

**St. John the Baptist Parish Library**  
Regular Call Meeting Minutes  
from the  
Library Board of Control  
Monday, April 9, 2018  
5:30 pm  
Norris J. Millet, Sr. Library Meeting Room

**Present:** Brannetter James, Norris Millet, Sr., Lisa Tregre-Wilder, Leatrice Arlie, Maria Coy, Elois Joseph

**Absent:** Virgie Johnson

**Attorney:** Henri Dufresne , Esq.

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**Agenda Item I. Call to Order**

- Meeting was called to order by Library Board Vice-President, Leatrice Arlie at 5:47 pm.

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**Agenda Item II. Roll Call**

- Roll Call was done by Library Director, Trina C. Smith.
- A quorum was met.

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**Agenda Item III. Approval of Minutes from Monday, January 22, 2018**

- The minutes were approved with corrections.
- The correction was to add the nomination and acceptance of the Library Board President for 2018, Virgie Johnson.

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**Agenda Item IV. Public Comments (2 minutes)**

- An audience member asked if All Saints Day was a state observed holiday and if so, will the library be closed on that day.
- The member stated that All Saints Day was mistakenly omitted from the library's Policy and Procedures Manual.
- Mrs. Coy commented that many of the parish businesses are open on that day.
- Mrs. Tregre-Wilder shared that since Louisiana is a predominantly Catholic state, many governmental agencies are closed.

- Mrs. Coy also stated that the holiday was not up to date in the Employee's manual as well.
- Another audience member asked if we have an employee to request roof repairs for the library. Ms. Smith informed the gentleman that our Maintenance Manager also works with the contractors for our facilities' projects.
- Mrs. Tregre-Wilder commented that 3 quotes are required before a contractor is hired to make such repairs.
- Ms. Smith explained that if the cost to repair the exceeds \$30,000, we would have to advertise for public bids. She further explained that professional roofers have inspected the roof at the Norris J. Millet, Sr. Library. Ms. Smith stated that we do have a Maintenance Manager who oversees our facilities projects.

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**Agenda Item V. Swearing In of Officers and New Board Member for 2018**

- Next item on the agenda was the new library board member, Elois Joseph, who was sworn-in by Attorney Henri Dufresne, as the newest Library Board of Control member.

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**Agenda Item VI. Election of Treasurer**

- The next item on the agenda was the election of the treasurer for 2018.
- Mrs. Tregre-Wilder nominated Mrs. Coy for Board Treasurer.
- Ms. Arlie made a motion to table the election of treasurer until Mrs. James arrived, as she was also nominated at the previous meeting.

**Motion was made to table the election of treasurer until Mrs. James arrived.**

Motion Made by: Mrs. Wilder

Motion Seconded by: Ms. Joseph

Roll Call was done by Ms. Smith to table the election.

Yeas   6   Nays            Abstain           

- Ms. Arlie called for other nominations. Mr. Millet nominated Mrs. James.
- Once Mrs. James arrived, Mrs. James and Mrs. Coy were nominated for the office of Library Board Treasurer.
- The voting began when Ms. Smith called the roll.
- Mrs. James received 4 votes, one for herself, Ms. Arlie, Ms. Joseph and Mr. Millet. Mrs. Coy received 2 votes, one for herself and one from Mrs. Tregre-Wilder. Mrs. James received the most votes.
- The swearing in of new officers will be tabled for the next meeting.
- Mrs. James was selected and accepted the office of Library Board Treasurer.

- Attorney Dufresne and Mrs. Coy stated that there was nothing in our policy manual that shows when officers should be sworn in.
- The swearing in of officers was tabled for the next regular board meeting. At that time, policies will be addressed pertaining to the swearing in of officers.

Roll Call was done by Ms. Smith to table the swearing in.

**A motion was made to table the swearing in until the next meeting.**

Motion Made by: Mrs. Coy

Motion Seconded by: Mrs. Tregre-Wilder

Yeas 4 Nays 2 Abstain \_\_\_\_\_

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- Mr. Millet asked that the agenda be amended to move Mr. Keith Rovira, CPA, up from Agenda Item XXII to Agenda Item VIII.
  - Mr. Millet also requested that Ms. Gina Gagliano, Representative for ADP Benefit Systems to be moved from Agenda Item XXI to Agenda Item VII.
  - Attorney Dufresne clarified the motion for Mr. Millet to move items number XXI and XXII from New Business to Unfinished Business.

