

**St. John the Baptist Parish Library**

**Call Meeting Minutes**

**from the**

**Library Board of Control**

**Tuesday, October 23, 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.

Meeting was called to order at 5:36 pm by Library Board Vice-President, Leatrice Arlie. Roll Call was done by Library Director, Trina C. Smith. A quorum was met. Ms. Arlie called for a recess until the Library Board of Control President, Virgie Johnson arrived. Once she arrived at the meeting, the recess ended and the next item on the agenda was addressed.

The next item on the agenda was the approval of minutes for April 9, June 11, June 25 and October 8, 2018. Board Member, Lisa Tregre-Wilder stated that she could not approve the minutes due to receiving them at 2:14 pm, on the same day of the meeting, as there were multiple copies to read through. Ms. Smith informed the board that she began emailing packets and agendas once she received them from Mrs. Johnson, and that meetings are sometimes scheduled close to the actual date. Mrs.Coy commented that the minutes were incorrect.

Ms. Smith explained that the parish council receives a copy of the minutes for each member to correct anything that was misquoted before it is presented for approval. She also pointed out that people talk at the same time to where no one person can be heard. Therefore, the recorder cannot decipher who spoke. Earlier in the year, Board member, Brannetter James suggested that Ms. Smith purchase a new recorder since the other one was older. Ms. Smith has purchased a new recorder for better clarity.

Mrs. Johnson requested for minutes to be tabled to verify if any necessary corrections need to be made. Attorney Henri Dufresne suggested that all board members read through Robert's Rules of Order on how to conduct a meeting. He also stated that minutes do not need to be verbatim, as it is not a transcription of a meeting, but only the attendance, discussions and any motions. A motion was presented on the floor to make the necessary corrections on the minutes by Mrs. Tregre-Wilder and seconded by Mrs. Coy. Roll Call was done by Ms. Smith.

**Yeas**   7   **Nays**            **Abstain**

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The next item on the agenda were Public Comments. No one voiced any comments at that time.

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The next items were Compensation for the IT Network Technician and the Library Assistant I, Part-time. Attorney Dufresne stated that he and his supervisor are 80 percent complete in their research before they can provide an answer on whether, or not they can be compensated for back pay.

Attorney Dufresne read a legal report from the District Attorney's Office stating that everyone should become familiar with the Policy and Procedures Manual. He also stated when questions are asked by individual board members, the response will be shared with the entire board. Legal counsel is to advise on legal issues and not necessarily procedural ones.

The next item on the agenda was the Director's Post Evaluation Improvement Plan. A legal opinion will be sought, in the form of a resolution for discussion in an Executive Session. The plan was postponed for a new deadline. Attorney Dufresne cautioned the board about discussing the plan in Open Meeting and that benchmarks should be set for the director. A motion was made by Mrs. Tregre-Wilder and seconded by Ms. Joseph to postpone a new deadline for the Director's Evaluation. Roll Call was done by Ms. Smith.

Yeas 7 Nays \_\_\_\_\_ Abstain \_\_\_\_\_

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The next item was the proposed library budget for 2018-2019. Accountant, Keith Rivere, CPA read through each line of the proposed budget. Each board member had a General Fund narrative and operating units for 2018-2019. Ms. Joseph posed a question on how Mr. Rivere calculated his estimations, in which he explained it was based on the monthly trial balances, balance sheets, financial statements, and costs of a cash basis based on previous years. He also explained that the software we use, QuickBooks, assists with his reconciliation of the books monthly.

Mrs. Coy and Mrs. Wilder expressed their concerns about the finances not being in order to approve the budget, but Mr. Rivere stated that if the budget is not approved by the end of the year, we would be in violation of the Budget Act, and required to pay a fine. Mrs. Coy pointed out that the Director and the Treasurer are required to update the board on the percentage of allocated funds that were used for each quarter. This had not been done, but will be in the future.

Ms. Joseph pointed out that Mr. Rivere calculates what is presented to him, and not every individual purchase that is made by the library. A motion was made by Mr. Millet to accept the

2018-2019 Proposed Budget with adjustments, and seconded by Mrs. James. Roll Call was done by Ms. Smith.

Yeas 7 Nays \_\_\_\_\_ Abstain \_\_\_\_\_

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A discussion about employees and retirees' benefits took place as board members wanted to know more about Workman's Compensation Insurance and healthcare benefits. Assistant Library Director, Dana Douglas explained how the healthcare benefits work.

The next item was the discussion of hiring the forensic accounting firm, Carl, Riggs & Ingram-CPA & Advisors, which was presented by Mrs. Tregre-Wilder. The firm has worked with the school board, parishes and public libraries to aide in policy development, financial internal controls and accountability. The board is hiring a forensic accounting firm due to the theft of funds by the library's former business manager. A motion was made by Mrs. Coy to name Mrs. Tregre-Wilder as the contact person for the firm, which was seconded by Ms. Arlie. Roll Call was done by Ms. Smith.

Yeas 7 Nays \_\_\_\_\_ Abstain \_\_\_\_\_

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The topic on the agenda under New Business was Security for the Libraries. Mrs. Johnson expressed concerns about funds being spent on hiring police on a part-time basis to provide security for the libraries. Mrs. Douglas shared that the safety of the patrons and staff is paramount at all branches, and because so much has happened at and near the library, it is crucial to have security. The board asked to consider a local security agency, such as Rollo's Security, to provide such service. Mrs. Douglas will investigate the cost. Mr. Millet made a motion that research be done to seek an alternative to the assistance from the Sheriff's office, which was seconded by Ms. Joseph. Roll Call was done by Ms. Smith.

Yeas 7 Nays \_\_\_\_\_ Abstain \_\_\_\_\_

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The next item on the agenda was Board Reputation by Mrs. James. Mrs. James read a letter stating that people throughout the community have expressed their concerns about the behavior of some of the library board members, and want to know exactly what is going on. The letter stated that emails have been going back and forth among board and staff members, discussions leaked to the newspaper that were only to be discussed in an executive session, and the reckless criticism of the administration. The letter also stated that said behavior could result in a

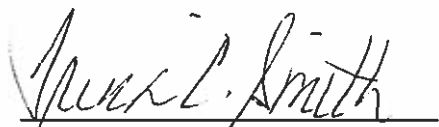
filing with the EEOC with personal lawsuits being a strong possibility. Further she read that everyone is to be treated with respect and not talked to like a child.

The next item was the Update on the Reserve Branch Property Purchase. In April, Ms. Smith and Mrs. Douglas received a map of properties from the Tax Assessor's Office. The board suggested that we pursue the property currently owned by the Lion's Club of Reserve, which is adjacent to the Leroy D. Williams Memorial Branch. Mr. Millet stated that he knows some of the members of the club and that Ms. Smith should contact them to discuss the possibility of them selling the property. A motion was made by Mrs. Coy to contact the Lion's Club for purchasing property for the library, which was seconded by Ms. Arlie. Roll Call was done by Ms. Smith.

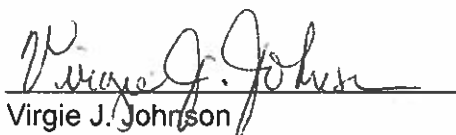
Yeas 7 Nays \_\_\_\_\_ Abstain \_\_\_\_\_

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Meeting adjourned at 8:35 pm.



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



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