be able to procure other library board's procedures and send these to the board. The Board members' response was that they would like both, and Ms desBordes said she would seek these procedures, and send them to the board members.

Since Mr. Chenevert had not arrived, the Board took a short break, followed by Ms desBordes reporting that the Fire Marshall had approved the St. Rose building the previous week. The library would begin accepting furniture at St. Rose January 22nd, as well as having other critical services started up at the building. The staff would begin working at the building on January 27th, and books would be delivered on January 30th. If all went as planned, we could probably do a soft opening of the branch in mid-February, followed by a Grand Opening about a week later.

There being no further business the meeting was adjourned.

APPROVED:


Willie D. Scott, Sr., President
St. Charles Parish Library Board


Mary des Bordes, Secretary
St. Charles Parish Library Board

ST. CHARLES PARISH LIBRARY
Board of Control Meeting
April 15, 2003
6:00 p.m.
MINUTES

A regular meeting of the St. Charles Parish Library Board of Control was held at 6:00 p.m., Tuesday, April 15, 2003, in the Council Chambers of the Courthouse in Hahnville.

Members present: Delores Chauffe, Regenia Fortenberry, Janel Ryan, Carolyn Tregre, and Willie D. Scott, Sr.

Members absent: none.

Staff present: Vicki Nesting and Mary des Bordes

Others: none

Mr. Scott called the meeting to order and asked for a moment of silent prayer, which was followed by the Pledge of Allegiance.

Mr. Scott asked for approval of the minutes of the January 21, 2003 meeting. Mrs. Ryan moved that the minutes be approved as mailed. Mrs. Chauffe seconded the motion, and the motion passed.

The attendance report for Board members was completed.

Under the Librarian's report, Ms desBordes reported on the LLA conference in March in Gonzales. She presented a certificate of appreciation to the Friends group from the Association to Mrs. Chauffe. Col. Richard Keller, who was a resident of St. Charles Parish, currently serving in Washington, DC. donated five White House Easter eggs and picture books to the library, through the Friends of the Library. The eggs and books were presented by Mrs. Chauffe on April 7, at the beginning of National Library Week, and have been distributed to all the branches. The library will be upgrading the web version of our catalog over the next couple of weeks. The new web version will give patrons a better search interface for using our catalog from home. It will also give patrons access to some features, such as placing holds, that are currently only available by dialing into LUME. Dial-up access to LUME will continue to be made available to our patrons. East's Black History Month program, "A Salute to Black History," was held on February 24th and drew about 85 people. It featured artwork by local students and other African-American artists, as well as dance, theatre, and musical performances. It was developed in cooperation with local artist Cedric Wysingle and Destrehan High School Talented Art program teacher Robert Fisher, and was supported by a grant from the River Region Arts and Humanities Council. Dow Chemical also loaned their Black History display boards to the library for the program. In conjunction with the Bicentennial of the Louisiana

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Purchase, amateur archaeologist John Polk has a collection of Native American artifacts found in this area on display at the East Regional Library through the beginning of the Summer Reading Program. This display is sponsored by the St. Charles Historical Foundation. Local author Barbara Colley spoke on writing mystery novels at East March 26th. Concerning the fiscal report supplied to the Board, Ms desBordes indicated that those items that were above 25% spent were expenditures connected with the opening of the St. Rose Branch, rather than on-going expenses.

The first item of old business taken up was the St. Rose Branch. Ms desBordes indicated that the opening of the branch on March 7 went smoothly, and the dedication was well attended. The branch is functioning well, and appears to be appreciated by the community. Ms desBordes met with Bobby Raymond, parish attorney; Tim Vial, parish CAO; Norman Chenevert; Larry Favalora, and Mr. Favalora's bonding agent the previous Thursday afternoon. In the course of the meeting, it was determined that the bonding agency would pay off the liens placed on the building by subcontractors, Favalora would complete the outstanding punch list items, and the library would then pay the balance owed on the building, less the portion withheld for liquidated damages. Mrs. Ryan requested the figures on the amounts withheld, and to be released. Mr. Scott asked about the roof leaks following the last heavy rain. Ms desBordes indicated that these were warranty items, which had been responded to quickly. Mrs. Ryan indicated that she had heard a variety of comments regarding the hours at the new location, and felt there should be no consideration of change for a while.

The next item of old business was the Board's Public Comment policy. Mrs. Chauffe moved that the board accept the following resolution:

Resolution Number 03-3

**Resolution to amend the Library Board of
Control By-Laws**

Whereas the Library Board of Control wishes to comply with all Public Laws and Parliamentary Procedure;

And whereas the current Library Board of Control Bylaws do not make provision for public comments at meetings;

Now, therefore, be it resolved by the St. Charles Parish Library Board of Control in its regular meeting of April 15, 2003 that the Library Board of Control By-Laws be amended to add in Article 1 (Meetings) the following:

Section 5. The general public is welcomed at all Library Board of Control Meetings. Each board agenda reserves time for comments from the public prior to the Librarian's

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Report. Persons wishing to speak before the board must notify the board secretary (Library Director) at least two days before the meeting to notify the board they will be speaking at the board meeting. All speakers are limited to a maximum presentation of three (3) minutes. Groups wishing to present to the board are asked to designate one person to make the presentation.

A copy of the board agenda is available for public view at the West Regional library, at the Council Office at the courthouse, and on the library web page approximately one and a half weeks prior to the scheduled board meeting.

Speakers should not expect the board to respond at the same meeting to questions or requests for information or action. The board will note all requests and respond at an appropriate later time, after the board members have had the opportunity to deliberate about the request.

And insert in Article 6 (The Order of Business) as

3. Public Comment

Mrs. Fortenberry seconded the motion, and the motion passed.

The next item of old business was the recommendation of new Board members to the Council. Ms desBordes indicated that this item had been raised at the last meeting, and asked if there was any further interest. After some discussion, the Board chose to form a committee to put together a procedure for this purpose, to be added to Board Policy. The Committee will be made up of Mrs. Chauffe, Mrs. Fortenberry, and Mrs. Tregre, and will report at the August meeting.

The first item of new business was the Hahnville Renovation. Ms desBordes reported that the Hahnville Branch was closed on Friday, March 28. The next three workdays were spent packing and storing the books in the collection. As of that morning, the contractor had removed the shelving and the old carpeting, installed the walls for the renovated bathroom and staff area, and replaced the ceiling tiles and ceiling light fixtures. Painting will begin shortly, and the new carpet will be laid. She said that she was confident that the project would be completed in less than the contracted sixty days.

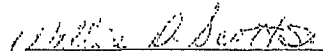
The next item of new business was the East Expansion project. Ms desBordes reported that the request for qualifications for professional services, which was published in early April, resulted in seven responses from architects. The selection board will meet in mid-May to review the proposals, and select the architectural firm for the project.

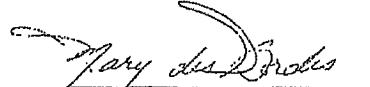
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The next item of business discussed was a study to determine a need for another branch in the Paradis-DesAllemands area. This area of the parish has been neglected over time, and is least served by the library system. Mrs. Chauffe moved that the Board authorize any and all actions necessary to conduct a feasibility study for the building of a library in the Paradis-DesAllemands area. Mrs. Ryan seconded the motion, and the motion passed.

There being no further business the meeting was adjourned.

APPROVED:


Willie D. Scott, Sr., President
St. Charles Parish Library Board


Mary des Bordes, Secretary
St. Charles Parish Library Board

ST. CHARLES PARISH LIBRARY
Board of Control Meeting
August 19, 2003
6:00 p.m.
MINUTES

A regular meeting of the St. Charles Parish Library Board of Control was held at 6:00 p.m., Tuesday, August 19, 2003, in the Council Chambers of the Courthouse in Hahnville.

Members present: Delores Chauffe, Janel Ryan, and Carolyn Tregre.

Members absent: Regenia Fortenberry and Willie D. Scott, Sr.

Staff present: Nancy Anderson, Mary desBordes

Others: none

Mr. Scott and Mrs. Fortenberry being absent, Mrs. Ryan called the meeting to order at 6:15, and asked for a moment of silent prayer, which was followed by the Pledge of Allegiance.

Mr. Ryan asked for approval of the minutes of the April 15, 2003 meeting. Mrs. Chauffe moved that the minutes be approved as mailed. Mrs. Tregre seconded the motion, and the motion passed.

The attendance report for Board members was completed.

Under the Librarian's report, Ms desBordes reported on the status of St. Rose construction contract. She indicated that the contract for feasibility study on another branch in the Paradis-DesAllemands area had been signed, and we should have information before the November meeting. The library has purchased a new passenger van, and an advertisement for the sale of the old van by public bid will appear in the paper next week. This year's Summer Reading Program was successful with over 2000 young people participating, and 4839 attending 144 programs during the eight weeks. There will be an LEH program beginning at West beginning September 10. Ms desBordes will present the Library's budget to the Council on November 6. The process of recertifying Ms desBordes as a Public Library Administrator will take place in September, and she asked that any board member willing to write a letter of support please let her know.

The first item of old business taken up was recommendation of new board members to the council. Mrs. Chauffe reported that the committee had met, and that they recommended that the following message be sent to the council

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The St. Charles Parish Council has the responsibility of appointing members of the Library Board of Control on an annual and occasional basis.

When considering members for the Library Board of Control, we ask that you select a person who is

- A current library card holder, and patron in good standing.
- A respected member of the community.
- Involved in St. Charles Parish community activities/organizations.
- Free of conflicts of interest.

Thank you.

Mrs. Tregue moved that the letter be sent to the council as read. Mrs. Chauffe seconded the motion, and the motion passed.

The next item of old business was the Hahnville renovation. Ms desBordes reported that the renovation was complete, and that the building had been reopened May 12. The reaction by patrons and staff has been unanimously positive. She encouraged those board members who had not seen the building to visit the facility to see the improvements.

The next item of old business was the East expansion project. Ms desBordes reported that the building program as written in 2001 had been reviewed and revised with the architects, Norman Chenevert and Dyke Nelson of Chenevert Architects. The project is now in the schematic phase. She showed the board the preliminary drawings of the site plan and the interior layout of the expanded building. The staff East expansion committee will be reviewing these plans and making recommendations to the architects, who will then work on more detailed interior and exterior plans. These will be ready in the next few weeks, and the Board will need to approve the plans well before the November meeting in order to keep the process moving. The members present agreed that a special meeting should be held on September 15 at 6:00pm at for that purpose.

The first item of new business was honoring Mrs. Margaret M. L. Herman, who passed away on March 9, 2003. Mrs. Chauffe shared the history of Mrs. Herman's involvement in the Hahnville community, including

- Opening her home as the area's first lending library in 1949, prior to the establishment of the St. Charles Parish Library.
- Serving as the Hahnville High Librarian from 1947 through 1967.
- Initiating and coordinating caroling by the young people in Hahnville during the Christmas season.
- Inspiring and encouraging others to pursue librarianship as a profession.

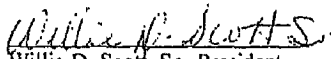
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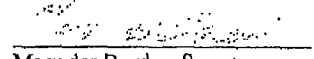
In addition, her husband, Mr. Lester H. Herman, was a founding member of the St. Charles Parish Library Board of Control, and served on the Board from 1955 through 1967.

Mrs. Chauffe proposed that the library honor her memory. Mrs. Tregue moved that the library honor Mrs. Herman by establishing a memorial to her and her service to the young people of the parish in the form of naming the storytime room at the Hahnville Library for her. Mrs. Chauffe seconded the motion and the motion passed. The Library will secure a photograph or drawing of Mrs. Herman, to be framed along with information regarding her service to the community, and hung in the storytime room. A sign or plaque will be placed above or on the door leading into the room. There was discussion of the most appropriate time to dedicate the room, and the decision was made to do so on the first anniversary of her death in 2004.

There being no further business the meeting was adjourned.

APPROVED:


Willie D. Scott, Sr., President
St. Charles Parish Library Board


Mary des Bordes, Secretary
St. Charles Parish Library Board

ST. CHARLES PARISH LIBRARY

Board of Control Meeting

September 15, 2003

6:00 p.m.

MINUTES

A special meeting of the St. Charles Parish Library Board of Control was held at 6:00 p.m., Monday, September 15, 2003, in the large meeting room of the East Regional Library in Destrehan.

Members present: Delores Chauffe, Janel Ryan, Carolyn Tregre, Regenia Fortenberry and Willie D. Scott, Sr.

Members absent: none

Staff present: Nancy Anderson, Vicki Nesting, Jane Varholdt, and Mary desBordes.

Others: Joan Becnel, St. Charles Parish Historical Foundation; John Campo, St. Charles Parish Council's Beautification Task Force, Norman Chenevert and Dyke Nelson, Chenevert Architects.

Mr. Scott called the meeting to order and asked for a moment of silent prayer, which was followed by the Pledge of Allegiance.

Mr. Scott asked for approval of the minutes of the August 19, 2003 meeting. Mrs. Chauffe moved that the minutes be approved as mailed. Mrs. Fortenberry seconded the motion, and the motion passed.

The attendance report for Board members was completed.

Under the Librarian's report, Ms desBordes advised the Board that the council had approved the collection of the Library's millage at the full 4.90 rate for 2003 at its September 9, 2003 meeting.

Mrs. Joan Becnel, speaking as a member of the St. Charles Parish Historical Foundation, spoke to the Board, asking if there was a possibility of the expansion of the East building including a permanent commemoration of the 1811 slave revolt, which took place in the area. She mentioned the current exhibit at Ormond, which was sponsored by the Historical Foundation, and indicated that perhaps the Foundation could attempt to get a grant to purchase the exhibit for the Library to display. The exhibit would be of interest to both locals and tourists. Mrs. Becnel also indicated that an alternative would be an historic walkway at the entrance, which would be less intrusive for the library, as well as more accessible for the public. She specified that the project has not yet been taken to either the St. Charles Parish Historical Foundation, nor the Foundations Project Committee.

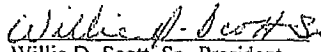
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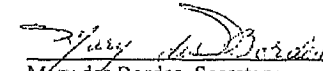
Next Mr. John Campo, representing the St. Charles Parish Council's Beautification Task Force, spoke. Mr. Campo, who has been retained in connection with the Historic Mile Project, shared drawings of his work at the East Bridge Park, which is meant to help recapture the spirit of the old Destrehan High School via murals and new fencing. He requested that the East expansion keep the concept of the local historical style.

The only item of business was the East expansion project. Mr. Chenevert introduced himself and Mr. Nelson, and explained the change of name of his architectural firm. He discussed the fact that the current building structure is sound, and how the firm proposes to use the existing structural components in conjunction with the new expansion, incorporating a new façade and roofline. He showed a series of rooflines which had been considered, and indicated the massing and roofline which was considered preferable. Mr. Nelson then presented the firm's initial proposal of the interior layout, and the exterior elevations. There was a great deal of discussion, much of which centered on the Board's dissatisfaction with the exterior treatment. There was a general consensus that the building was too modern, and needed a variety of modifications to be more in line with the community's historic ambience. Mr. Chenevert and Mr. Nelson responded by noting the areas of concern, and offering to return with a new design within two weeks. The Board set a date for a special meeting on September 30, at 6:00 at the East large meeting room.

There being no further business the meeting was adjourned.

APPROVED:


Willie D. Scott, Sr., President
St. Charles Parish Library Board


Mary des Bordes, Secretary
St. Charles Parish Library Board

ST. CHARLES PARISH LIBRARY
Board of Control Meeting
September 30, 2003
6:00 p.m.
MINUTES

A special meeting of the St. Charles Parish Library Board of Control was held at 6:00p.m., Tuesday, September 30, 2003, in the large meeting room of the East Regional Library in Destrehan.

Members present: Delores Chauffe, Janel Ryan, Carolyn Tregre, Regenia Fortenberry and Willie D. Scott, Sr.

Members absent: none

Staff present: Nancy Anderson, Vicki Nesting, and Mary desBordes.

Others: Joan Becnel, Roland Becnel, Marilyn Richeloux, Glenda Clement, Norman Chenevert, Dyke Nelson.

Mr. Scott called the meeting to order and asked for a moment of silent prayer, which was followed by the Pledge of Allegiance.

Mr. Scott asked for approval of the minutes of the September 15, 2003 meeting. Mrs. Chauffe moved that the minutes be approved as mailed. Mrs. Tregue seconded the motion, and the motion passed.

The attendance report for Board members was completed.

Under the Librarian's report, Ms desBordes advised the Board that the old library van had been sold by public bid. She also indicated that the 2002 statistical report from the State Library had been received, and that we were above the national average in a significant number of positive areas.

The only item of business was the East expansion project. Mr. Chenevert reviewed the materials covered in the September 15 meeting. He reminded the Board that the design was limited by the restraints of the existing structurally sound library envelope.

Mr. Nelson then presented the firm's redesigned proposals for the building's exterior design, and Mr. Chenevert discussed the finishes suggested for the exterior surfaces. The two designs offered differed only in the roofline; one having dormer windows, and the other clearstory windows. The lower elevations were acceptable to the Board, with a few suggestions made.

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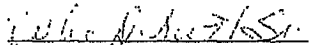
There was discussion, feedback, and questions. An informal polling of the Board and those present showed an equal division of preference between the two roof designs. There was concern expressed about the clearstory causing glare within the building. Ms desBordes will investigate whether the St. Rose staff is experiencing this problem.

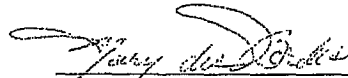
As there was not a clear consensus on the building design, Mr. Chenevert and Mr. Nelson were asked to submit both finalized schematic designs with anticipated budgets to Ms desBordes in one week. The documents will be distributed to the Board immediately, and the Board would meet to make a decision on the acceptance of the design on October 13.

Mr. Chenevert then discussed the sequencing of the construction and informed the Board that the construction would require that the building be vacated for a minimum of twelve months, with the possibility of taking up to eighteen months. Ms desBordes is to begin investigating venues available for rental, to serve as a temporary library during this period.

There being no further business the meeting was adjourned.

APPROVED:


Willie D. Scott, Sr., President
St. Charles Parish Library Board


Mary des Bordes, Secretary
St. Charles Parish Library Board

ST. CHARLES PARISH LIBRARY
Board of Control Meeting
October 13, 2003
6:00 p.m.
MINUTES

A special meeting of the St. Charles Parish Library Board of Control was held at 6:00 p.m., Monday, October 13, 2003, in the large meeting room of the East Regional Library in Destrehan.

Members present: Delores Chauffe, Janel Ryan, Carolyn Tregre, Regenia Fortenberry.

Members absent: Willie D. Scott, Sr.

Staff present: Nancy Anderson, Vicki Nesting, Lauren Campo, and Mary desBordes.

Others: Sean Pitz, Norman Chenevert, Dyke Nelson.

Mr. Scott being absent, Mrs. Fortenberry called the meeting to order and asked for a moment of silent prayer, which was followed by the Pledge of Allegiance.

Mr. Fortenberry asked for approval of the minutes of the September 30, 2003 meeting. Mrs. Chauffe moved that the minutes be approved as mailed. Mrs. Tregre seconded the motion, and the motion passed.

The attendance report for Board members was completed.

Under the Librarian's report, Ms desBordes advised the Board that she had begun searching for rental space to move the East library into during the construction of the expansion. At that point she had located two possibilities, both in the Plantation Business Park. She had also asked Corey Fauchaux in the Parish Planning and Zoning Office for assistance on locating other rental space available. She advised the Board that a decision should be made concerning the temporary location no later than mid-November. She also read a letter to the Board from Mr. Laque, stating that he had seen the design for the East Expansion, and was very pleased. Additionally he indicated that the St. Rose branch set a new standard for Parish facilities.

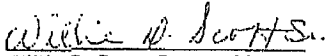
The only item of business was the East expansion project. Mr. Chenevert reviewed the materials covered in the September 30 meeting. He discussed the schematic design packet, which had been distributed to the Board the previous week, and displayed a rendering of the building designs with the requested modifications. He also showed the Board a faux slate product, which they were investigating for possible use on the roof of the building. There was some discussion, followed by Mrs. Fortenberry asking the Board to indicate their preference for the design of the building. The Board was unanimously in favor of the clearstory design.


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Mrs. Tregue questioned Mr. Chenevert regarding the drainage problem at the site. Mr. Chenevert responded that his firm had done a drainage survey of the site just over a year ago, and all the issues raised in the study would be address in the plans for the new building.

There being no further business the meeting was adjourned.

APPROVED:


Willie D. Scott, Sr., President
St. Charles Parish Library Board


Mary des Bordes, Secretary
St. Charles Parish Library Board

ST. CHARLES PARISH LIBRARY
Board of Control Meeting
November 18, 2003
6:00 p.m.
MINUTES

The regular meeting of the St. Charles Parish Library Board of Control was held at 6:00 p.m., Tuesday, November 18, 2003, in the large meeting room at the West Regional Library in Luling, Louisiana.

Members present: Delores Chauffe, Regenia Fortenberry, Carolyn Tregue and Willie D. Scott, Sr.

Members absent: Janel Ryan

Staff present: Mary desBordes, Margaret Wilhite, Vicki Nesting, Kenneth Breaux, Jane Varholdt, Connie Robertson, and Nancy Anderson.

Others: Nancy Wilson, Charles Wilson, Mary Ann Vial Lemmon, Euclid Tregre, Roland Beanel, Nellie Robert, Inga R. Comardelle, Roland Oubre, and Janet Oubre.

Mr. Scott called the meeting to order and asked for a moment of silent prayer, which was followed by the Pledge of Allegiance.

Mr. Scott asked for approval of the minutes of the August 20, 2002 meeting. Mrs. Tregue moved that *the minutes be approved as mailed*. Mrs. Chauffe seconded the motion, and the motion carried.

The attendance report for Board members was completed.

The next item of business taken up was the librarian's report. Ms desBordes reported on a request from the Parish Council for the Board's 2004 meeting schedule. She also reported on the fiscal status of the library.

The next item was public comment. Mrs. Nancy Wilson had requested the opportunity to speak for a group wishing to honor Mrs. Margaret Herman. She ceded the floor to Mrs. Lemmon, who served as a representative of the group. Judge Lemmon reviewed the contributions that Mrs. Herman had made to the community, notably starting the first lending library in the parish. The group requested that the Library Board consider naming a building in her honor.

Mrs. Chauffe then asked for a break prior to taking up new business. Mrs. Tregue seconded the motion, and the motion passed. A ten-minute break followed.

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Upon resuming the meeting, the first item of business was the decision of library service level to the Destrehan community during the construction of the East expansion. Ms desBordes outlined the options available. She clarified items as requested, including the possibility of adding Saturday hours at Norco during the construction at East if necessary. Mrs. Chauffe moved that *as a back up to option IV* (receive donated land in Plantation Business Park and build new building on that site), *the Board approve Option I* (to close East Regional and route all service to St. Rose). Mrs. Tregre seconded the motion. Following discussion, Mrs. Chauffe moved to amend the motion to *the Board approve as the primary option Option IV* (receive donated land in Plantation Business Park and build new building on that site), *with Option I* (to close East Regional and route all service to St. Rose) *being secondary*. Mrs. Tregre seconded the motion and the motion to amend carried. The Board then took up the motion as amended, and the motion carried. Mr. Scott asked that the record show that Mrs. Ryan, being ill, had contacted him and expressed her support for option IV also. Ms desBordes indicated that she would contact the parties involved and report back to the Board with additional information.

The next item of business was the Board's public hearing on the proposed 2004 budget. Mrs. Scott led the Board through a line-by-line discussion of the proposed budget. During the discussion, Mrs. Chauffe asked that Gary Miebaum present a report on Planetarium activities and projections at the January meeting. Ms desBordes said that she would make the arrangements.

At the conclusion of the budget review, Mrs. Tregre moved that the Board *adopt the following resolution:*

2004 Budget Resolution

A Resolution adopting an Operating Budget of Revenues and Expenditures for the fiscal year beginning January 1, 2004, and ending December 31, 2004.

Be It Resolved by the Board of Control of the St. Charles Parish Library that,

SECTION 1: The attached detailed estimate of Revenues for the fiscal year beginning January 1, 2004, and ending December 31, 2004, be and the same is hereby adopted to serve as an Operating Budget of Revenues for the Library for the same period.

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SECTION 2: The attached estimates of Expenditures by departments for the fiscal year beginning January 1, 2004, and ending December 31, 2004, be and the same is hereby adopted to serve as a budget of Expenditures for the Library during the same period.

SECTION 3: The adoption of this Operating Budget of Expenditures be and the same is hereby declared to operate as an appropriation of the amount therein set forth within the terms of the budget classification.

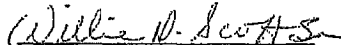
Passed and Adopted at Luling, Louisiana, on the 18th day of November 2003.

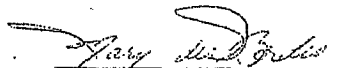
Mrs. Chauffe seconded the motion, and the motion carried.

The last item of business was the approval of the holiday schedule for 2004. The library traditionally follows the same holiday schedule as the Parish. Ms desBordes presented the Parish's proposed schedule of holidays for 2004. Mrs. Fortenberry moved that *The Board adopt the Parish 2004 holiday schedule as the Library's 2004 holiday schedule.* Mrs. Tregre seconded the motion, and the motion carried. Mrs. desBordes then asked the Board members if they would object to the library being closed Saturday, December 27th. The 24th through the 26th are holidays, during which the library will already be closed. Patronage during this holiday period is always low. It would not cost the library any additional money, and would mean the staff at the Regionals and St. Rose would not have to break up their holidays for a minimal number of patrons. The Board indicated their approval.

There being no further business, the meeting was adjourned.

APPROVED:


Willie D. Scott, Sr., President
St. Charles Parish Library Board


Mary desBordes, Secretary
St. Charles Parish Library Board

ST. CHARLES PARISH LIBRARY

Board of Control Meeting

January 20, 2004

6:00 p.m.

MINUTES

A regular meeting of the St. Charles Parish Library Board of Control was held at 6:00 p.m., Tuesday, January 20, 2004, in the Council Chambers at the Courthouse in Hahnville.

Members present: Janel Ryan, Delores Chauffe, Regenia Fortenberry, Carolyn Tregre, and Willie D. Scott, Sr.

Members absent: none.

Staff present: Gary Miebaum, Vicki Nesting, Nancy Anderson, Gerri White, Lauren Campo, Kenny Breaux, and Mary des Bordes

Others: Norman Chenevert

Mr. Scott called the meeting to order and asked for a moment of silent prayer, which was followed by the Pledge of Allegiance.

Mr. Scott asked for approval of the minutes of the November 18, 2003 meeting. Mrs. Chauffe moved that *the minutes be approved as mailed*. Mrs. Tregre seconded the motion, and the motion passed.

The attendance report for Board members was completed.

Under the Librarian's report, Ms desBordes reported on the birth of West Librarian Julie Cancienne's baby, Brody Lloyd Cancienne. She reminded the Board of the March LLA conference in Monroe, and the ballots for new LLA officers. Ms desBordes reported that a new Kid's Catalog was available on the webpage, and encouraged the Board Members to take a look at it. The 2004 SRP theme has been announced as "Buggy for Books". Mr. Miebaum then reported on the progress at the planetarium over the last year, citing statistics on visitors, programs and equipment. Ms desBordes indicated that the Board had in their packets the preliminary fiscal report, and statistical spreadsheet of library circulation, etc., for 2003.

The first item of old business taken up was the status of the East Expansion project. Ms desBordes reported that the proposal for donation of land in the Plantation Business Campus had generated the decision by BP to have a master plan drawn up for the entire property. Planners were being selected, and the planning process would probably take about six months. She asked if the Board wished to postpone further work on the project until the master plan was completed and a decision on the donation was made, or to simply pursue the expansion as originally planned at the current site. Mrs. Ryan moved

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that the planned expansion/construction of the East facility be put on hold until the master plan for the Plantation Business Campus by BP is completed. Mrs. Chauffe seconded the motion, and the motion passed.

The next item of old business was the feasibility study for "branch six". Mr. Chenevert brought the Board up to date on the status of the study. The preliminary work has been completed, and the project is at the point at which we would normally produce a request for proposal for sites for the branch. However, we have learned that Chevron's purchase of the Texaco tract in the desired area may make some property available for donation. The question was raised whether we should pursue a donation of property first, or proceed with the RFP. There was general agreement that we pursue the donation first.

The next item of old business was honoring Mrs. Margaret Herman. At its August 19, 2003 meeting, the Board had determined to honor Margaret Herman by dedicating the Storytime Room at the Hahnville branch in her name. A group of citizens had appeared at the November 20, 2003 meeting asking that Mrs. Herman be honored by having a library building named after her. Ms desBordes asked if the Board wanted to change their August decision, or go forward with the Storytime dedication. Mrs. Ryan moved that *the Board form a committee to make a final decision regarding naming a building for Mrs. Herman*. The motion failed for lack of a second. There was some discussion, and Mrs. Ryan moved that *the Board form a committee to study the feasibility of naming buildings after individuals, and writing guidelines if appropriate*. Mrs. Tregre seconded the motion, and the motion carried. Mrs. Chauffe and Mrs. Fortenberry were appointed to the committee. Mrs. Chauffe reminded the Board that the original intent was to dedicate the Storytime room on the anniversary of Mrs. Herman's death, March 9th. Ms desBordes indicated that we could still do so, and asked Mrs. Chauffe to get together with her to make the final plans for the dedication.

The next item of new business was acquisition of historic artwork. It had been suggested that the Board pursue purchasing the artwork from the slave rebellion exhibit through Judge Chaiasson's Settlement funds. Mrs. Chauffe said the rebellion was a part of our history, and that we should make an effort to keep the artwork in the parish. If we pursue funds for its purchase, we should include monies to for appropriate display, protection and labeling of the materials. Mrs. Chauffe moved that *the Board pursue the purchase of the Slave Rebellion of 1811 from Loraine Gendron using funds from Judge Chiasson's Settlement Fund*. Mrs. Fortenberry seconded the motion, and the motion carried. Ms desBordes indicated that she would also investigate the legality of using library funds for this purpose.

The first item of new business was the election of Board officers for the 2004 term. Mr. Scott asked Ms desBordes to assume the chair for the election. Mrs. Ryan moved that *Mr. Scott be re-elected as president for the 2004 term*. Mrs. Chauffe seconded the motion, and the motion carried. Mrs. Chauffe moved that *Mrs. Tregre be elected as vice-president for the 2004 term*. Mrs. Ryan seconded the motion, and the motion carried.

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Mr. Scott re-assumed the chair. He thanked the board for their confidence in him, and indicated that he enjoyed working for the good of the public and the library.

The next item of new business was the Legislative Auditor's "Louisiana Compliance Questionnaire." Each year the parish has to confirm that its agencies are in compliance with this document. The one question pertaining to the library asks if the library is in compliance with the rules and regulations of the State Library of Louisiana.

Mrs. Ryan moved that *the Board adopt the following resolution:*

Resolution Number 04-1

Resolution to certify compliance with
"Louisiana Compliance Questionnaire"

Whereas the Louisiana State Legislative Auditor requires local governmental units to certify that they are in compliance with certain rules and regulations as listed in "Louisiana Compliance Questionnaire";

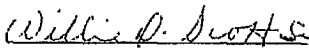
Now, therefore, be it resolved by the St. Charles Parish Library Board of Control in its regular meeting of January 20, 2004, that we have complied with the regulations of the Louisiana State Library for the period beginning January 1, 2003, and ending December 31, 2003.


