

# St. John the Baptist Parish Library

## Minutes of the Call Meeting

Of the

Board of Control

Monday, October 3, 2016

6:00 pm

Garyville Branch Library Meeting Room

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

**Absent:** Denice Borne, Brannetter James

**Attorney:** Sylvia Taylor-Dunn, Keith Green, Jr. representing legal counsel was present

Mrs. Johnson called the meeting to order at 6:06 pm and asked for the Roll Call. A quorum was called by Ms. Trina Smith as most board members were present. The motion was made by Mr. Millet, Sr., and seconded by Ms. Clark.

Legal counsel advised the board to suspend the rule to amend the agenda to replace "Legal Matters" with "McKey vs. Library Board of Control, et al", and to table Administrative Exemptions and Balloting to the next meeting agenda. Motion was made by Mr. Millet, Sr., and seconded by Mrs. Wilder. Motion was carried by Mrs. Johnson to make changes to the agenda.

Approval of minutes from the July 11 board meeting was passed by the board members in attendance. The motion was made by Ms. Clark and seconded by Mrs. Wilder. Mrs. Johnson moved to unfinished business. Motion was carried and the roll call read by Ms. Smith.

Ms. Clark asked who the current employee in IT, IT Assistant, Purnell Brewer, and the new West Branch Supervisor, Carlos Diaz. They were hired based on their experience and knowledge. Ms. Smith informed them that Robin Bailey is no longer an employee with the library. Dulce Michelen is the new Business Manager, who has replaced former employee, Karen Tassin. Ms. Michelen comes with years of experience in working for law firms, and accountants.

The next item on the agenda was for public comments, in which no one came forward. Mrs. Johnson moved that we continue with the next item on the agenda.

Samples of the color scheme for the interior were presented by Ms. Smith, to show what will be used for the restrooms, floors, carpet, Circulation desk, and walls. Mrs. Wilder questioned if they could select better color schemes than what was selected. Ms. Smith asked to refer those questions to Ms. Tammy Houston, who was present for the second meeting with the architect and the interior designer. She explained that due to our budget constraints, we could not afford a high end color scheme based on the tier we qualified for.

A request was made by the contractors, M&H Builders, Inc. to have the library pay for the rising cost of steel in the amount of 3,487 dollars for the Edgard (West) Expansion Project. Mr. Millet, Sr. stated that we should not pay the cost due to the delay for the change order. Ms. Smith informed the board that several emails between her and architect, Mark Brupbacher of Sizeler, Thompson, Brown Architects, LLC., and partner Tommy Brown, had transpired to discuss the change order for the cost and the extension requested to complete the project. Ms. Smith asked if she could confer with Ms. Houston for clarity of the change order. Ms. Houston had spoken with LaVerne Saulny, the CAO for St. John the Baptist Parish about what caused the delay in addressing the change order. Ms. Saulny stated that the issue needed to be placed on the agenda for the next parish council meeting for approval. Legal counsel, Ms. Taylor-

Dunn and Mr. Keith Green, Jr., suggested that they review the contract for clarification, for them to give an opinion to the board. Mrs. Wilder made a motion to table the decision to pay Sizeler, Thompson and Brown once the contract has been reviewed by legal counsel. Motion was seconded by Ms. Clark. Motion passed.

Mrs. Johnson mentioned that she had not requested approval of the minutes from the July 3, 2016 meeting. Motion was made by Ms. Clark and seconded by Mr. Millet. Roll Call was done by Ms. Smith. Mrs. Johnson moved on to new business.

Ms. Smith read her Director's Report to update the board on the library's daily operations, progress on business office procedures, programs, staff and professional development, employee evaluations, and the 50th anniversary celebration. Mrs. Wilder questioned the duties of the state-contracted agency, Central Bidding by founder Ted Fleming, whose duties are to represent the library during the public bidding process. She asked if there are other agencies that do the same, and to conduct a cost comparison.

Policy amendments for Travel Accommodations, V-II-1, #3-Governmental Rate per mile compensated at the rate of the visiting state in terms of out-of-state travel, and #6-Travel Expenses, in case of cancellation by fault of the employees, with the exception of acts of nature, when all expenses have been paid by the library will be the responsibility of the employee to reimburse all arrangements. The employees will be required to reimburse the library immediately, were read and explained by Ms. Smith. Ms. Wilder asked how it was conducted prior to the change. Motion was made by Ms. Wilder to accept the changes to Travel Accommodations, and seconded by Mr. Millet. Roll Call was done by Ms. Smith. The addition of Demotions was added to the Policy and Procedures Manual, V-K-1, along with the definition that was read by Ms. Smith. She conferred with Ms. Houston, who is the library's Human Resources Manager, to further explain that the current Disciplinary Action Plan did not include demotions. Documentation and investigation would have to support the reasons for a demotion. Mr. Green stated that the demotion policy would work in conjunction with the library's Progressive Disciplinary Plan policy. Ms. Wilder made the motion to accept the added policy, and seconded by Mr. Millet. Roll Call was read by Ms. Smith. Motion passed.

Ms. Houston, who is also the assistant director, informed the board that the meeting room will be dedicated in honor of Mr. Randy DeSoto, who was the director for 28 years. A plaque and a picture of Mr. DeSoto will be presented to him at our 50th Anniversary Celebration program. She also provided details about the activities that were scheduled to take place throughout the three day event. Motion was made by Mr. Millet, and the roll was called by Ms. Smith.

Ms. Smith requested from the board that all libraries be closed on Christmas Eve which will be on Saturday, December 24, 2016. Ms. Houston asked to be brought in to clarify that the parish will be closed on Christmas Eve and Christmas Day. Motion was called by Ms. Johnson to amend the agenda to add the day after Christmas and New Year's Day as closed for employees. Motion was called by Ms. Wright and seconded by Ms. Wilder. Roll Call was done by Ms. Smith. Motion passed.

Motion was made by Mrs. Johnson to go into the executive session of the agenda in reference to the legal issues of McKey v. Library Board of Control. Mrs. Johnson moved that the meeting be returned to the regular session. Motion was made by Ms. Wright and seconded by Ms. Wilder. Roll Call was done by Ms. Smith.

Ms. Smith requested the library to hold another In-Service for staff members. Courses such as learning how to use the various databases, how to improve customer service, and use of the catalog to better assist our customers. Ms. Wilder suggested that we use an outside source to train staff instead of our fellow employees. She recommended that we use the train-the-trainer concept before presenting the workshops to the staff. Ms. Wilder made the motion that we table the In-Service until selected staff members attend a few train-the-trainer courses. Motion was seconded by Ms. Clark. Roll Call was done by Ms. Smith.

The next regular board meeting will be held on Monday, January 9 at 6:00 pm at the West Branch Library in Edgard, Louisiana. Meeting was adjourned by Mr. Millet, and seconded by Ms. Wright. Motion passed. Meeting was adjourned at 8:37 pm.

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Trina C. Smith  
Library Director

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Virgie J. Johnson, President  
Library Board of Control