

**St. John the Baptist Parish Library**  
**Minutes of the Call Meeting**  
**of the**  
**Board of Control**  
**Monday, December 5, 2016**  
**6:00 pm**  
**Central Branch Library Meeting Room**  
**LaPlace, Louisiana**

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

**Absent:** Virgie Johnson, Denny Borne

**Attorney:** Henri Dufresne, Esq.

Vice-President, Mrs. Brannetter James, 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. Motion passed. The attorney who is assigned to the library from the District Attorney's office is Henri Dufresne, Esq.

Yeas   5   Nays   0   Abstain   0  

Mrs. James called for the Approval of Minutes from the October 3 board meeting, which was passed by the members in attendance. Motion was made by Mr. Millet, and seconded by Mrs. Wilder. Motion passed and the roll was called by Ms. Smith.

Yeas   5   Nays   0   Abstain   0  

The next item on the agenda was the Director's Report, which was read by Ms. Smith. She reported that hiring two part-time employees to replace one full-time position was more cost effective for the entity. East St. John High School teacher and Business Pathways Advisor, Ms. Billie Dinvaut-Duncan, initiated having a few students from their program, work to gain hands-on knowledge and pay to gain real-life, work experience. The job descriptions for the Human Resources Manager and the Youth Services Coordinator positions are currently being evaluated to add additional duties. The contractor's for the expansion of the West Branch have started renovations on the inside of the building. Charging Stations for small wireless devices are now being installed at the branches.

Mrs. James called for the next item on the agenda, which was the status of the contractors for the West Branch Expansion, M&H Builders, Inc. Ms. Smith explained to the board that the contractors agreed to waive the \$3,487 for the increase in the cost of steel while waiting on the approval of the Change Order from the Parish Council.

Two Temporary employees from AM/PM Services were hired for three days to assist our Maintenance Person, Malcolm Duncan, with removing shelves, and storing them for the interior construction to begin at the West Branch. A temporary storage container is also being rented from A&M Containers to house all books, furniture, shelves, and other materials during construction at said branch.

Mrs. James called for the next item on the agenda which was the 2 percent step increase for employees who are off the current pay scale. Ms. Smith informed the board that there is one employee who has been with the library for 30 years, and who has been off the scale for four years. This means that whenever there was

a performance evaluation, that employee was not eligible to receive the increase. She further explained that the employee has never had any written reprimands, or grievances throughout her entire time working for the library. Mrs. Wilder requested that the issue be tabled until proof of the current pay scale is provided to her and Ms. Wright. Item will be added on the agenda for the next meeting. Motion was made by Ms. Wright and seconded by Mr. Millet. The motion passed and the Roll Call was done by Ms. Smith.

Yeas 5 Nays 0 Abstain 0

The next item on the agenda was the status of exempt and non-exempt employees. Ms. Smith explained to the board the difference between the statuses and that she and Mrs. Virgie Johnson, had a discussion concerning two exempt employees who may be, allegedly, abusing the exempt status. No decision was made on whether, or not to make all library employees non-exempt with the exception of the director and assistant director. Ms. Smith also informed the board that the topic is currently in litigation in federal court as to when and how the statuses will affect employers and employees. Ms. Clark abstained from voting. A motion was made by Ms. Wilder to keep the status of the employees, as is, until a decision is made. Motion was seconded by Ms. Wright.

Yeas 2 Nays 2 Abstain 1

Vice-President of the Board, Mrs. Brannetter James called for the next item on the agenda which was the Proposed Annual Budget for 2016-2017. Ms. Smith acknowledged and welcomed Keith Rivere, CPA who is on retainer as the library's accountant, to assist in the explanation of the budget. Mr. Rivere explained how the budget was established by highlighting the categories for Revenues and Expenditures for 2016 and 2017, in the General Fund and the Edgard Expansion Capital Fund Project. Mrs. James called for the Public Hearing portion of the agenda to be open for comments. No one came forward. The Adoption of the Budget for 2016-2017 was introduced, in which all members were in favor of. Motion was made by Mr. Millet and seconded by Mrs. Wilder to accept and adopt the budget. The motion passed and the Roll Call was done by Ms. Smith.

Yeas 5 Nays 0 Abstain 0

Meeting was adjourned by Mrs. James, and seconded by Ms. Clark. Roll Call was done by Ms. Smith.

Motion passed at 7:15 pm.

Yeas 5 Nays 0 Abstain 0

---

Trina C. Smith  
Library Director

---

Virgie J. Johnson, President  
Library Board of Control