Roll Call was done by Ms. Smith to amend the agenda to accommodate Mr. Rovira and Ms. Gagliano and to move them up on the agenda.

**A motion was made to move Mr. Rovira and Ms. Gagliano up on the agenda.**

Motion Made by: Mrs. Coy

Motion Seconded by: Mrs. Tregre-Wilder

Yeas 6 Nays \_\_\_\_\_ Abstain \_\_\_\_\_

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**Agenda Item VII.** Gina Gagliano-ADP (Automated Data Processing) Systems-New Orleans  
Regional Manager

Presentation of Software for Payroll, Benefits, Time and Attendance

***\*Agenda Item amended from Item XXI under New Business to number VII under Unfinished Business.***

- Ms. Gagliano did a PowerPoint presentation to show the various tools of her company's software system in managing benefits, Human Resources tools, time and attendance, and payroll for administration and employees for accountability and transparency purposes of the library.
- Mrs. Tregre-Wilder expressed concerns about mobile access for employees, as Ms. Gagliano stated that the access would only be for leave balances and pay stubs.
- Mrs. Tregre-Wilder expressed that the current 7 minutes grace period for clocking in is too long.
- Mrs. Coy asked if the system would handle taxes and the number of employees. Her questions were answered regarding who handles the duties of those aspects, who is only one person, the Business Manager.
- Mrs. Douglas further explained the reporting functions of ADP, the paper-trail it presents and that the system is connected to St. John the Baptist Parish for employee benefits.
- Mrs. Tregre-Wilder stated that she would like to see a demonstration of the other aspects of ADP before the board agrees upon the purchase.
- Mrs. Douglas stated that all payroll would be batched from our current system and migrated into ADP. Currently, there is no system to track payroll, whereas ADP has a payroll register that will perform that duty and show a breakdown of hours worked, tardies, leave time, and rate of pay. Procedures for Time and Attendance are currently being processed manually.

**A motion was made to accept the need of having a Payroll and Human Resource Management System for the library.**

Motion Made by: Mr. Millet

Motion Seconded by: Mrs. Tregre-Wilder

Yeas   5   Nays   1   Abstain       

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**Agenda Item VIII.** Keith Rovira, CPA Louisiana State Auditor-Agreed Upon Procedures  
2017 Annual Report

***\*Agenda Item amended from Item XXII under New Business***

- Mr. Rovira explained the purpose of the annual audit is for the library's accountability for the management of public funds and to answer any questions to the Agreed Upon Procedures.
- He also introduced the new Agreed Upon Procedures from the Louisiana Legislative Auditor's Office. The procedures are in place to curtail fraudulent activity that has been reported to the Legislative Auditor. The focus is to improve financial processes and internal controls.
- These are the items that will be tested for the audit and areas of concerns for entities:

- a) **Budgeting**, including preparing, adopting, monitoring, and amending the budget
- b) **Purchasing**, including (1) how purchases are initiated; (2) how vendors are added to the vendor list; (3) the preparation and approval process of purchase requisitions and purchase orders; (4) controls to ensure compliance with the public bid law; and (5) documentation required to be maintained for all bids and price quotes
- c) **Disbursements**, including processing, reviewing, and approving
- d) **Receipts**, including receiving, recording, and preparing deposits
- e) **Payroll/Personnel**, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked
- f) **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process
- g) **Credit Cards (and debit cards, fuel cards, P-Cards, if applicable)**, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers, and (5) monitoring card usage
- h) **Travel and expense reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers
- i) **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) requirement that all employees, including elected officials, annually attest through signature verification that they have read the entity's ethics policy. Note: Ethics requirements are not applicable to nonprofits.
- j) **Debt Service**, including (1) debt issuance approval, (2) EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.

- These are the areas that the state would like for the auditors to focus on. Written policies and procedures need to be addressed and suggestions made to fulfill the recommendations from the state.
- Mrs. Coy asked if these requirements are part of the regular audit, in which Mr. Rovira's response was yes.

