

St. John the Baptist Parish Library

Minutes of the Meeting Of the Board of Control Monday, 04 April 2016 6:00 P. M. Central Library Meeting Room

Present: Denice Borne, Dardnella Clark, Brannetter James, Virgie Johnson, Norris Millet, Stacey Waller, Lisa Wilder,
Absent: None

Mrs. Johnson called the meeting to order at 6:00 p.m. and asked for a moment of silence. She then asked that the attendance be recorded. The next item of business was approving the minutes from the January 04, 2016 meeting. Mrs. Johnson noted one correction with the minutes and that was the placement of the word meeting when it should have been minutes. Once the correction was noted, Mrs. James made the motion to accept the minutes with the noted correction and the motion was seconded by Mrs. Wilder. Mrs. Borne and Mrs. Waller abstained from voting because they were not present for the meeting. The motion passed with yes votes from James, Johnson, Millet and Wilder, Ms. Clark was late arriving.

Mrs. Johnson moved to the next agenda item which pertained to policy amendments. The policy changes were under old business as these were policy changes that were tabled from the meeting of January 20, 2016. The first policy change was V-E-1, #2. Mrs. Waller made the motion to table the changes because she was not present at the policy committee meeting to have input in the changes. Ms. Clark seconded the motion. The motion to table failed, with Mrs. Borne, Mrs. Waller and Ms. Clark voted for tabling and Mrs. Johnson, James, Wilder and Mr. Millet voting against the motion. Mrs. Borne question policy V-E-1 #1 and after discussion, Mrs. Johnson affirmed that the item V-E-1 #1 was amended and passed board approval at the meeting on December 16, 2015. The board moved on to V-E-1, #2 Ms. Clark made motion to accept V-E-1., #2 and was seconded by Mrs. James. The motion passed by unanimous decision. The next item was V-E-1, #3. Mrs. Wilder made motion to accept V-E-1., #3 and was seconded by Ms. Clark. Motion passed unanimously. The motion passed by unanimous decision. The next item was V-E-1, #4. Mrs. Wilder made motion to accept the change and was seconded by Mrs. James. Motion passed unanimously. The motion passed by unanimous decision. V-E-1, #5, motion made by Mrs. Borne, seconded by Mrs. Wilder. The motion passed by unanimous vote. Mrs. Borne motion, seconded by Mrs. Wilder, motion passed unanimously. The motion passed by unanimous decision. V-E-1, #6, motion made by Mrs. Borne, seconded by Mrs. Wilder. The motion passed by unanimous vote. The motion passed by unanimous decision. V-E-1, #7, motion made by Mrs. James, seconded by Mrs. Wilder. Mr. Millet asked question who does the designation refer to and it was clarified that it would be the Assistant Director. The motion passed by unanimous vote.

The next agenda item V-M-1 paragraph 3, motion was made by Mrs. Wilder and seconded by Ms. Clark, motion passed unanimously. Mrs. Johnson introduced item V-M-2 paragraph 4, motion was made by Mrs. Wilder and seconded by Ms. Clark. Mrs. Waller expressed concern about the process of the board giving approval for termination and after some discussion with legal representative, Mr. Green agreeing that this change could cause a conflict, the vote failed by unanimous decision.

V-M-3-4 paragraph (13 A) motion made by Mrs. Wilder, seconded by Ms. Clark. Ms. Clark discussed including verbal threat to the policy; Mrs. Borne asked about wording for immediate discharge; Mrs. Waller requested clarity of notice of suspension pending investigation. After further discussion, Mrs. Waller made a substitute motion to table and it was seconded by Mrs. Wilder. The motion to table passed unanimously. V-M-3-4 paragraph (13 B), Mrs. Waller motioned to table, seconded by Mrs. Wilder, motion passed unanimously. V-M-3-4 paragraph (13 C), Motion to table by Mrs. Waller, seconded by Ms. Clark, motion passed unanimously. V-M-3-4 paragraph (13 D), Motion to table by Mrs. Waller, seconded by Mrs. Borne, motion passed unanimously.

V-M-3-4 paragraph (13 E), Motion to accept by Mrs. Borne, seconded by Mrs. Waller, after discussion for clarity on HR duties, Mrs. Borne withdrew her motion and substituted a motion to table, seconded by Mrs. Waller, motion passed with one by six yes votes and one no by Mrs. Wilder. V-M-4 paragraph (14), Motion to table by Mrs. Waller, seconded by Mrs. Borne, motion passed unanimously. V-M-4 paragraph (15), Motion to accept by Mrs. Borne, seconded by Ms. Clark, motion passed unanimously.

There was one public comment. Mrs. JoAnn Proctor read a statement asking why her agenda item from the previous meeting was not placed on this agenda. Mrs. Johnson read the minutes from that meeting in which Mrs. Proctor withdrew her request for a reclassification of her position and the comments from the Parish president stated that this request was a corrective action. Mr. Millet, the president at that time, stated that the request would be taken under advisement.

Mrs. Johnson read the president's report and noted how the system received complimentary recognition about the statistical reporting from state personnel. The library system is achieving credibility in delivering state reports in a timely manner now. She also mentioned programs at the Reserve and Central library and congratulated several employees on jobs well done. Mrs. Johnson reiterated the need to fill the director's vacancy and stated that interviews would be conducted in the next two months. Additionally, the vacancies at the Edgard library, IT Assistant and Central library were discussed as well.

