

## MINUTES OF THE ACADIA PARISH LIBRARY BOARD OF CONTROL

**DATE:** April 19, 2021  
**TIME:** 4:00 P.M.  
**PLACE:** Crowley Library

**ROLL CALL:** Mr. William B. Pinac, President - Present  
Mrs. Alyssa Dogay, Vice President - Present  
Mrs. Judia LaCombe - Present  
Mrs. Cynthia Dominick - Absent  
Mrs. Sandra Henry - Present  
Mrs. Cynthia Oliver – Present (Arrived during approval of minutes)  
Mrs. Penny Duplechain Chavis - Present  
Mr. Gordan Ray Morgan, Ex-Officio - Absent  
Mrs. Christine Daigle - Present  
Mrs. Lacey Webster - Present

With a quorum present, Mr. Pinac called the meeting to order.

**AGENDA REV:** There were no amendments to the agenda.

**MINUTES:** **MOTION:** Mrs. LaCombe; **SECOND:** Mrs. Dogay  
“That we dispense with the reading of the minutes of February 8, 2021, and that they be approved as corrected.”  
**UNANIMOUSLY APPROVED**

**FINANCIAL REPORT:** **MOTION:** Mrs. Dogay; **SECOND:** Mrs. Henry  
“That we accept the financial report as presented by the Library Director.”  
**UNANIMOUSLY APPROVED**

**BUSINESS:** Mr. Roland LeLeux from ADG discussed updates on the Crowley roof replacement bids. Bids were received up until March 9<sup>th</sup>, 2021 from various companies, and the library has 45 days from that date to accept a bid. ADG recommended that the library award this project to the low bid of \$141,100.00 received by Roofing Solutions, LLC.

**MOTION:** Mrs. Henry; **SECOND:** Mrs. Dogay  
“That the Acadia Parish Library accepts the low bid of \$141,100.00 from Roofing Solutions, LLC to re-roof the Crowley Library.”  
**UNANIMOUSLY APPROVED**

Mr. LeLeux then discussed updates on the HVAC replacement quotes. Quotes were requested from four different contractors by ADG, and three quotes were received back. ADG recommended that the library award this project to the low bid of \$18,450.00 received by Gallo Mechanical Services, LLC.

**MOTION:** Mrs. LaCombe; **SECOND:** Mrs. Chavis  
“That the Acadia Parish Library accepts the low quote of \$18,450.00 from Gallo Mechanical Services, LLC to replace the HVAC unit at the Crowley Library.”  
**UNANIMOUSLY APPROVED**

Mr. LeLeux informed the library board that the Crowley Library and Rayne Library were in need of upgrading their current fire alarm systems. ADG gave an estimate between \$20,000.00 and \$25,000.00 to replace each system, so it was recommended that quotes be obtained for the fire alarm system for the Crowley Library immediately. The upcoming HVAC upgrade requires a fire alarm system to tie into to work properly. He informed us that the fire alarm system upgrade for the Rayne Library was worked into the specifications that go out for bid for the Rayne renovation plans.

**MOTION:** Mrs. Dogay;                   **SECOND:** Mrs. Oliver  
“That the Library Director be authorized to engage Associated Design Group in rendering specifications for the Crowley Library Fire Alarm System Replacement project and collect quotes for the Crowley Library Fire Alarm System Replacement.”  
**UNANIMOUSLY APPROVED**

Mr. LeLeux and Mr. Paul Tessier from ADG shared and explained the Rayne renovation plans with the library board. The library board was informed that asbestos was found in specific locations of the Rayne Library and that asbestos abatement was added to the costs of the plans. Mr. Paul also explained that we have two add. alternates listed for possible plans for the Rayne Library which include plans to seal the remaining three sides of the building and to rent a portable storage container to store shelves that cannot be moved to the temporary location when we move out of the Rayne Library. Mr. Paul also recommended that the library contact the city of Rayne or the Rayne Fire Department to come flush out drains near the Rayne Library before the project starts. Mr. LeLeux informed the board that the project was ready to be bided out. Mrs. Daigle informed the library board that she was in contact with Tony Olinger of Rayne, and has plans to temporarily relocate the Rayne Library to the old RadioShack building.

**MOTION:** Mrs. Dogay;                   **SECOND:** Mrs. LaCombe  
“That we approve the renovation plans for the Rayne Library as presented and to authorize The Associated Design Group to conduct a public bid.”

Mrs. Daigle then requested the approval of an employee status change. She explained that a part-time employee, Ms. Brooklyn Fields-Meaux, had recently graduated from college and was seeking to work full-time. Mrs. Daigle noted that the library had a recent job opening, and that the employee was highly recommended for the promotion. Mrs. Oliver supported this suggestion as she had just worked with Ms. Fields-Meaux on a partnership between the Rayne Library and the Rayne Rotary Club.

**MOTION:** Mrs. Oliver;                   **SECOND:** Mrs. LaCombe  
“That the Acadia Parish Library approve Ms. Brooklyn Fields-Meaux’s promotion from part-time to full-time at the Rayne Library effective immediately at a rate of \$12.00 per hour plus full benefits.”

Mrs. Daigle informed the library board that she and Mrs. Webster had been working with an HR consultant to update library policies and create a policy manual that

would hopefully be completed by the end of the year. She explained that the board would be presented with policies for approval throughout the year. She also notified the library board that the lease for the Mermentau Library had expired, so arrangements would be made soon to meet with the Mayor of Mermentau to get it reinstated. Finally, Mrs. Daigle presented plans that a hybrid summer reading program would consist of some limited in-person story times with registration required as well as virtual programming.

Public comments by Mr. King were made regarding items on the agenda. The Library Board took no action on Mr. Kings recommendations.

**ADJOURN:**      **MOTION:** Mrs. Henry;      **SECOND:** Mrs. Oliver  
“That we adjourn (5:18 PM).”  
**UNANIMOUSLY APPROVED**

**APPROVED:**      **Monday, June 7, 2021**