Mrs. Tregre seconded the motion and the motion carried.

The final item of business was a proposed personnel policy change. Ms desBordes indicated that she had considered a proposed change in the personnel policy, but after consultation with the parish attorney felt it would be best not to pursue the matter.

There being no further business the meeting was adjourned.

APPROVED:


Willie D. Scott, Sr., President
St. Charles Parish Library Board


Mary des Bordes, Secretary
St. Charles Parish Library Board

ST. CHARLES PARISH LIBRARY
Board of Control Meeting
April 20, 2004
6:00 p.m.
MINUTES

A regular meeting of the St. Charles Parish Library Board of Control was held at 6:00 p.m., Tuesday, April 20, 2004, in the Council Chambers at the Courthouse in Hahnville.

Members present: Janel Ryan, Delores Chauffe, Regenia Fortenberry, Carolyn Tregre, and Willie D. Scott, Sr.

Members absent: none.

Staff present: Nancy Anderson, Gerrie White, Eva Fifi and Mary des Bordes

Others: None

Mr. Scott called the meeting to order and asked for a moment of silent prayer, which was followed by the Pledge of Allegiance.

Mr. Scott asked for approval of the minutes of the January 20, 2004 meeting. Mrs. Tregue moved that *the minutes be approved as mailed*. Mrs. Chauffe seconded the motion, and the motion passed.

The attendance report for Board members was completed.

Under the Librarian's report, Ms desBordes reported that Mr. Scott had been re-appointed to the Board on April 19, 2004. Mrs. Ryan moved that *the agenda be suspended*, and Mrs. Tregue seconded the motion. The motion passed. Mrs. Ryan then made a presentation to Mr. Scott of a plaque from the Board honoring him on the 30th anniversary of his first appointment to the board. Mr. Scott thanked the Board for the recognition. Mrs. Ryan moved that *the meeting return to the agenda*. Mrs. Tregue seconded the motion and the motion passed. The meeting then reverted to the agenda.

Ms desBordes reported on that it was National Library week, and we were offering a fine-free week, as we had in the past. She also informed the Board that the East Circulation Supervisor, Nancy Anderson was going to retire in May of this year. Ms desBordes reported on the March LLA conference in Monroe, at which the Library's previous director, Garland Strother was honored with the Essie M. Culver award. The award honors an LLA member whose professional achievements have been of exceptional value to Louisiana librarianship, and is given only when the Association deems it suitable. At the award ceremony, Mr. Strother included those at the St. Charles Parish Library in his thanks. Ms desBordes then advised the Board that there had been the need to remove a large number of trees at the West Regional library as a result of *diseases, pests and lightning a strike. Although the building now looks larger and more*

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open, she anticipates that we will want to replace some of the trees next year at the proper planting season. Ms desBordes reported on the dedication of the Margaret Herman Memorial Children's Room on April 9. Mrs. Herman's family was very pleased with the gesture, and the staff and children have been enjoying the renovated room. St. Charles Parish Libraries participated in the One Book, One New Orleans project March 1 - April 15 - a community-wide effort across the New Orleans metro area intended to get everyone reading and talking about the same book at the same time, and to increase awareness of literacy problems. Three discussion programs were held at West and East Regional Branches. East Regional Branch Librarian Vicki Nesting coordinated the library's participation. Ms. Christine Fong from Trey Wah Restaurant presented a Chinese fairy tale "The Seven Fairies" and taught the children some Chinese writing March 27th at the East Regional Library. Attendance for this very special event was 75, including Parish President Laque. There was a very nice write-up of the event in the Times Picayune River Parishes Picayune April 8. Baton Rouge author Lynn Emery spoke at St. Rose March 6 on "What Editors and Agents Want - Writing to Sell." Ms. Emery was an excellent speaker and the audience of potential authors was unanimous in their enjoyment of her presentation. Vicki Nesting has been appointed to the ALA Video Round Table's Notable Videos for Adults Committee, which selects up to 15 notable documentary, how-to, performance and educational videos each year. The 2004 SRP theme has been announced as "Buggy for Books". We will be offering approximately 115 programs for children & young adults this summer. AquaVan, ZooMobile, Johnette Downing, Philip Melancon, & a YA Drama workshop presented by Neil & Mary Early are some of the programs we will have. The Friends have decided to give the Library \$500 for the purchase of additional unabridged audiobooks. They will issue the check in May. The current financial report was also distributed to the Board.

The first item of old business taken up was the status of the East Expansion project. Ms desBordes reported that the proposal for donation of land had generated a response from BP through Norman Chenevert. Although they were not willing to donate the site we had proposed, they are willing to offer us a parcel between the Hale Boggs Bridge and the small fire station on River Road. Ms desBordes suggested that the Board ask for 5 acres of this property, moving from the downriver side of the parcel toward the bridge, and include also a small piece behind the fire station. She also indicated that should this donation be made, the Board might want to consider moving some library offices to the new location, opening up space in the West Library for public use. Mrs. Chauffe moved that the Board authorize Mr. Chenevert to ask British Petroleum for five plus acres located between the on ramp to the bridge and the fire station on River Road in Destrehan. Mrs. Ryan seconded the motion and the motion passed.

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The next item of old business was the feasibility study for "branch six". Copies of the feasibility study were distributed to the Board. Mr. Laque has spoken to Chevron/Texaco regarding the disposition of the entire tract they own. It appears that they are open to the concept of donating property to the Library. However, the negotiations for the use of the tract are still under way, and no decision has been made yet.

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The next item of old business was the naming of buildings for individuals. At the January meeting the Board formed a committee to study the feasibility of naming buildings after individuals, and writing guidelines if appropriate. Mrs. Chauffe presented two documents prepared by the committee to the Board. The first was a response to the request by citizens to name a library for Margaret Herman.

Request by Citizens to Name a Library for Margaret Herman

On March 9, 2004, a children's room in the Hahnville Branch Library was dedicated in honor of Margaret Herman.

In the words of her son Heath Herman, "The Board could not have chosen a better way to honor my mother."

The committee is satisfied that the dedication of the room was appropriate and sees no reason to go further in recognizing Mrs. Herman's contribution to the library in St. Charles Parish.

The second document was the committee's proposed guidelines for the naming of library buildings, including the steps for submitting a branch name or requesting a name change.

Proposed Guidelines for Naming of Library Buildings

April 20, 2004

The St. Charles Library Board of Control shall have the authority to name any new library building or change the name of an existing branch.

The Library Board of Control will abide by laws passed relating to the naming of buildings by the State of Louisiana and any local laws which are appropriate.

When naming or renaming a library building the Board will consider the following:

1. Does the name indicate where the library is located?
2. Should it be named after a community, if it serves a number of communities?
3. If considering naming it after an individual, has this person contributed in extraordinary ways and over an extended period

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of time to improve the library service for the system or the specific branch? (Example: If someone donates the equal value to the cost of the building, the furnishings, and the maintenance for the life expectancy of the building, the Board of Control may consider the naming of the building for the individual.)

4. Should the library consider naming a branch after a major contributor? Note: The Board has named a room within a Library after a person who has made a significant contribution to the community in starting the first lending library in St. Charles Parish.
5. Would it be appropriate to consider naming a room in a library for a major contributor before considering naming or renaming a building?
6. Would most patrons in the area served consider the name appropriate?

The Library Board of Control will consider these and any other pertinent factors and decide on a name for a new branch or consideration for renaming one.

Steps for Submitting a Branch Name or Requesting a Name Change

1. A formatted letter must be submitted to the Board to request a library name or name change.
2. The formatted letter must include a list of the reason(s) for a name change.
3. If the library facility or a room in a library is to be named after a person, a biography of the individual is required.
4. The formal request will be introduced at one Board meeting and acted upon at the next Board meeting.

The decision was made that the Board review the document and vote to adopt or not at the next regular meeting.

The next item of new business was acquisition of historic artwork. At the January 20, 2004 meeting the Board had decided that the Library pursue the purchase of the Slave Rebellion of 1811 from Loraine Gendron using funds from Judge Chiasson's Settlement

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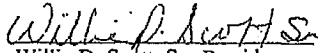
Fund. Ms desBordes reported that she had investigated the process and had learned that the protection and display of these items would cost in excess of \$10,000, and due to the size of the three-dimensional piece, might not even be possible. In addition, if displayed as a free-standing piece of art, the large piece would require a space no smaller than 20 ft. by 12 ft., the size of a small room, for it alone. She asked the Board if they would reconsider the pursuit of this artwork. After discussion, it was decided that Ms desBordes would mail a copy of photographs of the artwork to the Board, and also arrange a viewing of the work by the Board before a final decision was made. A special meeting could be called to make the decision if the Board deemed it necessary.

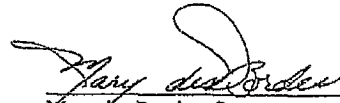
The first item of new business was the St. Rose Branch Hours of Operation. Mrs. Ryan indicated that she had been getting requests from St. Rose community members to add additional evening hours of operation. Mrs. Ryan asked Mrs. White, the Branch supervisor to report on usage of the building. Mrs. White gave her opinions, and Mr. Scott added that he had also been asked for additional evening hours. Ms desBordes asked if the Board would like her to provide them with numbers to document usage before they made any decision. The Board asked that she do so, and again, the decision could be made at a special meeting.

The final item of business was a personnel request. Ms desBordes indicated that she had a request from a staff member to use one week of Library time to take a library class. The staff member would pay the class fee, but would be paid by the library for the time spent in class. The class is part of the employee's pursuit of a master's degree in library science. Currently the library pays staff for time spent in workshops and classes to which the library sends them. In addition, she had a request from a second employee to attend a job-related conference for which the employee would pay all fees and costs. The Board was concerned that setting such a precedent without guidelines could cause numerous problems. Ms desBordes offered to draw up some recommendations for educational leave and bring them to the August meeting. In the interim, the Board felt it would not approve such payment.

There being no further business the meeting was adjourned.

APPROVED:


Willie D. Scott, Sr., President
St. Charles Parish Library Board


Mary des Bordes, Secretary
St. Charles Parish Library Board

ST. CHARLES PARISH LIBRARY
Board of Control Meeting
May 27, 2004
6:00 p.m.
MINUTES

A special meeting of the St. Charles Parish Library Board of Control was held at 6:00 p.m., Thursday May 27, 2004, in the Large Meeting Room at the West Library in Luling.

Members present: Janel Ryan, Delores Chauffe, Regenia Fortenberry, Carolyn Tregre, and Willie D. Scott, Sr.

Members absent: none.

Staff present: Nancy Anderson, Lauren Campo, Vicki Nesting, and Mary des Bordes

Others: None

Mr. Scott called the meeting to order and asked for a moment of silent prayer, which was followed by the Pledge of Allegiance.

Mr. Scott asked for approval of the minutes of the April 20, 2004 meeting. Mrs. Chauffe moved that *the minutes be approved as mailed*. Mrs. Tregre seconded the motion, and the motion passed.

The attendance report for Board members was completed.

Ms desBordes reported that the Norco Branch had been closed following flooding in the area on April 25th. Although the branch had water in the building, no books were lost, and the building's owner, Mrs. Jackson, replaced the carpet. Norco Branch was open during some hours for patrons to use the computers, pick up materials on hold, or make copies, and was reopened on May 11. Ms desBordes announced that Lauren Campo had been selected to become East Circulation Supervisor on the retirement of Nancy Anderson. The Board received a packet of information which architect Norman Chenevert was sending to British Petroleum regarding our request for donated land. And Ms desBordes noted that Vicki Nesting has been appointed to the State Library's database committee.

The first item of unfinished business was acquisition of historic artwork. Ms desBordes had made arrangements for the artwork brought to the Library for the Board to view. Following study by the Board, there was discussion of options of purchase. Mrs. Ryan moved that *the Board pursue funds to purchase the three-dimensional portion of the artwork, using funds from Judge Chiasson*. The motion failed for lack of a second. The question was raised if the artist would sell only part of the work. The artist, Mrs. Lorraine Gendron, was phoned to ask whether she would consider breaking up the ensemble. She

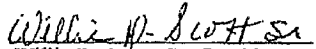
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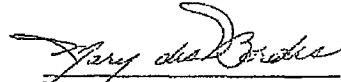
indicated that she would not. Mrs. Ryan moved that *the Board resolve not to pursue purchase of the artwork by Mrs. Gendron*. Mrs. Fortenberry seconded the motion. There was further discussion of the merits of purchasing the artwork. Mr. Scott called for the question and the motion passed. Mrs. Chauffe asked that it be noted in the minutes that she voted against the motion.

The next item of unfinished business was the St. Rose Branch Hours of Operation. Ms desBordes provided the Board with charts to document usage at the St. Rose Branch. The Board reviewed the charts and discussed the pros and cons of additional hours. Mrs. Ryan moved that *the Board leave St. Rose Branch hours as is, and revisit the hours of operation again in one year*. Mrs. Tregre seconded the motion, and the motion passed.

There being no further business the meeting was adjourned.

APPROVED:


Willie D. Scott, Sr., President
St. Charles Parish Library Board


Mary des Bordes, Secretary
St. Charles Parish Library Board

ST. CHARLES PARISH LIBRARY
Board of Control Meeting
July 8, 2004
10:00 a.m.
MINUTES

A special meeting of the St. Charles Parish Library Board of Control was held at 10:00 a.m., Thursday July 8, 2004, in the Large Meeting Room at the East Library in Destrehan.

Members present: Delores Chauffe, Regenia Fortenberry, Carolyn Tregre, and Willie D. Scott, Sr.

Members absent: Janel Ryan.

Staff present: Margaret Wilhite, Marci Saucier, Leann Benedict, Vicki Nesting, and Mary des Bordes

Others: Norman Chenevert (Chenevert Architects), John Studdard (BP)

Mr. Scott called the meeting to order and asked for a moment of silent prayer, which was followed by the Pledge of Allegiance.

Mr. Scott asked for approval of the minutes of the May 27, 2004 meeting. Mrs. Chauffe moved that *the minutes be approved as mailed*. Mrs. Tregre seconded the motion, and the motion passed.

The attendance report for Board members was completed.

Ms desBordes asked if the Board would deviate from the agenda to allow her to request feedback from the Board concerning a proposed rollback to 4.7 mills for the Library's millage collection due to a reassessment of property in the parish. It is estimated that the rollback would cost the Library about \$80,000. Ms desBordes explained that the Library would need these funds for either building Branch Six, or for replacement of the Library's computer system (estimated cost \$500,000). Ms desBordes indicated that she would attend the Council meeting on July 12th to address the issue if requested by the Board. Mrs. Tregre moved that *the Library Director request that the St. Charles Parish Council allow the Library millage (collection) to remain at 4.9mills with no reduction, regardless of what other (governmental) entities do*. Mrs. Fortenberry seconded the motion and the motion passed.

The first item of unfinished business was donation of property by BP for the expansion of the East Regional Library. Mr. Chenevert began by recapping the status of the proposal, i.e., BP rejected the Library's first proposal of site, and the second proposal by the Library had been met with a counter-proposal by BP. Mr. Studdard was introduced.

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Ms desBordes asked him why, when the Library had indicated in their first proposal to BP that they required high visibility, that BP has on two occasions offered only sites off of River Road. His response was that the desirability of the property directly on River Road made it imprudent for BP to give up the revenue the property could provide. Ms desBordes then listed the areas of concern that the Library Board had concerning the parcel of property that BP was proposing to donate to the Library:

1. **Payment for the road leading to the Library site.** The cost of the road that would need to be built to the site would be prohibitive for the Library to fund. It is imperative that another entity, whether it be BP, their developer, or the Parish, assure the Library that this fiscal responsibility would not be required of them.
2. **Visibility via signage on River Road.** If the Library is to accept the loss of visibility that it has at its current location, there would need to be a commitment that sufficient signage would be available on River Road. This is requested in the form of both a suitably sized sign on the business campus entrance at River Road, and BP support should the Library choose to request additional signs on the levee side of River Road from La. DODT.
3. **A reasonably timely and firm donation date.** The Board had put off the East expansion project since November 2003 in anticipation of a donation by BP. The delay is costing the Library money in the form of increased building costs. The next regularly scheduled Board meeting is the third week in August. A response from BP by that date or at least by the end of that month would be desirable.
4. **Truck traffic on the access road to the library could be a problem.** The Board understands that there is light industry and warehousing in the north area of the business campus, and anticipates that more of this use will occur with the further development of the property. The prospect of large trucks in vast numbers passing the library building is a source of concern, both because of the noise and vibrations, and because of the additional traffic hazard to the patrons and staff.
5. **Possible enlargement of the site by one acre.** As the Library is would be giving up visibility by moving from River Road, would BP be willing to offer an additional acre as a concession for the loss, to be used for future growth, and to provide a park-like buffer surrounding the building ?

Mr. Studdard responded to the concerns as follows:

1. **BP would not assume responsibility for the road costs.** BP would be willing to donate the property required for the road to the Parish, but not the costs of building the road. In fact, BP could not promise that the road would be built as currently suggested by Mr. Chenevert. Much will depend on the company ultimately selected to develop the property.
2. **BP would be pleased to work with the Library to provide appropriate signage on River Road.** Additionally, Mr. Studdard would see no impediment to BP writing a letter of support in the event the Library chose to request additional signage from the DODT

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3. **BP would like to go forward with this donation as soon as possible.** Once the Library has provided BP with a letter of interest, the only barriers to the donation will be determination of the party responsible for the building of the access road, and paperwork required from the La. Department of Environmental Quality. Given those items, the paperwork for the donation to the library should follow shortly.
4. **BP cannot guarantee that there will be little truck traffic on the access road to the Library.** This is an issue that can only be controlled by the developer's plans.
5. **The area offered by BP is all the acreage available.** The property adjacent to that offered is either "roadbed-to-be", property owned by the Volunteer Fire Department, or property licensed to the Historical Foundation. Five acres should be sufficient for the current needs, additional administrative offices, and future growth. Should administrative offices not be part of the scope of the proposal, Mr. Studdard would recommend that the donation acreage be reduced.

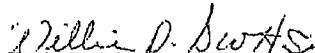
Mr. Studdard indicated that the next step for progress on the donation would be a letter of interest, listing the Library Board's areas of concern, to BP.

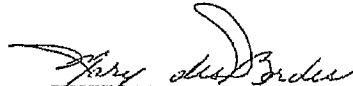
Mrs. Fortenberry moved that *the Board send a letter of intent (interest) to BP in regards to our intent to accept a property donation in Plantation Business Park, contingent on St. Charles Parish's agreement to develop and maintain the access road.* Mrs. Chauffe seconded the motion, and the motion passed.

Mr. Chenevert and Mr. Studdard left for another meeting. Mrs. Tregre expressed concern regarding truck traffic past the building, should we accept the donated property. Ms desBordes suggested that we could request that the Parish limit truck traffic on the road to those trucks below a certain weight. It was agreed that Ms desBordes should approach Mr. Laque with the Library's request for the Parish to build and maintain the access road, and that truck traffic on the access the road be limited to those below a given tonnage.

There being no further business the meeting was adjourned.

APPROVED:


Willie D. Scott, Sr., President
St. Charles Parish Library Board


Mary des Bordes, Secretary
St. Charles Parish Library Board

ST. CHARLES PARISH LIBRARY
Board of Control Meeting
August 17, 2004
6:00 p.m.
MINUTES

A regular meeting of the St. Charles Parish Library Board of Control was held at 6:00 p.m., Tuesday, August 17, 2004, in the Council Chambers at the Courthouse in Hahnville.

Members present: Delores Chauffe, Regenia Fortenberry, Carolyn Tregre, and Willie D. Scott, Sr.

Members absent: Janel Ryan.

Staff present: Lauren Campo, Mary desBordes

Others: Norman Chenevert

Mr. Scott called the meeting to order and asked for a moment of silent prayer, which was followed by the Pledge of Allegiance.

Mr. Scott asked for approval of the minutes of the July 8, 2004 meeting. Mrs. Tregue moved that *the minutes be approved as mailed*. Mrs. Chauffe seconded the motion, and the motion passed.

The attendance report for Board members was completed.

Under the Librarian's report, Ms desBordes reported that the library had a successful Summer Reading Program this year. Copies of a report prepared by Youth Services Librarian Marci Saucier were distributed to the Board. As a result of a court settlement against a recording company, the library received a donation of music on compact discs. Since the recordings were not suitable for our collections, Ms desBordes indicated that those not be given as prizes at programs, or as gifts to speakers would be put on sale to the public for \$5 a recording. Inquiries have begun for the possible re-carpeting at West Regional, as well as to add cove lighting in the Planetarium. Ms desBordes indicated that due to the difficulties connected with the expansion of East, she had not yet completed the budget for next year. Additionally, the State Library had just announced a change in their internet connectivity agreement, which would also affect the budget. There will be a meeting later in the week that would help in any determining additional costs to the library for our connections. The current financial report was also distributed to the Board.

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Under communications, Ms desBordes presented a letter from Mrs. Marilyn Richoux on behalf of the St. Charles Historical Foundation, requesting a dialogue with the Library Director and Board Members regarding exhibit space in the proposed new Destrehan Regional Library, and asking that a meeting be scheduled for such dialogue at the earliest convenience. Following discussion, it was decided that a committee should meet with the Historical Foundation, and report back to the Board at the next meeting. Mrs. Tregue and Mrs. Chauffe volunteered to serve on the committee.

In addition Ms desBordes brought a request to the board from a citizen asking that the Library allow her to place petitions in all library facilities, requesting the rescission of Senate Bill 157 (ACT 689), which affects benefits of burial policies. The Board expressed concern at setting a precedent and the problems it could generate. It was the consensus of the Board to deny the request.

The first item of old business taken up was the status of the East Expansion project. Ms desBordes reported that she, Mr. Scott, Mr. Chenevert, Mr. Tim Vial, and President Laque had met on August 10 to discuss the road issue in connection with the BP donation. Mr. Chenevert then reported on the status of the project. He had met with BP, who had indicated continuing interest in making the donation. Mr. Chenevert presented a site plan that he had developed for the proposed site, which showed how far the Campus Boulevard West would need to be built to serve the needs of the Library. He will be in touch with the Parish shortly with an estimate of the cost of the roadwork. It is Mr. Chenevert's understanding that the Parish is investigating options to assist with the funding for the road.

The first item of new business was cost of color copies from the public computers. Ms desBordes reported that the library had purchased color printers for use with the public PCs at East and West, using money from our State Library Grant. The printers are ready to be installed. Currently, prints from the public PCs cost \$.10. Ms desBordes suggested that the Board consider charging \$.25 a color copy. Mrs. Chauffe moved *that \$.25 be charged for color copies on the Public PCs' printer*. Mrs. Tregue seconded the motion and the motion passed.

The second item of business was limitation of access to public computers. The library has installed a new time and print management system on the public PCs. The new system allows more structured control of access to the PCs. Currently we are allowing access to anyone who has a St. Charles Parish Library card, with "guest card" usage to visitors to the parish. PC usage is available to cardholders with overdue fines and fees at present. The new system has the capability of restricting such access. The question was if we should do so, and if so, at what level. Following discussion, the general sentiment was not to block patrons from Public PC use, and that the decision should be made at the staff level.

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The final item of business was a resolution to amend the 2004 budget. Ms desBordes explained that due to a series of unexpected circumstances, several budget lines were under funded for the year. She asked that monies be moved from Maintenance of Buildings line to cover the under funded items. Mrs. Tregue moved *that the Board adopt the following resolution:*

Resolution Number 04-2
Resolution to amend the 2004 Budget

Whereas the funds in Line 28 (Membership Dues [214]) are insufficient to cover the cost of an increased online subscriptions in the form of dues, Line 37 (Water [233]) due to landscape irrigation at St. Rose, Line 47 (Maintenance of Grounds [261]) due to removal of trees at West Regional; and

Whereas sufficient additional funds are available in Line 48 (Maintenance of Buildings; [262]) the 2004 budget;

Now, therefore, be it resolved by the St. Charles Parish Library Board of Control at its regular meeting of August 17, 2004, that the Library's 2004 budget be amended by moving \$10,000 from Line 48 (Maintenance of Buildings; [262]): \$1,500 to Line 28 (Membership Dues [214]), \$2,500 to Line 37 (Water [233]), and \$6000 to Line 47 (Maintenance of Grounds [261])

Mrs. Chauffe seconded the motion, and the motion passed.

There being no further business the meeting was adjourned.

APPROVED:

Willie D. Scott, Sr., President
St. Charles Parish Library Board

Mary des Bordes, Secretary
St. Charles Parish Library Board

ST. CHARLES PARISH LIBRARY

Board of Control Meeting

November 16, 2004

6:00 p.m.

MINUTES

The regular meeting of the St. Charles Parish Library Board of Control was held at 6:00 p.m., Tuesday, November 16, 2004, in the small meeting room at the West Regional Library in Luling, Louisiana.

Members present: Janel Ryan, Delores Chauffe, Regenia Fortenberry, Carolyn Tregre and Willie D. Scott, Sr.

Members absent: none.

Staff present: Mary desBordes, Jane Varnholt, Lauren Campo, Nancy Anderson.

Others: none.

Mr. Scott called the meeting to order and asked for a moment of silent prayer, which was followed by the Pledge of Allegiance.

Mr. Scott asked for approval of the minutes of the August 17, 2004 meeting. Mrs. Chauffe moved that *the minutes be approved as mailed*. Mrs. Tregre seconded the motion, and the motion carried.

The attendance report for Board members was completed.

The next item of business taken up was the librarian's report. This week is National Children's Book Week, which is being celebrated with performances by Porta-puppet Players of "Pork in Teams" at each branch. In addition, this is a "fine free week" for all our patrons. DVDs added to the collections at West and East in September, and patrons at the East, West and St. Rose branches now have the option of printing in color from the public access computers. Color printing is going well at both the East and West Regional Libraries with a total of 500 color pages printed at West since the printer was installed in early September and 237 color pages printed at East since the printer was installed on October 8th. West Library hosted a writing workshop by Louisiana author Lynn Emery on November 4, which was funded by a mini-grant from State Library. Our current filtering soft- and hardware are undergoing changes, and we may need to change our vendor within the next six months. There will be a Veterans Day tribute with New Orleans entertainer Philip Melancon Wednesday, November 17 at 2:00 at the West library,

featuring music and songs of the World War II era. The Friends of the Library *Winter Wonderland* trees and wreaths are now on display at East library. East Librarian Vicki Nesting will be the commencement speaker at the LSU School of Library and Information Science graduation ceremony in December. The year 2005 is the Library's 50th anniversary. Each division of the system will be encouraged to find a special way to celebrate the occasion.

The first item of old business was the East expansion. Ms desBordes reported that there seems to be a difficulty with the BP donation. The company is requiring that the building of the full boulevard be guaranteed before the donation can be made. The Parish administration is suggesting that, if the funds can be found in the Parish budget, they be donated to the East library project for the purpose of building the road. The Parish would then be compensated for this funding by the sale of the old East Regional building. The Board asked Ms desBordes to approach Mr. Vial with their agreement with this scenario, with the understanding that if no progress is made by July 2005, the Board will reassess its position regarding the donation.

The next item of old business was the proposed *Guidelines for Naming of Library Buildings*, which had been reported on at the April 20, 2004 meeting, but inadvertently not decided at the August 17, 2004 meeting. Following discussion, Mrs. Tregre moved that *the following be adopted as part of the St. Charles Parish Library Policy Manual:*

Guidelines for Naming of Library Buildings

The St. Charles Library Board of Control shall have the authority to name any new library building or change the name of an existing branch.

The Library Board of Control will abide by laws passed relating to the naming of buildings by the State of Louisiana and any local laws which are appropriate.

When naming or renaming a library building the Board will consider the following:

1. Does the name indicate where the library is located?
2. Should it be named after a community, if it serves a number of communities?
3. If considering naming it after an individual, has this person contributed in extraordinary ways and over an extended period of time to improve the library service for the system

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or the specific branch? (Example: If someone donates the equal value to the cost of the building, the furnishings, and the maintenance for the life expectancy of the building, the Board of Control may consider the naming of the building for the individual.)

4. Should the library consider naming a branch after a major contributor? Note: The Board has named a room within a Library after a person who has made a significant contribution to the community in starting the first lending library in St. Charles Parish.
5. Would it be appropriate to consider naming a room in a library for a major contributor before considering naming or renaming a building?
6. Would most patrons in the area served consider the name appropriate?

The Library Board of Control will consider these and any other pertinent factors and decide on a name for a new branch or consideration for renaming one.

Steps for Submitting a Branch Name or Requesting a Name Change

1. A formatted letter must be submitted to the Board to request a library name or name change.
2. The formatted letter must include a list of the reason(s) for a name change.
3. If the library facility or a room in a library is to be named after a person, a biography of the individual is required.
4. The formal request will be introduced at one Board meeting and acted upon at the next Board meeting.

Mrs. Ryan seconded the motion, and the motion carried.

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The next item of old business was the proposed Continuing Education Policy which had also been raised at the April 20, 2004 meeting, but not taken up again at the August 17, 2004 meeting. Ms desBordes offered the proposed policy, which she had been asked to bring to the Board. Following discussion, Mrs. Chauffe moved that *the following be adopted*:

**St. Charles Parish Library
Policy on Continuing Education**

The library system's staff training program, designed to encourage continuous development, is basic to the vitality and effectiveness of the institution, and to the satisfaction of each individual in his work. The administration encourages and expects staff members to develop their skills by both formal and informal methods.

In-service training is an integral part of the library system's program. New staff members are given orientation training, history and objectives of the library, its general operation, as well as instruction concerning their own duties.

Staff members are required to participate in workshops and in-service training to facilitate use of computer and software technology. This will ensure a high level of service to patrons and provide opportunities for staff to acquire skills necessary to provide service.

Employee participation in management is fostered by means of staff meetings and individual conferences. Each employee has the opportunity to work closely with the library director in formulating the policies and procedures which will enable the library system to achieve its objectives of service. Few important decisions are made without staff participation in development and planning.

With the library director's permission, time with pay, including travel time, is allowed to full-time staff members who wish to enroll in classes in which college credit pertaining to the employee's job duties will be earned. This time will be granted for no more than one course a semester. The administration shall, whenever possible, and consistent with the best interest and efficient operation of the library, arrange leaves of absence, adjustment of time, and special assignments to permit employees opportunity for special study or further education.

Mrs. Fortenberry seconded the motion, and the motion carried.

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The next item of old business was the Proposal for Library/Historical partnership. Mrs. Tregre and Mrs. Chauffe presented their report to the Board. The report was as follows:

**Report of the
Committee On Proposed Partnership
with the St. Charles Historical Foundation**

November 8, 2004

The members of the Committee (Mrs. Tregre and Mrs. Chauffe) met with Mrs. Marilyn Richoux, Mrs. Joan Becnel, and others representing the St. Charles Historical Foundation on two occasions: September 8th, and November 4th.

At the September 8th meeting, the concept of a partnership was discussed. The St. Charles Historical Foundation presented documents to the Committee at that meeting (attached). At the November 4th meeting, at which Ms desBordes, Mr. Corey Faucheux of the Parish Economic Development and Tourism Department and Mrs. Sue Friloux were also present, the St. Charles Historical Foundation reiterated their desire to partner with the Library.