**A motion was made to accept the upcoming audit for 2017.**

Motion Made by: Mrs. Tregre-Wilder

Motion Seconded by: Mrs. Coy

Roll Call was done by Ms. Smith.

Yeas   6   Nays            Abstain

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**Agenda Item IX. Roof Replacement and Air Conditioning (A/C) Unit Replacement for the Norris J. Millet, Sr. Library (Central) (Tabled from 1-22-2018 Meeting)**

- Ms. Smith suggested that this item be tabled due to a pending quote from one company.
- Mrs. Tregre-Wilder asked if an advertisement for bids had been placed in the newspaper. She also asked if an ad needed to be placed for estimates. The ads are only for the bids.
- Ms. Smith stated that Parish Councilman, Larry Snyder, had stated the same matter and that the estimates are the 3 required quotes based on the amount threshold. That also determines whether, or not we have to follow the Public Bid Law guidelines by submitting an RFP (Request for Proposal).
- Mrs. Coy and Mrs. Tregre-Wilder expressed concerns about using a company in the parish to repair the roof, compared to using a contractor on state contract. They also asked if ads could be placed on the local cable channel.
- Ms. Smith stated that she can have that done.

**No motions were made on this item.**

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**Agenda Item X. Exterior Sign for the Roland Borne, Sr. Memorial Library (West-Edgard) (Tabled from 1-22-2018 Meeting)**

- Ms. Smith provided two quotes for the sign at the Roland Borne, Sr. Memorial Library, one from Gauff Masonry and the other, M & H Builders.
- Ms. Smith stated that M & H Builders quoted \$13,500 to add a sign to the property. Gauff Masonry would charge \$4,000. The only example of the sign was a picture at the Parish courthouse.
- Mrs. Tregre-Wilder requested specifications on the sign, and concerns about the visibility from the highway.
- Mrs. Coy asked if those were the only two quotes we received and that the sign should be 4 feet higher than what was shown in the picture with lights included.
- Mrs. Tregre-Wilder stated that she would like to have the area where the sign is to be placed measured.

**A motion was made to table the item until specifications are provided for the erection of the sign.**

Motion Made by: Mrs. Coy to table item until specifications are provided

Motion Seconded by: Mrs. Tregre-Wilder

Roll Call was done by Ms. Smith

Yeas 6 Nays \_\_\_\_\_ Abstain \_\_\_\_\_

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**Agenda Item XI. Exterior Paint for the Frazee-Harris Memorial Library (Garyville)**

- Ms. Smith presented the question on whether, or not to paint the building, or add siding. The contractor, Gutters Tech provides the service, which would cost \$14,000 to paint only, or \$30,000 to add siding and paint.
- Mrs. Tregre-Wilder inquired about the paint currently on the building, which Ms. Smith explained that the paint is peeling badly.
- Mrs. Tregre-Wilder suggested that the item be tabled until we receive more quotes along with pictures of the building.

**A motion was made to this item until more quotes were received.**

Motion Made by: Mrs. Tregre-Wilder

Motion Seconded by: Mrs. Coy

Roll Call was done by Ms. Smith

Yeas 6 Nays \_\_\_\_\_ Abstain \_\_\_\_\_

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**Agenda Item XII. Van Purchase for Outreach Services Expansion**

- Ms. Smith mentioned that the current passenger van is 10 years old and is steadily requiring more maintenance. It is used mostly for deliveries and outreach services. The library needs to increase its outreach services by adding an extra van that can be wrapped with the library's logo as a mobile marketing tool.
- Ms. Smith shared that we have a 7-passenger van that should be replaced with a 12-passenger one.
- Mrs. Coy explained that it would be more practical to have a 12-passenger van than a 7-passenger one.
- Mrs. Tregre-Wilder asked for an explanation of outreach services, as Ms. Smith stated that items need to be transported whenever there is a program at a facility, or school to present programs and presentations. The van is also used to deliver books from the libraries to homes.
- Mrs. Coy suggested that the van should serve dual purposes, one for deliveries, and the other to transport people.
- Mr. Millet stated that a bid is not required if the van company is on state contract.
- Mrs. James stated that a 12-passenger van would be more practical as more than 7 people may need to attend meetings and workshops.

- Ms. Arlie stated that we need to purchase a 12-passenger van with windows.
- Mrs. Tregre-Wilder motioned that we purchase a 12-passenger, with windows.

