

St. John the Baptist Parish Library

Call Meeting Minutes

from the

Library Board of Control

Tuesday, December 18, 2018

5:00 pm

**Leroy D. Williams Memorial Library (Reserve Branch) Meeting Room
Reserve, LA 70084**

Present: Virgie Johnson, Lisa Tregre-Wilder, Leatrice Arlie, Maria Coy, Elois Joseph

Absent: Brannetter James, Norris J. Millet, Sr.

Attorney: Henri Dufresne , Esq.

Meeting was called to order at 5:30 pm by Library Board President, Virgie Johnson. Roll Call was done by Library Director, Trina C. Smith.

Call Meeting Minutes for April 9, June 11 and 25, July 31, October 8 and 23, and December 12 were the next item on the agenda. Mrs. Tregre-Wilder asked that the pages be numbered to better follow where the corrections need to be made. Mrs. Johnson stated that it has been almost a year since the minutes had been approved. Mrs. Coy made a motion to table this item until all minutes have been reviewed, which was seconded by Mrs. Tregre-Wilder. Roll Call was done by Library Director, Trina C. Smith.

Yeas 5 Nays 0 Abstain 0

Next on the agenda were Public Comments. Mrs. Johnson acknowledged Dorlisa Fobb, who is employed with the library as a Library Assistant I, Part-time, in the Children's department. Ms. Fobb stated that her position was listed on the agenda for compensation, and to inform the board that she is the person being considered. She stated that she would be open for any questions they may have had. Mrs. Johnson closed the Public Comments portion where no motion was made, nor Roll Call was done.

Next item on the agenda was the Compensation for the IT Network Technician. This item was tabled from the December 12, 2018 meeting. During the previous meeting, Mrs. Douglas provided the board with spreadsheets to explain how the compensation would be justified based on his required duties and the additional duties of the IT Systems Administrator that were

outside the scope of his job description. The calculations for compensation were based on 560 hours at 70 percent of the work performed outside of the duties of the position, which amounted to \$4,161.08. Mrs. Coy made a motion that the board approve the amount of \$4,161.08 for compensation to the IT Network Technician for performing duties of the IT Systems Administrator, which was seconded by Mrs. Tregre Wilder. Roll Call was done by Ms. Smith.

Yeas 5 Nays 0 Abstain 0

Next item was Compensation for the Library Assistant I, Part-time. Since the library is without a Children's Librarian, the current Library Assistant I, part-time employee, had been performing duties outside the scope of her job. The calculation of 209 hours amounted to \$1,826.66 at 100 percent of the duties that were performed. Mrs. Tregre-Wilder made a motion that the Library Assistant I, part-time be compensated for working beyond the scope of duties in the amount of \$1,826.66, which was seconded by Mrs. Coy.

Yeas 5 Nays 0 Abstain 0

Next item was the Proceeding Budget by Mrs. Johnson. Mrs. inquired if the adopted budget had been published in the official local newspaper of the parish. Ms. Smith informed her that she had submitted the board adopted budget for 2018-2019 to the newspaper. No further discussion, motions, or roll call took place for this item.

Insurance Benefits for Employees was the next item on the agenda, which was presented by Assistant Library Director, Dana Douglas. As a continuation from the previous meeting held on December 12, 2018, Mrs. Douglas stated that the updated insurance benefits for the number of full-time employees and retirees, according to each group, will be emailed to Mrs. Tregre-Wilder. This item was tabled until Mrs. Douglas can provide a hard copy to include the plan for retirees. Mrs. Tregre-Wilder made a motion to table this item until hard copies of the retirees' insurance are provided to the board, which was seconded by Ms. Joseph.

Yeas 5 Nays 0 Abstain 0

Security Cameras were the next item on the agenda under New Business. This was only a discussion among the board members where the legal representative, Attorney Dufresne,

suggested that a policy for security cameras should be in place. No motions, nor roll call was done for this item.

The next item was Furniture for the Library. Board members received an itemized lists of furniture and fixtures for all branches. Mrs. Tregre-Wilder suggested that the amount of \$113,000 was too much to spend on furniture. Ms. Smith stated that she would narrow down the list to replace only the much needed chairs for the public at the Norris J. Millet, Sr. Library (Central Branch). Mrs. Tregre-Wilder made a motion to table this item until the board is presented with a smaller list to streamline cost. Motion was seconded by Mrs. Coy. Roll Call was done by Mrs. Smith.

Yeas 5 Nays 0 Abstain 0

The Halloween program was the next item on the agenda. Mrs. Johnson expressed concerns about the amount of funds that were spent on the Halloween program, Trunk-or-Treat. Mrs. Smith and Mrs. Douglas explained, since there had been so much negativity in the newspaper about the library, we needed to show the community that we are here for them and that there are positive programs and resources available to them. A few board members agreed that the library needs to be placed in a more positive light. No motion was made, nor roll call since this was only a discussion.

Decorations for Christmas was the next item on the agenda. Mrs. Johnson stated that too much money was spent on decorations for all of the libraries. Mrs. Douglas explained that the libraries needed something extra to celebrate the holidays to welcome the patrons. Mrs. Johnson shared that although they were beautiful, not everyone celebrates Christmas, which is something we should consider in the future. This was only a discussion. No motions were made, nor roll call was done.

Update on Property adjacent to the Leroy D. Williams Memorial Library (Reserve Branch) was next on the agenda. Mrs. Smith informed the board that she mailed a letter to Robert Beadle, who was listed online as the president of the Lions Club in Reserve, LA, to request a meeting to discuss the sale of their property adjacent to the Leroy D. Williams Memorial Library. A suggestion was made by Mrs. Coy to contact the Tax Assessor's Office to verify who owns the property. Mrs. Tregre-Wilder made a motion to table this item until we find out who owns the property, which was seconded by Mrs. Coy. Roll call was done by Ms. Smith.

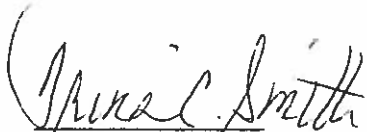
Yeas 5 Nays 0 Abstain 0


The next item was for the Executive Session. Mrs. Joseph made a motion to move the meeting to the Executive Session, which was seconded by Mrs. Coy. Roll Call was done by Mrs. Smith.

Yeas 5 Nays 0 Abstain 0

Motion to move from Executive Session to Regular Session was made by Mrs. Wilder and seconded by Ms. Joseph. No Roll call was done.

Meeting adjourned at 10:15 pm.


Trina C. Smith
Library Director
St. John the Baptist
Parish Library


Virgie J. Johnson
Library Board President
St. John the Baptist
Parish Library