

**MINUTES FOR
ARMAND J. BRINKHAUS, SR.
SOUTH ST. LANDRY COMMUNITY LIBRARY DISTRICT
BOARD OF COMMISSIONERS' MEETING
August 12, 2025**

The Board of Commissioners of the Armand J. Brinkhaus, Sr., South St. Landry Community Library District met in a public meeting at the library, 235 Marie Street, Sunset, Louisiana at 6:00 p.m., Tuesday, August 12, 2025 as per the meeting notice posted at the Library and used the same Agenda which was so posted. The posted Notice and agenda are made a part of the minutes herei.

Members present: Susan Fontenot, Celeste Hebert, LaShona Dickerson, Andy Dakin

Absent: Charles Richard, Charles James

Also Present: Tricia Schroedter and Barbara Malbrue

- The public meeting was called to order at 6:05 PM. The Pledge of Allegiance was recited.
- Reading and Approval of the Minutes of the Last Meeting: Motion made by Susan Fontenot, and duly seconded by Celeste Hebert, **motion passed.**
- **Chairman's Comments and Announcements: Andy Dakin**
- **Friends' Report: Myrtle Deranger-** Ms. Deranger was not in attendance and no report was read.
- **Librarian's Report: Barbara Malbrue (See Report)**
 - Library statistics were shared
 - Maintenance update
 - Employee Raise Plan and Evaluations shared
 - Summer Program saw record attendance for both children and adults. Adult shared interests in continuing crafting classes throughout the year.
 - 76 participants completed the summer reading program
 - The end of summer program was held August 2, 2025. The library covered the cost of 70 milkshakes for children from the milkshake truck.
 - **Library Pay Raise Plan proposal**
 - COLA increase annually not to exceed a 3% based on budget; the current consumer price index will be used as a guide to determine the rate. Increases will be effective September 1.
 - The budget will be reviewed annually to determine merit raises for hourly wage employees scoring satisfactory or higher on performance reviews.
 - **Susan Fontenot moved and Celeste Hebert 2nd to give all employees a 3% COLA effective September 1, 2025.**
 - Barbara Malbrue's performance will be reviewed in 2026 for merit increase.
 - Business Manager and Librarian will be evaluated every 3 years.
 - Barbara will update the proposal to reflect the Board's wishes (attached)
- **Business Manager's Report: Tricia Schroedter**
 - Last payment of insurance submitted August 12, 2025

- Total cash July 31, 2025: \$520,077.83
- Susan Fontenot moved and Celeste Hebert 2nd to accept the Business Manager's report.
Motion passed.

OLD BUSINESS:

- Reminder: Ethics Training needs to be completed (Copies of Certificates of Completion to Business Manager for her files) <https://laethics.net/EthicsTraining>
- Reminder: Preventing Sexual Harassment Training should be completed <http://extranet.state.lib.la.us/psh/login.html> (Copies of Certificates of Completion to Business Manager for her files)

NEW BUSINESS:

- Public Comment Period
- Auditor's Report: Report made by a Representative of JSDC. Motion made by Susan Fontenot, and duly seconded by Celeste Hebert to accept the audit, **motion passed.**
- Discussion of Performance Reviews and Salaries
 - Motion made by Susan Fontenot and 2nd by Celeste Hebert to add the Business Manager to the 3% COLA.
 - Business Manager will be added to the same 3 year cycle as the Librarian.

ANY OTHER BUSINESS:

Next meeting- November 11, 2025

ADJOURN

7:21 Susan moved and Celeste 2nd to adjourn. **Motion passed**

In accordance with the Americans with Disabilities Act, if you need special assistance, please contact Barbara Malbrue at (337) 662-3442 describing the assistance that is necessary.