Following the November meeting, research identified a Louisiana State Attorney General's opinion (number 98-357, also attached), dated January 27, 1999, stating that a Library Board of Control "does not have the authority to establish a public museum and it does not have the authority to spend funds dedicated for libraries for library purposes for establishment of a museum."

As a result, the Committee feels that the Library should inform the St. Charles Historical Foundation that they are not legally able to provide space dedicated to the sole use of the Foundation for the purposes of exhibits, etc., as requested.

The Library Board will, however, likely be setting aside exhibit space in the new East Regional building, which is planned should BP donate land for that purpose. This space will be available to the St. Charles Historical Foundation on the same basis as other groups, with use by the Library always having first priority, and any use being determined by the Library only.

The Committee also recommends that the Library Board commend the St. Charles Historical Foundation for their vision, and hope that they are able to bring it to fruition, in partnership with another entity or otherwise.

Following discussion Mrs. Ryan moved *that the Board approve the recommendations of the report, and send a letter to the St. Charles Historical Foundation as indicated.* Mrs. Fortenberry seconded the motion, and the motion carried.

The first item of new business was the Board's public hearing on the proposed 2004 budget. Mrs. Tregue moved *that in lieu of the line-by-line discussion of the proposed budget, that only the heading for each area be read for questions.* Mrs. Chauffe seconded the motion, and the motion carried.

During the reading of the personnel line, Mrs. Chauffe moved *that the Director's salary be changed to step 13, as a merit increase.* Mrs. Tregre seconded the motion, and the motion carried. At the conclusion of the budget review, Mrs. moved *that the Board adopt the following resolution:*

2005 Budget Resolution

A Resolution adopting an Operating Budget of Revenues and Expenditures for the fiscal year beginning January 1, 2005, and ending December 31, 2005.

Be It Resolved by the Board of Control of the St. Charles Parish Library that,

SECTION 1: The attached detailed estimate of Revenues for the fiscal year beginning January 1, 2005, and ending December 31, 2004, be and the same is hereby adopted to serve as an Operating Budget of Revenues for the Library for the same period.

SECTION 2: The attached estimates of Expenditures by departments for the fiscal year beginning January 1, 2005, and ending December 31, 2005, be and the same is hereby adopted to serve as a budget of Expenditures for the Library during the same period.

SECTION 3: The adoption of this Operating Budget of Expenditures be and the same is hereby declared to operate as an appropriation of the amount therein set forth within the terms of the budget classification.

Passed and Adopted at Luling, Louisiana, on the 16th day of November 2004.

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Mrs. Ryan seconded the motion, and the motion carried.

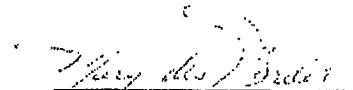
The next item of new business was an evaluation of the Library Director. Mrs. Tregre suggested that a committee be formed to develop a process to provide an annual performance evaluation of the Library Director. The Board went into executive session to discuss the matter. At the conclusion of the executive session, Mrs. Ryan volunteered to review a workbook previously purchased for the purpose of evaluating the executive director, and make recommendations to the Board for that purpose.

The last item of business was the approval of the holiday schedule for 2005. The library traditionally follows the same holiday schedule as the Parish. Ms desBordes presented the Parish's proposed schedule of holidays for 2005. Mrs. Chauffe moved that *the Board adopt the Parish 2005-4 holiday schedule as the Library's 2005 holiday schedule*. Mrs. Fortenberry seconded the motion, and the motion carried. Mrs. desBordes then asked the Board members if they would object to the library being closed Saturday, December 25th and Saturday, January 1st, as the Christmas and New Year holidays are scheduled for Friday the 24th and Friday the 31st respectively this year. Patronage during this holiday period is generally low. It would not cost the library any additional money, and would mean the staff at the Regionals and St. Rose would not have to break up their holidays for a minimal number of patrons. The Board indicated their approval.

There being no further business, the meeting was adjourned.

APPROVED:


Willie D. Scott, Sr., President
St. Charles Parish Library Board


Mary desBordes, Secretary
St. Charles Parish Library Board

ST. CHARLES PARISH LIBRARY
Board of Control Meeting
January 18, 2005
6:00 p.m.
MINUTES

A regular meeting of the St. Charles Parish Library Board of Control was held at 6:00 p.m., Tuesday, January 18, 2005, in the Council Chambers at the Courthouse in Hahnville.

Members present: Delores Chauffe, Regenia Fortenberry, Carolyn Tregre, and Willie D. Scott, Sr.

Members absent: Janel Ryan.

Staff present: Nancy Anderson, Mary desBordes

Others: None

Mr. Scott called the meeting to order and asked for a moment of silent prayer, which was followed by the Pledge of Allegiance.

Mr. Scott asked for approval of the minutes of the November 16, 2004 meeting. Mrs. Chauffe moved that *the minutes be approved as mailed*. Mrs. Tregre seconded the motion, and the motion passed.

The attendance report for Board members was completed.

Under the Librarian's report, Ms desBordes reminded the Board of the March LLA conference in Alexandria, and the ballots for new LLA officers. She reported that the new carpet at West has been installed. Ms desBordes indicated that the patron registration procedure had been revised to limit in-parish student eligibility to those who are registered in a regular K-12 school program. She also reported that our Systems administration Librarian, Leann Benedict, has been appointed to the United Way Strategic Planning Board.

The first item of old business taken up was the status of the East Expansion project. Ms desBordes reported that she had attended a meeting regarding the donation on December 20, 2004. The attendees were members of the River Road Historical Foundation, President Laque, Tim Vial, and Norman Chenevert. Mr. Chenevert brought the group up to date on the status of the project. The group was very enthusiastic about the plans, but essentially there has been no change in the status of the donation since the last meeting.

The next item of old business was the evaluation of the Director. Mrs. Ryan had taken responsibility for reviewing documents for this purpose. As she was absent, Mrs. Tregre

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moved that *this item be moved to the end of the agenda, and held to the next meeting if Mrs. Ryan did not arrive before the end of the meeting.* Mrs. Chauffe seconded the motion and the motion passed.

The first item of new business was the election of Board officers for the 2005 term. Mr. Scott asked Ms desBordes to assume the chair for the election. Mrs. Tregre moved that *Mr. Scott be re-elected as president for the 2005 term.* Mrs. Fortenberry seconded the motion, and the motion carried. Mrs. Chauffe moved that *Mrs. Tregre be re-elected as vice-president for the 2005 term.* Mrs. Fortenberry seconded the motion, and the motion carried. Mr. Scott re-assumed the chair.

The next item of new business was the Legislative Auditor's "Louisiana Compliance Questionnaire." Each year the parish has to confirm that its agencies are in compliance with this document. The one question pertaining to the library asks if the library is in compliance with the rules and regulations of the State Library of Louisiana.

Mrs. Chauffe moved that *the Board adopt the following resolution:*

Resolution Number 05-1

Resolution to certify compliance with
"Louisiana Compliance Questionnaire"

Whereas the Louisiana State Legislative Auditor requires local governmental units to certify that they are in compliance with certain rules and regulations as listed in "Louisiana Compliance Questionnaire";

Now, therefore, be it resolved by the St. Charles Parish Library Board of Control in its regular meeting of January 18, 2005, that we have complied with the regulations of the Louisiana State Library for the period beginning January 1, 2004, and ending December 31, 2004.

Mrs. Tregre seconded the motion and the motion carried.

The next item of new business was a resolution to amend the 2005 budget. Ms desBordes explained that a formula error in her spreadsheet had not added one line to the total. The resolution would simply add that amount to the final budget total.

Mrs. Tregre moved that *the Board adopt the following resolution:*

Resolution Number 05-2
Resolution to amend the 2005 Budget

Whereas the funds in Line 62 (Employee Liability [294]) were not included in the 2005 budget total due to a spreadsheet error; and

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Whereas sufficient additional funds are available in the surplus to the 2005 budget;

Now, therefore, be it resolved by the St. Charles Parish Library Board of Control at its regular meeting of January 18, 2005, that the Library's 2005 budget be amended by adding the \$3,000 in Line 62 (Employee Liability [294]) to the ending 2005 budget total, reducing the 2005 budget surplus by that amount.

Mrs. Fortenberry seconded the motion and the motion carried.

The next item of new business was patron confidentiality. Mrs. Tregue has asked Ms desBordes to bring information to the Board regarding the issue of patron confidentiality raised by an article in the Summer issue of *Louisiana Libraries*. Ms desBordes reviewed the concerns that public librarians have regarding the U.S.A. Patriot Act. Following discussion, it was decided that Ms desBordes would draft a confidentiality policy, and send it to the Board Members before the April meeting for their review.

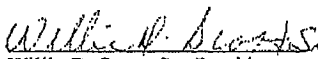
The next item of new business was the proposed Computer Equipment Usage Contract. Ms desBordes explained that the Computer staff felt that we needed a way to protect any computer equipment we might allow groups to use, and that they had drafted a contract for the Board's approval.

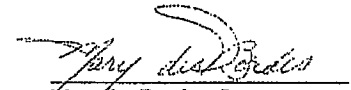
Mrs. Chauffe moved that *the Board approve the proposed contract as written*. Mrs. Tregre seconded the motion and the motion carried.

The last item of new business was the 50th anniversary of the St. Charles Parish Library. Ms desBordes reported that although no plans had yet been finalized, year-long celebrations might include interactive programs for children provided by the Preservation Resource Center, an Oral History Program, bookmarks with an historical timeline of materials in the library's collections, a webpage re-design, and possibly some contests. Giveaways for the celebration include pens, magnets and rubber band bracelets. Banners will be displayed at all locations, and each Board Member and employee will receive a matching pin. Seals to be used on correspondence also match the banners, etc. Ms desBordes asked if the Board had any other ideas for the celebration. An open house at all locations was suggested. Mrs. Tregre offered to serve as Board contact with Ms desBordes for the celebration. Ms desBordes will also contact the Friends group to determine what their plans are.

There being no further business the meeting was adjourned.

APPROVED:


Willie D. Scott, Sr., President
St. Charles Parish Library Board


Mary des Bordes, Secretary
St. Charles Parish Library Board

ST. CHARLES PARISH LIBRARY
Board of Control Meeting
April 19, 2005
6:00 p.m.
MINUTES

A regular meeting of the St. Charles Parish Library Board of Control was held at 6:00 p.m., Tuesday, April 19, 2005, in the Council Chambers at the Courthouse in Hahnville.

Members present: Delores Chauffe, Regenia Fortenberry, Janel Ryan, and Willie D. Scott, Sr.

Members absent: Carolyn Tregre.

Staff present: Mary desBordes

Others: None

Mr. Scott called the meeting to order and asked for a moment of silent prayer, which was followed by the Pledge of Allegiance.

Mr. Scott asked for approval of the minutes of the January 18, 2005 meeting. Mrs. Ryan moved that *the minutes be approved as mailed*. Mrs. Chauffe seconded the motion, and the motion passed.

The attendance report for Board members was completed.

Under the Librarian's report, Ms desBordes reminded the Board of the LLA conference in Alexandria at the end of this month. She reported that the laying of new carpet at East has begun. East Librarian Vicki Nesting was able to obtain a grant for a Human Rights Video collection from National Video Resources, with a value of approximately \$2,000. East and West staff has been particularly busy with programming recently, with tea parties for children and adults, workshops for teens and adults, and books discussions. Celebrating its first anniversary this month, East continues to offer an ongoing book discussion group on the 3rd Tuesday of each month. Within the next month, the library will be installing a new web server and a firewall. We are also investigating new web filters as our subscription with iPrism expires on June 1st. We will begin working on a redesign for the library's web page this summer, and are also in the very early stages of looking at new automation systems. East currently has display on Franklin Delano Roosevelt's presidency and his times in conjunction with the 60th anniversary of his death and the History Channel's special: FDR: A Presidency Revealed. East Librarian Vicki Nesting spoke as part of a panel on Writing for Publication at LSU School of Library and Information Science Feb. 21.

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The next item taken up was Communications. Ms desBordes reported that she had been notified by mail that Mrs. Ryan had been reappointed to the Board. She then presented a request from the Parish Schools to place a collection of textbooks at the West and East Regional libraries, with the stipulation that they be kept as a reference collection for students. Following discussion, Mrs. Ryan moved that *the Board agree to accept the donation of St. Charles Parish Public School textbooks to use as a resource for the public and not available for checkout as long as we have space for the textbooks and they are in active use. The Library system will not be responsible for loss or replacement of these materials.* Mrs. Chauffe seconded the motion, and the motion passed.

The first item of old business taken up was the status of the East Expansion project. Ms desBordes reported that she had been in contact with Mr. Chenevert concerning the rising costs of construction, and with Mr. Studdard regarding the options for donation of the property by BP. She presented the options for road construction acceptable by BP, along with cost estimates produced by Chenevert Architects. Following discussion, Mrs. Chauffe moved that *the Board approve the funding of Option Two (a four-lane boulevard) as part of the construction of the new East Library, and that the proposal be taken to BP.* Mrs. Fortenberry seconded the motion and the motion carried.

The next item of old business was the evaluation of the Director. Mrs. Ryan moved that *this item be postponed until the next meeting.* Mrs. Chauffe seconded the motion, and the motion passed.

The next item of old business was Patron confidentiality. Ms desBordes offered the Board several options for both Confidentiality Policy, and patron warnings. Mrs. Ryan moved that *the policy presented as Policy One be adopted as the Library's Data Privacy Policy.* Mrs. Chauffe seconded the motion and the motion passed. In addition, Ms desBordes was instructed to have two other cautionary statements posted in hard copy and on the computers at all locations as well.

The next item of old business was the Library's 50th anniversary. Ms desBordes reported that she had met with the Friends of St. Charles Library and that they had agreed to furnish refreshments for a "progressive open house" on Monday, August 8th. The open house will begin at Hahnville at 9:00, and run until 10:30 there. It will then pick up at Norco until noon, at which time it will move to East. At 1:30, it will recommence at West, and at 3:00 will begin at St. Rose, and finish there at 4:30.. The anniversary giveaways had been well received by the public. Hahnville has been displaying books that have been best sellers over the past 50 years and will continue to do so throughout the year. West has been soliciting participants for its oral history project. The Parade a'Gators contest has begun.

The first item of new business was a resolution to release funds set aside in the budget. Ms desBordes explained that funds allocated as construction retainage for the St. Rose building project in the 2003 budget have been set aside as such by the Parish Finance

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Department in succeeding budgets. The resolution would simply allow the Finance Department to release these funds for other purposes. Mrs. Ryan moved that *the Board adopt the following resolution:*

Resolution Number 05-3
Resolution to Release Funds Set Aside as Construction Retainage

Whereas funds allocated as construction retainage for the St. Rose building project in the 2003 budget have been set aside as such in succeeding budgets, and


Whereas such funds have been determined to no longer be required for this purpose;

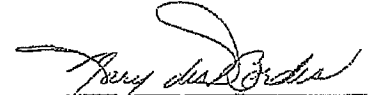
Now, therefore, be it resolved by the St. Charles Parish Library Board of Control at its regular meeting of April 19, 2005, that the Finance Department of the Parish be advised that these funds may be released for other purposes.

Mrs. Chauffe seconded the motion and the motion carried.

There being no further business the meeting was adjourned.

APPROVED:


Willie D. Scott, Sr., President
St. Charles Parish Library Board


Mary des Bordes, Secretary
St. Charles Parish Library Board

ST. CHARLES PARISH LIBRARY
Board of Control Meeting
August 16, 2005
6:00 p.m.
MINUTES

A regular meeting of the St. Charles Parish Library Board of Control was held at 6:00 p.m., Tuesday, August 16, 2005, in the Council Chambers at the Courthouse in Hahnville.

Members present: Delores Chauffe, Carolyn Tregre, Regenia Fortenberry, Janel Ryan, and Willie D. Scott, Sr.

Members absent: none.

Staff present: Mary desBordes

Others: None

Mr. Scott called the meeting to order and asked for a moment of silent prayer, which was followed by the *Pledge of Allegiance*.

Mr. Scott asked for approval of the minutes of the April 19, 2005 meeting. Mrs. Tregre moved that *the minutes be approved as mailed*. Mrs. Chauffe seconded the motion, and the motion passed.

The attendance report for Board members was completed.

Under the Librarian's report, Ms desBordes reported on this year's Summer Reading Program. Although we saw a small decline in participation from last year, the library still hosted 4149 young people at 129 programs, which was larger than last year's numbers. Assistant Director Margaret Wilhite served on the nominating board for the Quills, a new award created by *Publishers Weekly*. Since Mr. Scott was unable to attend the All Staff Meeting, at which service award pins were distributed, Ms desBordes presented him with a 30-year pin at the meeting. The latest financial report was also distributed to the Board.

The first item of old business taken up was the status of the East Expansion project. Ms desBordes reported that she had been in contact with Mr. Chenevert and Mr. Studdard concerning the donation of property. Mr. Studdard indicated that the donation paperwork is moving through "Internal Authority Review", BP's legal department is reviewing the donation document, and all land surveys have been completed. Mr. Studdard can't say when the process should be complete, but he is seeing progress.

The next item of old business was the evaluation of the Director. Mrs. Ryan asked the

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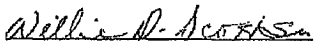
Board to review the St. John the Baptist Parish Library's director evaluation form. After some discussion, it was decided that the Board review all the area parish library boards' evaluation forms and return to the issue at the November meeting. Mrs. Tregue suggested that in the future, project information requiring Board review be sent to the director at least three weeks before the next scheduled meeting, so that they could be distributed to the Board before the meeting date. The Board also asked Ms desBordes to mail them a copy of her job description.

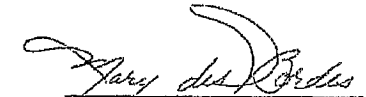
The next item of old business was the Library's 50th anniversary. Ms desBordes reported that both the All Staff Meeting on August 5th, and the "Progressive Open House" on August 8th had gone well. Ms desBordes thanked the Friends of the Library for their assistance in both the Parade a'Gators contest and the Open Houses. The anniversary celebration will continue with a mini storytelling "festival" to be held the third week in September. We will invite school children in to hear storytellers Vee Duensing, Kalpana Saxena, and Jeannine Pasini Beekman. Ms Beekman will also conduct a storytelling workshop for librarians and educators on September 21. Some of the storytelling programs will be in the evenings and on Saturday.

The first item of new business was a question from Ms desBordes concerning disability coverage for staff. Currently the staff has no option to purchase such insurance. She proposed that we offer the staff this option, at no cost to the Library. The Parish had indicated that they could handle this if the Board approved it. The Board asked Ms desBordes to gather more information and return to the issue at the November meeting.

There being no further business the meeting was adjourned.

APPROVED:


Willie D. Scott, Sr., President
St. Charles Parish Library Board


Mary des Bordes, Secretary
St. Charles Parish Library Board

ST. CHARLES PARISH LIBRARY
Board of Control Meeting
October 4, 2005
6:00 p.m.
MINUTES

A regular meeting of the St. Charles Parish Library Board of Control was held at 6:00 p.m., Tuesday, October 4, 2005, in the Large Meeting Room at the West Regional Library in Luling.

Members present: Delores Chauffe, Carolyn Tregre, Regenia Fortenberry, and Willie D. Scott, Sr.

Members absent: Janel Ryan.

Staff present: Mary desBordes.

Others: Norman Chenevert.

Mr. Scott called the meeting to order and asked for a moment of silent prayer, which was followed by the Pledge of Allegiance.

Mr. Scott asked for approval of the minutes of the August 16, 2005 meeting. Mrs. Chauffe moved that *the minutes be approved as mailed*. Mrs. Tregre seconded the motion, and the motion passed.

The attendance report for Board members was completed.

Under the Librarian's report, Ms desBordes informed the Board that Mrs. Ryan had contacted her to say that she would be resigning due to family and professional demands on her time. The owner of the Norco Branch building has had a new roof installed. In addition, Mr. Chenevert has obtained a quote for the repair of the roof at St. Rose. Funds for repairs due to hurricane Katrina should be covered by our insurance, but the adjuster has not yet visited the branch. Repairs required because of poor installation will be paid from our current construction budget. The Parish Council has moved their budget hearings to the end of October, and Ms desBordes will not be available during that time. The Council has been advised that any questions they have regarding our proposed budget can be forwarded to Ms desBordes, or they can attend the Library Board's budget hearing on November 15th. Ms desBordes reported that she had attended the dedication of the new library in Garyville, and encouraged the Board to visit the new building if they were in the area.

The first item of old business taken up was the status of the East Expansion project. Ms

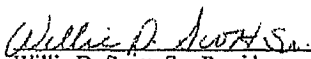
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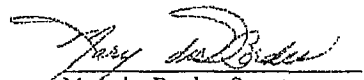
desBordes reported that she had received a draft copy of BP's Act of Donation from Mr. Studdard the day before. BP still needs to receive a No Further Action Letter from LDEQ. The donation document will require a thorough review by Parish Attorney Bobby Raymond. She explained those sections which were most pertinent: eighteen months after an "effective date" to be set the road must be completed, twenty-four months after the effective date the building must be completed and opened. Mr. Chenevert indicated that this was do-able under ordinary circumstances. Ms desBordes will provide the Board with a précis of the act of donation, as she understands it. The Board can negotiate the terms of the act to include items it deems necessary.

There was a discussion of the increased costs and availability of contractors and materials following hurricane Katrina. Mr. Chenevert agreed that there may be an price increase above and beyond that seen this year before Katrina, but said qualified contractors and materials should be available. Ms desBordes indicated that additional funds necessary might be found by postponing some items of maintenance in the proposed 2006 budget, as well as there being a possibility that we might collect more revenues than projected for 2006. In addition, since the project will extend into 2007, revenues collected that year could also be used.

There being no further business the meeting was adjourned.

APPROVED:


Willie D. Scott, Sr., President
St. Charles Parish Library Board


Mary des Bordes, Secretary
St. Charles Parish Library Board

ST. CHARLES PARISH LIBRARY
Board of Control Meeting
November 15, 2005
6:00 p.m.
MINUTES

The regular meeting of the St. Charles Parish Library Board of Control was held at 6:00 p.m., Tuesday, November 15, 2005, in the large meeting room at the West Regional Library in Luling, Louisiana.

Members present: Delores Chauffe, Regenia Fortenberry, Carolyn Tregre and Willie D. Scott, Sr.

Members absent: Janel Ryan.

Staff present: Nancy Anderson and Mary desBordes.

Others: none.

Mr. Scott called the meeting to order and asked for a moment of silent prayer, which was followed by the Pledge of Allegiance.

Mr. Scott asked for approval of the minutes of the October 4, 2005 special meeting. As two board members reported that they had not received their copies of the minutes in the mail, Mrs. Tregre moved that *approval of the minutes be postponed until the next regular meeting*. Mrs. Chauffe seconded the motion, and the motion carried.

The attendance report for Board members was completed.

The next item of business taken up was the librarian's report. This week is National Children's Book Week, which is being celebrated with a "fine free week" for all our patrons, as well as visits from a giant Turkey (staff member in costume) at all locations. West library is serving as a testing location for a wireless network to laptop computers for our patrons (similar to those frequently found at coffeehouses). Once any bugs have been worked out, we plan to offer the same service at East and St. Rose. Technical Services Supervisor Denise Wilson has successfully completed her comprehensive exams for her Masters in Library and Information Science, and is to graduate in December. East Circulation Supervisor Lauren Campo has been accepted into the LSU graduate program in Library and Information Science, and should start in January. East Librarian Vickie Nesting will appear on the next LLA ballot as a candidate for LLA representative to the ALA Council. A copy of the latest budget summary from the Finance Department was distributed.

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The first item of old business was the East expansion. Parish Attorney Bobby Raymond has reviewed the draft act of donation proposed by BP. Ms desBordes has expressed her concerns over the length of the timeline proposed, and limitations on disturbance of earth during construction to Parish CAO Tim Vial, who will forward them to Mr. Raymond. The number of changes to the document the parish requests will affect the date the donation will take place. Ms desBordes will meet with Norman Chenevert to make necessary changes in the building program, so that design of the new building can begin.

The next item of old business was an evaluation of the Library Director. Mrs. Tregre distributed a form she had prepared for use by the Board. She suggested that board members could either all fill out the forms individually, have the responses compiled, and then have two members appointed to present them to the director; or that the Board could appoint two members to fill out the form and then present it to the director. After discussion, it was decided that the entire Board would individually fill out the form, and it would be compiled and presented to the director by the Board in executive session. The evaluation is to be done annually. Ms desBordes will retype the form as submitted at this meeting, and the matter is to be taken up again at the January 2006 meeting.

The next item of old business was Disability Coverage for Staff. Ms desBordes did additional research on this subject following the August meeting. The need for the Board to approve staff purchasing short-term disability insurance is not necessary, as the staff is not currently prohibited from purchasing such coverage. Ms desBordes also reported that the Library does not participate in the Parish's or any other long-term disability program at this time. If the Board chooses to offer such coverage to employees, the additional cost to the library would be approximately \$6000 a year. The Board requested that Ms desBordes meet with the Parish's agent for this coverage, and bring firm costs for coverage to the January 2006 meeting.

The first item of new business was the Resolution to Amend the 2005 Budget (Res. 05-5). The legal spending limits on Line 65 (Non-Consumable Office Supplies [305]) have been raised, and some items previously paid from Line 82 (Office Equipment, Furniture & Fixtures [656]) are now mandated to be purchased using funds from Line 65. Res. 05-5 would amend the 2005 Budget to add funds to Line 65 for the purpose of adequately funding this line through the end of the year). Mrs. Chauffe moved that *the Board adopt the following resolution:*

Resolution Number 05-5
Resolution to amend the 2005 Budget

Whereas the funds in Line 65 (Non-Consumable Office supplies [305]) are insufficient due to a change in legal spending limits and fund account coding, and

Whereas sufficient additional funds are available in Line 82 (Office Equipment, Furniture & Fixtures [656]) of the 2005 budget;

Now, therefore, be it resolved by the St. Charles Parish Library Board of Control at its regular meeting of November 15, 2005, that the Library's 2005 budget be amended by moving \$15,000 from Line 82 (Office Equipment, Furniture & Fixtures [656]) to Line 65 (Non-Consumable Office supplies [305]).

Mrs. Tregre seconded the motion, and the motion carried.

The next item of new business was Board's public hearing on the proposed 2005 budget. Mr. Scott and Mrs. Tregue read the headings for each budget category and the amount to be budgeted for that purpose. There were no questions.

At the conclusion of the budget review, Mrs. Chauffe moved that *the Board adopt the following resolution:*

2006 Budget Resolution

A Resolution adopting an Operating Budget of Revenues and Expenditures for the fiscal year beginning January 1, 2006, and ending December 31, 2006.

Be It Resolved by the Board of Control of the St. Charles Parish Library that,

SECTION 1: The attached detailed estimate of Revenues for the fiscal year beginning January 1, 2006, and ending December 31, 2006, be and the same is hereby adopted to serve as an Operating Budget of Revenues for the Library for the same period.

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SECTION 2: The attached estimates of Expenditures by departments for the fiscal year beginning January 1, 2006, and ending December 31, 2006, be and the same is hereby adopted to serve as a budget of Expenditures for the Library during the same period.

SECTION 3: The adoption of this Operating Budget of Expenditures be and the same is hereby declared to operate as an appropriation of the amount therein set forth within the terms of the budget classification.

Passed and Adopted at Luling, Louisiana, on the 15th day of November 2005.

Mrs. Tregue seconded the motion, and the motion carried.

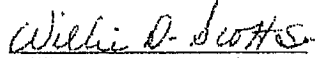
The next item of business was the approval of the holiday schedule for 2006. The library traditionally follows the same holiday schedule as the Parish. Ms desBordes presented the Parish's schedule of holidays for 2006. Mrs. Fortenberry moved that *the Board adopt the Parish 2006 holiday schedule as the Library's 2006 holiday schedule*. Mrs. Tregre seconded the motion, and the motion carried. Mrs. desBordes then asked the Board members if they would object to the library being closed Saturday, December 24th and Saturday, December 31st, as the Christmas and New Year holidays are scheduled for Friday the 23rd and Monday the 2nd respectively this year. Patronage during this holiday period is generally low. It would not cost the library any additional money, and would mean the staff at the Regionals and St. Rose would not have to break up their holidays for a minimal number of patrons. The Board indicated their approval.


Mrs. Tregre then asked if the Board could take up the question of frequency of meetings. She indicated that meeting six times a year would provide the Board a better opportunity to act more effectively, and proposed that it meet every other month rather than quarterly. A review of the Board by-laws confirmed that there was no impediment to a change. Mrs. Chauffe moved that *the by-laws be amended to read, "Section 1, Meetings of the Board of Control shall be held six times a year, on the third Tuesday of January, March, May, July, September, and November. Regular meetings may be held more frequently if desired" and that any other mention of quarterly meetings in the by-laws shall be changed to delete the word "quarterly"*. Mrs. Fortenberry seconded the motion, and the motion passed. Ms desBordes is to send an amended copy of the Board's by-laws to each member.

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There being no further business, the meeting was adjourned.

APPROVED:


Willie D. Scott, Sr., President
St. Charles Parish Library Board


Mary desBordes, Secretary
St. Charles Parish Library Board

ST. CHARLES PARISH LIBRARY
Board of Control Meeting
January 17, 2006
6:00 p.m.
MINUTES

A regular meeting of the St. Charles Parish Library Board of Control was held at 6:00 p.m., Tuesday, January 17, 2006, in the Council Chambers at the Courthouse in Hahnville.

Members present: Delores Chauffe, Carolyn Tregre, Mary Bunch, and Willie D. Scott, Sr.

Members absent: Regenia Fortenberry.

Staff present: Mary desBordes

Others: None

Mr. Scott called the meeting to order and asked for a moment of silent prayer, which was followed by the Pledge of Allegiance. He then introduced Mrs. Mary Bunch, the newest member of the Library Board. Mrs. Bunch is filling the balance of Mrs. Ryan's term.

Mr. Scott asked for approval of the minutes of the October 4, 2005 and November 15, 2005 meeting. Mrs. Tregre moved that *the minutes be approved as mailed*. Mrs. Chauffe seconded the motion, and the motion passed.

The attendance report for Board members was completed.

Under the Librarian's report, Ms desBordes shared the sadness of the staff on the recent death of Assistant Director, Margaret Wilhite. She let the Board know that the memorial gathering for Margaret would be Friday evening at 6:00pm, January 20th at East Regional Library. Ms desBordes is re-writing the assistant director job description, and will be advertising the vacancy early in February. She also reminded the Board of the March LLA conference in Lafayette, and the ballots for new LLA officers. She reported that there would be a genealogy program at West on Thursday, February 2nd. Statistical information regarding the budget and circulation for the year 2005 were distributed. Ms desBordes then polled the Board for their preferences on how materials should be sent to them, due to the disruption in mail services, etc.

The first item of old business taken up was the status of the East Expansion project. Ms desBordes reported that she had updated the building program for the new building, and sent it to Chenevert Architects. Essentially there has been no change in the status of the donation since the last meeting, with the draft Act of Donation still being discussed by the Parish and BP attorneys. Ms desBordes asked if the Board would like to visit two

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newer library facilities to see what is being done in the area. She was asked to select a date about three weeks in the future and notify the Board as well as the architects.

