

St. John the Baptist Parish Library

Special Call Meeting Minutes

Library Board of Control

April 22, 2019

5:30 pm

Leroy D. Williams Memorial Library  
(Reserve Branch) Meeting Room

The Emergency Board Meeting was called to order at 6:08pm by Library Board of Control President, Mrs. Virgie Johnson. There was a moment of silence. Roll Call was done by Assistant Director Douglas and five (5) members were in attendance with two (2) absent. A quorum was met.

**Present:** Virgie Johnson, Elois Joseph, Brannetter James, Lisa Tregre-Wilder, María Victoria Coy

**Attorney:** Henri Dufresne, Esq., Legal Representative for St. John the Baptist Parish District Attorney's Office

**Absent:** Leatrice Arlie, Blaine Tatje

Virgie Johnson, Library Board President **moved to** the approval of minutes for the Monday, March 25, 2019 meeting. The minutes were read by Assistant Director Douglas. Board members recommended multiple changes.

A **motion was made** by Mrs. Brannetter James **to accept** the minutes for March 25, 2019 and **seconded** by Mrs. Elois Joseph with the necessary changes. ***Motion passed unanimously.***

**Yes:** (5) Virgie Johnson, Elois Joseph, Brannetter James, Lisa Tregre-Wilder, María Victoria Coy

**No:** None

**Absent:** (2) Leatrice Arlie, Blaine Tatje

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***Board Member Blaine Tatje arrived at 6:15pm.***

Virgie Johnson, Library Board President **moved to open** the meeting floor to public comments. There was no motion. **No action taken.**

Attendee: Parish Councilman Larry Snyder spoke about the Board of Control Meetings being scheduled to begin at 5:30pm asking if the Board Meetings should be scheduled to begin later, at 6:00pm or 6:30pm.

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*Unfinished Business*

Mrs. María Victoria Coy asked Assistant Director Douglas for an update of the status of the grievance resolution policy. Discussion followed. **No Action Taken.**

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Mr. Baine Tatje asked Assistant Director Douglas about the status of organizational chart. Discussion followed. **No Action Taken.**

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Mr. Baine Tatje asked Mrs. Elois Joseph about the status of the policy and procedures manual. Discussion followed. **No Action Taken.**

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*No Business*

**Clarification:** Mr. Blaine Tatje asked Assistant Director Douglas if she could explain why a part time employee was being paid more than 40 hours a week forcing us to pay overtime. Discussion followed. **No Action Taken.**

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**Clarification:** Mr. Blaine Tatje asked Assistant Director Douglas if she could explain how an employee who reached Step 15 received a raise beyond that step. Discussion followed.

**A motion was made** by Mr. Blaine Tatje and **seconded** by Mrs. María Victoria Coy that the Assistant Director look into the situation based on information that we will give her following this meeting and that she correct the improper pay increase to get this employee back on the pay scale, and to make adjustments to the funds that were improperly paid. That there is a plan that these funds come back to the library system and that the Assistance Director has until this Friday to do so or she will face disciplinary action. ***Motion passed unanimously.***

**Yes:** (6) Virgie Johnson, Elois Joseph, Brannetter James, Lisa Tregre-Wilder, Blaine Tatje, María Victoria Coy

**No:** None

**Absent:** (1) Leatrice Arlie

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**Clarification:** Mr. Blaine Tatje asked Assistant Director Douglas if she could explain why the majority of the library employees received a 4% pay raise (2 steps) in 2019 when the Board only approved a 2% pay raise (1 step). Discussion followed.

**A motion was made** by Mr. Blaine Tatje and **seconded** by Mrs. María Victoria Coy that the Assistant Director address the 4% pay increase that the employees received and adjust it down to the 2% increase by this Friday or she will receive disciplinary action. ***Motion passed unanimously.***

**Yes:** (6) Virgie Johnson, Elois Joseph, Brannetter James, Lisa Tregre-Wilder, Blaine Tatje, María Victoria Coy

**No:** None

**Absent:** (1) Leatrice Arlie

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**Clarification:** Mr. Blaine Tatje asked Assistant Director Douglas if she could explain how in one year she received a pay increase of approximately 11% of her salary. Discussion followed.

**A motion was made** by Mr. Blaine Tatje and **seconded** by Mrs. María Victoria Coy that the Assistant Director be suspended without pay until further notice. She is to turn in all library property, access cards, keys and equipment immediately. She is further restricted from logging in to any Library accounts, systems or documents until further notice. Discussion on the motion followed.

**The motion was amended** by Mr. Blaine Tatje and **seconded** by Mrs. María Victoria Coy that the Library Board of Control President for St. John the Baptist Parish is to step into the role of Director until further notice. ***Motion passed unanimously.***

**Yes:** (6) Virgie Johnson, Elois Joseph, Brannetter James, Lisa Tregre-Wilder, Blaine Tatje, María Victoria Coy  
**No:** None  
**Absent:** (1) Leatrice Arlie

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**A motion was made** by Mrs. María Victoria Coy and **seconded** by Mr. Blaine Tatje that the President of the Board of Control appoint Mrs. María Victoria Coy as the acting secretary of the Board. ***Motion passed unanimously.*** Discussion followed.

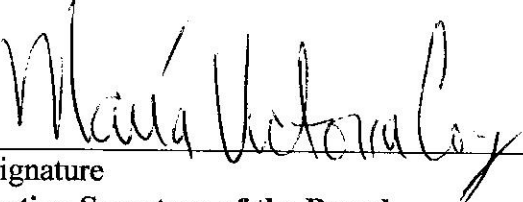
**Yes:** (6) Virgie Johnson, Elois Joseph, Brannetter James, Lisa Tregre-Wilder, Blaine Tatje, María Victoria Coy  
**No:** None  
**Absent:** (1) Leatrice Arlie

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**A motion was made** by Mrs. Elois Joseph and **seconded** by Mrs. Brannetter James to adjourn the meeting. ***Motion passed unanimously.***

**Yes:** (6) Virgie Johnson, Elois Joseph, Brannetter James, Lisa Tregre-Wilder, Blaine Tatje, María Victoria Coy  
**No:** None  
**Absent:** (1) Leatrice Arlie

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Signature  
**Acting Secretary of the Board**  
St. John the Baptist Parish Library

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Signature  
**Library Board President or Designee**  
St. John the Baptist Parish Library Board of Control