

Minutes of the Call Meeting of the Board of Control

Monday, February 17, 2020

Reserve Branch

Leroy D Williams Memorial Library

Meeting Room

6:15pm

Mrs. Wilder presided at the meeting and so called the meeting to order at 6:15 pm and called for the roll to be taken.

Present: Ms. Arlie, Ms. Burrell, Mrs. Coy, Ms. Joseph, and Ms. Wilder

Absent: Mrs. Johnson, Mr. Tatje and Mr. Madere. There was a quorum present.

Others present: Andrea Tullos, Library Director and Secretary to the Board and Assistant District Attorney Henri Dufresne, Purnell Brewer – Library Technician

Parish Council Members Present: Warren "Bosco" Torres, Jr., Tonia Schnyder

Mrs. Wilder called for approval of the minutes of the previous meeting, January, 15, 2020. Having no corrections. Roll Call

Vote: Mrs. Arlie: Yes, Ms. Burrell: Yes, Mrs. Coy: Abstain, Mrs. Johnson: Absent, Ms. Joseph: Yes, Mr. Madere: Absent, Mr. Tatje: Absent, Mrs. Wilder: Yes

Results: Yes: 4 No: 0 Abstain: 1 Absent: 3

Mrs. Wilder then called for public comment. If there were people present for public comment, they would be allowed to speak to items on the printed agenda with a time limit of 2 minutes. Being no one is present for the public comment, Mrs. Wilder moved onto the next item on the agenda.

There being no Old Business, Mrs. Wilder moved to New Business

VI. A – ADP – 3 year agreement,

Mrs. Tullos shared that having met with our ADP representative following the January meeting, ADP was able to blend our services into one contract, thus affording us a savings estimate of \$1,617 for 2020. This agreement locks the library into these rates for year 1 and 2, with only a 1% increase in last year. Tullos recommended that the Board approve this agreement. Mrs. Wilder recapped that this change sounded great for the 3 years. Ms. Coy was impressed with the savings and the new contractual rates.

At 6:23, Ms. Johnson joined the Board.

Coy motioned to authorize Ms. Tullos to enter into the 3 year agreement with ADP of 2020 – 2023. Second by Ms. Arlie.

Vote: Mrs. Arlie: Yes, Ms. Burrell: Yes, Mrs. Coy: Yes, Mrs. Johnson: Yes, Ms. Joseph: Yes, Mr. Madere: Absent, Mr. Tatje: Absent, Mrs. Wilder: Yes

Results: Yes: 6 No: 0 Abstain: 0 Absent: 2

VI. B – Policy Changes: Audit, Budgeting and Authorization of Payment, Purchasing, Accounts Payable and Disbursements, Bank Reconciliations and Accounts, Cash Receipts, Credit Cards, Payroll, Quickbooks Software and Accounting System, Contracting , and Travel Expenses

The front page outlined the changes that are reflected from the current policy and procedure manual policy to the presented policy. CRI, Carr Riggs and Ingram provided most of these policy templates to the Board in August of 2019, specific to financial controls and SOD – Separation of Duties.

There was a very detailed discussion regarding policies and details within the policies. Ms. Coy requested that we look into auto payments for recurring bills, using bank feed rather than paper bank statements, requested changes to words that reflect more directive – that leaves less room for interpretation.

Ms. Johnson shared that CRI has expertise and is used to working with government entities and these policies would sustain us in case we had to go to court.

After insight from Henri Dufresne, it was recommended to have additional work completed to see if there is an undo burden placed on staff to complete policies and procedures in this manner, and also to include more directive of duties, rather than using words such as ‘should’.

Coy made a motion to approve these procedures and policies in VI B (Audit, Budgeting and Authorization of Payment, Purchasing, Accounts Payable and Disbursements, Bank Reconciliations and Accounts, Cash Receipts, Credit Cards, Payroll Quickbooks Software and Accounting System, Contracting and Travel Expenses) however, Library Director, Mrs. Tullos, will continue to fine-tune policies and procedures. Director and Assistant Director to work on this project, and provide update at the April Board meeting. Ms. Burrell seconded.

Vote: Mrs. Arlie: Yes, Ms. Burrell: Yes, Mrs. Coy: Yes, Mrs. Johnson: Yes, Ms. Joseph: Yes, Mr. Madere: Absent, Mr. Tatje: Absent, Mrs. Wilder: Yes

Results: Yes: 6 No: 0 Abstain: 0 Absent: 2

Mrs. Wilder asked Mrs. Tullos to share the next meeting date, which was reported as April 13, 2020 at 6:00 in Garyville.

VI. C – Request to close central for Sunday Feb 23rd and Sunday, April 12th –

Based on Mardi Gras parades present lining up in the adjacent park, Hwy 51 becomes inaccessible and detail from the Sheriff will be unavailable.

On April 12th, celebrating the holy day of Easter, request that the Central closed. Both of these closures will not cost our Library any additional holiday pay, as we will not be scheduling staff on those days.

Ms. Joseph motioned to close for the two requested Sunday at Central branch. Ms. Johnson seconded.

Ms. Burrell, added that there are two parades the day in question. Ms. Coy wanted to make a point that the Board should be aware of inclusivity for other faiths and holidays.