The next item of old business was the evaluation of the Director. Mrs. Tregre reviewed the history of the evaluation process, as well as how the proposed evaluation form was created. Since the proposed form had been mailed to all Board members before the meeting, Mrs. Tregre moved that *the proposed form for evaluation of the Director be accepted as mailed, and that the Director be evaluated at the September meeting of the Board.* Mrs. Chauffe seconded the motion, and the motion passed.

The next item of old business was disability coverage for the staff. Ms desBordes reported that the cost of disability coverage for all full-time staff would be approximately \$5750 per year. The cost would be paid in full by the library. Essentially, library employees would be added to the Parish's coverage. Payment would begin 90 days after the disability began, at 50% of the employee's salary. The Board need only send the agent a letter indicating its approval. However, the Board must first amend the 2006 budget to add funds for the coverage. An amendment for this purpose could be passed at the March meeting. Mrs. Tregre moved that *the Board approve Library employees be added to the Parish's long-term disability coverage.* Mrs. Bunch seconded the motion, and the motion passed.

The next item of old business was the Library Board By-Laws amendment. The amendment would increase the number of regular Board meetings from four to six per year, to be held on each odd-numbered months. The proposed amended by-laws had been mailed to the Board. Mrs. Tregre moved that *the by-laws be amended as mailed.* Mrs. Bunch seconded the motion, and the motion passed.

The first item of new business was the election of Board officers for the 2005 term. Mr. Scott asked Ms desBordes to assume the chair for the election. Mrs. Tregre moved that *Mr. Scott be re-elected as president for the 2006 term.* Mrs. Chauffe seconded the motion, and the motion carried. Mrs. Chauffe moved that *Mrs. Tregre be re-elected as vice-president for the 2006 term.* Mrs. Bunch seconded the motion, and the motion carried. Mr. Scott re-assumed the chair.

The next item of new business was the Legislative Auditor's "Louisiana Compliance Questionnaire." Each year the parish has to confirm that its agencies are in compliance with this document. The one question pertaining to the library asks if the library is in compliance with the rules and regulations of the State Library of Louisiana.

Mrs. Bunch moved that *the Board adopt the following resolution:*

Resolution Number 06-1

Resolution to certify compliance with
"Louisiana Compliance Questionnaire"

Whereas the Louisiana State Legislative Auditor requires local governmental units to certify that they are in compliance with certain rules and regulations as listed in "Louisiana Compliance Questionnaire";

Now, therefore, be it resolved by the St. Charles Parish Library Board of Control in its regular meeting of January 17, 2006, that we have complied with the regulations of the Louisiana State Library for the period beginning January 1, 2005, and ending December 31, 2005.

Mrs. Chauffe seconded the motion and the motion carried.

The next item of new business was a resolution to amend the 2006 budget. Ms desBordes explained that the replacement of the bookmobile's generator was unanticipated at the time the budget was approved. The funds required for the replacement are available in the library's fund balance. The budget amendment would simply move these funds into the appropriate budget line, so that the generator could be ordered and replaced.

Mrs. Tregre moved that *the Board adopt the following resolution:*

Resolution Number 06-2
Resolution to amend the 2006 Budget

Whereas the funds in Line 49 (Maintenance of Vehicles [263]) are insufficient due to the unforeseen necessity of replacing the generator on the bookmobile;

And whereas sufficient additional funds are available in the 2006 budget surplus;

Now, therefore, be it resolved by the St. Charles Parish Library Board of Control at its regular meeting of January 17, 2006, that the Library's 2006 budget be amended by moving \$10,000 from the budget surplus to Line 49 (Maintenance of Vehicles [263]).


Mrs. Chauffe seconded the motion and the motion carried.

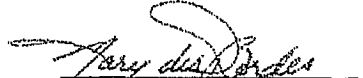
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Mrs. Chauffe then moved that *the Library Board pass a resolution in memory of Rita Margaret Wilhite, to recognize her sixteen years of service with the St. Charles Parish Library, and further that the resolution be posted at the memorial service on January 20, 2006.* Mrs. Tregre seconded the motion and the motion carried.

There being no further business the meeting was adjourned.

APPROVED:


Willie D. Scott, Sr., President
St. Charles Parish Library Board


Mary des Bordes, Secretary
St. Charles Parish Library Board

ST. CHARLES PARISH LIBRARY
Board of Control Meeting
May 16, 2006
6:00 p.m.
MINUTES

A regular meeting of the St. Charles Parish Library Board of Control was held at 6:00 p.m., Tuesday, May 16, 2006, in the Large Meeting Room at the East Regional Library in Destrehan.

Members present: Delores Chauffe, Carolyn Tregre, Mary Bunch, and Willie D. Scott, Sr.

Members absent: Regenia Fortenberry.

Staff present: Mary desBordes, Vicki Nesting, Leann Benedict, Nancy Anderson, Lauren Campo.

Others: Norman Chenevert, Dyke Nelson

Mr. Scott called the meeting to order and asked for a moment of silent prayer, which was followed by the Pledge of Allegiance.

Mr. Scott asked for approval of the minutes of the January 17, 2006 meeting. Mrs. Chauffe moved that *the minutes be approved as mailed*. Mrs. Tregre seconded the motion, and the motion passed.

The attendance report for Board members was completed.

Under the Librarian's report, Ms desBordes reported to the Board that since the last meeting Vicki Nesting had been appointed Assistant Director, and Leann Benedict had been named Associate Director. The now vacant East Regional Librarian position has been advertised, several applications for the position have been received, and some interviews would take place the next day. The Library celebrated a Storytelling Festival in March as part of the 50th Anniversary celebration, postponed from September 2005 due to hurricane Katrina. Also in March, the library celebrated a month of Food for Fines, with items gathered being sent to the St. Charles Food Bank. The program was very popular, with many patrons bringing in canned goods even though they didn't have any fines. Lauren Campo, who started taking classes this semester toward a Master of Library and Information Science degree, was awarded the H. W. Wilson Scholarship for her studies. Vicki Nesting is the 2006-2007 Chair of the American Library Association's Notable Videos for Adults Committee. She has been serving on this committee for the past two years. East's teen program held on January 19th, *Adventures in Foreign Lands*, had 33 in attendance learning about other cultures. East's book discussion celebrates its

**St. Charles Parish Library Board
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second anniversary in April. Ms desBordes also reported that the library is now offering wireless access that has been available at West at East Regional and St. Rose. Patrons seem very pleased with this new service. Statistical information regarding the budget was distributed.

The first item of old business taken up was the status of the East Expansion project. Ms desBordes reported that essentially there has been no change in the status of the donation since the last meeting, with the draft Act of Donation still being discussed by the Parish and BP attorneys. However, Mr. Vial recently indicated to Ms desBordes that it appeared that the process was winding down, and that the required project time has been extended from two years to five years. She thanked those Board members who were able to participate in the visits to the Abbeville and Houma libraries.

Mr. Chenevert then reviewed the process of design that preceded the materials to be presented. Mr. Nelson presented the concept and schematic designs for the new building. The Board discussed the concepts, and gave feedback to the architects. Mr. Chenevert asked to meet with the staff to review the proposed designs. New designs will be presented at the meeting in July.

The next item of old business was disability coverage for the staff. Mrs. Tregre moved *that the Board adopt the following resolution:*

**Resolution Number 06-4
Resolution to amend the 2006 Budget**

Whereas the Library Board of Control determined at its regular meeting of January 17, 2006, that the Library provide disability coverage for all full-time employees;

And whereas sufficient additional funds for this purpose are available in the 2006 budget surplus;

Now, therefore, be it resolved by the St. Charles Parish Library Board of Control at its regular meeting of May 16, 2006, that the Library's 2006 budget be amended by moving \$6,000 from the budget surplus to Line 23a (Disability Insurance [157]).

Mrs. Bunch seconded the motion, and the motion passed.

The first item of new business was a proposal to add automatic doors at West Regional Library. Mr. Dyke Nelson of Chenevert Architects presented two proposals for consideration. The Board agreed on their preference of design, and Mr. Nelson is to procure more information concerning the cost so that the project could go forward.

St. Charles Parish Library Board
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The next item of new business was a resolution to amend the 2006 budget. Ms desBordes explained that there were a number of line items that were under funded in the 2005 budget. As a result, she asked the Board to add funds to these line items in order to be sure that they were not under funded in the 2006 budget. The funds required are available in the library's fund balance. The budget amendment would simply move these funds into the appropriate budget line, so each line item would be funded at a higher level in 2006.

Mrs. Chauffe moved that *the Board adopt the following resolution:*

Resolution Number 06-5
Resolution to amend the 2006 Budget

Whereas the funds in Line 18 (FICA/Social Security [151]), Line 19 (Retirement Contributions [152]), Line 23 (Medicare Insurance [156]), Line 35 (Electric light and Power [231]), Line 44 (Equipment Rentals [252]), Line 51 (Maintenance of Plumbing and HVAC [265]), and Line 68 (Maintenance of Buildings & Grounds [326]) were insufficient in the 2005 budget due to unforeseen increases in these line items;

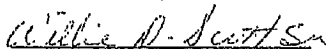
And whereas sufficient additional funds are available in the 2006 budget surplus to add funds to each of these lines to fully fund them for 2006;


Now, therefore, be it resolved by the St. Charles Parish Library Board of Control at its regular meeting of May 16, 2006, that the Library's 2006 budget be amended by moving \$3,000 from the budget surplus to Line 18 (FICA/Social Security [151]), \$4,000 from the budget surplus to Line 19 (Retirement Contributions [152]), \$2,000 from the budget surplus to Line 23 (Medicare Insurance [156]), \$25,000 from the budget surplus to Line 35 (Electric light and Power [231]), \$2,000 from the budget surplus to Line 44 (Equipment Rentals [252]), \$2,000 from the budget surplus to Line 51 (Maintenance of Plumbing and HVAC [265]), and \$1,500 from the budget surplus to Line 68 (Maintenance of Buildings & Grounds [326]).

Mrs. Bunch seconded the motion and the motion carried.

There being no further business the meeting was adjourned.

APPROVED:


Willie D. Scott, Sr., President
St. Charles Parish Library Board


Mary des Bordes, Secretary
St. Charles Parish Library Board

ST. CHARLES PARISH LIBRARY

Board of Control Meeting

July 18, 2006

6:00 p.m.

MINUTES

A regular meeting of the St. Charles Parish Library Board of Control was held at 6:00 p.m., Tuesday, July 18, 2006, in the Council Chambers at the Courthouse in Hahnville.

Members present: Delores Chauffe, Carolyn Tregre, and Willie D. Scott, Sr.

Members absent: Mary Bunch.

Staff present: Mary desBordes, Leann Benedict, Denise Wilson.

Others: Norman Chenevert, Dyke Nelson, John Streva

Mr. Scott called the meeting to order and asked for a moment of silent prayer, which was followed by the Pledge of Allegiance.

Mr. Scott asked for approval of the minutes of the May 16, 2006 meeting. Mrs. Chauffe moved that *the minutes be approved as mailed*. Mrs. Tregre seconded the motion, and the motion passed.

The attendance report for Board members was completed.

Under the Librarian's report, Ms desBordes reported to the Board that since the last meeting ALA held their annual conference in New Orleans, The Library system was closed on June 26 to allow all the staff to visit the conference exhibit hall. In addition, all the professional librarians on staff were registered to attend various programs. The consensus was that it was a positive experience for all who attended. The Summer Reading Program has been in full swing since the beginning of June, with lots of fun with our theme, "Paws to Read". Audiences have been large & appreciative, with a total of 2443 attendees at 61 programs in the past month alone. We are most pleased with the great attendance for teen programs, offering crafts, karaoke, cartooning, and drama and etiquette workshops targeted just for them. We have made sure to offer programs in the evenings, and on Saturdays so working parents can be included in our summer fun. In addition, our "Pets Like Reading, Too" pet photo contest has been popular, netting entries ranging from an elephant (being read to by one of our patrons at the Audubon Zoo) to a tiny hedgehog reading a Beatrix Potter book. St. Rose, Hahnville, West, and East have all had HVAC problems due to the extreme heat we've been having. East suffered the most difficult and longest trouble, having to close at five o'clock for a month until all the equipment was acquired and installed. However, all is well now, and normal hours are back in place. Ms desBordes also reminded the Board that evaluation of the director is

St. Charles Parish Library Board
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scheduled for the September meeting. A copy of the evaluation form was included in each Board Member's meeting materials. Statistical information regarding the budget was also distributed.

The first item of old business taken up was the status of the East building project. Ms desBordes reported that essentially there has been no change in the status of the donation since the last meeting, with the draft Act of Donation still being discussed by the Parish and BP attorneys.

Mr. Chenevert introduced Mr. John Strevva who will be the project leader for the East building. Then he and Mr. Nelson presented the schematic design as it had been developed to date. The Board discussed the concepts, and approved the schematic design.

The next item of old business was the status of the West automatic door project. Mr. Nelson and Mr. Chenevert Architects presented the latest information on the project, including cost estimates. The Board approved the sliding door design

There being no further business the meeting was adjourned.

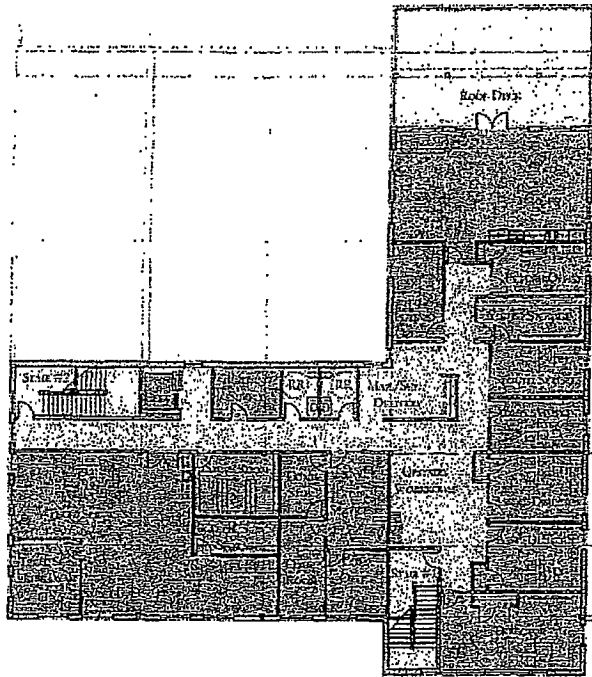
APPROVED:

Willie D. Scott, Sr., President
St. Charles Parish Library Board


Mary des Bordes, Secretary
St. Charles Parish Library Board

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Plan (2/2006)


 TWO STORY SCHEME SECOND FLOOR PLAN
 1/32" = 1'-0"
 Second Floor: 7970 SF

7970 SF
 2ND FLOOR

ST. CHARLES PARISH EAST REGIONAL LIBRARY
 TWO STORY SCHEME SECOND FLOORPLAN
 DRESDEN, LA
 11/18/2006

ST. CHARLES PARISH LIBRARY
Board of Control Meeting
July 18, 2006
6:00 p.m.
MINUTES

A regular meeting of the St. Charles Parish Library Board of Control was held at 6:00 p.m., Tuesday, July 18, 2006, in the Council Chambers at the Courthouse in Hahnville.

Members present: Delores Chauffe, Carolyn Tregre, and Willie D. Scott, Sr.

Members absent: Mary Bunch.

Staff present: Mary desBordes, Leann Benedict, Denise Wilson.

Others: Norman Chenevert, Dyke Nelson, John Streva

Mr. Scott called the meeting to order and asked for a moment of silent prayer, which was followed by the Pledge of Allegiance.

Mr. Scott asked for approval of the minutes of the May 16, 2006 meeting. Mrs. Chauffe moved that *the minutes be approved as mailed*. Mrs. Tregre seconded the motion, and the motion passed.

The attendance report for Board members was completed.

Under the Librarian's report, Ms desBordes reported to the Board that since the last meeting ALA held their annual conference in New Orleans, The Library system was closed on June 26 to allow all the staff to visit the conference exhibit hall. In addition, all the professional librarians on staff were registered to attend various programs. The consensus was that it was a positive experience for all who attended. The Summer Reading Program has been in full swing since the beginning of June, with lots of fun with our theme, "Paws to Read". Audiences have been large & appreciative, with a total of 2443 attendees at 61 programs in the past month alone. We are most pleased with the great attendance for teen programs, offering crafts, karaoke, cartooning, and drama and etiquette workshops targeted just for them. We have made sure to offer programs in the evenings, and on Saturdays so working parents can be included in our summer fun. In addition, our "Pets Like Reading, Too" pet photo contest has been popular, netting entries ranging from an elephant (being read to by one of our patrons at the Audubon Zoo) to a tiny hedgehog reading a Beatrix Potter book. St. Rose, Hahnville, West, and East have all had HVAC problems due to the extreme heat we've been having. East suffered the most difficult and longest trouble, having to close at five o'clock for a month until all the equipment was acquired and installed. However, all is well now, and normal hours are back in place. Ms desBordes also reminded the Board that *evaluation of the director is*

St. Charles Parish Library Board
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scheduled for the September meeting. A copy of the evaluation form was included in each Board Member's meeting materials. Statistical information regarding the budget was also distributed.

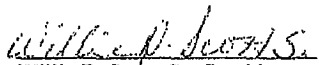
The first item of old business taken up was the status of the East building project. Ms desBordes reported that essentially there has been no change in the status of the donation since the last meeting, with the draft Act of Donation still being discussed by the Parish and BP attorneys.

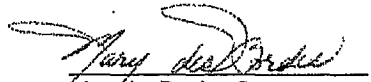
Mr. Chenevert introduced Mr. John Strevia who will be the project leader for the East building. Then he and Mr. Nelson presented the schematic design as it had been developed to date. The Board discussed the concepts, and approved the schematic design.

The next item of old business was the status of the West automatic door project. Mr. Nelson and Mr. Chenevert Architects presented the latest information on the project, including cost estimates. The Board approved the sliding door design

There being no further business the meeting was adjourned.

APPROVED:


Willie D. Scott, Sr., President
St. Charles Parish Library Board


Mary des Bordes, Secretary
St. Charles Parish Library Board

ST. CHARLES PARISH LIBRARY

Board of Control Meeting

September 19, 2006

6:00 p.m.

MINUTES

A regular meeting of the St. Charles Parish Library Board of Control was held at 6:00 p.m., Tuesday, September 19, 2006, in the Council Chambers at the Courthouse in Hahnville.

Members present: Delores Chauffe, Carolyn Tregre, Mary Bunch, and Willie D. Scott, Sr.

Members absent: None.

Staff present: Mary desBordes.

Others: Norman Chenevert, Dyke Nelson, Lynette Bush.

Mr. Scott called the meeting to order and asked for a moment of silent prayer, which was followed by the Pledge of Allegiance.

Mr. Scott asked for approval of the minutes of the July 18, 2006 meeting. Mrs. Chauffe moved that *the minutes be approved as mailed*. Mrs. Bunch seconded the motion, and the motion passed.

The attendance report for Board members was completed.

Under the Librarian's report, Ms desBordes reported to the Board that the Council had appointed Mrs. Lynette Bush of Des Allemands as a new Board Member to fill the vacancy formed at the end of Mrs. Fortenberry's term. West Regional library has begun a weeding of their collections, to remove superseded, outdated, and badly worn materials. They have also begun a new book club for adults. All locations will be getting additional new computers over the next few weeks, which were purchased with funds from the grants from the Gates Foundation and State Library. West Library will also be moving three public access catalog computers to the stacks area, for easier patron access. The Summer Reading Program saw an increase in programs and their attendance, with 130 programs attended by 3,267 young people. Library staff worked hard, and the children and teens participating were enthusiastic. Youth Services also reported that we are seeing a growing interest and attendance at our regular lapsit storytimes at East, West and St. Rose branches, with new programs being planned for the Hahnville and Norco locations. The Library will be honoring our Friends of the Library group the week of October 22 through 28. Special displays will be up at all locations during the week, encouraging patrons to become Friends. Each new member will receive a pen and "sticky note" pad, and a chance to win a book bag of library goodies (per location). The financial report was also distributed.

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The first item of old business taken up was the status of the East building project. Ms desBordes reported that essentially there has been no change in the status of the donation since the last meeting. Mr. Chenevert and Mr. Nelson presented the schematic design as it had been developed to date. Mrs. Bunch moved that *the Board accept the schematic design as presented*. Mrs. Tregre seconded the motion and the motion passed.

The first item of new business was the evaluation of the Library Director. Mrs. Tregre moved that *the Board deviate from the agenda and take all other new business first*. Mrs. Bunch seconded the motion and the motion passed.

The next item of new business was Saturday closings at holidays. Ms desBordes explained that there was little use of the libraries on the Saturdays at the Thanksgiving, Christmas and New Year's holidays. She would like the Board's approval to close the libraries on those days in order to give the staff additional time with their families. The closures would not be considered a holiday, and staff would work their normal number of hours during the shortened week. Mrs. Tregre moved that *the Board adopt closure for Saturdays at the Thanksgiving, Christmas and New Year's Holidays through the end of 2006*. Mrs. Bunch seconded the motion and the motion passed.

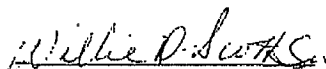
The next item of new business was a request made to Mrs. Tregre from a member of the public that the Library plant more trees around its East and West buildings. Following discussion, it was decided that Ms desBordes would consult with the State Department of Agriculture office in the parish, regarding trees suitable for the parking lot at West. She would also begin seeking a group or organization interested in donating some small trees for the front of the East building.


Mrs. Bunch moved that the *Board return to the first item of new business on the agenda*. Mrs. Chauffe seconded the motion and the motion passed.

Mrs. Tregre moved that *the Board go into executive session for the evaluation of the director*. Mrs. Bunch seconded the motion and the motion passed. At the conclusion of the process, Mrs. Tregre moved that *the Board resume the public meeting*. Mrs. Chauffe seconded the motion and the motion passed.

There being no further business the meeting was adjourned.

APPROVED:


Willie D. Scott, Sr., President
St. Charles Parish Library Board


Mary des Bordes, Secretary
St. Charles Parish Library Board

ST. CHARLES PARISH LIBRARY
Board of Control Meeting
November 21, 2006
6:00 p.m.
MINUTES

The regular meeting of the St. Charles Parish Library Board of Control was held at 6:00 p.m., Tuesday, November 21, 2006, in the Council Chambers at the Courthouse in Hahnville, Louisiana.

Members present: Delores Chauffe, Mary Bunch, Lynette Bush, Carolyn Tregre and Willie D. Scott, Sr.

Members absent: none.

Staff present: Mary desBordes.

Others: none.

Mr. Scott called the meeting to order and asked for a moment of silent prayer, which was followed by the Pledge of Allegiance.

Mr. Scott asked for approval of the minutes of the September 19, 2006 meeting. Mrs. Chauffe moved that *the minutes be accepted as mailed*. Mrs. Tregre seconded the motion, and the motion carried.

The attendance report for Board members was completed.

The next item of business taken up was the librarian's report. Last week was National Children's Book Week, which was celebrated with a "fine free week" for all our patrons. Several trees were removed from the parking lot at West following the discovery that they were rotten inside. The staff is in the process of purchasing of replacement trees for the lot. The Library received the final estimates for the replacement of the doors at West, and anticipates that work beginning before the end of the year. In addition, the replacement of lighting fixtures at West is on-going, with an obvious difference in the areas which have been completed. The Library received permission from the Parish to have the roof at St. Rose repaired, and that project will begin shortly. Associate Director Leann Benedict received certification as a Library Administrator from the State on November 16th. A copy of the latest budget summary from the Finance Department and a schedule of 2007 Library Board Meetings were distributed.

**St. Charles Parish Library Board
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The first item of old business was the East Building Project. The Library staff committee met with the architects, interior designers and electrical engineer on November 14th to review the preliminary design development documents. Staff will be sending comments to the architects to be incorporated into the building. There has been no change in the status of the property donation from BP.

The first item of new business was an amendment to the Electronic Resources Use policy. Ms desBordes explained that wireless access has raised some new issues in this area, and asked that the policy be amended to include the following:

Wireless Access

The Library provides wireless access which allows users to connect their laptops or other mobile devices to the Internet without having to plug into a network port. Wireless access is filtered in accordance with CIPA regulations. Patrons utilizing the library's wireless network must abide by all of the acceptable use guidelines defined in this policy. Due to a limited amount of bandwidth availability patrons should limit their connectivity to the library's wireless network to one device at any given time.

Following discussion Mrs. Chauffe moved that the Board adopt the amended policy. Mrs. Bunch seconded the motion, and the motion carried.

The next item of new business was Board's public hearing on the proposed 2006 budget. Mrs. Tregue read the headings for each budget category and the amount to be budgeted for that purpose. Ms desBordes noted that the budget as presented was written before the latest cost estimate for the new East building was submitted, and that if the Board wished to fund the building as currently designed, funds would have to be moved from the surplus into Line 85, Construction in Progress (680). Mrs. Tregre moved to amend Line 85, Construction in Progress (680) by \$1.3 million from the surplus. Mrs. Chauffe seconded the motion, and the motion carried.

At the conclusion of the budget review, Mrs. Tregre moved that the Board adopt the following resolution:

2007 Budget Resolution

A Resolution adopting an Operating Budget of Revenues and Expenditures for the fiscal year beginning January 1, 2007, and ending December 31, 2007.

Be It Resolved by the Board of Control of the St. Charles Parish Library that,

SECTION 1: The attached detailed estimate of Revenues for the fiscal year beginning January 1, 2007, and ending December 31, 2007, be and the same is hereby adopted to serve as an Operating Budget of Revenues for the Library for the same period.

SECTION 2: The attached estimates of Expenditures by departments for the fiscal year beginning January 1, 2007, and ending December 31, 2007, be and the same is hereby adopted to serve as a budget of Expenditures for the Library during the same period.

SECTION 3: The adoption of this Operating Budget of Expenditures be and the same is hereby declared to operate as an appropriation of the amount therein set forth within the terms of the budget classification.

Passed and Adopted at Hahnville, Louisiana, on the 21st day of November 2006.

Mrs. Chauffe seconded the motion, and the motion carried.

The next item of business was the approval of the holiday schedule for 2007. The library traditionally follows the same holiday schedule as the Parish. Ms desBordes presented the Parish's schedule of holidays for 2007. Mrs. Tregre moved that *the Board adopt the Parish 2007 holiday schedule as the Library's 2007 holiday schedule*. Mrs. Bunch seconded the motion, and the motion carried.

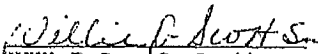
St. Charles Parish Library Board
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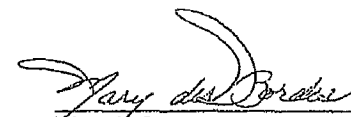
Mrs. Chauffe asked if the Board could schedule the November meeting so that it did not fall during the week of Thanksgiving. Ms desBordes indicated that she could write an amendment to the Board By-Laws to that effect and bring it to the January 2007 meeting for adoption.

Ms desBordes then asked the Board if they had any objection to her pursuing the concept of paid "personal days" for part-time employees. Board members indicated that they would like to hear the concept in more detail at the January meeting.

There being no further business, the meeting was adjourned.

APPROVED:


Willie D. Scott, Sr., President
St. Charles Parish Library Board


Mary desBordes, Secretary
St. Charles Parish Library Board

ST. CHARLES PARISH LIBRARY

Board of Control Meeting

January 16, 2007

6:00 p.m.

MINUTES

A regular meeting of the St. Charles Parish Library Board of Control was held at 6:00 p.m., Tuesday, January 16, 2007, in the Council Chambers at the Courthouse in Hahnville.

Members present: Dolores Chauffe, Carolyn Tregre, Lynette Bush, and Willie D. Scott, Sr.

Members absent: Mary Bunch.

Staff present: Mary desBordes

Others: Norman Chenevert, Dyke Nelson, John Streva, Melissa Pourciau, Matt Scallan.

Mr. Scott called the meeting to order and asked for a moment of silent prayer, which was followed by the Pledge of Allegiance.

Mr. Scott asked for approval of the minutes of the November 21, 2006 meeting. Mrs. Tregre moved that *the minutes be approved as mailed*. Mrs. Chauffe seconded the motion, and the motion passed.

The attendance report for Board members was completed.

Under the Librarian's report, Ms desBordes informed the Board of the March LLA conference in Baton Rouge, and the ballots for new LLA officers. The contract for the work on the automatic doors to be installed at West has been signed, but scheduling of the work has not been completed. Two demonstrations of by vendors of integrated library systems were held in December, as part of the process to replace our current system. The Friends of the St. Charles Library generously presented checks totaling \$800 to the Library to be used for youth and adult programs in the next few months. Statistical information regarding the budget and circulation for the year 2006, and the State Library of Louisiana's Statistical Report for 2005 were distributed.

The first item of old business taken up was the status of the East Expansion project. Ms desBordes reported that she had received the signed Act of Donation from the Parish Council. Mr. Chenevert showed the Board the most recent designs for the site and interior of the vestibule area. He asked that Ms desBordes schedule a workshop with the design team and staff to complete the design plans. He also suggested that since the land

**St. Charles Parish Library Board
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donation has been completed, the Library have a gate installed at the site to give access to the property. Mr. Chenevert indicated that his office has seen a 30-40% increase in construction costs post-Katrina, which could be seen in the latest cost analysis provided. He projected that the project may be put out to bid in April 2007.

The next item of old business was the Library Board By-Laws amendment. The proposed amendment would specify that the November meeting not be scheduled for the week in which Thanksgiving is celebrated. Ms desBordes had mailed a copy of the proposed amendment to the Board. Mrs. Tregre moved that *the Board By-Laws be amended to add in Article 1 the sentence, "Should the regular November meeting fall during the week of Thanksgiving, the meeting shall be moved to the preceding week."* Mrs. Chauffe seconded the motion, and the motion passed. Ms desBordes mentioned that the meeting schedule distributed in November 2006 meet the new criteria of the By-Laws.

The next item of old business was proposed personal days for part-time assistants. Ms desBordes explained how personal days for part-time assistants would be earned and used, and what the financial impact would be on the budget. Following discussion Mrs. Chauffe moved that *the Board approve personal days for part-time assistants as mailed.* Mrs. Tregre seconded the motion, and the motion passed.

Mrs. Tregre then asked for a progress report on the new trees for West and East Regional. Ms desBordes reported that the staff was still seeking trees, but that the plan was to have trees in the ground as soon as possible.

The first item of new business was the election of Board officers for the 2007 term. Mr. Scott called for a motion *to have all positions declared vacant and that Ms desBordes assume the chair for the purpose of nomination and election of new officers.* Mrs. Tregre so moved and Mrs. Chauffe seconded the motion. The motion carried and Ms desBordes assumed the chair. Mrs. Tregre moved that *Mr. Scott be re-elected as president for the 2007 term.* Mrs. Chauffe seconded the motion, and the motion carried. Mrs. Chauffe moved that *Mrs. Tregre be re-elected as vice-president for the 2007 term.* Mr. Scott seconded the motion, and the motion carried. Mr. Scott re-assumed the chair and thanked the other Board Members for their continued confidence in him.

