

St. John the Baptist Parish Library
Library Board of Control
Special Meeting Agenda
Monday, June 22, 2020
VFW Hall – 205 West 5th Street,
LaPlace, Louisiana 70068
6:00 pm

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes from February 17, 2020 & March 16, 2020, updated minutes of January 15, 2020
- IV. Library Director's Report - Tullos
- V. Public Comments – *Public Comment is for those members of the public present to speak to the items on the printed agenda, with a time limit of 2 minutes, recorded by the Secretary. For those who speak to items on the printed agenda, the Board thanks you for your comments, and will use comments when determining business.*
- VI. Old Business
 - a. Updated policies as corrected by CRI to reflect language that supports strong language to adhere to policy, with no interpretation. Bank Reconciliation and Accounts; Budgeting and Authorization of Payments; Cash Receipts; Credit Cards; Payroll; Purchasing; Quickbooks Software Accounting System; Contracting; Ethics; Travel and Expense Reimbursement; and Disaster Recovery and Data Backup.
 - i. Tullos with CRI policies
 - b. Approve Payroll Account with Capital One as recommended by CRI for keeping payroll expenses separate for reconciliation purposes (personnel separate from operations) as well as oversight.
 - i. Tullos
- VII. New Business
 - a. Capital projects - Property updates for Reserve, LA
 - i. Tullos & Gauff
 - b. Introductory Period for new employees Policy V-U-2– Library Director period ended on 5/25/2020. Accept or reject evaluation from Board members.
 - i. Tullos - Wilder
 - c. Organization of the Library – Policy I-F-1, approval of the Assistant Director as St. John the Baptist Parish Library Staff as of 3/2/2020
 - i. Tullos

- d. Ratify Policies in accordance with Policy Manual V-R-1 Empowerment. New Policies necessary during COVID-19 pandemic:
 - “Work from Home, On-Call Policy”,
 - “Safety Screening Policy, following COVID-19”
- i. Tullos
- e. Payroll Software for Library – Approval of Resolution to terminate ADP and Resolution to approve CEA (Cooperative Endeavor Agreement) with Parish to ensure seamless interaction of Benefits for Library Staff by moving to Ultimate Pro Software Group.
 - i. Tullos
- f. Final approval of St. John the Baptist Parish Public Library Logo
 - i. Tullos
- g. Tullos Request for Fine-Free to end of fiscal year 2020
 - i. Tullos
- h. Budget Amendment – to address capital projects
 - i. Tullos
- i. CRI – Financial Audit update: Present overview, next steps, & proposal to complete in accordance with Generally Practiced Accounting Principles.
 - i. Tullos & Becky Hammond, CRI (Carr Riggs and Ingram CPA)
- j.

VIII. Adjournment

The St. John the Baptist Parish Library Board encourages the participation in its public meetings from all citizens. If participation at a public meeting is not possible due to a disability, please notify the Library Director at (985) 652-6857 at least 24 hours prior to the scheduled meeting in order to make the necessary accommodation(s)