Vote: Mrs. Arlie: Yes, Ms. Burrell: Yes, Mrs. Coy: Yes, Mrs. Johnson: Yes, Ms. Joseph: Yes, Mr. Madere: Absent, Mr. Tatje: Absent, Mrs. Wilder: Yes

Results: Yes: 6 No: 0 Abstain: 0 Absent: 2

VI D. Re-classify holiday scheduled dates for 2021 going forward

At the request of the President, Mrs. Wilder, Mrs. Tullos presented a change in holiday schedule for 2021, in order to allow flexibility for cultural requests and religious beliefs. Remove Veterans Day to allow for a floating holiday to be used as the employee wishes. After discussion. A motion by Mrs. Johnson to adopt the new holiday schedule for going forward, Seconded by Mrs. Arlie.

Vote: Mrs. Arlie: Yes, Ms. Burrell: Yes, Mrs. Coy: No, Mrs. Johnson: Yes, Ms. Joseph: Yes, Mr. Madere: Absent, Mr. Tatje: Absent, Mrs. Wilder: Yes

Results: Yes: 5 No: 1 Abstain: 0 Absent: 2

VII E PayPal Pro Flow – to initiate online payments

In order to activate the online payment feature that is present within our ILS Innovative Sierra, we will need a PCI compliant company to handle the pass through of online credit card payment deposited to our bank account. Mrs. Tullos requested authorization to setup an account with PayPal Pro Flow for this feature. Ms. Burrell asked if this system worked well in NC, which Mrs. Tullos affirmed it worked as described. Ms. Coy asked what the fee structure was, it is structured by the number of transactions and 100 transactions typically cost \$26.00 per month.

Mrs. Johnson motioned to authorize Mrs. Tullos to work with PayPal Pro Flow nominate Mrs. Johnson, Ms. Joseph and Ms. Coy seconded.

Vote: Mrs. Arlie: Yes, Ms. Burrell: Yes, Mrs. Coy: Yes, Mrs. Johnson: Yes, Ms. Joseph: Yes, Mr. Madere: Absent, Mr. Tatje: Absent, Mrs. Wilder: Yes

Results: Yes: 6 No: 0 Abstain: 0 Absent: 2

VI F. Budget Amendment

This Budget Amendment to reflect Marathon additional funding, and to reflect the Homestead Exemption. Mrs. Johnson asked if this is the funding from Marathon now paying for the taxes. Mrs. Arlie motioned to accept the Budget Amendment as presented. Mrs. Johnson seconded.

Vote: Mrs. Arlie: Yes, Ms. Burrell: Yes, Mrs. Coy: Yes, Mrs. Johnson: Yes, Ms. Joseph: Yes, Mr. Madere: Absent, Mr. Tatje: Absent, Mrs. Wilder: Yes

Results: Yes: 6 No: 0 Abstain: 0 Absent: 2

VI. G. Capital Project Discussion

Mrs. Tullos has spoken to the President about current capital maintenance and update projects and is coming to the Board for guidance and to authorize Mrs. Tullos to continue work on these projects. Central: Staff exit/entrance door; Public restroom replacement, Chiller (HVAC unit) is being repaired, Painting / cleaning, carpets replaced and ceiling at Central. Edgard: ceiling project with damp insulation. Reserve: land acquisition and New Building Construction. Upcoming meeting with a Design consultant and the President, will have more information in the future. Ms. Coy asked about future costs and priorities. Mrs. Wilder clarified that we are asking for authorization to continue with bids and process. Mrs. Johnson asked that we add a Generator for the building for any possible hurricanes to use the library as a hub for emergency purposes. Mrs. Wilder asked the Board to consider these for concern for health and safety. Mrs. Joseph motioned to authorize the Library Director, Mrs. Tullos, to continue to collect data, bids and the process to provide to the Board. In addition, to have Mrs. Tullos give us an update at the April meeting. Mrs. Johnson seconded.

Vote: Mrs. Arlie: Yes, Ms. Burrell: Yes, Mrs. Coy: Yes, Mrs. Johnson: Yes, Ms. Joseph: Yes, Mr. Madere: Absent, Mr. Tatje: Absent, Mrs. Wilder: Yes

Results: Yes: 6 No: 0 Abstain: 0 Absent: 2

Ms. Johnson made a motion to suspend the Robert Rules. Seconded by Ms. Coy.

Vote: Mrs. Arlie: Yes, Ms. Burrell: Yes, Mrs. Coy: Yes, Mrs. Johnson: Yes, Ms. Joseph: Yes, Mr. Madere: Absent, Mr. Tatje: Absent, Mrs. Wilder: Yes

Results: Yes: 6 No: 0 Abstain: 0 Absent: 2

Ms. Johnson made a motion to agenda item III, approval of minutes and ask Library Director for review for accuracy on the purpose of meeting dates. Mrs. Burrell seconded

Vote: Mrs. Arlie: Yes, Ms. Burrell: Yes, Mrs. Coy: Absent, Mrs. Johnson: Yes, Ms. Joseph: Yes, Mr. Madere: Absent, Mr. Tatje: Yes, Mrs. Wilder: Yes

Results: Yes: 6 No: 0 Abstain: 0 Absent: 2

Mrs. Johnson made a motion to have minutes of Jan 15, 2020 to reflect that Item VI. B Meeting Dates to reflect addition of Edgard meeting. Seconded by Ms. Arlie.

Vote: Mrs. Arlie: Yes, Ms. Burrell: Yes, Mrs. Coy: Yes, Mrs. Johnson: Yes, Ms. Joseph: Yes, Mr. Madere: Absent, Mr. Tatje: Absent, Mrs. Wilder: Yes

Results: Yes: 6 No: 0 Abstain: 0 Absent: 2

Mrs. Joseph motioned to adjourn and seconded by Ms. Arlie. With all in favor, the meeting adjourned at 8:05pm.



Andrea F Tullos

Library Director



Lisa Tregre Wilder

President,

Library Board of Control