The next item of new business was the Legislative Auditor's "Louisiana Compliance Questionnaire." Each year the parish has to confirm that its agencies are in compliance with this document. The one question pertaining to the library asks if the library is in compliance with the rules and regulations of the State Library of Louisiana.

Mrs. Chauffe moved that *the Board adopt the following resolution:*

Resolution Number 07-1

**Resolution to certify compliance with
"Louisiana Compliance Questionnaire"**

St. Charles Parish Library Board
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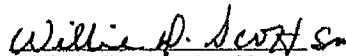
Whereas the Louisiana State Legislative Auditor requires local governmental units to certify that they are in compliance with certain rules and regulations as listed in "Louisiana Compliance Questionnaire";

Now, therefore, be it resolved by the St. Charles Parish Library Board of Control in its regular meeting of January 16, 2007, that we have complied with the regulations of the Louisiana State Library for the period beginning January 1, 2006, and ending December 31, 2006.

Mrs. Tregre seconded the motion and the motion carried.

There being no further business the meeting was adjourned.

APPROVED:


Willie D. Scott, Sr., President
St. Charles Parish Library Board

Mary des Bordes, Secretary
St. Charles Parish Library Board

ST. CHARLES PARISH LIBRARY
Board of Control Meeting
March 20, 2007
6:00 p.m.
MINUTES

A regular meeting of the St. Charles Parish Library Board of Control was held at 6:00 p.m., Tuesday, March 20, 2007, in the Large Meeting Room at the West Library in Luling.

Members present: Dolores Chauffe, Carolyn Tregre, Mary Bunch, and Willie D. Scott, Sr.

Members absent: Lynette Bush.

Staff present: Mary desBordes

Others: None

Mr. Scott called the meeting to order and asked for a moment of silent prayer, which was followed by the Pledge of Allegiance.

Mr. Scott asked for approval of the minutes of the January 16, 2007 meeting. Mrs. Chauffe moved that *the minutes be approved as mailed*. Mrs. Tregre seconded the motion, and the motion passed.

The attendance report for Board members was completed.

Under the Librarian's report, Ms desBordes informed the Board that Mrs. Chauffe had been reappointed for another five year term at the Council meeting on March 19th. She reported that two Board members and a number of staff attended the LLA conference in Baton Rouge earlier in March. The library will again be celebrating a month of Food for Fines in April, with items gathered being sent to the St. Charles Food Bank. A staff committee headed by Associate director Leann Benedict has been researching products for a new integrated computer system through a series of vendor demonstrations since mid-January. The final demonstration will take place in April, after which the committee will begin writing a request for proposal. Ms Benedict has also begun the process of hiring a second Computer Specialist, which was approved in this year's budget. On March 21st Ms Benedict will be part of a focus group that the National Library of Medicine is doing on Seniors, the Internet & Health. Work on the new doors at the West library is scheduled to begin in early April. Arrangements are being made with the owner of the property at 110 Lakewood to rent parking spaces for the public at that location during the construction. Roof repairs at St. Rose are near completion. We have seen an increase in adult, teen, and pre-teen programming throughout the system. At the LSU SLIS Awards banquet in February Technical Services Librarian Denise Wilson was

St. Charles Parish Library Board
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initiated into Beta Phi Mu, the library science honor society, Assistant Director Vicki Nesting was named as one of the school's "75 Spectacular Alumni" as part of the school's 75th anniversary celebration, and East Branch Manager Lauren Campo was recognized for winning the Mary Moore Mitchell Scholarship. As chair of the LLA Scholarship Committee, Ms Nesting spoke at a banquet March 6 to celebrate the endowment of a new scholarship for minority students to attend LSU School of Library and Information Science. She will also continue to serve as chair of the ALA Notable Videos for Adults Committee this year. Ms desBordes noted that the Council had passed a resolution at their February 26th meeting, revising Parish ordinances concerning smoking around Parish buildings. Statistical information regarding current expenditures for the year was distributed.

The first item of old business taken up was the status of the East Expansion project. Ms desBordes reported that the Chenevert architectural team and the interior designers met with the staff to review the design development plans. Comments on the plans were submitted to Chenevert, and revised plans are being drawn up. When they are complete, they will be submitted to the staff again for final approval, and work on the construction plans can begin. The process of having gates installed on the fence around the property has been initiated, and soil borings necessary for the design of the foundation have been taken. Ms desBordes noted that it would be interesting to have a time capsule placed in the new building, and wondered if the area Historical Society might be asked if they would be interested in putting one together. Mrs. Chauffe moved that *the Board authorize Ms desBordes to approach the St. Charles Historical Association regarding preparing a time capsule to be installed in the new East Regional Library building.* Mrs. Tregre seconded the motion, and the motion passed.

The first item of new business was a resolution by the Parish Council requesting that the Library Board investigate and recommend establishing a Satellite Library Center in the Historical American Legion Building in Des Allemandes. Ms desBordes distributed copies of the Feasibility Study on a Branch Library in the Paradis, Bayou Gauche/Des Allemandes Areas produced by Chenevert Architects in August of 2003, and the proposed route for the I-49 extension to the Board. Mrs. Chauffe moved that *the Board authorize Ms desBordes to investigate the possibility of establishing a satellite library in the Historical American legion Building in Des Allemandes as requested by the Parish Council.* Mrs. Tregre seconded the motion. There was some discussion concerning the areas Ms desBordes should cover in her report to the Board on the subject, scheduled to be made at the regular May meeting. The question was called, and the motion passed.

The next item of new business was a request for changes in the policy for payment of dues. The Library has traditionally paid for annual membership in ALA and LLA for Board members and the Library Director; Ms desBordes requested that the Board approve payment of these dues for the Assistant and Associate Directors as well. A

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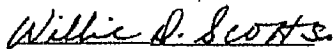
search of written policies shows this has been an informal practice, so no policy change is required. Ms desBordes asked the Board if they would provide a formal approval of the change in practice. Mrs. Tregre moved that *the Library pay annual membership dues for the American Library Association and the Louisiana Library Association for Library Board members, the Library Director, the Assistant Library Director and the Associate Library Director.* Mrs. Chauffe seconded the motion and the motion passed.


Ms desBordes then indicated that during her review of the policies, she had noted that the current travel policy dictated that attendance at the conferences of state, regional and national associations and out-of-state workshops that will incur substantial expense must be approved by the Library Board. As our staff have become increasingly active in state and national associations, as well as needing out-of-state workshops connected with their job responsibilities, this process has become progressively more unwieldy. She requested that the travel policy be changed to require all travel to be approved by the Library Director. Such action could be taken at the regular May meeting of the Board, and a resolution for such change could be mailed with the minutes of this meeting.

Mrs. Bunch asked if the library could look into posting hours of operation more prominently at the St. Rose and West locations, so that patrons could see them without having to get out of their cars. Ms desBordes indicated that she would investigate the matter.

There being no further business the meeting was adjourned.

APPROVED:


Willie D. Scott, Sr., President
St. Charles Parish Library Board


Mary des Bordes, Secretary
St. Charles Parish Library Board

ST. CHARLES PARISH LIBRARY
Board of Control Meeting
May 15, 2007
6:00 p.m.
MINUTES

A regular meeting of the St. Charles Parish Library Board of Control was held at 6:00 p.m., Tuesday, May 15, 2007, in the Council Chamber at the Courthouse in Hahnville.

Members present: Dolores Chauffe, Carolyn Tregre, Mary Bunch, Lynette Bush, and Willie D. Scott, Sr.

Members absent: None

Staff present: Mary desBordes

Others: None

Mr. Scott called the meeting to order and asked for a moment of silent prayer, which was followed by the Pledge of Allegiance.

Mr. Scott asked for approval of the minutes of the March 20, 2007 meeting. Mrs. Tregre moved that *the minutes be approved as mailed*. Mrs. Bunch seconded the motion, and the motion passed.

The attendance report for Board members was completed.

Under the Librarian's report, Ms desBordes informed the Board that the Hahnville Branch currently is displaying "The Art of Jazz" exhibit from the State Museum, and that there had been a performance of the R. K. Smith Jazz Band at the branch on May 8th. The Planetarium is showing a new program titled "Astronaut". The Library ran a "Food for Fines" promotion in April. East Regional Library won a national Honorable Mention trophy for their wonderful "For Dummies" display. The staff participated in a successful All Staff Training Day/Meeting in April. A successful stress reduction program series for the public continues at St. Rose. We have made an offer to a candidate for the Computer Specialist/Trainer position and the offer has been accepted, with an anticipated start date of June 1, 2007. The Systems staff will begin a project to digitize all Library Board documents soon. The staff committee headed by Associate director Leann Benedict continues researching products for a new integrated computer system. Due to a change in products from one vendor, the final demonstration will take place in late May. Work on the new doors at the West library has begun. The roof repairs at St. Rose are completed, and no leaking has been reported since the project wrapped. The hours of operation of the St. Rose Branch have been painted on the glass at the front of the building. Additional

**St. Charles Parish Library Board
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signage for the West Regional Branch is on hold until the new door project is complete. Copies of statistical information regarding expenditures for the year to date were distributed.

The first item of old business taken up was the status of the East Expansion project. Ms desBordes reported that the furniture plans submitted by the Chenevert architectural team had revealed that there were an insufficient number of shelves to hold the books for the new facility. As a result, the architectural team and the interior designer have been working on revising the plans. Based on the current cost estimate, an increase of 2510 sf to the building as designed will cost approximately \$550,000. When the final plans for the building and the revised costs are complete, they will be submitted again for final approval, and work on the construction plans can begin. In order to afford the increased size of the building, Ms desBordes recommended that the road be separated from the initial contract for the project, and that portion of the project be put out to bid separately, when additional funds have been accumulated. Ms desBordes also reported that she had contacted the area Historical Society to ask if they would be interested in putting a time capsule for the building together. This item will be taken up at the group's May meeting.

The next item of new business was the information gathered in response to the resolution by the Parish Council requesting that the Library Board investigate and recommend establishing a Satellite Library Center in the Historical American Legion Building in Des Allemande. Ms desBordes distributed copies of a cost analysis of opening a satellite branch, not including the cost of a building. In addition, she submitted a preliminary report from our architects concerning the structural, etc., status of the American Legion Building in Des Allemandes, and a report on another building available for rent in the area. Points raised were that

- The cost of a temporary library would diminish what the Library would be able to provide for a permanent library.
- A feasibility study for a branch in the area had been produced, and that the project had been delayed by the East building project.
- That the cost of rental property in the area could be negotiated.
- That the American Legion Hall property has some potential, and that since the Parish owns the building, the Council should be responsible for pursuing grants to restore it as an historical building.

Following discussion, the decision was made to have Ms desBordes draft a letter from the Board to the Parish Council. The letter should include

- A request to the Council to clarify what is meant by a "satellite library", i.e., what level of service is expected.
- In light of the condition of the building, a request that the Council determine the cost to bring the building to a habitable status, and that the Council be responsible for pursuing grants to fund this result.
- The request that any grants written by the Council for this purpose not impose any conditions on the Library for use.

This letter is to be sent to all council members and copied to all Board members.

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The next item of old business was a request for changes in the policy concerning approval of travel expenses. Ms desBordes again noted that the current travel policy dictated that attendance at the conferences of state, regional and national associations and out-of-state workshops that will incur substantial expense must be approved by the Library Board. As our staff have become increasingly active in state and national associations, as well as needing out-of-state workshops connected with their job responsibilities, this process has become progressively more unwieldy. She requested that the travel policy be changed to require all travel to be approved by the Library Director. Mrs. Chauffe moved that the travel policy be amended to state *attendance at the conferences of state, regional and national associations, workshops, and professional meetings, both in- and out-of-state, that will incur expenses must be approved by the Library Director.* Mrs. Bush seconded the motion and the motion passed.


The first item of new business was a request for approval of one additional part-time employee, to assist the Youth Services Librarian. Ms desBordes distributed information documenting the increase in programming for young people over the last five years and indicated that the need is immediate. The additional position would not require a change in the budgeted line item for part-time employees. Mrs. Tregre moved that *one additional part-time position be approved, effective immediately.* Mrs. Chauffe seconded the motion and the motion passed.

Mrs. Chauffe then raised the issue of orientation of new Board members. She moved that *an orientation for new Board Members be given by the Board's Vice-president as soon as possible after the appointment of the new member, preferably before her/his first Board meeting.* Mrs. Bunch seconded the motion and the motion passed.

There being no further business the meeting was adjourned.

APPROVED:


Willie D. Scott, Sr., President
St. Charles Parish Library Board


Mary des Bordes, Secretary
St. Charles Parish Library Board

ST. CHARLES PARISH LIBRARY
Board of Control Meeting
July 17, 2007
6:00 p.m.
MINUTES

A regular meeting of the St. Charles Parish Library Board of Control was held at 6:00 p.m., Tuesday, July 17, 2007, in the Council Chamber at the Courthouse in Hahnville.

Members present: Dolores Chauffe, Carolyn Tregre, Mary Bunch, Lynette Bush, and Willie D. Scott, Sr.

Members absent: None

Staff present: Mary desBordes

Others: None

Mr. Scott called the meeting to order and asked for a moment of silent prayer, which was followed by the Pledge of Allegiance.

Mr. Scott asked for approval of the minutes of the May 15, 2007 meeting. Mrs. Chauffe moved that *the minutes be approved as mailed*. Mrs. Tregre seconded the motion. Mrs. Bush had a question about a motion passed at the May 15th, 2007 meeting. It was explained that the motion before the Board only served to approve the minutes of the previous meeting as mailed. Mr. Scott called for a vote, and the motion passed.

The attendance report for Board members was completed.

Under the Librarian's report, Ms desBordes informed the Board that Associate Director Leann Benedict had a baby girl, Miladi Liliana, on July 6th. Ms Benedict also produced our up-to-date Employee Handbook just as she left on maternity leave. The Systems staff has almost completed the project to digitize all Library Board documents, and may begin digitizing the Library budgets at completion of the project. Ms desBordes has been appointed committee chair for the LLA Scholarship Trust committee. Work on the new doors at the West library continues. The roof repairs at St. Rose are completed, with a final inspection of the work scheduled for July 18th. There has been no response from the Parish Council regarding the Board's request for information on the requested Des Allemands library. The 2007 Summer Reading Program's theme is "Book a Trip.....Read", so staff and public have traveled in programs to exotic locations as well as to the zoo and the beach. In the month of June 2,100+ children attended seventy-four programs, a third of which were geared for Teens. Summer Reading will last through the end of July. Copies of statistical information regarding expenditures for the year to date were distributed.

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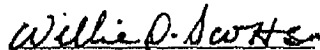
The first item of old business taken up was the status of the East Expansion project. Ms desBordes reported that the staff committee had a very productive meeting with the architects and interior designers to review the final design and layout of the furniture, etc. The project is currently in the construction document development stage, at the completion of which the documents will be sent to the library for review. It is anticipated that the project will go out to bid in the early autumn. Ms desBordes displayed the architect's elevations and floor plans of the building, as well as the designers' samples of carpet, fabric, and finish colors for the interior.

Mrs. Bush then raised the issue of the motion to orient new board members that was passed at the May 15th meeting. She was concerned that the Board was putting in place a process that was already established in the Policies and Procedures for Boards, Commissions, and Committees of St. Charles Parish. It was determined that the process outlined in the motion merely re-stated the intent of the Policies and Procedures of the Parish, and stipulated who would conduct new Board Member orientations.

The first item of new business was the evaluation of the director scheduled for the September Board meeting. Ms desBordes distributed the evaluation form to all members. Mrs. Tregre asked that all members fill out the form and bring it to the September meeting. After their evaluations are shared with orally Ms desBordes, Mrs. Tregre and Mrs. Chauffe will compile the comments and give the written evaluation to the Director.

There being no further business the meeting was adjourned.

APPROVED:


Willie D. Scott, Sr., President
St. Charles Parish Library Board

Mary des Bordes, Secretary
St. Charles Parish Library Board

ST. CHARLES PARISH LIBRARY
Board of Control Meeting
September 18, 2007
6:00 p.m.
MINUTES

A regular meeting of the St. Charles Parish Library Board of Control was held at 6:00 p.m., Tuesday, September 18, 2007, in the Council Chamber at the Courthouse in Hahnville.

Members present: Carolyn Tregre, Mary Bunch, Lynette Bush, and Willie D. Scott, Sr.

Members absent: Dolores Chauffe

Staff present: Mary desBordes

Others: None

Mr. Scott called the meeting to order and asked for a moment of silent prayer, which was followed by the Pledge of Allegiance.

Mr. Scott asked for approval of the minutes of the July 17, 2007 meeting. Mrs. Bunch moved that *the minutes be approved as mailed*. Mrs. Bush seconded the motion and the motion passed.

The attendance report for Board members was completed.

Under the Librarian's report, Ms desBordes informed the Board that the first phase of work on the new doors at the West library is substantially complete. The second phase, installation of the interior automatic doors will be performed during off-hours when the doors arrive in approximately eight weeks. Ms desBordes has received a letter from Councilman Wall, requesting information concerning the East building project and the proposed satellite library. She will be gathering the information for his review. The 2007 Summer Reading finished up at the end of July. Numbers of young people signing up and completing the "reading program" have declined, but attendance at programs has increased, especially among young adults. Copies of statistical information regarding revenues and expenditures for the year to date will to be mailed with the minutes of this meeting.

The first item of old business taken up was the status of the East Expansion project. Ms desBordes reported that the staff committee is reviewing the draft construction documents. It is projected that the project will go out to bid before the end of the year.

The next item of old business was Resolution 07-2, which would revise the Library Board of Control By-Laws to include the process of orientation of new Board members by the Board Vice President).

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Mrs. Tregre moved that *the Board adopt the following resolution*

Resolution Number 07-2

Resolution to amend the Library Board of Control
By-Laws

Whereas the Library Board of Control wishes to make new members conversant with issues pertaining to and the history of the Library Board;

And whereas the current Library Board of Control Bylaws do not make provision for such orientation;

Now, therefore, be it resolved by the St. Charles Parish Library Board of Control in its regular meeting of September 18, 2007 that the Library Board of Control By-Laws be amended to add in Article 2. (Officers) the following:


Section 6. The Vice President shall be responsible for an orientation of any new Board Member as soon as possible after her/his appointment, preferably before her/his first Board meeting.

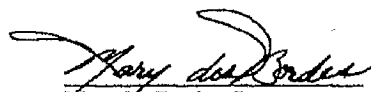
Mrs. Bunch seconded the motion and the motion carried.

The first item of new business was the evaluation of the director. Mrs. Tregre moved that *the Director's evaluation be postponed until the next meeting*. Mrs. Bush seconded the motion, and the motion carried.

There being no further business the meeting was adjourned.

APPROVED:


Willie D. Scott, Sr., President
St. Charles Parish Library Board


Mary des Bordes, Secretary
St. Charles Parish Library Board

ST. CHARLES PARISH LIBRARY
Board of Control Meeting
November 13, 2007
6:00 p.m.
MINUTES

A regular meeting of the St. Charles Parish Library Board of Control was held at 6:00 p.m., Tuesday, November 13, 2007, in the Small Meeting Room at the West Library in Luling.

Members present: Dolores Chauffe, Carolyn Tregre, Lynette Bush, and Willie D. Scott, Sr.

Members absent: Mary Bunch

Staff present: Gary Meibaum, Jason Talley, Mary desBordes

Others: Phillip Groce

Mr. Scott called the meeting to order and asked for a moment of silent prayer, which was followed by the Pledge of Allegiance.

Mr. Scott asked for approval of the minutes of the September 18, 2007 meeting. Mrs. Bush moved that *the minutes be approved as mailed*. Mrs. Tregre seconded the motion and the motion passed.

The attendance report for Board members was completed.

Under the Librarian's report, Ms desBordes informed the Board that the work on the new doors at the West library is complete. The Friends of the St. Charles Library have funded the purchase of two large plush tigers for the Library, comparable to the lions purchases previously. The East Regional Library was named second runner-up in the Frommer's Library Display Contest. They used the Frommer's travel guides in conjunction with the 2007 Summer Reading theme "Book a Trip. As second runner-up, the Library will be able to select 50 free books from the new Frommer's order form. In addition to chairing the ALA Video Round Table's Notable Videos for Adults Committee this year, Assistant Director Vicki Nesting is also serving on the Library Administration and Management Association's Nominating Committee. Associate Director Leann Benedict and her committee will be meeting this week to determine whether to put out an RFD to replace or upgrade our current integrated library system. Computer classes for the public have resumed. New employee Amy Boling has developed a young adult blog for our website, called "Teen Screen". East Regional Branch Head Lauren Campo was married to Shawn Pitz in October, and is just back from her honeymoon trip to New Zealand. Copies of statistical information regarding revenues and expenditures for the year to date, the revised Board By-Laws, and a 2008 meeting schedule were distributed.

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The first item of old business taken up was the status of the East Expansion project. Ms desBordes reported that the advertisement for bids for the construction of the project will begin publication in this Thursday's *Herald-Guide*. The pre-bid meeting for contractors will be held Thursday, November 29, 2007 at 2:00 pm at the West Library. The bids will be opened 10:00 a.m., Friday, December 21, 2007 in the Council Chambers at the Courthouse in Hahnville.

The next item of old business was the evaluation of the Director. The Board went into Executive Session, during which the Board shared their evaluation of the Director. At the conclusion of the evaluation, the Board resumed open session.

The first item of new business was a proposal from the Planetarium Director for new equipment. Planetarium Director Gary Meibaum, Planetarium Assistant Jason Talley, and Phillip Groce of Minolta demonstrated the latest equipment available from Minolta. Mr. Meibaum requested that the Board approve purchase of the equipment. The Board discussed the proposal, and requested that Ms desBordes compile the following information:

- Statistics on
 - attendance
 - number of programs
 - average attendance at programs
 - revenue produced by the planetariumwith a comparison of such statistics before the installation of the current equipment, and since then to evaluate the effect of the original upgrade.
- The cost of salaries and fringe benefits of the planetarium staff.
- A cost/benefit ratio for the planetarium.
- The outreach to the schools and others which has been undertaken by the planetarium staff.
- The benefits *to the Library* of the work the planetarium staff have produced which assists other planetaria.
- The avenues for free programs which have been pursued by the planetarium director.
- The possibility for faster transfer of current programs from the existing equipment to the proposed equipment.
- To determine that all programs produced in-house are used at our planetarium.

Board members expressed a desire to review this information before making any decision concerning the proposed upgrade of equipment.

The next item of new business was Board's public hearing on the proposed 2008 budget. Mrs. Bush indicated that she has been having difficulty receiving her mail and had not received a copy of the proposed budget to review before the meeting. As a result, she was not comfortable approving the budget at this meeting. Mrs. Bush moved that *approval*

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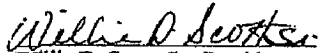
of the proposed 2008 budget be postponed to a special meeting to be held on November 27, 2007 at 1:00 pm. Mrs. Chauffe seconded the motion and the motion carried.

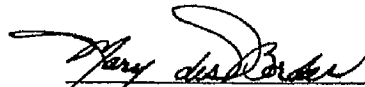
The next item of new business was a resolution to amend the 2007 budget. Ms desBordes discovered an error in the resolution presented. Mrs. Bush moved that *approval of Resolution 07-3 be moved to the special meeting scheduled for November 27th*. Mrs. Chauffe seconded the motion and the motion carried.

The next item of business was the approval of the holiday schedule for 2008. The library traditionally follows the same holiday schedule as the Parish. Ms desBordes presented the Parish's proposed schedule of holidays for 2008. Mrs. Chauffe moved that *the Board adopt the Parish 2008 holiday schedule as the Library's 2008 holiday schedule*. Mrs. Bush seconded the motion, and the motion carried.

There being no further business the meeting was adjourned.

APPROVED:


Willie D. Scott, Sr., President
St. Charles Parish Library Board


Mary des Bordes, Secretary
St. Charles Parish Library Board

ST. CHARLES PARISH LIBRARY
Board of Control Meeting
November 27, 2007
6:00 p.m.
MINUTES

A special meeting of the St. Charles Parish Library Board of Control was held at 6:00 p.m., Tuesday, November 27, 2007, in the Small Meeting Room at the West Library in Luling.

Members present: Dolores Chauffe, Carolyn Tregre, Mary Bunch, and Willie D. Scott, Sr.

Members absent: Lynette Bush

Staff present: Mary desBordes

Others: None

Mr. Scott called the meeting to order and asked for a moment of silent prayer, which was followed by the Pledge of Allegiance.

Mr. Scott asked for approval of the minutes of the November 13, 2007 meeting. Mrs. Tregre moved that *the minutes be approved as mailed*. Mrs. Chauffe seconded the motion and the motion passed.

The attendance report for Board members was completed.

Ms desBordes reported that she would be attending an orientation meeting for new Council Members on Wednesday, December 12 to inform the new Council of the Library's mission and plans. She also distributed the information requested by the Board about the Planetarium at the previous meeting.

The first item of old business was Board's public hearing on the proposed 2008 budget. Mrs. Tregre read the headings for each budget category and the amount to be budgeted for that purpose. Mrs. Chauffe moved that since Ms desBordes had reached the top of her salary range that *the Board increase the amount budgeted for Ms desBordes 2008 salary by 2%*. Mrs. Tregre seconded the motion and the motion carried.

At the conclusion of the budget review, Mrs. Bunch moved that *the Board adopt the following resolution:*

2008 Budget Resolution

A Resolution adopting an Operating Budget of Revenues and Expenditures for the fiscal year beginning January 1, 2008, and ending December 31, 2008.

Be It Resolved by the Board of Control of the St. Charles Parish Library that,

SECTION 1: The attached detailed estimate of Revenues for the fiscal year beginning January 1, 2008, and ending December 31, 2008, be and the same is hereby adopted to serve as an Operating Budget of Revenues for the Library for the same period.

SECTION 2: The attached estimates of Expenditures by departments for the fiscal year beginning January 1, 2008, and ending December 31, 2008, be and the same is hereby adopted to serve as a budget of Expenditures for the Library during the same period.

SECTION 3: The adoption of this Operating Budget of Expenditures be and the same is hereby declared to operate as an appropriation of the amount therein set forth within the terms of the budget classification.

Passed and Adopted at Luling, Louisiana, on the 27th day of November, 2007.

Mrs. Tregue seconded the motion and the motion carried.

The next item of old business was a resolution to amend the 2007 budget. Ms desBordes reported that due to unanticipated expenses, several line items in the 2007 budget were under funded. She asked the Board to shift funds from Line 65 Non-Consumable Office Supplies [305]) to Line 19 (Retirement Contributions [152]), Line 21 (Workers Compensation [154]), Line 24 (Disability insurance [157]), Line 36 (Electrical Light and Power [231]), Line 45 (Equipment Rentals [252]), and Line 69 (Maintenance of Buildings & Grounds [326]). Mrs. Tregue moved that *the Board approve the following resolution:*

St. Charles Parish Library Board
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Resolution Number 07-3
Resolution to amend the 2007 Budget

Whereas the funds in Line 19 (Retirement Contributions [152]), Line 21 (Workers Compensation [154]), Line 24 (Disability insurance [157]), Line 36 (Electrical Light and Power [231]), Line 45 (Equipment Rentals [252]), and Line 69 (Maintenance of Buildings & Grounds [326]) are insufficient to cover unanticipated costs; and

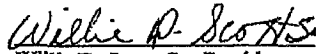
Whereas sufficient additional funds are available in Line 66 Non-Consumable Office Supplies [305] in the 2007 budget;

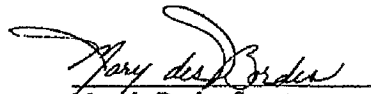
Now, therefore, be it resolved by the St. Charles Parish Library Board of Control at its regular meeting of November 13, 2007, that the Library's 2007 budget be amended by moving \$82,300 from Line 66 Non-Consumable Office Supplies [305]: as \$42,000 to Line 19 (Retirement Contributions [152]), \$3,800 to Line 21 (Workers Compensation [154]), \$5,500 to Line 24 (Disability insurance [157]), \$16,000 to Line 36 (Electrical Light and Power [231]), \$4,000 to Line 45 (Equipment Rentals [252]), and \$11,000 to Line 69 (Maintenance of Buildings & Grounds [326]).

Mrs. Chauffe seconded the motion and the motion carried.

There being no further business, the meeting was adjourned.

APPROVED:


Willie D. Scott, Sr., President
St. Charles Parish Library Board


Mary desBordes, Secretary
St. Charles Parish Library Board

9/15/06
Schem. Design Attached PH

October 3, 2006

Chenevert Architects LLC
Attn. Norman Chenevert
6767 Perkins Rd, Suite 101
Baton Rouge LA 70808

Dear Mr. Chenevert:

This letter will serve to confirm that the St. Charles Parish Library Board of Control accepts the schematic design for the East Regional Library building as presented to the Board at its September 19, 2006 meeting. Chenevert Architects is authorized to proceed with the design development phase for the building.

Thank you.

Sincerely,

Mr. Willie D. Scott, Sr.
President, St. Charles Parish Library Board of Control

WAS DONE AS STATED

25,200 SF 1ST FL
8,387 SF 2ND FL

33,587 SF TOTAL PH

Schematic Design

St. Charles Parish East Regional Library

Destrehan, Louisiana



| Architects LLC

Chenevert Architects Project No.: 22097.00
September 15, 2006

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Section 1.1 – Executive Summary

Summary

The proposed St. Charles Parish East Regional Library in Destrehan, LA will be located on a 5.215 acre site on the proposed Campus Drive West to be located off of River Road next to the Destrehan Plantation. The goal of the new building is to provide not only more space but to provide a more efficient, more service-oriented library overall. The newly constructed space should be sufficient for all of the library's needs and services for 10 to 15 years. The proposed two story building is approximately 33,600 gross square feet in size and includes the main circulation space for adults, young adults, and children, offices for the library staff, offices for the administration, and two public meeting rooms.

The site has been oriented with axes facing both the river and the Destrehan Plantation to provide maximum views to both. The site has been designed with adequate parking to accommodate library patrons and the staff, with ample parking for the staff near the separate staff entrance. The service/delivery drive has been located to the rear of the site to accommodate the maintenance garage. Access to the site will be from the proposed Campus Drive West with future access from the proposed Destrehan Boulevard which will be built along with a future retail and office development.

The exterior design of the building has been designed to complement the context of the surrounding structures and landscape. The specific elements that have influenced the design are numerous, from the tradition style indicative of the region, to the need for an upgraded technology system and an energy efficient mechanical and electrical system. To accomplish this, the design includes a façade of brick, stucco, and storefront with metal louver sunshades to provide an energy efficient building. The children's area incorporates a covered porch, which is indicative of the plantation next door. The roof will consist of low-slope built up roof over the two story portion of the library complemented by a sloped faux slate tile roof over the central axis of the building, the main stacks area, all covered porch areas, and the study/reading nooks.

The interior of the main circulation space in the library will be an open space with minimal columns spaced evenly so as not to impede the line of sight from the circulation desk. This will allow for optimum security and feeling of openness. At the entry to the building a porte' cochere' has been provided for protected drop off and pick up. It has been designed in a way that emulates a front porch to serve not only as protection, but also as an inviting element that announces the entry from Campus Drive West and from River Road. The public meeting rooms

BUILDING PROPERTIES

1.0 Building Area

First Floor	25,200 s.f.
Second Floor	8,387 s.f.
Total	33,587 s.f.