The agenda item, I-F-1 (3), Mrs. Borne asked could a motion be made to accept all portions of this page. Mrs. Waller stated that she had questions, so the policies had to be read and accepted individually. Mrs. James motioned to accept, Mrs. Waller seconded, after discussion on the verbiage of creating policy and the suggested of amending a sentence in the paragraph, a substitute motion was made by Mrs. Waller and seconded by Mrs. Borne to table, motion passed unanimously. I-F-1 (4), Mrs. Borne motion, seconded by Mrs. Clark, substitute motion to table by Mrs. Waller and seconded by Mrs. James, unanimous vote. I-F-1 (5) motion by Mrs. Waller and seconded by Mrs. James, motion Mrs. Waller withdraw her motion and motioned to table

then moved to remove Item IV, discussion of policy amendments, from the agenda to the next meeting after discussing how with the formation of a policy and procedure committee, these policy amendments would be taken care of when the committee submits revisions. The motion was seconded by Mrs. James. Mr. Millet called for a vote and during roll call, District Attorney Dinvaut, stated that Mrs. Lemons was ineligible to cast a vote; however, the board members voted and the motion passed unanimously without further discussion.

There was 2 individuals who had public comments. Eula Young spoke on Item IX, which was for a 2 % pay increase for all staff. Mrs. Young wanted an explanation on the step increase that she received in January 2016. She wanted an explanation as to why was the increase she received not an actual 2%. After some discussion among board members, the president recognized Ms. Tammy Houston. Ms. Houston explained that this year the former director made the decision to place all staff on the pay scale. Many position were not on the scale because the scale is based on 2% increments and the last raise given to employees was 5%. This uneven number precipitated the reason why most employees' salaries did not coincide accurately with the pay scale.

The next individual to speak was JoAnn Proctor on Item VIII, reclassification of supervisor of the Central branch. Mrs. Proctor stated that she was requesting a pay increase for herself, not the position, because of her exemplary performance as supervisor of the Central branch. Mrs. Rhonda Lemons, the representative for Parish President Robottom, read a statement from President Robottom that express her belief that this matter was a corrective action and should be handled according but within the scope of precedence. Board President Millet, per the instructions from District Attorney Dinvaut told Mrs. Lemons that her request would be taken under advisement for review.

The next order of business was the President's report. Mrs. Johnson affirmed that the library is functioning very well. There has been no interruption of service, our bills are paid and the quality of service never wavered. He spoke of the great job that some individuals have done in stepping up to ensure that we are operating at 100%. The report mentioned the great job that is being performed by Karen Tassin, temporary business manager and Tammy Houston, the assistant director.

Mr. Millet announced that he was forming committees, Policy and Procedures and Hiring, to address the amending of policies in the policy and procedure manual and the interviewing and hiring process of applicants for Director. Mrs. Johnson, Mrs. Waller, Ms. Houston, representative of HR, and Mrs. Rona Joseph, supervisor of the Reserve branch were selected for the policy and procedure committee. Mrs. Lemons stated that President Robottom expressed an interest in being appointed to the Policy committee and Mr. Millet stated he would consider that request under advisement. Mrs. James, Mrs. Clark, Ms. Houston and the Board President were selected for the hiring committee. A motion was by Ms. Clark and seconded by Mrs. James to accept the formations of these committees and the motion passed by unanimous vote with no discussion.

The board voted unanimously to post the vacancy announcement for the director's position as written immediately. The motion was made by Mrs. Johnson and seconded by Mrs. James and passed unanimously without discussion. On the items of posting for an IT Tech, Mrs. Johnson, recommended to postpone the posting of this position until the hiring of director and a system's

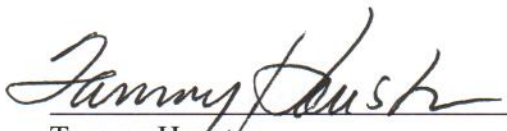
seconded by Mrs. Borne motion passed unanimously. I-F-1 (6), motion made by Mrs. Wilder to table and seconded by Mrs. Waller, motion passed unanimously.

The next item RFP for landscaping was discussed and the inclusion of three bids were submitted. The bid were from Grade A, Cutting Close, and . Mrs. Wilder motioned to have the bids resubmitted using other advertisement processes and seconded by Mrs. Borne with the motion passing by unanimous vote.

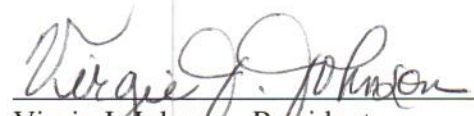
Mrs. Johnson recognized Mrs. Rona Joseph, the supervisor at the Reserve branch and a member of the committee for the 50th year anniversary of the library. Mrs. Joseph gave a report on the planning of the celebration and reveal the theme of the celebration, which is, "*St. John the Baptist Parish Library, 50 Years of Spreading Knowledge, from Turning the Page to the Digital Age.*"

Mrs. Johnson asked for a motion to move to executive session to hear an employee grievance for K.S. Mrs. Borne made the motion to move into executive session seconded by Mrs. Clark. Mrs. Wilder made motion to come out of executive session and the motion was seconded by Ms. Clark. Mrs. Wilder mad a motion to grant the resolution to K.S.' grievance and the decision was rendered granting the accumulation of leave for an employee's anniversary date as opposed to the calendar year. The motion was seconded by Mr. Millet and passed unanimously.

The last agenda item was to schedule a date for the next regularly scheduled meeting. After some discussion, July 11, 2016 was chosen for the meeting to be held at the reserve branch at 6:00 p.m. Mrs. Borne made the motion to adjourn and it was seconded by Mr. Millet with no discussion, the meeting adjourned.



Tammy Houston
Acting Secretary



Virgie J. Johnson, President
Library Board of Control