Motion Made by: Mrs. Tregre-Wilder

Motion Seconded by: Mrs. Coy

**A motion was made to purchase a 12-passenger van.**

Roll call was done by Ms. Smith

Yeas   6   Nays            Abstain           

**Agenda Item XIII. Commercial Flooring Replacement for All Libraries**

- The discussion for the replacement of the meeting room floors at all of the library branches was tabled for the next regularly scheduled board meeting.

**A motion was made to table this item for the next meeting.**

Motion Made by: Ms. Joseph

Motion Seconded by: Mrs. Coy

Yeas   6   Nays            Abstain           

**Agenda Item XIV. Pressure Wash and Gutter Installation for the exterior of the Norris J. Millet, Sr.**

Library (Central)

- Item was tabled for the next regular meeting for specifications.

**Agenda Item XV. Policy Amendment for All Saints Day Holiday (Policy # V-W-1)**

- This item was also addressed during the Public Comments section of the meeting.

This is the discussion regarding the holiday:

*An audience member asked if All Saints Day was a state observed holiday and if so, will the library be closed on that day. The member stated that All Saints Day was mistakenly omitted from the library's Policy and Procedures Manual. Mrs. Coy commented that*



*many of the parish businesses are open on that day and that other religious denominations are not closed for their own holidays as well.*

*Mrs. Tregre-Wilder shared that since Louisiana is a predominantly Catholic state, many governmental agencies are closed.*

- The decision to close the library for All Saints Day 2018 was disagreed upon by Mrs. Tregre-Wilder and Mrs. Coy.

**A motion was made to not close the library for All Saints Day.**

Motion Made by: Mrs. Coy

Motion Seconded by: Mrs. Tregre-Wilder

- The board also discussed the omission of All Saints Day listed on the holiday schedule in the policy manual.

**A motion was made to keep the library open for All Saints Day.**

Motion made by: Mrs. James

Motion seconded by: Ms. Arlie

Roll Call was done by Ms. Smith.

Yeas   3   Nays   3   Abstain           

- Motion failed due to a tie per legal representative, Attorney Henri Dufresne. He also stated the issue could be addressed at a later meeting.

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**\*Amendment 1 to the Agenda**

- *Technical Supervisor, Cynthia DuBois, stated that she had a question regarding legal advice on anything that goes before the board.*
- *Attorney Dufresne stated that a motion could be made to address a question outside of Public Comments.*
- *A motion was made to open the floor of Public Comments.*
- *Ms. DuBois asked if legal will be consulted once the board has addressed an item or issue.*
- *Mrs. Tregre-Wilder explained the process of posing questions once the board has discussed an item.*
- *Mrs. Douglas explained that the director and assistant director always seeks a legal answer on any questionable items in or outside of our policies.*

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**Agenda Item XVI. Adoption of the Pay Scale for 2018**

- The Board voted to adopt the 2% Cost of Living increase for 2018.

**A motion was made to adopt the cost Cost of Living Increase for employees for 2018.**

Motion Made by: Mrs. Coy

Motion Seconded by: Ms. Joseph

Yeas 6 Nays \_\_\_\_\_ Abstain \_\_\_\_\_

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**Agenda Item XVII. Director's Report**

- Ms. Smith read the Director's Report.
- The State's Annual report was submitted before the due date, which was April 1, 2018.
- The library celebrated National Library Week, by forgiving fines to patrons who returned items late within that week.
- Mrs. Douglas and Ms. Smith have been conducting research on federal and state compliance laws to verify that the library's policies are being followed. Those findings will be shared with the Policy and Procedures Committee.
- The interior and exterior lights at all of the branches have been replaced with LED lights..
- The director is looking to purchase a better surveillance camera system, as the current one only holds footage for 30 days.
- SIERRA automated system is going well.
- Tech Compiler Technologies is the second phase of developing our new website. A conference call was made for describe how we want the contents to appear on the website.
- The 2018 Summer Reading Program theme is, Libraries Rock!, which has a focus on all genres of music. The program is for all ages. All of the incentive prizes have been ordered by Ms. Smith.
- Mrs. Tregre-Wilder suggested that the Children's Librarian position be posted on Indeed.com

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**Agenda Item XVIII. Introduction of the Library Policy Committee-Assistant Director, Dana Douglas**

- Mrs. Arlie suggested that the board table the item until a committee is assigned by the president.

