

## **St. John the Baptist Parish Library**

### **Minutes of the Call Meeting**

**Of the**

**Board of Control**

**Monday, 11 July 2016**

**6:00 pm**

**Reserve Branch Library Meeting Room**

**Present:** Denice Borne, Dardnella Clark, Brannetter James, Virgie Johnson, Norris Millet, Sr., Lisa Wilder, Melynie Wright

**Attorney:** Sylvia Taylor-Dunn representing legal counsel was present

Mrs. Johnson called the meeting to order at 6:00 pm and asked for the roll call. A quorum was called by Ms. Trina Smith as all board members were present.

Mrs. Johnson asked for introduction of the newest board member, Melynie Wright as each board member introduced themselves during the meeting.

The next item on the agenda was the swearing-in of each board member, including officers, by legal counsel, Sylvia Taylor-Dunn. Virgie Johnson-President, Brannetter James-Vice-President, Dardnella Clark-Treasurer, Denice Borne, Lisa Wilder, Norris Millet, Sr., and Melynie Wright. All signed an oath of office that is filed with the clerk of court in St. John the Baptist Parish and the Louisiana Secretary of State's office. Mrs. Johnson also welcomed Ms. Trina Smith as the new library director.

The minutes from the previous board meeting held on Wednesday May 4, 2016 were approved.

The next item on the agenda were for public comments in which no one came forth. Virgie Johnson moved that we continue with unfinished business.

The Cost of Living increase of 2% was voted on at the board meeting held on Wednesday, January 20, 2016, but was not implemented due to the absence of a library director, which according to legal, violated policy that states the library director recommends pay increase to the board. Ms. Clark asked if those employees who had retired after January 20 were eligible to receive the increase, in which it was stated that they were not. The decision was made retroactively to January 20, per legal counsel, to pay all current employees, full-time and part-time, from January 20, which was motioned by Mr. Millet and seconded by Ms. Clark. Roll was called for a vote in which all members unanimously voted yes.

Ballots were mailed to all board members in reference to the director's recommendation for two vacancies, IT Assistant and Branch Supervisor/West branch. The approved applicants IT Technician, Purnell Brewer and Branch Supervisor, Robin Bailey, confirmed by ballots from, Brannetter James, Virgie Johnson, Dardnella Clark, Norris Millet, Jr, and Lisa Wilder. The motion was made by Ms. Clark, and seconded by Mrs. James. The decision was voted on unanimously. Ballots returned for the selection of Branch Supervisor for the West location were submitted by Norris Millet, Sr., Virgie Johnson, Brannetter James, and Lisa Wilder. The motion was made by Mrs. James, and seconded by Ms. Clark. The decision was voted yes unanimously.

Mrs. Johnson moved on to new business on the agenda with the Director's Report read by Library Director, Ms. Smith.

Next item on the agenda is the Auditor's Report and Engagement Agreement by Keith J. Rovira, CPA. Mr. Rivera briefly read through his report, the status and standing of our institution with the state and local government, in which we passed. He also requested an increase in pay by for each of the next three years of 12,900 dollars per year, which was agreed upon. A motion was made by Ms. Borne and seconded by Ms. Clark. Six board members voted yes, with the absence of Melynie Wright, who had to depart from the meeting early.

Next was the classification of the Youth Services Coordinator, in which an executive session was called for further discussion. Mrs. Wilder motioned to move to executive session followed by a second from Ms. Clark; the board voted unanimously to move to executive session. A motion Mrs. Wilder and seconded by Ms. Clark to return to regular session and passed unanimously. Ms. Clark motioned to revert title back to Youth Services Coordinator from Youth Services Director since there is no department to govern with the position being reinstated as a Grade 7; however the incumbent in the position would retain the pay.

Regular session was called by Ms. Johnson with roll call to proceed with the next item on the agenda. The request was made to have funds in the amount of 500,000 dollars, transferred from the General Funds account to the Edgard Expansion Fund to accommodate the invoices that are starting to come in, and need to be paid. A motion was made by Mrs. Wilder and seconded by Ms. Clark. Six of the seven board members voted yes for the transfer.

The next item on the agenda was the request to have a half-day, In-Service for all employees on Friday, August 5 from 8:30 am to 12:00 pm at the Central Library. In order to facilitate this, all branches require being closed during morning hours.

Branches will open at 1:30 pm. on this day. Attendance is mandatory for all staff. A motion was made by Ms. Borne and seconded by Ms. Clark. Motion was carried. The motion passed unanimously by the remaining board members.

The board agreed to hold the next regular board meeting on Monday, October 3 at 6:00 pm at the Garyville Branch.

Ms. Johnson encouraged all board members to attend the Louisiana Library Association Trustee Workshop in August.

Mrs. Johnson asked for a motion to adjourn and Mr. Millet so motioned that the meeting be adjourned, and seconded by Ms. Clark, the motion passed. Meeting was adjourned at 7:35 pm.

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Trina C. Smith  
Library Director, Secretary

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Virgie J. Johnson, President  
Library Board of Control