2.0 Building Height

2.1 Grade Elevation	Approximately +17.0'
2.2 Height from Grade	45'-3"
2.3 Height in Stories	Two
2.4 Exit Level	First Floor
2.5 Sublevels	None
2.6 Parapet or Ridge	45'-3"

3.0 Other Physical Properties

- 3.1 Separation from property lines (approximate)
- North = 80'-0" min. to property line
 West = 150'-0" min to property line
 South = 96'-0" min. to property line
 East = 73'-0" min. to property line
- 3.2 Maximum Area of Exterior Wall Openings (IBC Table 704.8) based on the above separation from property lines:
- North = no limit
 West = no limit
 South = no limit
 East = no limit

4.0 Minimum Construction Type

Building Code	Assembly, A-3 Type II B, Sprinkled	Business B Type II B, Sprinkled
4.1 Max Ht in Stories/Feet	2	4
Max Area (Base)	9,500 sf	23,000 sf
Area Modifications	+7,125 sf	+17,250 sf
Sprinkler Modifications	+19,000 sf	+46,000 sf
4.2 Total Maximum Area	35,625 sf	86,250sf

St. Charles Parish East Regional Library
 September 15, 2006

Code Analysis
 3.1.4

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AIA Document A101™ – 1997

Standard Form of Agreement Between Owner and Contractor where the basis of payment is a STIPULATED SUM

AGREEMENT made as of the _____ day of _____ in the year of Two Thousand Eight
(In words, indicate day, month and year)

BETWEEN the Owner:
(Name, address and other information)

St. Charles Parish
P.O. Box 302
15045 River Road
Hahnville, LA 70057
Telephone Number: (985) 783-5000
Fax Number: (985) 783-1216

and the Contractor:
(Name, address and other information)

Lamar Contractors, Inc.
481 Sugarland Parkway
Luling, LA 70070
Telephone Number: (985) 785-7121
Fax Number: (985) 785-7124

The Project is:
(Name and location)

St Charles Parish East Regional Library
160 West Campus Drive
Destrehan, LA 70047

The Architect is:
(Name, address and other information)

Chenevert Architects LLC
232 Third Street, Suite 100
Baton Rouge, LA 70801
Telephone Number: (225) 334-9907
Fax Number: (225) 334-9908

The Owner and Contractor agree as follows.

The contractor is to construct the facility for the owner. The work consists of the following:

1. As indicated on the Drawings and specified herein, the approximately 39,655 square foot two story building will be clad in Portland cement plaster, brick, and glass storefront on new steel framed structure with concrete slab and composite second floor deck. Mechanical, electrical (power and lighting), plumbing, and telephone/data utilities, including connections, are included.

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

AIA Document A201-1997, General Conditions of the Contract for Construction, is adopted in this document by reference. Do not use with other general conditions unless this document is modified.

This document has been approved and endorsed by The Associated General Contractors of America.



ST. CHARLES PARISH LIBRARY

March 13, 2000

Dr. Ernest Heymsfield, Assistant Professor
Department of Civil Engineering
3508C CEBA Building
Louisiana State University
Baton Rouge, LA 70803-6405

Dear Dr. Heymsfield:

I will be serving with you on the St. Charles Parish Qualification Based Selection Committee in the selection of an architect for the parish library's new St. Rose Branch. As a professional librarian with many year's experience, I have concerns about the qualifications of person we will be selecting for this project, and I would like to share those concerns with you.

Naturally, I am interested in selecting a professional who is more than merely a competent architect. As with any building, choosing an architect who is willing to *listen* is of extreme importance. But more than that, my major concern is that library architecture is unlike the architecture of any other building. The traffic flow, load-bearing capabilities, acoustics, lighting, and climate factors are significantly different than those of an office building or commercial or industrial facility. So it is critical that the architect selected should be familiar with the special needs of library buildings.

At the same time, it should be obvious that not every architect who has designed a library, or even several libraries, has been successful in his or her designs. It would be difficult, if not impossible, to establish the success of previously designed library buildings based on the criteria from which we are to judge the initial applicants. However, perhaps we could consider requiring the top applicants to make a presentation to the committee as a secondary determinant in the final ranking.

I'm sure that you will agree that these are serious concerns, but I know that if we work together, we can make the best possible selection of an architect in spite of the special requirements of the project. I am looking forward to meeting and working with you in this process.

Sincerely,

Mary desBordes
Library Director



ST. CHARLES PARISH LIBRARY

May 14, 2003

TO: Library Board
FROM: Mary des Bordes

Bringing you up-to-date:

Hahnville Branch re-opened this past Monday, May 12th, about three weeks earlier than we had expected. I think you will find the library much more inviting. The Friends were kind enough to fund a large flowerpot by each door, which are a very pretty touch. Please stop by when you have a chance.

The QBS committee met this morning to select the architect for the East Regional expansion. I'm please to tell you that CSRS, who were our architects for the West office space, the St. Rose, and the Hahnville renovation projects, was selected. The Parish will be negotiating the contract for the current project, and I will let you know when there is more progress.

We're gearing up for our Summer Reading Program. Don't forget to mention it to your family and friends!

**PROPOSED
CONTRACT FOR
ARCHITECTURAL SERVICES**

The Qualification Based Selection Review Panel of St. Charles Parish selected CSRS (Chenevert Songy Rodi Soderberg, Inc.) as the firm to provide architectural services to the St. Charles Parish Library for the East Regional Library Expansion Project (P030306) on May 14, 2003. This firm, and the persons listed in the proposal made by CSRS, is now operating under the company name Chenevert Architects, LLC and shall be known henceforth in this contract.

THIS AGREEMENT made and effective as of the _____ day of _____, 2003, by and between St. Charles Parish Library Board of Control, its President who is duly authorized to act in behalf of Parish Library Board hereinafter called the "OWNER", and Chenevert Architects, (CA), a Limited Liability Corporation acting herein by and through its Contracting Officer, hereinafter called the "ARCHITECT". Whereas the OWNER desires to employ a professional consulting architectural firm to perform Architectural Services for the planned construction of the St. Charles Parish Library, East Regional Branch Library Expansion St. Charles Parish Project #P030306.

1.0 GENERAL

The OWNER agrees to employ the ARCHITECT, and the ARCHITECT agrees to perform professional architectural services for the Project as set forth in this Agreement. The ARCHITECT's services will be performed as expeditiously as is consistent with professional skill and care and the orderly progress of the Project.

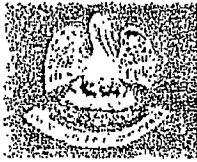
2.0 CHARACTER AND EXTENT OF BASIC SERVICES OF THE ARCHITECT

2.1 General

2.1.1 ARCHITECT shall provide OWNER professional architectural Programming, Design, Bidding and Construction Administration services on the Project. These services will include serving as OWNER's professional architectural representative for the Project, providing professional architectural/engineering consultation and advice, and furnishing architectural, civil, structural, mechanical, and electrical, engineering services and construction administration as set forth in this Agreement.

2.1.2 The ARCHITECT's services, as set forth in this Agreement, are to be provided for the following two part scope:

- a. Part I -- Architectural Programming for the St. Charles Parish, East Regional Branch Library Expansion.
- b. Part II -- Architectural Services to Implement Part I



**Louisiana Secretary of State
Detailed Record**

Charter/Organization ID: 35500872K

Name: CHENEVERT ARCHITECTS LLC

Type Entity: Limited Liability Company

Status: Active

Annual Report Status: In Good Standing

Last Report Filed on 05/22/2007

Mailing Address: C/O NORMAN J. CHENEVERT, 6767 PERKINS ROAD, STE. 101, BATON ROUGE, LA 70808

Domicile Address: 6767 PERKINS ROAD, STE. 101, BATON ROUGE, LA 70808

File Date: 06/16/2003

Registered Agent (Appointed 6/16/2003): NORMAN J. CHENEVERT, 6767 PERKINS ROAD, STE. 101, BATON ROUGE, LA 70808
225-334-9907

Member: NORMAN J. CHENEVERT, 6767 PERKINS ROAD, STE. 101, BATON ROUGE, LA 70808

Member: JOSEPH DYKE NELSON, 6237 RIVERBEND, BATON ROUGE, LA 70820

Member: REGINA CHERYL ARCENEUX, 1068 OAK HILLS PARKWAY, BATON ROUGE, LA 70810

Amendments on File
RESTATED ARTICLES (11/08/2006)
AMENDMENT (11/08/2006)
AMENDMENT (10/28/2005)

[New Search](#) [View Cart](#)

July 3, 2003

Mr. Tim Vial
 Chief Administrative Officer
 St. Charles Parish Government
 P. O. Box 302
 Hahnville, LA 70057

Dear Mr. Vial:

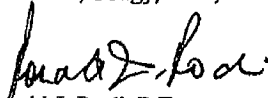
On June 4, 2003, Norman Chenevert announced his resignation from CSRS. The firm will continue under the ownership and management of the remaining partners, and will continue to provide our full range of professional services, including architecture.

CSRS is currently under both engineering and architectural contracts with St. Charles Parish. Please designate Chris Pellegrin, AIA as the Principal-in-Charge and primary contact for ongoing work architectural contracts. Michael Songy, P.E. will remain our Principal-in-Charge of ongoing engineering contracts. Our remaining staff will make this transition as seamless and as smooth as possible without disruption to your project schedules or budgets. We may, as necessary, engage Norman on a subcontract basis to assist in or complete this assignment.

CSRS looks forward to continuing our professional relationship with the Parish. If you have any questions or need additional information, please call me.

Very truly yours,

Chenevert, Songy, Rodi, Soderberg, Inc.



Ronald J. Rodi, P.E.

cc: Norman J. Chenevert, AIA
 Ms. Mary desBordes, St. Charles Parish Library

6767 Perkins Road, Suite 200
 Baton Rouge, LA 70808
 PH 225 769-0546
 FX 225 767-0060
 WEB www.csronline.com

.....112
 Chenevert Songy Rodi Soderberg, Inc.

July 10, 2003

Mrs. Mary DesBordes
St. Charles Parish Library
P.O. Box 949
Luling, LA 70070

Re: Chenevert Architects LLC
Chenevert Project No: 23104.00

Dear ^{Mary} ~~Mrs. Mary DesBordes~~:

As you may have heard I recently sold my interest in CSRS and began Chenevert Architects LLC. I have come to a time in my professional career where I want to focus primarily on architecture and design as well as pursue other professional opportunities. As one of the original founders, I am very proud of CSRS and all of its accomplishments and I thank my partners for allowing me to be part of that success. I know they will continue that success and I wish them the best of luck.

My new office will be located in the same building, Perkins Properties, 6767 Perkins Road, Suite 101, Baton Rouge, Louisiana 70808. My staff is the same, and they are as follows:

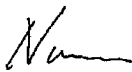
J. Dyke Nelson, AIA	Project Manager
David C. Wiesendanger, AAIA	Project Architect
John Streva, AAIA	Project Architect
Thomas Ryan, AAIA	Project Architect
Amanda Chenevert, IA	Intern Architect
Lori LoBue, IA	Intern Architect
Donnie Moutz, CCPM, CCI	Construction Administrator
Tuesday Gray, Project Administrator	Project Coordinator/Marketing
Judith Dillon, Intern	Student Architect

We are specializing in Architectural Design and Planning. To those of you that are currently engaged with CSRS we are making the name change on all contracts however, on some public contracts that cannot be changed we will continue to serve your account through CSRS. This is truly and simply a name change only. I will be calling on you in the near future as a follow up to this letter. In the interim if you have any questions or would like more information, please do not hesitate to contact me at our new phone number (225) 757-0955 Extension 207, fax (225) 757-0765 and new email is chenevert@chenevertarchitects.com.

I thank you for your understanding and hope to continue our personal and professional working relationship.

Sincerely,

Chenevert Architects LLC


Norman J. Chenevert, AIA

6767 Perkins Road, Suite 101
Baton Rouge, Louisiana 70808
phone: 225.757.0955
fax: 225.757.0765

Paul J. Hogan, PE

From: Mary desBordes [mary.desbordes@stcharles.lib.la.us]
Sent: Thursday, March 20, 2008 11:33 AM
To: 'phogan@st-charles.la.us'
Subject: RE: Library Expansion

Mr. Norman Chenevert, who was the Lead Architect of the firm Chenevert Songy Rodi Soderberg, Inc (CSRS architects & engineers) bought out his partners, and named his new firm Chenevert Architects.

The initiation of the donation was made by BP through their real estate representative in November 2003. It appears that Mr. Chenvert, the lead Architect of the East Project, contacted BP with some questions about the land to be donated and reported his findings to the Board at their 4/20/04 meeting.

Mary desBordes

From: Paul J. Hogan, PE [mailto:phogan@st-charles.la.us]
Sent: Monday, March 17, 2008 10:53 PM
To: Mary desBordes; Billy Raymond; Carolyn Schexnaydre; Dennis Nuss; Larry Cochran; Marcus Lambert; Paul Hogan; Shelley Tastet; Wendy Benedetto; V. J. St. Pierre; Terry Authement
Subject: Library Expansion

Mary,

Please explain to me under what legal authority was "the contract awarded to CSRS by QBS" taken from them and given to "Chenevert Archetects who was not selected by QBS"?

Please explain to me the apparent discrepancy in the following statement in the 4/20/04 minutes "Ms. desBordes reported that the proposal for donation of land had generated a response from BP through Norman Chenevert" as compared to what you stated today "When we asked BP to lower their rental rate at the business park, they said "why don't we donate you some land and you can build a new library"" or something to that effect.

Thanks

Paul Hogan

3/20/2008

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LIB

Paul J. Hogan, PE

From: Mary desBordes [mary.desbordes@stcharles.lib.la.us]
Sent: Friday, April 04, 2008 11:52 AM
To: 'phogan@st-charles.la.us'
Subject: RE: information request

Mr. Hogan,

In response to your questions:

1. There was no RFP for the architects for the Hahnville project. Based on the size and projected cost of the project, I was advised by the Parish administration that there was no requirement for same, and we used the architectural firm with which we were currently working on other projects.
2. The same circumstances as in item one applied to the West Library office space renovation.
3. The following firms submitted proposals for the St. Rose Branch: Murray Architects, Myer Engineers, Ltd., JBC/AIA, and CSRS. The QBS Board met in April 2000, and CSRS was selected.
4. This was an RFP for a consultant to assist in producing a Library Building Program for the East and St. Rose building projects.
5. The East Branch Library project was awarded to CSRS by the QBS. As noted in my 3/20/2008 response to your email dated March 17, 2008, Mr. Norman Chenevert, who was the Lead Architect of the firm Chenevert Sony Rodi Soderberg, Inc (CSRS architects & engineers) bought out his partners, and named his new firm Chenevert Architects. Chenevert Architects was responsible for the design.
6. The East Bank expansion plans did not proceed beyond the schematic design phase, and were never ready for bidding.
7. As the new building fell under the same project as the East Library expansion, there was no separate RFP for the project.

Please let me know if you have any further questions.

Mary desBordes

Mary desBordes
 Director
 St. Charles Parish Library
 105 Lakewood Drive (voice) 985-785-8464
 P O Box 949 (fax) 985-785-8499
 Luling LA 70070

From: Paul J. Hogan, PE [mailto:phogan@st-charles.la.us]
Sent: Friday, April 04, 2008 10:20 AM
To: Mary desBordes; bjacob@st-charles.la.us
Subject: information request

Mary

Please provide an e-mail response to the following questions:

1. what was the date that the rfp went out for architects for the Hahnville branch, who submitted proposals, and who was selected by qbs and what was the date they were selected?
2. what was the date that the rfp went out for architects the West branch work, who submitted proposals, and who was selected by qbs and what was the date they were selected?

4/4/2008

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ST. CHARLES PARISH LIBRARY

August 21, 2008

Paul J. Hogan
 Councilman, District IV
 P O Box 302
 Hahnville LA 70057



Dear Mr. Hogan,

In response to your letter of August 13, 2008,

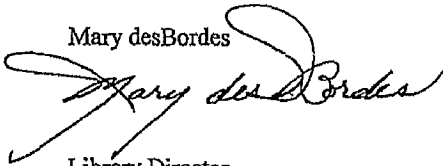
1. QBS awarded the contract to CSRS. The documents connected with the award, as well as the contract for architectural services should be in the Council or Parish President's Office.
2. I have requested that CSRS provide me with a copy of the agreement between CSRS and Chenevert Architects regarding the division of projects at the time Mr. Chenevert left CSRS. I have not yet received this document. The letter regarding the possibility of sub-contracting, dated July 3, 2003, is from CSRS to Tim Vial, and a copy is attached. The letter was received after the QBS committee made its selection, and before the contract was signed. As per that letter, Mr. Chenevert left CSRS on June 4, 2003. I am not privy to the negotiation between Mr. Chenevert and his previous partners regarding the decision for Mr. Chenevert to assume the contract with the Library, but anticipate that if I receive the requested document listed above, the answer will be available at that time.
3. Once we had communicated with CSRS regarding the transfer of projects from CSRS to Chenevert Architects, we received no further communication from CSRS. As such, it appeared that the connection between the Library and CSRS had been amicably concluded. I cannot explain the relationship between CSRS and Chenevert Architects, except to repeat that, as I understood it, when Mr. Chenevert left the CSRS, the partners at CSRS divided the projects then in process at the firm (CSRS) and Mr. Chenevert was given the Library projects to complete. All documents, including payment requests, etc., to the Library for the East Building project have been from Chenevert Architects since the contract for architectural services was signed.
4. In late October/early November 2003 I was investigating options for service to the Destrehan community for the period the existing building would be closed for renovation/construction, and I contacted with Mr. Herman Antis, agent for Plantation Business Park. I asked Mr. Antis to see if BP would consider a reduction of rent for

office space for the Library. Mr. Antis informed me by phone that BP had countered with the possibility of a donation of property in the Plantation Business Park.

5. Mr. Chenevert was first apprised by me of BP's offer of donation following the November 18, 2003 Library Board of Control meeting. As I recall, Mr. Chenevert may have called BP after he was advised of the Board's decision to pursue the donation, in order to get more information regarding the site of the donation. I assume he would have done so in order to get some preliminary concept of how the building might be situated, etc. To my knowledge, that was his involvement with BP's donation offer. You would need to contact Mr. Chenevert to determine if there was any other involvement.
6. Once the Library Board of Control informed the Parish of the offer from BP of donation of property for the purpose of building a new library, the Parish was the negotiating party with BP for the project. The Library Board was advised of conditions during the course of the negotiations, but was not directly involved with the drafting of the donation. All agreements and documents in connection with the donation were reviewed and accepted by the Parish, as opposed to the Library, and these materials should be available at the courthouse. The requested timeline is attached.

Sincerely,

Mary desBordes



Library Director

Cc: Parish Council
M. V.J. St. Pierre, Jr., Parish President
Library Board of Control

Attachments

Letter from CSRS to Tim Vial, dated July 3, 2003
Timeline of the Process of Donation of Property by BP



ST. CHARLES PARISH LIBRARY

October 30, 2003

Mr. Ronald J. Rodi, P.E.
Chenevert Songy Rodi Soderberg, Inc.
6767 Perkins Road, Suite 200
Baton Rouge LA 70808

Re: Architectural /Engineering Services for
St. Charles Parish Library Projects
CSRS Project No.: 20058.00 – St. Rose Branch
20123.00 – West Branch Renovations *1/14/03, 2003*
22067.00 – Hahnville Branch

Dear Mr. Rodi:

This letter confirms in writing that the contract for the above-referenced projects are transferred to Chenevert Architects LLC, and that Chenevert Architects LLC will perform all remaining work in connection therewith.

Thank you.

Mary des Bordes
Mary desBordes
Library Director

- CDS _____
- NJC _____
- MBS _____
- RCR _____
- GJP _____

NOV 03 2003

_____ _____
Project No. _____
File Name _____

November 4, 2003

Ms. Mary desBordes
St. Charles Parish Library
P.O. Box 949
Luling, LA 70070

Re: CSRS Project No. 20058.00 St. Rose Branch
20123.00 West Branch Renovations
22067.00 Hahnville Branch



Dear Ms. desBordes

We received your letter dated October 30, 2003 requesting that the above named projects be transferred to Chenevert Architects, LLC. We will be more than glad to honor this request but need the request to either be signed by the President of the Library Board or attach a resolution from the Board to your letter granting you the authority to make the request.



Should you have any questions, please contact us.

Sincerely,

D. Stephen LaPlace

DSL:dsf

Enclosures

6767 Perkins Road, Suite 200
Baton Rouge, LA 70808
PH 225 769-0846
FX 225 737-0080
WEB www.chenevert.com

Chenevert Sangy Rodi Boderberg, Inc.

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ST. CHARLES PARISH LIBRARY

March 31, 2008

Paul J. Hogan
Councilman, District IV
P O Box 302
Hahnville LA 70057

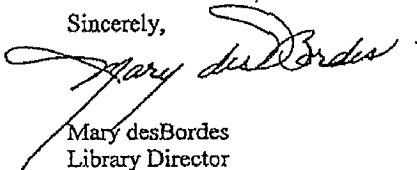
Dear Councilman Hogan:

Thank you for your letters dated March 26, 2008 and March 28, 2008.

In response to your letter of March 26, 2008, attached you will find the letter to CSRS dated October 30, 2003, requesting that the current projects under contract to CSRS be transferred to Chenevert Architects, LLC. I regret that I have no formal document granting authority to make the above transfer.

In response to your letter dated March 28, 2008, I will be happy to send all documents sent to Library Board Members with their meeting agendas to the Council Office as well.

Sincerely,



Mary desBordes
Library Director



ST. CHARLES PARISH LIBRARY

November 13, 2003

TO: Library Board
FROM: Mary des Bordes

Enclosed is a copy of the revised agenda for our November 18th meeting. In addition, I'm sending for your review the four options for library service to the Destrehan community during the construction of the East Regional expansion. I strongly recommend that you not share this information with any non-Board member before the meeting. Option IV, in particular, is in the most preliminary stage, and widespread knowledge could complicate the process.

I look forward to seeing you next Tuesday.

**OPTIONS FOR LIBRARY SERVICE TO THE DESTREHAN COMMUNITY
DURING THE CONSTRUCTION OF THE EAST REGIONAL EXPANSION**

OPTION I

Close the East Regional Library and route all service to St Rose branch.

- Increase St. Rose hours of operation to Regional level
- Send East staff to St. Rose, or other locations as needed during construction
- Lease storage facilities to house the furniture and most of the collection
- Move some of the collection to St. Rose branch

Costs:

Lease storage space for furniture and boxed books: (\$500/mo for 12 – 18 mos) \$6,000-
\$9,000

Total: \$6,000 - \$9,000

Advantages

Lowest cost
Least physically difficult
Storage on-site would require no moving fees

Disadvantages

Loss of library service to those who must
walk to building
Loss of access to those materials stored
Double the distance those at Norco would
have to travel for evening and Saturday
service
Loss of visibility in community

**OPTIONS FOR LIBRARY SERVICE TO THE DESTREHAN COMMUNITY
DURING THE CONSTRUCTION OF THE EAST REGIONAL EXPANSION**

OPTION II

Close the East Regional Library and open a small temporary library

- Lease 4000 sf space available in the Red Church shopping strip
- Open temporary location with Norco/Hahnville hours of operation
- Use some East furniture and a basic collection at the temporary location
- Run the smaller temporary location with three to four East staff
- Increase St. Rose hours of operation to Regional level
- Send the balance of East staff to St. Rose, or other locations as needed during construction
- Move some of the collection to St. Rose branch
- Lease storage facilities to house unused furniture and most of the collection

Costs:

Lease for 12 to 18 months: (\$2,800/mo for 12 – 18 mos) \$33,600 –50,400
Utilities at temporary location: \$6,200 - \$9,400
Moving materials and furniture to temporary location: \$1,000
Installing computer and phone lines at temporary location: \$1,150
Leasing storage facilities: (\$500/mo for 12 – 18 mos) \$6,000-\$9,000
Moving materials and furniture back into building at close of construction: \$6,500-\$8,000
Total: \$54,450 - \$69,950

Advantages

Maintains presence in and service to community
Good location
Parking in area

Disadvantages

Severely diminished level of service
Loss of access to those materials stored
Limited parking during business hours
Double the distance those at Norco would have to travel for evening and Saturday service

**OPTIONS FOR LIBRARY SERVICE TO THE DESTREHAN COMMUNITY
DURING THE CONSTRUCTION OF THE EAST REGIONAL EXPANSION**

OPTION III

Close the East Regional Library and open a large temporary library

- Lease 9000 sf office space available in Plantation Business Park
- Move entire East Regional collection, furniture, etc., to office space
- Retain Regional hours of operation, services, etc.

Costs:

Lease for 12 to 18 months: (\$10,150/mo) \$121,500 – \$182,250

Installing computer and phone lines at temporary location: \$1,700

Moving materials and furniture to temporary location, and back into building at close of construction: \$25,000

Total: \$148,200 - \$208,950

Advantages

Maintains presence in and service to community
Parking is adequate
East team is maintained as a unit
Entire collection is available
No storage costs

Disadvantages

Lower Visibility
Loss of library service to those who walk to the building
Cost of lease, etc. high
Need to move entire facility twice
Isolation of patrons/staff leaving the building after dark
The barrier of I-310

**OPTIONS FOR LIBRARY SERVICE TO THE DESTREHAN COMMUNITY
DURING THE CONSTRUCTION OF THE EAST REGIONAL EXPANSION**

OPTION IV

Receive donated land in Plantation Business Park and build new building on that site

- East Regional would stay open during construction of new building
- New building would be designed and built on new site
- Library would move into new facility when complete
- Possibly expand building scope (e.g., move administrative offices and Tech Services into new building)
- Old building/property could be sold to pay for construction costs for East Expansion or for possible new facility in Paradis/Des Allemands/Bayou Gauche area

Costs:

Additional architectural fees for re-design: unknown

Moving materials and furniture into building at close of construction: \$6,500-\$14,000

*Possibly expanded building size: (3,000sf @\$135/sf): \$405,000

Total: minimum \$6,500 – \$14,000

***or \$411,500 - \$419,000 +
architectural fees**

Advantages

New building could be re-designed without constraints of existing building

→ Major cost savings

Ability to expand building (either immediately or in future)

Tie-ins with Destrehan Plantation for publicity, etc., in future

Possible move of Administration/Tech Services would free up space and provide more parking in lot at West Regional

Additional funds for long range building plans

Transition easier on community

Disadvantages

Possible fall-through of the donation

Donor could offer site well off River Rd. with low visibility

Delay in service at new building over expanded building ←

Not in residential area/loss of walk-in use ←
Isolation of patrons/staff leaving the building after dark ←

Destrehan Festival, etc., parking disruption

The barrier of I-310

St. Charles Parish Library

Millage Fact Sheet

History

The library was established in 1955 as a demonstration library of the State Library, which funded the library for the first year. Since then the library has been locally funded. The first local library millage (2 mills) was approved in 1956 for 10 years and was renewed in 1966 for ten more years.

In 1975, a bond issue was approved for the construction of West and East regional libraries. At the same time, the maintenance and operating millage was increased to 5 mills to support the expanded facilities, again for 10 years. During this 10 year period, because of an expanding tax base in St. Charles Parish, the amount of the M&O millage was rolled back. In 1986, the public approved 3 mills for five years for the library. This millage was renewed in 1991, at the same rate.

July 15, 2000 Election

We are requesting that on Saturday, July 15, 2000, we be placed on the ballot for a renewal of the library's millage. **This is not a new tax.** A yes vote would continue the library's main source of income without interruption. The library is requesting 4.9 mills, which is a 1.9 mill increase over our current millage.

Homestead Exemption

Homeowners who **do not** now pay property tax will **not pay** any additional tax by voting for the millage renewal.

Homeowners who do pay property tax will be assessed 49 cents per year for each \$1,000 above the \$75,000 of homestead exemption. For example, a home assessed at \$125,000 would pay \$24.50 annually in taxes to the library, **about the cost of one adult hard-backed book.**

Library Finances

The library's 2000 budget is approximately 5.8 million dollars. This is a larger budget than usual because of two large capital improvements. The library is building a new branch in the St. Rose community, and will be expanding and renovating the East regional library. The library is drawing on its fund balance to cover these expenses rather than asking for a bond issue.

Without the capital improvements, the library's budget would be close to 3 million dollars. This ongoing budget is funded by 1.) ad valorem revenues (which is what the election would approve), 2.) state revenue sharing, and 3.) interest on our fund balance.

The requested 4.9 mills of ad valorem revenues will generate approximately \$2,980,000 per year. State revenue sharing has recently been about \$69,000 per year. For the last few years, the interest earned by the fund balance has averaged about \$100,000 per year. This interest earned by the fund balance is an important part of library revenues; it enables the library to provide service with a smaller millage than would be otherwise possible, and in effect reduces taxes.

Library Services

The library system has four branches: the West Regional Library, the East Regional Library, the Hahnville Library, and the Norco Library. The two regional libraries are currently open all day including evenings and Saturdays for a total of 60 hours per week at both locations. The two smaller branches are open all day Monday through Friday for a total of 40 hours per week at each location. The library is also in the process of building a new, fifth branch in the St. Rose community. It is anticipated that this location will also be open 40 hours a week, Monday through Friday.

In addition, the library operates a bookmobile which provides service throughout the parish, particularly to residents who may be shut-in or who may not have transportation (for example, children during the summer, or the home-schooled).

The library also operates a planetarium in the West Regional Library. This is a one-of-a-kind service. No other library in the state provides this kind of service.

The library owns more than 180,000 books and subscribes to more than 450 magazines. The library also provides videos, books on tape, pamphlets, newspapers, maps, telephone directories, college catalogs, and many other kinds of materials. Graphical access to the Internet is available at all branch libraries. The library's webpage offers access indexes to more than 2700 online magazine and over 1200 full-text magazine articles, and has links to a steadily growing number of quality websites. In addition, the library is available via dial-in (via computer modem) access 24 hours a day, seven days a week; offering the convenience of searching for materials owned in the library's collections, placing a hold on any library item desired, searching our on-line magazine collection, and offering text-based access to the internet. For materials that the library itself cannot provide, the library can borrow from other libraries (in state and out of state) through a statewide network.

Each branch holds weekly storytimes for pre-school children, provides reference assistance in the library and by telephone, and has photocopiers available for use by the public. Special programs for adults and youth are provided at all branches throughout the year, notably during National Library Week, our Summer Reading Program, Teen Read Week and Children's' Book Week

Reminder

The library's millage on the July 15th ballot is not a new tax; it is a renewal.

