

Minutes of the Call Meeting of the Board of Control

Monday, January 15, 2020

Roland Borne SR Memorial Library

Meeting Room

6:00pm

Mrs. Johnson presided at the meeting and so called the meeting to order at 6:06 pm and called for the roll to be taken.

Present: Mrs. Arlie, Ms. Burrell, Mrs. Johnson, Ms. Joseph, Mr. Tatje

Absent: Mrs. Coy, Mrs. Wilder 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

Mrs. Johnson called for approval of the minutes of the previous meeting, Nov 25, 2020. Ms. Arlie made a motion to approve the minutes, Ms. Joseph seconded the motion.

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

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

Mrs. Johnson 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. Johnson moved onto the next item on the agenda.

Mrs. Johnson moved to the Director's Report. Mrs. Andrea F Tullos, Library Director shared a few items from the past 30 days. Report covered: Personnel, Facilities, Outside Vendors, and Training. In addition, Mrs. Tullos shared the Profit and Loss from 2019. There were no questions and Mrs. Johnson moved to Old Business.

VI. A – Policy Revision: By-Laws for Board of Control, to correct the time to 6pm. Board members requested a change to the day of the week, to Monday. Tatje motioned to adopt regularly scheduled meetings quarterly on the 2<sup>nd</sup> Monday of January, April, July and October beginning at 6pm, second by Ms. Arlie.

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

Results: Yes: 5 No: 0 Abstain: 0 Absent: 3

Tatje motioned that Article 2, section 3 the Librarian title be changed to Library Director. Tatje amended the previous motion to motion that anyplace in the articles where "Librarian" is identified be changed to reflect "Library Director". Mrs. Johnson shared that this is good to distinguish, because there are other librarians who work for the system who are not the Director. This motion was seconded by Ms. Burrell.

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

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

Mrs. Johnson recognized that Ms. Wilder has joined the meeting at 6:20pm.

VI. B – Meeting Dates to reflect new policy are this evening in Edgard, Monday, April 13<sup>th</sup> in Garyville, July 13<sup>th</sup> in Reserve and October 12<sup>th</sup> in LaPlace.

VI. C – CPA Engagement Proposal: Keith Rivere – tabled from Nov 25<sup>th</sup> meeting. Following the November meeting, Ms. Tullos was asked to meet with Mr. Rivere and to learn our processes. They have met 4 times since and he provided an update. Mr. Rivere introduced himself and reviewed that in the past bank statements were not reconciled in Quickbooks, but manually in excel. As part of 2018 audit, it was recommended that this process be changed to be in Quickbooks. Today Mr. Rivere completed all 18 years of reconciliations in Quickbooks and from this point forward will continue monthly reconciliations in Quickbooks. In addition, all reports will be sent to Ms. Tullos, who will share with the Board. This report will share any variances in budget, such as the huge change in budget vs actual income from Marathon and Pinhooks tax check received in December 2019. 2020 budget should be changed to reflect new income. In addition, Mr. Rivere will provide a general ledger to Ms. Tullos. Ms. Tullos will provide a copy of these reports to the Board at each quarterly meeting. Ms. Tullos recommended that we continue to use Mr. Rivere for monthly accounting services. Tatje motioned to accept the proposal from Mr. Rivere for accounting services. Seconded by Ms. Joseph.

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

## VII. Election of Officers

Mrs. Johnson shared that we have 3 officers, President, Vice-President and Treasurer. Mr. Tatje asked for job descriptions, which were noted in the By-Laws. Mrs. Johnson opened the floor for nominations for President. Mrs. Johnson motioned to nominate Mrs. Wilder for President, seconded by Mr. Tatje.

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 opened the floor for nominations for Vice-President. Mrs. Wilder motioned to nominate Mrs. Johnson, Ms. Joseph seconded. Ms. Joseph moved for a super-ceding motion to nominate Blaine Tatje. There being no second. Roll call for Vice-President Mrs. Johnson.

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 opened the floor for nominations for Treasurer. Mrs. Wilder motioned to nominate Blaine Tatje. Seconded by Ms. Joseph.

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. Wilder delegated Mrs. Johnson to continue the meeting. Moving on to New Business

VIII. Request to compensate IT Technician for System's Manager duties and responsibilities based on work completed during 12/20/19 – until filled.

Ms. Tullos shared that Edward Sims retired on 12/20/19 and Mr. Purnell Brewer has been completing all IT System's Manager duties as well as his current position of IT Technician. Using a precedent set in 2015 by the Board of Control to provide compensation for additional duties, the request is to provide a 25% hourly rate stipend for hours worked from 12/20 until filled. This equates to \$4.98 per hour over the course of time work is completed. The Vacant System's Administrator position has been advertised and Interviews will be completed on Friday, Jan 17<sup>th</sup>, with the position being filled at next payroll date. Ms. Wilder asked approximately how much does this equate to, Tullos provided that it would be approximately \$1,000 based on the formula that was provided. Henri Dufresne provided additional details, with a point of order to state that Ms. Tullos is asking that her decision that is provided to her under the policy manual be ratified by the Board, for her to give him those interim duties and we are not paying back pay, but ratifying the decision made by her which she is required to present this request to the Board at the next scheduled meeting, which she has done correctly. Mrs. Johnson asked if there were more questions. Tatje motioned to approve the compensation proposal as presented by Library Director for IT System's Administrator, Seconded by Ms. Arlie.

