

# St. John the Baptist Parish Library

Call Meeting Minutes  
from the  
Library Board of Control  
Monday, December 11, 2017  
5:00 pm  
Central Library Meeting Room

**Present:** Virgie Johnson, Brannetter James, Dardnella Clark, Norris Millet, Sr.,  
Lisa Tregre-Wilder, Leatrice Arlie, Maria Coy

**Absent:** N/A

**Attorney:** Keith Green, Esq.

Board President, Mrs. Virgie Johnson called the meeting to order at 5:10 pm with a recess to await the arrival of Attorney, Henri Dufresne. Attorney, Keith Green, arrived to serve as legal counsel from the District Attorney's Office. The end of the recess was called by Mrs. Johnson, in which a motion was made by Mrs. Coy and seconded by Mrs. Wilder. The roll was called by Director, Trina C. Smith, who stated that there was a quorum.

**Yeas 6      Nays 0      Abstain 0**

Ms. Dardnella Clark asked that the agenda item under Unfinished Business, Programming Budget, be changed to Retirees' Parties. Motion was made by Ms. Clark and seconded by Mrs. Brannetter James. Item was amended and the roll was called by Ms. Smith.

**Yeas 6      Nays 0      Abstain 0**

The next item on the agenda was the approval of minutes from the October 16 and November 6, 2017 meetings. Mrs. Coy requested that a correction be made to the October 16 meeting in regards to the *Frederick Douglass Grant*. There was no discussion on the minutes. A motion was made by Mrs. Coy and seconded by Ms. Arlie. Motion passed and Roll Call was done by Ms. Smith.

Corrections to the November 6 meeting were requested by Mrs. Coy to change three amounts on the proposed 2017-2018 budget, along with questions about benefits for library employees in comparison to parish employees, and the line item for professional services. Mrs. Coy proposed a submotion for the necessary corrections in the November 6

minutes. Motion was made by Ms. Coy and seconded by Mrs. Wilder. Roll Call was done by Ms. Smith.

**Yeas 6            Nays 0            Abstain**

Next item on the agenda was Public Comments. No comments were made.

The item, Retirees' Parties were addressed again by Ms. Clark. She stated that a budget had never been set on the amount allocated for such parties. Ms. Smith stated that funds were spent from the line item, Programming. The parties tied in with the next item, Branch Closings, where employees from other branches were allowed to attend one retirement party, with the exception of Central Library, which remained open. Mrs. Johnson explained that it was at the discretion of the librarian, to determine if the branches should close for such events. There is no policy in place that stipulates when or if a branch, or branches should for that type of party. A Policy and Procedures Committee will be formed to address these and other issues.

The next item was the Executive Session. A motion was made by Ms. Coy and seconded by Mrs. James. Roll was called by Ms. Smith. Mrs. Wilder and Ms. Arlie were not present during Roll Call.

**Yeas 6            Nays            Abstain**

A motion was made by Mrs. Wilder to move out of Executive Session and into the Regular Session, and seconded by Mrs. Coy. Roll Call was done by Ms. Smith.

**Yeas 6            Nays 0            Abstain**

Any action taken during the Executive Session failed due to a non-motion.

The next items on the agenda was the Director's Report. Ms. Smith read the more pertinent items from her report. Mrs. Coy inquired about the insurance for the branches in relation to the minutes from November 6, that was clarified in the report.

Mrs. Johnson inquired about the evaluations of the employees, that has been completed. Mrs. Wilder inquired if employees had an overall satisfactory rating on their evaluations. She also asked about the status of the sign for the West Branch Library as Ms. Smith explained that the contractor, M & H Builders, had just hired an electrician for the project.

Mrs. Coy also wanted to know if employee personnel files were public record, which they are not. She also wanted clarification for the job positions and their relation to the pay scale, along with an explanation of how the grades and steps function within the scale. Ms. Smith wanted to know if the board held an additional file for the director, which they do not.

Clarification was given to Ms. Smith on the times that all employees are scheduled to report to work, from Mrs. Johnson. The most current directive from the board was to have everyone to report at 8:30 am, with the exception of the late shift employees.

The next item was the Adoption of the 2017-2018 Budget, that was tabled. Roll was called by Ms. Smith.