(4/4/2000)

Millage increase justification

Enclosed are calculations and charts reflecting the figures I have developed for the millage renewal election. I apologize for taking so long to get this information to you. The figures are based on the revenue history for the library, as well as projections for increases in the costs, especially in the area of staff, materials collections and technology, and also on several conversations I had with Roland Becnel, the Parish Finance Director. Several important points include:

- **All revenues projected are based on current collection levels.** Mr. Becnel suggested that we not anticipate any increase in the amounts collected, as our major revenues are from industrial and small business sources, and their property depreciation works against increased revenues. This is the reason that all new revenues are projected at a static level. Increases could then only be projected based on an increase in the millage collected. Three sample millage rates have been provided.
- **Personnel services are a major component of our expenditures, with a significant annual increase.** Libraries are by their nature extremely labor intensive. We are adding staff as we open a new branch, and as we expand the East Regional Library. We must also anticipate annual step and cost of living increases if we hope to maintain an acceptable level of proficiency in our staff. If we do not project an appropriate amount of money for personnel, we may find our personnel costs taking an increasingly larger percentage of our budget, to the detriment of other budgetary items.
- **Capital outlay costs are also a growing budget item.** Part of this item reflects the increasing costs of book, periodicals, and other formats of materials we collect. As we add new collections (St. Rose Branch, East's expansion) and formats (e.g., CD's and DVD, but additional new formats may well be developed in the next decade), and replace items in our aging collections, the costs of these materials must be planned for. In addition, access to technology is a growing demand from our patrons. This line items covers the costs of technology, including the funds needed to replace both our integrated automation (Dynix) system, and all our PC's, which will be of little or no use to our patrons if we do not keep current with technology. We should anticipate that our PC's will need replacement about every five years.
- **Assuming no increase in new revenues, and projecting increased needs, renewal at our current millage rate will result in deficit spending by 2004.** In fact, we will be balancing our budget by using our fund reserves before that year, as opposed to maintaining one year's budget in reserve, as required by Board policy.

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- **Perhaps most importantly, the Council can roll our millage rate back if we find we do not require the full amount allowed by law.** We currently cannot legally collect more than three mils. However, should we be able to pass a millage increase, collections could be adjusted up or down to the necessary level. This means that should our projections be significantly off, we would not (nor do I except that the Council would allow us to) collect more money than we could responsibly spend.

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Benefits of Location within Plantation Business Campus (for new site)

The information below was developed as advantages (to the Library) of building an expanded East facility in Plantation Business Campus, as opposed to expanding the current facility at its present site:

- Design without the constraints of the existing building
Current plans for the expansion of the East Regional Library building must be based on retaining the envelope of the existing building. As a result, the current re-design reflects some of the problems caused by decisions made in the original design.
- Major cost savings
If the expansion were achieved through a new building, the current location would remain open during the construction of the new facility. This would save leased storage costs.
- Ability to expand building (either immediately or in future)
The current location is essentially "land-locked", in that there is no additional vacant property adjacent for future expansion. Although the Library anticipates that the current expansion will serve the community for 10 to 15 years, needs may grow at an unforeseen rate. In any case, the ability for future expansion is desirable.
- Tie-ins with Destrehan Plantation for publicity, etc.
The proximity to Destrehan Plantation would offer numerous opportunities for cooperative projects and programs, raising visibility for both entities.
- Possible move of Administration/Technical Services
The ability to expand the scope of the project to include the Administrative and Technical Services offices would free up space within the West Regional Library and provide more parking in the lot at that location. The West Library also suffers from being "land locked" with regard to future expansion. By moving non-public offices to another location, the space vacated would be available for public uses, such as a public computer training lab, etc. The site also suffers from a minimal parking lot, which the Library has been unable to correct. Although the movement of the offices would not expand the size of the parking lot, it would open more spaces for public use.
- Additional funds for long range building plans
If the expanded building project were moved to donated land in Plantation Business Campus, the current facility, along with the property that was purchased for the expansion of that building, would be surplus to the Library. As such, it could be sold, with the proceeds to be used for either the expanded building, or for a possible sixth location now under study.
- Transition easier on community
If the existing facility closes for the construction of the expansion as now required, a loss of library service for an extended period of time would be necessary. If it remains open during the construction of the new facility, the public would have continued use of services, and make a single adjustment, resulting in no "drop-off" of patronage.

St. Charles Parish Library Board
Minutes, 4/20/04, p. -2-

open, she anticipates that we will want to replace some of the trees next year at the proper planting season. Ms desBordes reported on the dedication of the Margaret Herman Memorial Children's Room on April 9. Mrs. Herman's family was very pleased with the gesture, and the staff and children have been enjoying the renovated room. St. Charles Parish Libraries participated in the One Book, One New Orleans project March 1 - April 15 - a community-wide effort across the New Orleans metro area intended to get everyone reading and talking about the same book at the same time, and to increase awareness of literacy problems. Three discussion programs were held at West and East Regional Branches. East Regional Branch Librarian Vicki Nesting coordinated the library's participation. Ms. Christine Fong from Trey Wah Restaurant presented a Chinese fairy tale "The Seven Fairies" and taught the children some Chinese writing March 27th at the East Regional Library. Attendance for this very special event was 75, including Parish President Laque. There was a very nice write-up of the event in the Times Picayune River Parishes Picayune April 8. Baton Rouge author Lynn Emery spoke at St. Rose March 6 on "What Editors and Agents Want - Writing to Sell." Ms. Emery was an excellent speaker and the audience of potential authors was unanimous in their enjoyment of her presentation. Vicki Nesting has been appointed to the ALA Video Round Table's Notable Videos for Adults Committee, which selects up to 15 notable documentary, how-to, performance and educational videos each year. The 2004 SRP theme has been announced as "Buggy for Books". We will be offering approximately 115 programs for children & young adults this summer. AquaVan, ZooMobile, Johnette Downing, Philip Melancon, & a YA Drama workshop presented by Neil & Mary Early are some of the programs we will have. The Friends have decided to give the Library \$500 for the purchase of additional unabridged audiobooks. They will issue the check in May. The current financial report was also distributed to the Board.

The first item of old business taken up was the status of the East Expansion project. Ms desBordes reported that the proposal for donation of land had generated a response from BP through Norman Chenevert. Although they were not willing to donate the site we had proposed, they are willing to offer us a parcel between the Hale Boggs Bridge and the small fire station on River Road. Ms desBordes suggested that the Board ask for 5 acres of this property, moving from the downriver side of the parcel toward the bridge, and include also a small piece behind the fire station. She also indicated that should this donation be made, the Board might want to consider moving some library offices to the new location, opening up space in the West Library for public use. Mrs. Chauffe moved *that the Board authorize Mr. Chenevert to ask British Petroleum for five plus acres located between the on ramp to the bridge and the fire station on River Road in Destrehan.* Mrs. Ryan seconded the motion and the motion passed.

The next item of old business was the feasibility study for "branch six". Copies of the feasibility study were distributed to the Board. Mr. Laque has spoken to Chevron/Texaco regarding the disposition of the entire tract they own. It appears that they are open to the concept of donating property to the Library. However, the negotiations for the use of the tract are still under way, and no decision has been made yet.

* December 15, 2003

Ms. Mary DesBordes
St. Charles Parish Library
P.O. Box 949
Luling, LA 70070

Re: East Regional Library – Proposed New Site
B-P Plantation Business Campus
Chenevert Project No: 22097.00

Dear Ms. DesBordes:

It is our understanding that you may have the opportunity to relocate the East Regional Library to a new site in the B-P Plantation Business Campus. Per our programming exercise on the existing site, we have determined that a new Library building for the East Regional Branch will require 26,350 square feet to house the collection and staff. An additional 3,500 square feet would be needed to house your administrative offices. The total square footage for the new building will need to be a minimum of approximately 30,000 square feet.

A minimum of two and a half acres are required to accommodate the existing programmed building and subsequent parking, which is very tight. We suggest that an additional one half acre would be needed to accommodate the addition square footage and parking for the administrative offices. Therefore approximately three to three and a half acres should be obtained to house your new facility.

The attached site sketch is an attempt to illustrate to the current land owner how a portion of Tract J-2 and Tract 4-II-A of the Office Park could be developed into a "Town Center Mixed Use Development" with the Library located on the corner as a major anchor. Also attached is the rendering illustrating the exterior concept and image. This site appears very suitable for this type of development.

Should you have any questions, please contact us.

Sincerely,

Chenevert Architects LLC



Norman J. Chenevert, AIA

NJC:tag

XII

Enclosures

6767 Perkins Road, Suite 10
Baton Rouge, Louisiana 70801
phone: 225.757.095
fax: 225.757.076
www.CHENEVERTARCHITECTS.co

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East Regional Library Timeline

- 1997 Library Board of Control commissions Casserta/Carrol Architects to develop feasibility Study for East Bank library service .
Study recommends addition of 6,728 – 10,706 sf to existing building, for a total of 18,522 -22,500 sf, at a cost estimate of \$629,000 to \$799,500
- 2000 Library Board of Control hires Library Building Consultant Richard E. Thompson to assist in writing East and St. Rose building programs.
Library holds public and staff focus groups to formulate both building programs.
- 2001 (August) St. Rose Building contract is let;
(October) Construction begins.
- 2003 (March) St. Rose building is completed.
- (May) QBS Review Panel selects CSRS as the firm to provide architectural services to the St. Charles Parish Library for the East Regional Library Expansion Project.
- (May) CSRS now operating under the name Chenevert Architects
- (July) Building program for East Regional Expansion list probable cost for 26,350sf at \$3,333,805.75 expressed in 2003 dollars .
(October) Building program for East Regional Expansion list probable cost for 26,350sf at \$3,346,032 expressed in 2003 dollars.
- (November) options for temporary quarters for East Regional Library during the construction phase are explored; contact is made with real estate agent for BP's Plantation Business Park. BP responds with proposal for donation of property to be used for construction of a new East Regional Library building. Library Board of Control resolves to pursue the option of the land donation as opposed to closing the building during the construction at the existing site (estimated at 18 months to two years). *
- (December) Proposal to BP for Library building to include administrative offices; building size is increased to 30,000. *

East Regional Library Timeline
Page 2

2004 (January) Negotiations begin with BP for donation of property for new East Regional Library building.

(July) Chenevert Architects provides cost estimate for road required for construction of proposed building (\$590,425 for Campus Blvd. West; \$726,973 for Destrehan Blvd).

2005 (March) Negotiation on donation stalled over issue of who will build road to new building;

(April) Library Board of Control resolves to pay cost of construction of new road to the site of the Library building (\$306,447).

(August) Hurricane Katrina.

(October) Library Board of Control holds special meeting to consider increased costs of East building. ?

2006 (January) Updated building program for East Regional Library building is sent to Chenevert Architects.

(March) Probable cost estimate in new program is \$6,873,569 for 29,100 sf.

(September) Updated estimate of probable costs, based on draft Schematic Design is \$8,263,177.

(December) Bp makes Act of Donation of Property to St. Charles Parish for the purpose of building a new East Regional Library.

2007 (January) Letter from Chenevert Architects details increased cost estimates. Cost estimate at this time was \$8,275,340 for a 33,960 sf building.

(July) Error in previous programs discovered; building size increased to include adequate shelving.

(September) Estimate of Probable Cost is \$8,737,364 for 34,710 sf building.

Paul J. Hogan, PE

From: Mary desBordes [mary.desbordes@stcharles.lib.la.us]

Sent: Saturday, April 05, 2008 10:31 AM

To: phogan@st-charles.la.us

Subject: RE: report

Mr. Hogan,

The report was written in response to a letter from Mr. Herman Antis, who was working as an agent for BP's real estate interests in Plantation Business Park. BP had approached the Board with the concept of donation of property for the purpose of building a new East Library after I had inquired through Mr. Antis if BP would consider giving the Library a reduction on rental fees for office space to be used as a temporary library during the construction at the existing library. Mr. Antis requested the information for BP to use, most likely as part of justification for the donation to the corporate office. I am the person who put together the report in response.

I believe I included the letter requesting the report in the packet I sent you. If you did not receive it, please let me know, and I will have it sent to the Council office on Monday. I can also let you know on Monday the date of the report, and send the cover letter that went with it. I apologize if I did not include either letter with the packet.

Mary desBordes

St. Charles Parish Library

(+/- DEC¹⁶ 2003)

BY MARY DESBORDES

St. Charles Parish Library
Table of Contents

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St. Charles Parish Library History

The St. Charles Parish Library System serves the entire parish of St. Charles, which is bisected by the Mississippi River. The system was created in 1955 as a project of the Louisiana State Library, opening to the public on August 8, 1955 with two branches, one on each side of the river, in rented buildings. Together, the branches offered a total of 8,000 books and with the public overwhelmingly passing a tax election for funding, the libraries were guaranteed to continue for ten years.

By 1965 the library's collection had expanded to 15,000 books and had outgrown both of its leased spaces. With the renewal of the tax for the libraries' funding again overwhelmingly passed in 1965, the headquarters branch located in Hahnville moved into a larger leased space and expanded into additional space in 1974. The system continued to expand and with a new bond issue for \$1,800,000 being approved by the public in 1975, two badly needed new library buildings were scheduled to be built. The new buildings, one on each side of the river, would dramatically change the position of the library system in the parish. Total square footage increased from 9,000 to 36,000, allowing the collection to double in the next few years and circulation to triple.

The West Regional Library was built in Luling on Lakewood Drive at Highway 90 and the East Regional Library was located in Destrehan on River Oaks Drive at River Road. The West branch had 17,500 square feet of space and included a planetarium. The three existing branches' collections were consolidated into the two new facilities with the West library becoming the headquarters and the Hahnville library becoming a branch.

The East Regional Library opened in 1978 with 12,000 square feet and a collection that has grown to 60,000 volumes.

In 1991, the public again extended funding for the libraries for ten years and all branches were put online with fully automated circulation, cataloging and public catalog functions.

The parish adopted a strategic plan in 1989, which assigned new responsibilities to the libraries and included additions to both the East and West branches and a new East bank facility located in St. Rose which opened its doors on March 7, 2003.

Three branches currently serve the East Bank of St. Charles Parish: the East Regional Library, the Norco branch and the St. Rose branch. The West Bank is served by the West Regional Library and the Hahnville branch, with a feasibility study currently underway for a third branch in the southwest corner of the parish. Additionally, homebound patrons and some pre-school facilities on both sides of the river are served by bookmobile service.

With the growth of the St. Charles Parish population anticipated to be 21% in the next 15 years and with that increasing population, increased patrons and services, the current facilities are not enough to provide efficient support for the continued strong service to the public that the library has been providing since 1978.

**St. Charles Parish Library
Locations**

<p align="center">West Regional Library</p> <p align="center">105 Lakewood Drive P.O. Box 949, Luling, LA 70070 Phone: (985) 785-8471 Fax: (985) 785-8499</p> <p align="center">Hours of Operation Mon - Thurs: 9:00 am - 8:00 pm Fri, Sat: 9:00 am - 5:00 pm Sun: Closed</p>	<p align="center">East Regional Library</p> <p align="center">100 River Oaks Drive P.O. Box 759, Destrehan, LA 70047 Phone: (985) 764-2366 Fax: (985) 764-0447</p> <p align="center">Hours of Operation Mon - Thurs: 9:00 am - 8:00 pm Fri, Sat: 9:00 am - 5:00 pm Sun: Closed</p>
<p align="center">Hahnville Branch</p> <p align="center">P.O. Box 444, 14996 River Road Hahnville, LA 70057 Phone: (985) 783-2341</p> <p align="center">Hours of Operation Mon - Fri: 9:00 am - 5:00 pm Sat, Sun: Closed</p>	<p align="center">Norco Branch</p> <p align="center">197 Good Hope Street Norco, LA 70079 Phone: (985) 764-6581</p> <p align="center">Hours of Operation Mon - Fri: 9:00 am - 5:00 pm Sat, Sun: Closed</p>
<p align="center">St. Rose Branch</p> <p align="center">90 East. Club Drive St. Rose, LA 70087 Phone: (504) 465-0646 Fax: (504) 465-0629</p> <p align="center">Hours of Operation Monday: 10:00 am - 8:00 pm Tues - Thurs: 10:00 am - 6:00 pm Fri, Sat: 9:00 am - 5:00 pm Sun: Closed</p>	<p align="center">Bookmobile</p> <p align="center">Based at the West Regional Library in Luling Phone: (985) 785-8471 Fax: (985) 785-8499</p> <p align="center">Call for Schedule</p>
<p align="center">Planetarium</p> <p align="center">Located at the West Regional Library 105 Lakewood Drive P.O. Box 949, Luling, LA 70070 Phone: (985) 785-8471 Fax: (985) 785-8499</p> <p align="center">Show Times Mondays and Wednesdays: 7:30 pm Saturdays: 10:00 am & 2:00 pm</p>	

St. Charles Parish Library Headquarters and Administration

The West Regional Library was built in Luling on Lakewood Drive at Highway 90 in 1977, and enlarged in 1997. The West branch contains 24,000 square feet of space including the planetarium. Administrative and Technical Services offices in the facility consist of approximately 2,700 square feet of space. In total, the administrative area accommodates fourteen staff members. Administrative staff includes the Library Director, Mary desBordes, the Assistant Director, Margaret Wilhite, and the Administrative Aide, Tammy Chiasson.

Related staff includes five employees in Technical Services, who are supervised by Ms Wilhite, and two Delivery personnel, who are supervised by Mrs. Chaisson. Also housed in the Administrative area are two additional professional Librarians: Marci Saucier, Youth Services Librarian and Leann Benedict, Systems Administration Librarian. Ms Benedict supervises a Computer Specialist, and her workspace includes that of the central automation equipment for the entire Library system.

The St. Charles Parish Library is governed by a Board of Control appointed by the Parish Council. Members of the current Board of Control are listed below:

- Board President:** Willie D. Scott, Sr.
Appointed to Board in 1974
- Vice President:** Regenia Fortenberry
Appointed to Board in 1999
- Janel Ryan
Appointed to Board in 2000
- Dolores Chauffe
Appointed to Board in 2001
- Carolyn W. Tregre
Appointed to Board in 2003
- Parish President:** Albert Laque,
Ex officio
- Library Director:** Mary desBordes
Secretary

St. Charles Parish Library
Financial Information

The St. Charles Parish Library is funded through a dedicated millage of the property tax, currently set at 4.9mills. The current millage rate was approved for a ten-year period in 2001.

The approved budget for 2004 follows as Appendix A.

St. Charles Parish Library Service Areas

There are no incorporated areas of St. Charles Parish.

During those hours that other facilities are not open the West Regional Library serves the entire west bank of the parish, and the East Regional Library serves the entire east bank of the parish. This includes the communities of

(West. bank)

Ama
Luling
Boutte
Hahnville
Paradis
Bayou Gauche
Des Allemandes
Killona

(East. Bank)

St. Rose
Destrehan
New Sarpy
Norco
Montz

During hours of operation of the other facilities, the Regional libraries are the primary service points to the following communities:

(West Regional)

Ama
Luling
Boutte
Paradis
Bayou Gauche
Des Allemandes
Killona

(East. Regional)

Destrehan

During their hours of operation:

The Hahnville branch serves the **Hahnville** community (including heavy use by the employees of the Courthouse),

The Norco branch serves the **Norco, Montz, and New Sarpy** communities,

The St. Rose branch serves the **St. Rose** community.

In addition, the Bookmobile serves homebound patrons and some pre-schools throughout the parish.

St. Charles Parish Library Demographics

The St. Charles Parish Library does not collect user demographics. Apocryphal information indicates that all segments of the parish population use the Library system.

Parish demographics follow as Appendix B.

St. Charles Parish Library Utilization

Use of Library service indicated by number of library visits by the public:

2002

	Annual	Monthly Average
West Regional Library	57,261	4,772
East Regional Library	75,785	6,315
Hahnville Branch	9,701	808
Norco Branch	9,140	762
Bookmobile	11,668	972

2003

	YTD	Monthly Average
West Regional Library	55,684	5,062
East Regional Library	63,006	5,728
Hahnville Branch	8,048	732
Norco Branch	7,932	721
St. Rose Branch*	32,167	3,574
Bookmobile	11,039	1,004

*opened March 2003

St. Charles Parish Library
Size and Building requirements within Plantation Business Campus

Projected size of the lot and building requirements within Plantation Business Campus follow as Appendix C.

St. Charles Parish Library Benefits of Location within Plantation Business Campus

The information below was developed as advantages (to the Library) of building an expanded East facility in Plantation Business Campus, as opposed to expanding the current facility at its present site:

- **Design without the constraints of the existing building**
Current plans for the expansion of the East Regional Library building must be based on retaining the envelope of the existing building. As a result, the current re-design reflects some of the problems caused by decisions made in the original design.
- **Major cost savings**
If the expansion were achieved through a new building, the current location would remain open during the construction of the new facility. This would save leased storage costs.
- **Ability to expand building (either immediately or in future)**
The current location is essentially "land-locked", in that there is no additional vacant property adjacent for future expansion. Although the Library anticipates that the current expansion will serve the community for 10 to 15 years, needs may grow at an unforeseen rate. In any case, the ability for future expansion is desirable.
- **Tie-ins with Destrehan Plantation for publicity, etc.**
The proximity to Destrehan Plantation would offer numerous opportunities for cooperative projects and programs, raising visibility for both entities.
- **Possible move of Administration/Technical Services**
The ability to expand the scope of the project to include the Administrative and Technical Services offices would free up space with in the West Regional Library and provide more parking in the lot at that location. The West Library also suffers from being "land locked" with regard to future expansion. By moving non-public offices to another location, the space vacated would be available for public uses, such as a public computer training lab, etc. The site also suffers from a minimal parking lot, which the Library has been unable to correct. Although the movement of the offices would not expand the size of the parking lot, it would open more spaces for public use.
- **Additional funds for long range building plans**
If the expanded building project were moved to donated land in Plantation Business Campus, the current facility, along with the property that was purchased for the expansion of that building, would be surplus to the Library. As such, it could be sold, with the proceeds to be used for either the expanded building, or for a possible sixth location now under study.
- **Transition easier on community**
If the existing facility closes for the construction of the expansion as now required, a loss of library service for an extended period of time would be necessary. If it remains open during the construction of the new facility, the public would have continued use of services, and make a single adjustment, resulting in no "drop-off" of patronage.

St. Charles Parish Library
Appendix A
2004 Budget
(Approved November 18, 2003)

St. Charles Parish Library
Budget for 2004

Revenue

01. Fund Balance from Previous Year	5,686,713
02. Ad Valorem Taxes (3110.00)	3,390,949
03. State Aid to Public Libraries (3330.00)	0
04. State Library Grants (3330.34)	0
05. State Revenue Sharing (3335.99)	68,000
06. Charges for Photocopier (3410.50)	12,000
07. Miscellaneous Revenues (3410.99)	1,000
08. Fines for Overdue Materials (3520.10)	3,000
09. Interest Earnings (3610.00)	70,000
10. Gifts and donations (3730.00)	
11. <i>Total New Receipts</i>	<u>3,544,949</u>
12. Total New Receipts & Fund Balance from Previous Year	<u>9,231,662</u>

ST. Charles Parish Library
Budget for 2004

Expenditures

PERSONNEL SERVICES

Salaries and Wages

13.	Directors' Salary (110)	60,614
14.	Professional Salaries (115)	231,516
15.	Regular Salaries (120)	707,849
16.	Part-Time Wages (130)	382,070
17.	<i>Total Salaries and Wages</i>	<u>1,382,049</u>

Employee Benefits and Costs

18.	FICA/Social Security (151)	16,000
19.	Retirement Contributions (152)	72,000
20.	Life/Health Insurance (153)	90,000
21.	Workers Compensation (154)	12,000
22.	Unemployment Insurance (155)	13,500
23.	Medicare Insurance (156)	15,000
24.	Retired Employees Insurance (158)	15,000
25.	Miscellaneous/Drug Testing (199)	1,000
26.	<i>Total Benefits and Costs</i>	<u>234,500</u>

27.	Total Personnel Services (100's)	<u>1,616,549</u>
-----	---	-------------------------

OPERATING SERVICES

Advertising, Dues and Subscriptions

28.	Membership Dues (214)	3,400
29.	Advertising (215)	3,000
30.	<i>Total Dues and Advertising</i>	<u>6,400</u>

Printing, Duplicating, and Binding

31.	Printing (221)	4,000
32.	Book Binding (222)	3,500
33.	Duplication (223)	15,000
34.	<i>Total Printing, Binding</i>	<u>22,500</u>

Utilities

35.	Electrical light and Power (231)	75,000
36.	Gas (232)	3,000
37.	Water (233)	3,500
38.	<i>Total Utilities</i>	<u>81,500</u>

Communications

39.	Postage and Box Rent (241)	10,000
40.	Telephone (242)	30,000
41.	Electronic Services (245)	27,000
42.	<i>Total Communications</i>	<u>67,000</u>

**St. Charles Parish Library
Budget for 2004**

43.	Building Rentals (251)	25,000
44.	Equipment Rentals (252)	12,500
45.	Film rentals (259)	500
46.	<i>Total Rentals</i>	<u>38,000</u>
47.	Maintenance of Grounds (261)	25,000
48.	Maintenance of Buildings (262)	150,000
49.	Maintenance of Vehicles (263)	5,000
50.	Maintenance of Equipment (264)	3,500
51.	Maintenance of Plumbing and HVAC (265)	45,000
52.	Maintenance of Furniture & Office Equipment (266)	7,000
53.	Electrical Maintenance (272)	7,500
54.	Pest Control (274)	4,500
55.	Janitorial Maintenance (275)	20,000
56.	Maintenance of Automation Systems (277)	63,000
57.	<i>Total Maintenance</i>	<u>330,500</u>
 Professional Services		
58.	Miscellaneous (289)	30,000
59.	<i>Total Professional Services</i>	<u>30,000</u>
 Insurance and Surety Bonds		
60.	Fire, Casualty, and Liability (291)	49,000
61.	Vehicles (293)	15,000
62.	Employee Liability (294)	2,500
63.	<i>Total Insurance</i>	<u>64,000</u>
64.	Total Operating Services (200's)	<u>639,900</u>
 <u>Materials and Supplies</u>		
65.	Non-Consumable Office Supplies (305)	10,000
Operating Supplies		
66.	Office Supplies	15,000
67.	Educational, Recreational & Cultural (321)	35,000
68.	Maintenance of Buildings & Grounds (326)	15,000
69.	Vehicle Supplies (gas, oil, etc.) (327)	5,000
70.	Planetarium Supplies	7,000
71.	<i>Total Operating Supplies</i>	<u>77,000</u>
72.	Total Materials and Supplies (300's)	<u>87,000</u>

St. Charles Parish Library
Budget for 2004

73.	Travel, Workshops, Expense Reimbursement (410)	25,000
	Official Fees (440)	
74.	Total Travel and Training (400's)	<u>25,000</u>
	<u>Capital Outlay</u>	
75.	Acquisition of land (610)	
76.	Improvements Other Than Buildings (630)	500,000
77.	Acquisition of Motor Vehicles Cars, Trucks, etc. (641)	0
78.	Bookmobiles (642)	0
79.	<i>Total Acquisition of Vehicles</i>	<u>0</u>
80.	Acquisition of Equipment Educational/Cultural/ Recreational (651)	450,000
81.	Buildings/Grounds/General Plant (652)	20,000
82.	Office Equipment, Furniture & Fixtures (656)	700,000
83.	<i>Total Acquisition of Equipment</i>	<u>1,170,000</u>
84.	Major Repairs (670)	
85.	Construction in Progress (680)	3,500,000
86.	Architectural (681)	250,000
	Library Materials	
87.	Books (691)	400,000
88.	Periodicals (682)	33,000
89.	Audio materials (683)	30,000
90.	Video Materials (684)	25,000
91.	Other Materials (696)	5,000
92.	<i>Total Library Materials</i>	<u>493,000</u>
93.	Planetarium Materials and Equipment (699)	10,000
94.	Total Capital Outlay (600's)	<u>5,923,000</u>

St. Charles Parish Library
Budget for 2004

INTERGOVERNMENTAL COSTS

95.	Contributions to Retirement Systems (730)	123,628
96.	Indirect Cost Allocation (750)	90,000
97.	Total Intergovernmental Costs (700's)	<u>213,628</u>
98.	TOTAL EXPENDITURES	<u>8,505,077</u>
99.	PROJECTED ENDING FUND BALANCE	<u>726,585</u>

St. Charles Parish Library
Appendix B
Demographics

DP-1. Profile of General Demographic Characteristics: 2000
Data Set: Census 2000 Summary File 1 (SF 1) 100-Percent Data
Geographic Area: St. Charles Parish, Louisiana

NOTE: For information on confidentiality protection, nonsampling error, and definitions, see <http://factfinder.census.gov/home/en/datanotes/expsf1u.htm>.

Subject	Number	Percent
Total population	48,072	100.0
SEX AND AGE		
Male	23,447	48.8
Female	24,625	51.2
Under 5 years	3,511	7.3
5 to 9 years	3,994	8.3
10 to 14 years	4,352	9.1
15 to 19 years	4,063	8.5
20 to 24 years	2,649	5.5
25 to 34 years	6,102	12.7
35 to 44 years	8,976	18.7
45 to 54 years	6,604	13.7
55 to 59 years	2,025	4.2
60 to 64 years	1,488	3.1
65 to 74 years	2,589	5.4
75 to 84 years	1,321	2.7
85 years and over	398	0.8
Median age (years)	34.2	(X)
18 years and over	33,489	69.7
Male	16,024	33.3
Female	17,475	36.4
21 years and over	31,557	65.6
62 years and over	5,128	10.7
65 years and over	4,308	9.0
Male	1,863	3.9
Female	2,445	5.1
RACE		
One race	47,636	99.1
White	34,803	72.4
Black or African American	12,130	25.2
American Indian and Alaska Native	123	0.3
Asian	265	0.6
Asian Indian	87	0.2
Chinese	28	0.1
Filipino	32	0.1
Japanese	8	0.0
Korean	14	0.0
Vietnamese	78	0.2
Other Asian ¹	18	0.0
Native Hawaiian and Other Pacific Islander	71	0.0
Native Hawaiian	41	0.0
Guamanian or Chamorro	21	0.0
Samoan	01	0.0
Other Pacific Islander ²	11	0.0
Some other race	308	0.6
Two or more races	436	0.9

Race alone or in combination with one or more other races¹		
White	35,182	73.2
Black or African American	12,255	25.5
American Indian and Alaska Native	289	0.6
Asian	356	0.7
Native Hawaiian and Other Pacific Islander	15	0.0
Some other race	440	0.9
HISPANIC OR LATINO AND RACE		
Total population	48,072	100.0
Hispanic or Latino (of any race)	1,346	2.8
Mexican	329	0.7
Puerto Rican	155	0.3
Cuban	87	0.2
Other Hispanic or Latino	775	1.6
Not Hispanic or Latino	46,726	97.2
White alone	33,901	70.5
RELATIONSHIP		
Total population	48,072	100.0
In households	47,642	99.1
Householder	16,622	34.6
Spouse	9,924	20.6
Child	17,064	35.5
Own child under 18 years	12,962	27.0
Other relatives	2,695	5.6
Under 18 years	1,406	2.9
Nonrelatives	1,537	3.2
Unmarried partner	863	1.8
In group quarters	430	0.9
Institutionalized population	372	0.8
Noninstitutionalized population	58	0.1
HOUSEHOLDS BY TYPE		
Total households	16,422	100.0
Family households (families)	12,422	75.6
With own children under 18 years	7,121	43.4
Married-couple family	9,924	60.4
With own children under 18 years	5,242	31.9
Female householder, no husband present	2,422	14.7
With own children under 18 years	1,451	8.8
Nonfamily households	3,328	20.3
Householder living alone	2,744	16.7
Householder 65 years and over	890	5.4
Households with individuals under 18 years	7,873	47.9
Households with individuals 65 years and over	3,001	18.3
Average household size	2.90	(X)
Average family size	3.27	(X)
HOUSING OCCUPANCY		
Total housing units	17,430	100.0
Occupied housing units	16,422	94.2
Vacant housing units	1,008	5.8
For seasonal, recreational, or occasional use	124	0.7
Homeowner vacancy rate (percent)	1.1	(X)
Rental vacancy rate (percent)	7.6	(X)

HOUSING TENURE		
Occupied housing units	16,422	100.0
Owner-occupied housing units	13,374	81.4
Renter-occupied housing units	3,048	18.6
Average household size of owner-occupied unit	2.95	(X)
Average household size of renter-occupied unit	2.70	(X)

St. Charles Parish Library
Appendix C
Size and Building requirements within Plantation Business Campus

Program
St. Charles Parish
East Regional Library
Destrehan, Louisiana



| Architects LLC

Chenevert Architects Project No.: 22097.00
March 14, 2006

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Gross Area by Component

	Original Net Assignable Area	Net Assignable Area	Gross To Net Ratio	Total Gross Area	Net To Gross Ratio
CD Circulation Desk	1,400	2,400	115 %	2,760 gsf	87 %
AS Adult Services	9,915	8,250	115 %	9,488 gsf	87 %
CA Children's Area	4,555	3,350	115 %	3,852 gsf	87 %
YA Youth Area	475	475	115 %	546 gsf	87 %
PM Public Meeting	2,005	2,265	115 %	2,605 gsf	87 %
OL Office/Lounge Space	2,690	2,650	115 %	3,048 gsf	87 %
ST Storage	600	600	100 %	600 gsf	100 %
BS Building Support	1,805	1,730	115 %	1,990 gsf	87 %
AO Administrative Offices	0	3,676	115 %	4,227 gsf	87 %
TOTAL	23,455 sf	25,396 sf	115 %	29,116 gsf	87 %

3/23/06

Chenevert | Architects LL

Phone Memorandum

Items discussed:

1. Mr. Nelson and Mrs. desBordes discussed the last Library Board meeting that was held on Tuesday March 22, 2006. Mrs. desBordes stated that there were not enough participants to form a quorum. However to keep the project moving, she approved the program and authorized Chenevert Architects to proceed with Schematic Design.
2. Mrs. desBordes also stated that the contract amendment that was sent by Chenevert Architects has been approved.
3. Mrs. desBordes stated that she will call a special meeting of the Library Board once Chenevert Architects has some concept drawings to present.