- Attorney Dufresne stated that the Board President is the person who appoints the committee members.

**A motion was made to table the item until the Board president was present.**

Motion Made by: Mrs. Tregre-Wilder

Motion Seconded by: Ms. Joseph

Yeas 6 Nays \_\_\_\_\_ Abstain \_\_\_\_\_

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**Amendment 2 to the Agenda**

- *Mrs. Coy made a motion to open the floor for Public Comments for Job Titles and Position Adjustments from Ms. DuBois.*

**A motion was made to open the floor for more Public Comments.**

*Motion made by: Mrs. Coy*

*Motion Seconded by: Mrs. Tregre-Wilder*

*Roll Call was done by Ms. Smith*

Yeas 6 Nays \_\_\_\_\_ Abstain \_\_\_\_\_

- *Ms. DuBois wanted to know if this item addressed the exempt and non-exempt status, as there is an open grievance. She wanted to know if the library's legal representative was consulted before this topic was addressed.*
- *Mrs. Douglas stated that legal was addressed regarding this topic.*
- *Mrs. Coy made a motion to close the Public Comments discussion and return to Job Titles and Position Adjustments.*

**A motion was made to close the Public Comments section of the meeting.**

*Motion made by: Mrs. Coy*

*Motion Seconded by: Mrs. Tregre-Wilder*

*Roll Call was done by Ms. Smith*

Yeas 6 Nays \_\_\_\_\_ Abstain \_\_\_\_\_

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**Agenda Item XIX. Policies and Procedures, Assistant Director, Dana Douglas**

## Job Titles and Position Adjustments

- Mrs. Douglas stated that the legal answer we received regarding exempt and non-exempt status can be changed by the board at any time, as long as state and federal laws are followed. The status of 5 positions were changed, with the exception of the director and assistant director, whose status will remain exempt. She explained that the policy states the library does not pay overtime, but that employees are allowed to adjust their time, or flex their schedules.

Mrs. Douglas asked for clarification, as the status changed in the automated payroll system, but not in policy, as was addressed at the September 2017 meeting.

**A motion was made to determine which positions would remain exempt, or change to non-exempt.**

Motion Made by: Mrs. Coy

Motion Seconded by: Mrs. Tregre-Wilder

Roll Call was done by Ms. Smith

Yeas   4   Nays        Abstain   2  

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### **Agenda Item XX.** Operational Hour Changes for Roland Borne, Sr. (West), Leroy D. Williams Memorial (Reserve), Frazee-Harris Memorial (Garyville) Branch Libraries

- Ms. Arlie suggested to table this item.
- Mrs. Coy pointed out that the Saturday branch hours for Reserve library were not shown on the material provided.
- Mrs. Tregre-Wilder suggested a proposal with all of the hours for the branches be provided.
- Mrs. Coy suggested that the item be tabled until more information has been provided.

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### **Agenda Item XXI.** Compensation for Network Technician I (Tabled from 1-22-2018 Meeting) ***\*Agenda Item amended from Item VII under Unfinished Business***

- Mrs. Douglas presented documentation to justify a pay increase for duties performed in the absence of the IT Systems Administrator.
- Her comparison was based on the rate of pay he currently receives, and the calculation he could receive for the extra duties over a period of time .
- This would be a one time payment that based on a similar situation for a past Business Manager who was compensated for duties in 2015.

- Mrs. Coy questioned the timeline and the taxes that will be taken out of the lump sum of \$14,870.40 for 2017 and 2018.
- Mrs. Douglas stated that many of the duties are now overlapping that of the IT Systems Administrator and the Network Technician I.
- Mrs. Tregre-Wilder stated that the technician would be paid 25 percent over his rate of pay.
- Mrs. Coy expressed concerns that there is no policy that addresses back pay for employees.
- Mrs. Tregre-Wilder stated that legal could research how this should be handled.
- Attorney Dufresne stated some of the statutes that could affect the technician to receive back pay, and to place the request in writing.
- Mrs. Coy suggested that the item be tabled until we have a Policy and Procedure Committee in place.