**Yeas 6            Nays 0            Abstain**

The Cost of Living Increase (Allowance), (COLA), for 2018 was the next item on the agenda. Mrs. Johnson stated that a 2% COLA and a 2% Merit increase was to be discussed. The Merit Increase is based upon the employee's evaluation rating. She presented the question on whether or not, they could be approved at the same time. They were voted on separately. Mrs. Coy expressed concerns about the library employees not being in line with the parish employees. Mrs. Johnson and Attorney, Keith Green, explained the library is its own sub-political entity, and has been the practice since the library began.

The discussion was initiated by Mrs. Wilder on the fairness of the Merit Increase between those employees whose work is subpar, and those whose work is exceptional based on the difference between a 2% and a 3% increase.

Mrs. Wilder made a motion to separate the Cost of Living Increase from the Merit Increase for 2018 to be voted on separately. Motion was seconded by Mrs. James. Roll was called by Ms. Smith. Motion passed.

**Yeas 5            Nays 1            Abstain**

Ms. Clark asked for clarification on voting just for the 2% COLA Increase, which was voted on. Mrs. Coy made a motion to approve the increase, and seconded by Mrs. James. Motion passed.

**Yeas 6            Nays 0            Abstain**

Mrs. James made a motion to amend the agenda to add the Merit Increase for 2018 under New Business. Motion was seconded by Mrs. Wilder.

**Yeas 6          Nays 0          Abstain**

The discussion on Merit Increases was initiated by Mrs. Coy on the unfairness of all employees to receive a 2% raise no matter what the employee's rating is. Ms. Arlie suggested that the increase should be based upon the employee's evaluation and rating on a 1%, 1.5% and 2% scale for 2018. Motion was made by Ms. Arlie and seconded by Mrs. Wilder. Roll Call was done by Ms. Smith.

**Yeas 5          Nays 1          Abstain**

Next item on the agenda was the Holiday Schedule for 2018. Motion was made by Mrs. Wilder and seconded by Mrs. James to approve the schedule. Motion passed.

**Yeas 6          Nays 0          Abstain**

The next item was the recommendation for the Assistant Library Director. Three candidates were interviewed for the position by the hiring committee of Mrs. Johnson, Mr. Millet, and Ms. Clark. Mrs. Dana Douglas scored the highest of the interviewees, and was recommended for the position. A motion was made to accept the decision of the committee by Mrs. James and seconded by Mrs. Coy. Ms. Clark referred to a policy that the selectee have a master's degree in Library Science, or the equivalent, to question what other field is related to Library Science as a substitute motion. The motion was made to accept the recommendation for Mrs. Douglas to be the Assistant Library Director. Roll Call was done by Ms. Smith.

**Yeas 4          Nays 2          Abstain**

The Recommendation of the Library Technical Assistant I was the next item on the agenda that was tabled from the October 16 agenda. There were two rounds of interviews due to the job announcement not posted properly at the West Branch. Ms. Irita Navarre was recommended for the position as the interviewee with the highest score. Mrs. Coy made the motion to accept the recommendation for Ms. Navarre to be the Library Technical Assistant I. Seconded by Mrs. James. Roll Call was done by Ms.

**Yeas 4          Nays 2          Abstain**

The next item is a request from the director for FMLA. Ms. Smith asked for FMLA approval due to her mother having knee replacement surgery. A substitute motion was made by Mrs. Wilder to approve FMLA, with completed forms, for Ms. Smith and seconded by Ms. Clark. Roll Call was done by Ms. Smith.

**Yeas 6      Nays 0      Abstain**

The next item was the Reserve Branch Expansion. Item tabled. Roll Call was done by Ms. Smith.


**Yeas 6      Nays 0      Abstain**

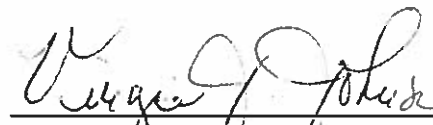
The next two items on the agenda were Step Increases for the Business Manager and the IT Systems Technician positions. Both items were tabled. Roll Call was done by Ms. Smith.

**Yeas 6      Nays 0      Abstain**

Mrs. Johnson called for meeting to be adjourned. Motion was made by Mr. Millet and seconded by Mrs. Wilder.

Meeting adjourned at 8:50 pm.

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

  
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Virgie J. Johnson  
Library Board President  
St. John the Baptist Parish Library  
Board of Control