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

VIII. b. Update on IT Report from Ricardo Mesa and offer to contract for extended training and support

Mrs. Tullos met with the IT consultant that Mr. DeSoto contracted with for the purposes of reviewing our current projects, IT priorities and preparing us for the future. Mr. Mesa has 20 years of experience in Library IT, as the current System's Administrator in Jefferson Parish. Report to be provided will address Standardization, Processes and People. He has also offered to provide oversight with the new IT System's Administrator position for \$20 / hour one day per week, over the course of a few months. Mrs. Wilder asked if we had received the report from Mr. Mesa, Mrs. Tullos said it should be within the week. Mrs. Wilder asked about the current work fees for the report. Mrs. Tullos did not have a copy of the contract or the amount that was discussed by Mr. DeSoto and Mr. Mesa. There was a discussion regarding holding out on this until next meeting, however, Mr. Tatje asked that we not table this item, since technology is a priority for the library, and especially with the paid for website not being active yet. We want to provide a strong level of support to the new IT Systems Administrator. Mr. Tatje motioned to approve contract with Mr. Ricardo Mesa and to have Mrs. Tullos enter into a written contract to assist with our support and training at \$20 / hour. Seconded by Ms. Arlie.

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

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

VIII. c. SJBPL Organizational Chart and Staffing

Mrs. Tullos shared the organizational chart with the Board. This chart will be shared with staff following the Supervisor's meeting next Tuesday. New position of Program Coordinator will ensure a System-wide look, feel and similar level of programming at each location. This was a budgeted position, currently vacant and it will have a new title. At Central location, there was no back-up for the Branch supervisor and we are open 69 hours per week in that location. This is a new position that was not budgeted and will support the Central location. The Administrative Services Coordinator title will be changed to Communications Manager, to better reflect the job currently handled by the position. The Library Asst I re-classification to Library Assoc to also support the level of work handled by the position in the reference division. A new budget request for the Business Officer position which was not listed in the approved budget. Mr. Tatje asked about some of the other vacant positions, Mrs. Tullos indicated that these were all in the approved budget, the org chart just places them in the library where they will be most useful. Mrs. Wilder asked about increases, and Mrs. Tullos indicated that there

were no increases being given by changing titles. Same grade, same pay. Mr. Tatje asked if having a back-up supervisor to the Branch Manager will be confusing for staff to know who to answer to. Mrs. Tullos shared that it actually gives staff more guidance and support to have the back-up for immediate decisions. In addition, the Branch Manager and Library Associate will have weekly meetings and will be prepared for upcoming events, programs, meetings, etc. They will have overlapping hours so that staff are supported for a wider period of time. Mrs. Johnson shared that she agreed with Mrs. Tullos and there are several positions that are vacant and agrees with the back-up position at Central. No motion is necessary.

#### VIII d. Budget Amendments

Mrs. Tullos shared that the library had received a Grant – “Prime Time” for 10-25 families for encouraging reading and discussion. A check from Better World Books for weeded books sold at auction, this is one year of items sent. A memorial donation from Dr. Zeinab Sabri Memorial Foundation for Summer Reading materials and supplies. Lastly, there is a request to cover the organizational chart requests: re-align positions to serve our community outreach, continuity of services and expand our Children’s services. Ms. Arlie motioned to adopt Budget amendment dated 1/15/2020, seconded by Mr. Tatje.

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

#### VIII. e. CPA Annual Financial Audit – Engagement

CRI, Carr Riggs and Ingram – Mr. Philip Rebowe addressed the board and provided a proposal for consideration for appointment of CPA for 2019 Financial Audit, to be completed by June 30, 2020. Last year CRI provided two fraud investigations for the Board, and also provided policy and procedure manual review. CRI is a Big firm with 3 offices, provide audit services for 100 government agencies, Familiar with libraries, Top 5 libraries in state CRI handles 3. Mr. Tatje questioned costs, not to exceed, could that mean it would be less, Mr. Rebowe did agree to that. Mrs. Johnson shared that Mr. Rovira was to be present, but unable to due to family health concern. Mr. Rebowe stated that CRI fees for The Statewide Agreed-Upon Procedures (SAUP) will be \$8,900 or less. Motion by Mrs. Wilder that the annual financial audit should be given to CRI, Carr Riggs and Ingram, Tatje seconded the motion.

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

IX. Executive Session – McKey #1 Susan Dillar McKey vs Roberta Zeno August#16-13642-WBV-MBNC/W19-08033

Motion by Mrs. Wilder to go into executive session, Ms. Joseph seconded the motion.

The Executive Session ended. Mrs. Wilder made a motion that Mrs. Virgie Johnson be authorized to represent the Library Board within the parameters discussed in executive session for purposes of this settlement conference and lawsuit. Ms. Joseph seconded this motion.

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. Wilder motioned to adjourn and seconded by Mr. Tatje. With all in favor, the meeting adjourned at 8:05pm.



Andrea F Tullos  
Library Director



Lisa Tregre-Wilder  
President,  
Library Board of Control