

St. John the Baptist Parish Library

Special Call Meeting Minutes

from the

Library Board of Control

Monday, June 11, 2018

5:30 pm

Norris J. Millet, Sr. Library Meeting Room

Present: Virgie Johnson, Brannetter James, Norris Millet, Sr., Lisa Tregre-Wilder,
Leatrice Arlie, Maria Coy, Elois Joseph

Absent: N/A

Attorney: Henri Dufresne, Esq.

Agenda Item I. Call to Order

- Meeting was called to order by Library Board President, Virgie Johnson.

Agenda Item II. Roll Call

- Roll Call was done by Library Director, Trina C. Smith

Agenda Item III. Public Comments (2 minutes)

- No response during Public Comments

Agenda Item IV. Compensation for Network Technician I (Tabled 4-9-2018)

- Mrs. Johnson stated that an opinion form the District Attorney's Office must be requested in the form of a question to receive an answer. The answer is to determine if the Network Technician and the Library Assistant I, part-time are to legally be compensated for back pay for work that was done beyond the scope of their jobs.
- Attorney Henri Dufresne explained that the question would need to be specific, in the form of a resolution before receiving an answer.
- Mrs. Coy asked who would present the question, in which Mr. Dufresne stated that it would come from a board member.
- Ms. Smith requested that Assistant Library Director, Dana Douglas, be brought in to explain and to justify how an employee is compensated for back pay.

- Three years ago, previous employees were compensated to perform duties beyond the scope of their job duties, in which an acknowledgement form was presented by Mrs. Douglas as evidence to how the back pay was handled.
- Mrs. Coy stated the calculations for the Network Technician I was for 8 months.
- No contracts were signed by any employee, only acknowledgement forms that showed a history of how they were compensated.
- Mrs. Douglas explained that it is not an uncommon practice for an employee to know in advance how long they would fulfill their duties beyond the scope of their jobs.
- Mrs. Johnson stated that at the time the forms were signed, 2 employees were transitioning into permanent positions.
- Mrs. Coy expressed concerns that the back pay could have legal ramifications by setting this type of precedence for the library.
- Mrs. Douglas shared that the parish and the state have compensated employees, who have been in the same situation. However, the library does not have a system in place to track job duties and compensation.
- Attorney Dufresne stated that library employees are not covered by civil service guidelines.
- Mrs. Johnson later stated that we must have legal opinion before we can compensate and employee.
- Item was tabled for the Regular Call Meeting in July.

Motion Made by: Mr. Millet
 Motion Seconded by: Mrs. James

Roll Call was done by Ms. Smith

Yeas 7 Nays Abstain

Agenda Item V. Library Assistant I, Part-Time

- The Library Assistant I, Part-time, requires the same process as the Network Technician I.
- Item was tabled for the next meeting in July.
- Mrs. Coy asked for an explanation on the basic requirements and duties of a Children's Librarian.
- Mrs. Smith explained that the planning of storytimes is the main focus of the job that requires a special skill set to knowing which books to read and how to present such program. The Library Assistant I, part-time, was asked to perform these duties, but later the Full-time, Reference Assistants began planning and presenting as the Library Assistant I did not have sufficient time to plan.
- Mr. Millet asked of the Children's Librarian position had been posted, in which Mrs. Smith stated that it had been.
- Mrs. Johnson suggested that the item be tabled for the next meeting.

Motion Made by: Mrs. James
Motion Seconded by: Ms. Arlie

Roll Call was done by Ms. Smith

Yeas 6 Nays 1 Abstain _____

Agenda Item VI. Exterior Sign for the Roland Borne, Sr. Memorial Library

- The exterior sign for the Roland Borne, Sr. Memorial Library (West) has been delayed due to the inactive license of the contractor.
- Item tabled for the next meeting.

Agenda Item VII. Commercial Floor Replacement for Library Meeting Rooms

- The floor replacements were tabled for the next meeting.

Agenda Item VIII. Keith Rovira, CPA, Louisiana State Auditor, Audit and Agreed Upon Procedures for 2017 Annual Audit

*Item was moved up from X. to VIII. from the agenda.

- Mr. Keith Rovira read through his findings for the 2017 Audit and to introduce the new questions from the Louisiana Legislative Auditor's Agreed Upon Procedures (AUP).
- The questionable finding is the use of public funds used to host retirement parties for 2 former employees. He explained there will be a process that will require a Management Corrective Action Plan Response form, provided by Mr. Rovira, from the board. Mrs. Johnson and Mrs. James will complete the form on behalf of the board.

Motion Made by: Mrs. Coy
Motion Seconded by: Ms. Joseph

Roll Call was done by Ms. Smith

Yeas 6 Nays _____ Abstain 1

Agenda Item IX. Operational Hour Changes for Roland Borne, Sr. Memorial Library (West), Leroy D. Williams Memorial Library, (Reserve), Frazee-Harris Memorial Library (Garyville)

- Ms. Smith presented the hours of operation for 3 of the branch libraries to adjust the hours to accommodate staff-only hours of 30 minutes before opening to the public. This will allow them to access and prepare the branch before opening. This includes counting monies and checking the facilities. Beginning August 1, 2018, the 3 above mentioned branches that open at 8:30 am will begin opening at 9:00 am. The only exception will be the Frazee-Harris Memorial Library (Garyville) for Saturday opening hour at 10:00 am, will remain the same.

Motion Made by: Mrs. Coy

Motion Seconded by: Mrs. James

Roll Call was done by Ms. Smith

Yeas 7 Nays _____ Abstain _____

Agenda Item X. Appointment of Policy Committee, Virgie Johnson, Library Board President

- Mrs. Johnson appointed the following members to the Policy and Procedures Committee:

Trina C. Smith, Library Director

Dana Douglas, Assistant Library Director

Maria Coy, Board Member

Rona Joseph, Branch Supervisor, Leroy D. Williams Memorial Library (Reserve)

Cynthia DuBois, Technical Services/Acquisitions Supervisor, Norris Millet, Sr. Library

- Mrs. Johnson listed the following items that will need to be addressed:

Grievances

Food in the Library

Compensation

Time and Attendance

Parties

Employee Dismissal

Agenda Item XI. Adjournment

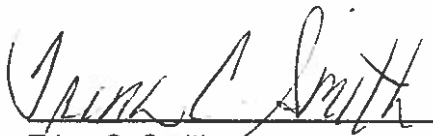
- Mrs. Johnson announced the next meeting will be held on Monday, July 16, 2018 at the Leroy D. Williams Memorial Library (Reserve) at 5:30 pm.
- Mrs. Johnson called for an adjournment.

Motion Made by: Mrs. Tregre-Wilder
Motion Seconded by: Mr. Millet

Roll Call was done by Ms. Smith

Yeas 7 Nays _____ Abstain _____

Meeting was adjourned at 8:37 pm.



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



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