**A motion was made to confer with our legal representative about back pay for 2 employees.**

Motion Made by: Mrs. Coy

Motion Seconded by: Mrs. Tregre-Wilder

Roll Call was done by Ms. Smith

Yeas 6 Nays \_\_\_\_\_ Abstain \_\_\_\_\_

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**Agenda Item XXII. Leroy D. Williams Memorial Library (Reserve) Relocation Project**  
(Tabled from 1-22-2018 Meeting)

**\* Agenda Item amended from Item VIII under Unfinished Business**

- Ms. Smith provided maps of 3 locations to relocate the Leroy D. Williams Memorial Library in Reserve, Louisiana due to the outgrowth of the branch and lack of parking spaces.
- Of the 3 properties, one is owned by the parish near River Parish Community College, located on the northside of Airline Highway, the second is located on the southside of Airline Highway, in a more residential area, and the third is near the future site of the road to connect Airline Highway and Interstate-10. Each property is identified by owner and parcel number.
- Mrs. Coy and Mrs. Tregre-Wilder inquired about the property owned by Thames, which is located near the college, and asked if they were all for new Reserve Branch.
- Ms. Smith and Mrs. Douglas will take pictures to share with the board. Ms. Smith stated that the selected property should be able to accommodate adequate parking and a possible playground.

- Mrs. Smith invited the board members to visit the properties to decide on the best location for the library.
- Several board members expressed concerns about patrons having to cross the highway to get to a branch located near the airport. They mentioned that it would be safer for the location to be on the levee side.
- Ms. Joseph shared that there may be an issue with the power line near the property located on the levee side of the highway.
- Mrs. Coy suggested that the focus should be on the one located on the levee side.

**A motion was made to provide photos of the selected properties for the Reserve Library.**

Motion Made by: Mrs. Tregre-Wilder

Motion Seconded by: Ms. Joseph

Yeas 6 Nays \_\_\_\_\_ Abstain \_\_\_\_\_

**Agenda Item XXIII. Auction of Items from the IT Department**

- Ms. Smith explained that an auction needs to be held to sell old laptop computers and other computer hardware due to them being outdated. Auctions are to be advertised to the public via the local newspaper and electronically. The company, Central Bidding is on state contract, to advertise auctions and electronic bids at a cost of \$600.
- The IT Systems Administrator, Ed Sims, has conducted several auctions to sell IT equipment.
- Mrs. Coy, Mrs. James and Ms. Arlie stated that the library should only have Mr. Sims to conduct the auction, not Central Bidding.
- Mrs. Tregre-Wilder asked if the local schools be made aware of the auction, in which they can be. The library can also advertise through the local cable channel, InTouch.
- Ms. Arlie stated that whatever is not sold at auction, it can be donated to a school.
- Mrs. Tregre-Wilder made a motion to go with Mr. Sims to conduct the auction.

**A motion was made to hold the auction for computer supplies from the IT Department.**

Motion Made by: Mrs. Tregre-Wilder

Motion Seconded by: Mr. Millet

Yeas 6 Nays \_\_\_\_\_ Abstain \_\_\_\_\_

*\*The board had a brief discussion about the frequency of meeting, especially to address items pertaining to facilities. Several board members agreed to meet every other month as to not have such lengthy meetings.*

*Attorney Dufresne stated that Ms. Smith would have to speak with Library Board President, Virgie Johnson to address the frequency of board meetings.*

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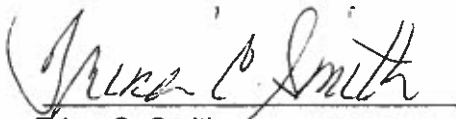
**Agenda Item XXIV. Adjournment**

- Ms. Arlie called for meeting to be adjourned.

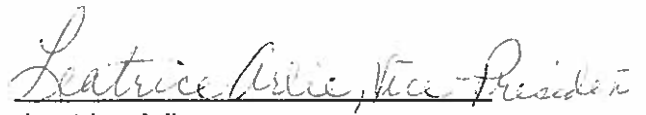
Motion Made by: Mrs. Tregre-Wilder

Motion Seconded by: Mr. Millet

Meeting adjourned at 8:37 pm



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



Leatrice Arlie  
Library Board Vice-President  
St. John the Baptist Parish Library  
Board of Control