

St. John the Baptist Parish Library

Regular Call Meeting Minutes
Library Board of Control
April 30, 2019
5:30 pm
Norris Millet Sr. Library
(Main Branch) Meeting Room

The Board Meeting was called to order at 5:42pm by Library Board of Control President, Mrs. Virgie Johnson. There was a moment of silence. Roll Call was done by Acting Secretary of the Board María Victoria Coy and six (6) members were in attendance with one (1) absent. A quorum was met.

Present: Virgie Johnson, Elois Joseph, Lisa Tregre-Wilder, María Victoria Coy, Leatrice Arlie, Blaine Tatje
Attorney: Henri Dufresne, Esq., Legal Representative for St. John the Baptist Parish District Attorney's Office
Absent: Brannetter James

María Victoria Coy, Acting Secretary of the Board read the minutes of April 22, 2019. Virgie Johnson, Library Board President **moved to** the approval of minutes for the Monday, April 22, 2019 meeting. The minutes were read by Acting Secretary of the Board María Victoria Coy.

A motion was made by Mrs. Lisa Tregre-Wilder **to accept** the minutes for April 22, 2019 and **seconded** by Mrs. Leatrice Arlie. ***Motion passed unanimously.***

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

Corrections:

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

Attendee: Tracy Washington wanted the minutes of this meeting to reflect that there was a vote to approve the minutes taken prior to the public comments. She also requested a copy of the previous meeting's agenda.

Attendee: Vercell Feefee expressed concern about Agenda Item #12 reference FMLA. He said that the Board have a general not specific discussion regarding employees.

Corrections:

Unfinished Business

A motion was made by Mrs. María Victoria Coy and **seconded** by Mrs. Lisa Tregre-Wilder **to table** getting an update of the status of the grievance resolution policy until the next regular meeting as the policy committee has not met. ***Motion passed unanimously.***

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

Corrections:

A **motion was made** by Mr. Blaine Tatje and **seconded** by Mrs. Lisa Tregre-Wilder **to table** the update of the Policy and Procedure Manual as the policy committee has not met. **Motion passed unanimously.**

Yes: (6) Virgie Johnson, Elois Joseph, Lisa Tregre-Wilder, María Victoria Coy, Leatrice Arlie, Blaine Tatje

No: None

Absent: (1) Brannetter James

Corrections:

A **motion was made** by Mrs. Lisa Tregre-Wilder and **seconded** by Mrs. María Victoria Coy **to table** the cost of the MLK program for all Branches until further notice. **Motion passed unanimously.**

Yes: (6) Virgie Johnson, Elois Joseph, Lisa Tregre-Wilder, María Victoria Coy, Leatrice Arlie, Blaine Tatje

No: None

Absent: (1) Brannetter James

Corrections:

Mr. Keith M. Rivere, CPA presented the Quarterly Budget Report. Discussion followed. **No Action Taken.**

Corrections:

A **motion was made** by Mrs. Lisa Tregre-Wilder and **seconded** by Mrs. Elois Joseph **to reverse** the March 25, 2019 motion and **to accept** the annual Engagement Letter for Mr. Keith M. Rivere, CPA for services rendered with the library's financial statements. Discussion followed. **Motion passed.**

Yes: (4) Virgie Johnson, Elois Joseph, Lisa Tregre-Wilder, Leatrice Arlie,

No: (2) María Victoria Coy, Blaine Tatje

Absent: (1) Brannetter James

Corrections:

Next Business

President of the Board Mrs. Virgie Johnson recommended to hire Mr. Randy DeSoto as Interim Director for the St. John the Baptist Parish Public Library until the Board of Control hires a permanent Director. Discussion followed.

A **motion was made** by Mrs. María Victoria Coy and **seconded** by Mrs. Leatrice Arlie **to hire** Mr. Randy De Soto as interim Director of the SJBP Library with all duties and responsibilities until a permanent Director is hired.

Motion passed unanimously.