END OF CALL

PROJECT NAME

East Regional Library

PROJECT NUMBER

22097.00

SUBJECT

Program Approval

CHENEVERT EMPLOYEE

J. Dyke Nelson

PERSON TALKED TO

Mary DesBordes

DATE

March 23, 2006

TIME

2:30 pm

CF

File

Approximate Operating Costs for New East Regional Library Building

Please note: All figures used are in 2008 dollars, and are merely estimates based on information available at this date. No guarantee of exactness is made for these estimates. It must be noted that these costs should be considered in conjunction with the absence of costs for the existing building upon the opening of the new facility.

Maintenance:

As this will be a new building, most items will be under warranty for at least a year. As a result, few maintenance costs can be anticipated. Until the extent of the landscaping can be estimated by a landscape maintenance firm, costs for this service cannot be exactly determined. However, since the current East building requires landscape maintenance budgeted at \$6000 a year, one could assume that the cost for the new building would be the same (although there is more property, the building and parking cover the greater part of it). The other initial maintenance costs, the security system and pest control, are estimated in the same manner.

- Landscaping maintenance \$ 6,000
- Security system \$ 2,000
- Pest control \$ 2,000

Utilities:

This area is most problematic, as with the cost of petrochemicals being so volatile, and fuel adjustments so unpredictable, energy costs are not easily projected. However, based on the usage at the current building, and the increased size and improved energy-saving aspects of the new building, the following rough estimates are anticipated.

- Electrical \$55,000
- Water \$ 2,200
- Telephone \$ 3,000

Insurance:

Again, this is a volatile number. Insurance costs are figured using a number of factors to which we are not privy, in addition to possible increases which are not necessarily anticipated. The figure below is simply based on the current cost, multiplied by the increased square footage, and is not meant to be a conclusive number.

Insurance \$28,000

Salaries:

Salaries for employees are based on currently budgeted costs, as supplied by the Finance Department. The staff from the existing facility will be moved to the new location, along with the administrative staff (as required by the act of donation). It should be understood that this figure will be increased by any salary adjustments for staff made between 2008 and the opening of the new facility.

- Staff salaries \$890,000

Total: \$988,200

May 25, 2004

Post-it* Fax Note	7671	Date	5/26	# of pages	1
To	NORMAN	From	MARY		
Co./Dept.	CHENEVERT	Co.	SCP Library		
Phone #	ARCHITECTS	Phone #	985-785-8464		
Fax #	225-757-0765	Fax #	985-785-8499		

* Mr. John D. Studdard, Real Estate Services
 BP America Inc.
 501 Westlake Park Boulevard
 Mailcode 1.134
 Houston, TX 77079

Re: St. Charles Parish Library -- East Regional Facility
 Destrehan, Louisiana
 Chenevert Project No: 22097.00

Dear Mr. Studdard:

Please see the attached proposed site plan sketch for the East Regional Library Building. This site is adjacent to the existing Fire Station building on the east side along River Road (LA Hwy. 48). It is approximately 5.0 acres. Their original request was 2.5 to 3.0 acres for a regional library building. If they could get 5.0 acres they would move their ~~entire~~ ^{business offices} ~~Library Headquarters~~ from the West Bank and expand the building to become the new St. Charles Parish East Regional Library and Library ~~Headquarters Facility~~ ^{business office}.

* In preparation and research to begin your project we discovered some original master plan information from the original Canizaro development dating back to the early 80's. It shows a Campus Drive West, which would tie back to the existing Campus Drive East, terminating at River Road and aligns with the existing median cut in River Road. This allows traffic to turn right or left in either direction and would aid in a traffic light request from LaDOTD at this intersection.

From a master planning view this makes sense. The median cut exists, the fire station exists, and the 5.0 acres is in the A01-1 (non-industrial standards) section of your property. The library building would be a great major anchor in the future development of this tract. *

Please call me after you have reviewed this information and request to discuss it in more detail.

Sincerely,

Chenevert Architects LLC

Norman J. Chenevert

Norman J. Chenevert, AIA

NJC:tag

Enclosures

cc: Mrs. Mary desBordes

6767 Perkins Road, Suite 101
 Baton Rouge, Louisiana 70808
 phone: 225.757.0955
 fax: 225.757.0765
 www.CHENEVERTARCHITECTS.com

Transmittal

COPIES	DESCRIPTION
4	Contract Amendment #1

REMARKS

Mary-

Since the project scope has changed from a renovation/addition to a new building design, the fee formula should be adjusted to remove the renovation factor as shown in item #2. Our hourly fee rates have increased from May 1, 2003 to January 1, 2006 as shown in item #1 and the attached "Schedule of Hourly Rates and Charges". Please have Mr. Scott sign all copies and return one fully executed copy to us. If you have any questions, please do not hesitate to contact us.

Sincerely,
Norman J. Chenevert

TO
St. Charles Parish Library
P.O. Box 949
Luling, LA 70070

PH (985)785-8471

ATTENTION
Ms. Mary desBordes

DATE
March 17, 2006

PROJECT NAME
St. Charles Parish Library

PROJECT NUMBER
22097.00

FROM
Norman J. Chenevert

WE ARE SENDING
Attached

VIA
FedEx

6767 Perkins Road, Suite 101
Baton Rouge, LA 70808
PH 225-767-0955
FX 225-767-0765
WEB www.chenevertarchitects.com

Chenevert Architects LLC

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3/23/06

Chenevert | Architects LLC

Phone Memorandum

Items discussed:

1. Mr. Nelson and Mrs. desBordes discussed the last Library Board meeting that was held on Tuesday March 22, 2006. Mrs. desBordes stated that there were not enough participants to form a quorum. However to keep the project moving, she approved the program and authorized Chenevert Architects to proceed with Schematic Design.
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END OF CALL

PROJECT NAME

East Regional Library

PROJECT NUMBER

22097.00

SUBJECT

Program Approval

CHENEVERT EMPLOYEE

J. Dyke Nelson

PERSON TALKED TO

Mary DesBordes

DATE

March 23, 2006

TIME

2:30 pm

CC

File

5/16/06

Meeting Minutes

Items discussed:

1. Norman J. Chenevert presented the BP Plantation conceptual master plan and proposed site plan of the library. He explained that this was a library board workshop to review the work in progress.
2. J. Dyke Nelson presented the exterior design concepts and potential exterior images including the following:
 - Recognizable forms
 - Emphasize this as a public building versus a residential building
 - Respond to the different sun exposures.

Mr. Chenevert explained that Chenevert Architects would like their input on the image that the board would want to portray to the public. They liked parts of the proposed more modern design and understood that the previous design would not be totally appropriate for this site. The client would like as deep an overhang as possible within the budget. Chenevert Architects was instructed to advance the design to the next level of refinement.
3. The donation of property from BP has not occurred yet. Mrs. desBordes stated that the negotiation is reaching its end.
4. Mr. Nelson discussed the potential of a 2-story building. Mrs. Mary desBordes stated that she would not like a second floor public space, only administrative spaces possibly.
5. Chenevert Architects was directed to advance the floor plan design and Mrs. desBordes will schedule a design workshop with the staff.
6. The next library board meeting will be the second week in July at which time Chenevert Architects will submit the final schematic design.

PROJECT NAME

St. Charles Parish Library - East
Regional Library

PROJECT NUMBER

22097.00

DATE

May 16, 2006

LOCATION

St. Charles Parish Library - East
Regional Library

PURPOSE

ATTENDEES

Norman J. Chenevert
J. Dyke Nelson
Mrs. Mary desBordes
Mr. Willie Scott

DISTRIBUTION LIST

Paul Hogan

From: Paul J. Hogan, PE [phogan@st-charles.la.us]
Sent: Wednesday, October 08, 2008 8:05 PM
To: 'Mary desBordes'; Carolyn Tregie (CTREGRE7@COX.NET); dlchauffe@bellsouth.net; mepixieangel@yahoo.com; meob1128@yahoo.com; Billy Raymond (braymond@st-charles.la.us); bjacob@st-charles.la.us; Carolyn Schexnaydre (cschexnaydre@st-charles.la.us); Dennis Nuss (dnuss@st-charles.la.us); Larry Cochran (lcochran@st-charles.la.us); Marcus Lambert (mlambert@st-charles.la.us); Paul Hogan (phogan@st-charles.la.us); Shelley Tastet (stastet@st-charles.la.us); Terry Authement (tauthement@st-charles.la.us); V. J. St. Pierre (vj@stcharlesgov.net); Wendy Benedetto (wbenedetto@st-charles.la.us)
Subject: paradis branch

Mary,

At the October 8 council meeting, you stated "Because of a number of factors which were completely unforeseen, the library board has not had the funds to go forward with branch 6". Please provide me with each significant unforeseen factor which occurred from the time the report addressing the needs in District IV was provided to the Board which ate up funds.

Thanks

Paul

8/19/2009

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Paul Hogan

From: Grant Dussom
Sent: Monday, July 27, 2009 1:44 PM
To: Paul Hogan
Subject: RE: library funds

Paul,

I am finally making some progress. I am having my secretary fax you a print out of all payments to Chenevert for the years 2003 – 2005. Secondly, in regards to the Library's cash balance as of 8/1/08, this one will take a little more time. You should be receiving shortly, or you may already have by now a copy of the 2008 CAFR, i.e. the audit report for 12/31/08, in it, starting on page 126 are the financials for the Library. It shows that at year end, they had an ending fund balance of \$10,440,943, with \$6,320,723 reserved for the construction of the East Bank Library, and thus an unreserved fund balance of \$4,120,220. These numbers are audited numbers and therefore represent the best possible numbers to look at. If you need me to go further, let me know

Thanks

Grant M. Dussom, CPA
Chief Financial Officer
St. Charles Parish

Off: 985-783-5000
Fax: 985-783-2187

Town Hall Meeting

Residents of Paradis, Bayou Gauche and Des Allemands, the St. Charles Parish Library cares what you think.

The St. Charles Parish Library Board of Control is asking what you want for a library in your community

The library board wants to know if you prefer:

- An existing building being turned into a library, to open within approximately one year to eighteen months
- A new library building, to open within approximately four to six years

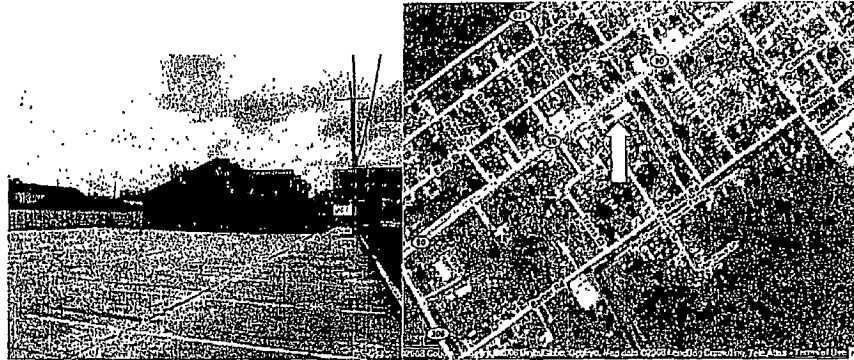
J B Martin School

November 18, 2008

at 6:30 p.m.

St. Charles Parish Library
105 Lakewood Drive • Luling, LA 70070
(985) 785-8471 • <http://www.stcharles.lib.la.us>

15207 Hwy 90, Paradis



- Property for sale, appraised value: \$440,000
- .6 acre (284.21 x 93.30 sf)
- 6,209 sf commercial building on site
- Advisory Base Flood Elevation: +5

Advantages

Visibility
Building = more rapid opening of library
Easy access (walking) to/from two schools in area
Sufficient parking already in place
Storage space available upstairs
Lower traffic on highway post-I-49

Disadvantages

On busy highway
Building needs renovation to library
Access requires driver effort

Cost: Appraised value of property, and approximately \$500,000 for building renovation and equipment

Time to implement: approximately 12 – 18 months.

Requirements for implementation:

- Building renovation
Program
Architect
Plan
Contractor
- Landscaping
- Furniture and equipment
- Collection
- Staff

Old Paradis Elementary School Site, Paradis



- Property of School Board; would sell at appraised value (not available)
- 1.18 acres
- Vacant, but with utilities
- Could build a facility (including parking) up to 14,000 sf on the site
- Advisory Base Flood Elevation: +5

Advantages

Off busy highway
 Would get purpose-built facility

Disadvantages

Low visibility
 Delay of opening due to building time needed
 Not as convenient for school visits (need to cross busy highway)

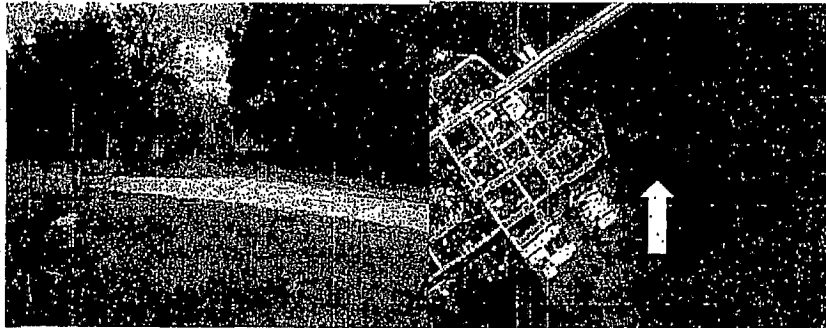
Cost: Appraised value of property, and approximately \$3-5,000,000 for building and equipment (in 2008 dollars)

Time to implement: approximately 4-6 years.

Requirements for implementation:

- | | |
|---|--|
| <ul style="list-style-type: none"> • Building <li style="padding-left: 20px;">Stick built - <li style="padding-left: 20px;">Program <li style="padding-left: 20px;">Architect <li style="padding-left: 20px;">Plan <li style="padding-left: 20px;">Contractor • Parking • Landscaping • Furniture and equipment • Collection • Staff | Modular – <ul style="list-style-type: none"> Program Plan Vendor Installer |
|---|--|

Sunset Drainage District Property
 (no street address, bounded by old R.J. Vial School and the Paradis Canal)



- Property owned by Sunset Drainage District, willing to donate a piece of the property
- 271 acres (size of donation to be determined)
- Vacant, no utilities
- Owner envisions area to include park, trails, ponds, etc., on finished site
- Advisory Base Flood Elevation: +5

Advantages

Would get purpose-built facility
 Easy access (walking) to/from two schools in area
 No cost for property

Disadvantages

Low visibility
 Delay of opening due to building time needed
 Utilities must be run onto site
 "Access road" must be built

Cost: Approximately \$3-5,000,000 for building and equipment (in 2008 dollars)
Time to implement: approximately 4-6 years.

Requirements for implementation:

- | | |
|--|---|
| <ul style="list-style-type: none"> • Building • Stick built - • Program • Architect • Plan • Contractor • "Access road" • Parking • Landscaping • Furniture and equipment • Collection • Staff | <ul style="list-style-type: none"> • Modular - • Program • Plan • Vendor • Installer |
|--|---|

Jara Sims-Touchard, Paradis, LA

- former teacher of St. Charles Parish
- thanked the Library Board for their uncompensated time
- agrees that an existing building is logical
- mentioned expenses that our parish could be facing in the future, such as levees
- new building in East was pushed back, and back, and back
- if we put our resources into a new building we may not see it for years
- our area has a strong French heritage and a library could show and strengthen that heritage

Paul Hogan

- commented that the Library is funded totally separate from the parish
- the library is funded by millage
- levee construction would not have any connection to library funds or a millage for the library
- library millage in 2010 is a renewal only, not a new millage

Anne Candies

- asked if we would have to wait until after a millage to build or renovate

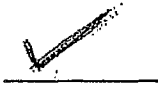
Mary desBordes, Library Director -- response to Anne Candies' question

- the library does not have existing funds to build a new library, this would have to wait on a millage
- we would not have to wait on a millage to buy an existing building and renovate, the library does have enough money to buy and renovate an existing building now
- the newspaper stated that constructing a new library would cost about \$3 million, but that is in today's dollars
- a brand new library would have to wait until after the millage to even begin
- a special millage before 2010 would cost \$10,000,000 and that would have to be factored in the cost of a new building
- the Library Board wants to know the feelings of the community, are the feelings strongest in waiting for a new library or purchasing an existing building and renovating
- a purpose built-building is not out of the question
- the Library Board keeps track of the usage of all of the libraries in the parish

Tina Montz, Paradis, LA

- past educator
- asked if it would be 2 years before a new library could be considered due to a millage renewal

My preference is:



Existing Building

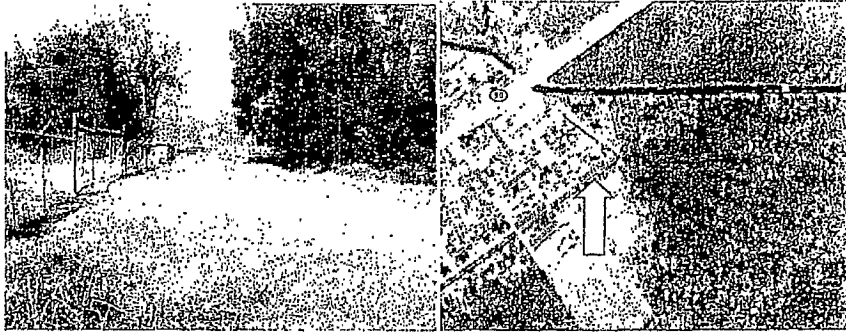


New Building

Presented to LIB. Board in Package
for Special meeting on 4/27/09
to consider ^{old} Paradis Elem. school
site to construct near Bldg

Locations Considered for Paradis Branch

Sunset Drainage District Property
(no street address, bounded by old R.J. Vial School and the Paradis Canal)



- Property owned by Sunset Drainage District, willing to donate a piece of the property
- 271 acres (size of donation to be determined)
- Vacant, no utilities
- Owner envisions area to include park, trails, ponds, etc., on finished site
- Advisory Base Flood Elevation: +5

Advantages

Would get purpose-built facility
 Easy access (walking) to/from two schools in area
 No cost for property

Disadvantages

Low visibility
 Delay of opening due to building time needed
 Utilities must be run onto site
 "Access road" must be built
 Possible wetlands designation

Cost: Approximately \$1-1.5 million for building and equipment, + cost of provision of utilities and "road"
Time to implement: unknown due to need for Corps of Engineers permit; with permit, 28 – 42 months.

Requirements for implementation:

- | | |
|-----------------------------|-------------|
| • Corps of Engineers permit | |
| • Building | |
| • Stick built - | Modular - |
| • Program | • Program |
| • Architect | • Plan |
| • Plan | • Vendor |
| • Contractor | • Installer |
| • "Access road" | |
| • Parking | |
| • Landscaping | |
| • Furniture and equipment | |
| • Collection | |
| • Staff | |

Old Paradis Elementary School Site, Paradis



- Property of School Board; possibility of 99 year lease
- 1.18 acres
- Vacant, but with utilities
- Could build a facility (including parking) 5000 sf on the site
- Advisory Base Flood Elevation: +5

Advantages

Off busy highway
 Would get purpose-built facility

Disadvantages

Low visibility
 Delay of opening due to building time needed
 Not as convenient for school visits (need to cross busy highway)

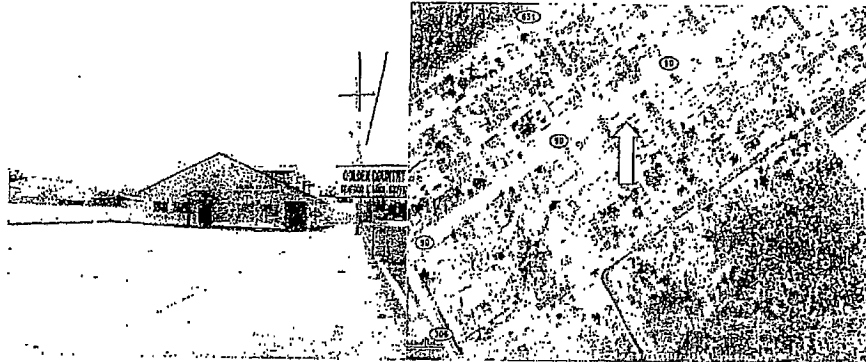
Cost: lease costs (minimal anticipated), and approximately \$1-1.5,000,000 for building and equipment

Time to implement: approximately 18 -24 months.

Requirements for implementation:

- | | |
|---|---|
| <ul style="list-style-type: none"> • Building • Stick built - • Program • Architect • Plan • Contractor • Parking • Landscaping • Furniture and equipment • Collection • Staff | <ul style="list-style-type: none"> Modular - Program Plan Vendor Installer |
|---|---|

15207 Hwy 90, Paradis



- Property for sale, appraised value: \$440,000
- .6 acre (284.21 x 93.30 sf)
- 6,209 sf commercial building on site
- Advisory Base Flood Elevation: +5

Advantages

Visibility
Building = more rapid opening of library
Easy access (walking) to/from two schools in area
Sufficient parking already in place
Storage space available upstairs
Lower traffic on highway post-I-49

Disadvantages

On busy highway
Building needs renovation to library
Traffic on Hwy 90

Cost: Appraised value of property, and approximately \$500,000 for building renovation and equipment

Time to implement: approximately 12 -- 18 months.

Requirements for implementation:

- Building renovation
Program
Architect
Plan
Contractor
- Landscaping
- Furniture and equipment
- Collection
- Staff

4/30/09

Public Records Request Form - DRAFT

Date of Request:

Name of Party Requesting Information:

Requested Format:

Phone number where we may call to notify you that your information is ready for pick-up or email address

What information are you requesting?

Number of Pages If Known: (There will be an administrative fee of 10 cents per page assessed and is payable before delivery of documents)

I understand and agree that:

1. There will not be an invasion of privacy of public or staff rights, and public and staff records will be protected to the full extent of the law.
2. No improper use of the information will be made
3. The library will receive a copy of any report or survey made, and of any published use of the information provided. A copy of the report, survey or other published document shall be delivered to Mary desBordes, Library Director, St. Charles Parish Library, P. O. Box 949, Luling, Louisiana 70070
4. The cost in staff time and/or materials shall be paid by the requesting individual or organization prior to receipt of any information. A deposit may be required at the time the request is submitted.

Signed

Address
Telephone

For internal use only:
Number of pages
Cost per page
Total Date Delivered
Form A/4/30/09

Dale Firmin
716 Saint Rose Avenue
Saint Rose, Louisiana 70087
May 15, 2009

Ms. Mary desBordes
Library Director
Saint Charles Parish Library
P.O. Box 949
Luling, Louisiana 70070

CERTIFIED MAIL RETURN RECEIPT NO.: 7008-3150-0002-2593-7640

Dear Ms. desBordes:

I understand that you are about to pass a resolution that you believe will allow you to violate the Louisiana Public Records Act, LSA—R.S. 44:1 *et. seq.* I would advise you against it. Your requirements are not only in violation of this act but also criminal. I am writing to you this letter because, of the 4 levels of criminal intent involved in any criminal act, a violation of any act of omission or failure to perform requires the level of intent known as "knowingly." With this letter, you will "knowingly" be in violation of LSA—R.S. 14:132(B), second degree injury to public records, punishable by up to one year in prison and/or a fine of up to \$1,000. Actually, because of this letter, if you refuse access to public records for any reason (including not filing out your form waiving rights, etc.), it should constitute the highest criminal intent of "willingly" or "intentionally."

You are the custodian of the public records for the library board. R.S. 44:32 clearly states that it is your "duty" as custodian to "immediate" access to public records all in accordance with the Louisiana Public Records Act, Title 44. Since it is your "duty", a violation of that duty is also criminal malfeasance, R.S. 14:134. This is a more serious felony punishable by up to 5 years in prison at hard labor and/or \$5,000 fine.

Title 44 also provides for administrative punishment in addition to the criminal statutes. For a first offense, R.S. 44:37 clearly states that *anyone* having custody or control of a public record (not just the custodian) who violates *any* provision of the Louisiana Public Records Act, or *any* person not having custody and control who by any conspiracy, understanding or cooperation with *any other person* hinders or attempts to hinder the inspection of *any* public record may be sentenced up to six (6) months imprisonment and/or fined \$1,000.

It is my fundamental, constitutional right to have access to public records.¹ *Const. Art. 12 § 3.* You may not deny me the right to examine or review or copy such record, R.S. 44:32C(3), nor may you avoid responsibility by transferring physical possession to another. R.S. 44:1A(3), 44:32, 44:35.² It is my option, and not yours, as to whether I choose to view and make my own copies or have you provide copies.³ You may charge a nominal fee *only* if I request that you make a copy for me. You may *not* assess a fee for me to make my own copies. You may *not* charge an administrative fee for access to these records unless the request is made to access the records after normal business hours or on non-business days. You must provide reasonable accommodations for the *full exercise* of my rights under the Louisiana Public Records Act. R.S. 44:32A.

It is your *duty* under R.S. 44: 31 and R.S. 44:32 to provide me *immediate access* to such records to allow me to exam and copy such records or to provide me a copy made by you, if one is requested.⁴ R.S. 44:33B(1). If the record is not immediately available, you must make it

¹ *Ibid* at 1136. Also see *Kirksey v. Daniel*, 669 So.2d 573 (La.App. 1 Cir. 1996) at 575.

² *Ibid* at 1133. Also see *Kyle v. Parrilloux*, 868 So.2d 27 (La.App. 1 Cir. 2003) at 31.

³ *Ibid* at 1136.

⁴ *The Alliance for Affordable Energy v. Jacquelyn Frick*, 695 So.2d 1126 (La.App. 4 Cir. 1997) at 1132.

available within three (3) days, exclusive of weekends and holidays, R.S. 44:33B(1), or you must certify, in writing, your reasons why you cannot make the record available. R.S. 44:34. If any record contains material that is not a public record, you may remove the nonpublic record portion and make the public record available for examination. R.S. 44:32B. If you believe that a record is not a public record, you *must* provide to the requesting party a statement within three (3) days of his request, excluding holidays and weekends, as to why you believe the record is not a public record. Such written notification must contain a reference to the basis under law which the custodian has determined exempts a record, or any portion thereof, from inspection, copying, or reproduction. R.S. 44:32D. If my request is denied in whole or part, you are required to provide such written notification. It is your burden to prove that a requested record is not a public record. R.S. 44:31B(3). All records are public unless specifically forbidden by R.S. 44:2 (not any local ordinance.)

You may not make *any* inquiry of *any* person who applies for access to a public record except an inquiry as to the age and identification of the person and may require the person to sign a registry, and you shall *not* review, examine or scrutinize any copy, photographs, or memoranda in the possession of any such person.³ R.S. 44:32A.

Should any person be denied access to a public record, either by final determination of the custodian or by the passage of five days, exclusive of weekends and holidays, from the date of his request without receiving a written final determination by the records custodian, he may institute proceedings for a writ of mandamus, injunction or declaratory relief, together with attorney's fees, costs and damages, against any and all parties denying him access. R.S. 44:35. If it is found that the custodian acted capriciously, arbitrarily or unreasonably, such party may be awarded sanctions of \$100 per day from the date of his request until the date such document is produced. R.S. 44:35D and R.S. 44:35E(1).

I don't have my papers before me right now and am accessing this from my records. I don't have time to research this a little further to provide you the proper statute quote but the following is in Title 44. You may not require *any person* to file or fill out *any form* to access any public record. What you may do is require identification to insure that they are public citizens not current incarcerated on a felony having exhausted all of their appeal rights. You may then also record in a ledger (or have them sign into a ledger) showing the records that they have examined. The only purpose of this ledger is to know who is currently examining what records to insure that the records are not altered or damaged. You may *not* require a waiver of any kind and in any form.

Another "trick" that some custodians of public records try to pull is to call the police and falsely claim that they are causing a disturbance and have them removed. This constitutes aggravated kidnapping. Aggravated kidnapping is the unlawful restraining of a person from their freedom of movement for any advantage including a civil advantage. A false arrest is always a kidnapping but having them removed from a public building without arrest for exercising a constitutional right is still a kidnapping. An advantage of not producing public records and attempting to avoid the Public Records Act, or the consequences of its punitive actions, is an advantage. The minimum punishment for aggravated kidnapping is life imprisonment without the possibility of probation, parole or suspended sentence.

Again unfortunately I don't have the case before me but an appellate court (Louisiana Supreme Court?) determined that a record need not be described with specificity. A concealment of a record not named specifically is still concealment.

I understand that you have violated many provisions of the Louisiana Public Records Act in the past, such as concealment, delay and transfer of records to someone else. This will stop. Should you adopt the form that you are now proposing, I will construe this as attempted violation of the Louisiana Public Records Act and the appropriate criminal statutes. As such, I will report

³ *Hillard v. Litchfield*, No. 2001 CA 1987, (La.App. 1 Cir. 2002)

you to the Ethics Committee. Should you adopt this form, I will immediately request a public record and refuse to use your form. When you refuse, I shall take the appropriate criminal and civil actions against you. I promise to be the first to challenge your new form.

I suggest that you consult with your attorney.

Sincerely,

A handwritten signature in cursive script, appearing to read "Dale Firmin", with a long horizontal flourish extending to the right.

Dale Firmin