Yes: (6) Virgie Johnson, Elois Joseph, Lisa Tregre-Wilder, María Victoria Coy, Leatrice Arlie, Blaine Tatje

No: None

Absent: (1) Brannetter James

Discussion followed. **The motion was amended** by Mrs. Lisa Tregre-Wilder and **seconded** by Mrs. María Victoria Coy for Mr. Randy De Soto **to start** on Monday, May 6, 2019 **for** \$75 an hour, inclusive of relocation fees. Discussion followed. **Motion passed unanimously.**

Yes: (6) Virgie Johnson, Elois Joseph, Lisa Tregre-Wilder, María Victoria Coy, Leatrice Arlie, Blaine Tatje

No: None

Absent: (1) Brannetter James

Corrections: _____

Carr Riggs & Ingram, CPA's and Advisors presented their request for an Addendum to the Engagement Letter dated December 10, 2018 to include providing suggestions, removing parts, adding new policies & procedures for administration, accountability, as well as back office policies & procedures.

A motion was made by Mrs. Lisa Tregre-Wilder and **seconded** by Mr. Blaine Tatje **to accept** the Carr, Riggs & Ingram Addendum to the Engagement Letter dated December 10, 2018. **Motion passed unanimously.**

Yes: (6) Virgie Johnson, Elois Joseph, Lisa Tregre-Wilder, María Victoria Coy, Leatrice Arlie, Blaine Tatje

No: None

Absent: (1) Brannetter James

Corrections: _____

A motion was made by Mrs. Lisa Tregre-Wilder and **seconded** by Mr. Blaine Tatje **to table** the update of the employee who is on FMLA until the next regular meeting. **Motion passed unanimously.**

Yes: (6) Virgie Johnson, Elois Joseph, Lisa Tregre-Wilder, María Victoria Coy, Leatrice Arlie, Blaine Tatje

No: None

Absent: (1) Brannetter James

Corrections: _____

A motion was made by Mrs. María Victoria Coy and **seconded** by Mrs. Lisa Tregre-Wilder **to suspend the rules** to amend the agenda item XIV to include the name and the case number as The State vs Dulce Michelen; case number 118006367 which is to be discussed in Executive Session. **Motion passed unanimously.**

Yes: (6) Virgie Johnson, Elois Joseph, Lisa Tregre-Wilder, María Victoria Coy, Leatrice Arlie, Blaine Tatje

No: None

Absent: (1) Brannetter James

Corrections: _____

Mr. Blaine Tatje informed the Board that agenda item IX was skipped – The Engagement Letter for 2019 Statewide Agreed upon Procedures (Tabled from March 25, 2019). Discussion followed. **A motion was made** by Mr. Blaine Tatje and **seconded** by Mrs. Elois Joseph **to table** approval of the Engagement Letter for 2019 Statewide Agreed upon Procedures until the next meeting. **Motion passed unanimously.**

Yes: (6) Virgie Johnson, Elois Joseph, Lisa Tregre-Wilder, María Victoria Coy, Leatrice Arlie, Blaine Tatje

No: None

Absent: (1) Brannetter James

Corrections: _____

A motion was made by Mrs. Lisa Tregre-Wilder and **seconded** by Mr. Blaine Tatje **to enter into Executive Session.** **Motion passed unanimously.**

Yes: (6) Virgie Johnson, Elois Joseph, Lisa Tregre-Wilder, María Victoria Coy, Leatrice Arlie, Blaine Tatje

No: None

Absent: (1) Brannetter James

Corrections: _____

A motion was made by Mrs. Lisa Tregre-Wilder and seconded by Mr. Blaine Tatje to end Executive Session.
Motion passed unanimously.

Yes: (6) Virgie Johnson, Elois Joseph, Lisa Tregre-Wilder, María Victoria Coy, Leatrice Arlie, Blaine Tatje

No: None

Absent: (1) Brannetter James

Corrections: _____

A motion was made by Leatrice Arlie and seconded Elois Joseph by to adjourn the meeting. *Motion passed unanimously.*

Yes: (6) Virgie Johnson, Elois Joseph, Lisa Tregre-Wilder, María Victoria Coy, Leatrice Arlie, Blaine Tatje

No: None

Absent: (1) Brannetter James

Corrections: _____

Signature

Acting Secretary of the Board

St. John the Baptist Parish Library

Signature

Library Board President or Designee

St. John the Baptist Parish Library Board of Control