

St. John the Baptist Parish Library
Call Meeting Minutes
from the
St. John the Baptist Parish Library Board of Control
Monday, July 17, 2017
6:00 pm
West Branch Library Meeting Room

Present: Brannetter James, Lisa T. Wilder, Norris Millet, Sr., Leatrice Arlie, Dardnella Clark

Absent: Virgie Johnson

Attorney: Henri Dufresne, Esq., Legal Representative from St. John the Baptist Parish District Attorney's office was present.

Mrs. Brannetter James called the meeting to order at 6:10 pm. Roll Call was done by Library Director, Trina C. Smith, who stated that there was a quorum.

The next item on the agenda are the Approval of Minutes from the special call meetings that were held on Monday, May 8, 2017 and Tuesday, June 13, 2017. Ms. Smith stated that all of the board members should have a copy in their packets. Ms. Clark said that she was not quoted in the minutes from the June 13 meeting, and since we now have a director and an assistant director, why couldn't we wait 2 more weeks for the Acquisitions librarian to start. (The correction has been made in reference to the June 13, 2017 minutes per Ms. Clark, page 1, second paragraph.) Motion was made by Mr. Millet, and seconded by Ms. Arlie for the May 8, 2017 meeting and the motion was made by Mr. Millet, and seconded by Ms. Clark for the June 13, 2017 with corrections. Roll Call was done by Ms. Smith.

Next on the agenda were Public Comments. No comments were made. Next was the Unfinished Business portion, in which the recommendation for children's librarian was tabled from the June 13 meeting. Mr. Millet made a motion to have the item untabled. Roll Call was done by Ms. Smith. Ms. James stated that the topic can now be discussed. Ms. Smith said that 2 candidates had been selected for the position, but was narrowed down to one due to one of the applicants had mistakenly written on her cover letter, St. Charles Parish Library. The same applicant called a few days prior to the meeting, to inform us that she had accepted a job in Baton Rouge. Our next recommendation for the position was Marta Siuba. Ms. James announced the recommendation, and Mr. Millet seconded it. Roll Call was done by Ms. Smith. The recommendation was accepted.

Yeas 5 Nays 0 Abstain 1

Next on the agenda is the Director's Report. Ms. Smith read through her list of items that she wanted to inform the board about such as the completion of the West Branch Library, the remaining furniture for the branch, the Trustees workshop for the Board of Control, in which Ms. Smith will register them if they are interested, and the implementation of the Financial and Internal Controls Manual. The auditor informed Ms. Smith that the entity had passed the state audit. The Disaster Preparedness Manual and Kits are in the process of being updated and fully stocked. Currently the Louisiana Room is being assessed by our Technical Services Librarian, Cynthia DuBois, to verify if materials are being maintained properly and filed accordingly.

The Friends of the Library made a significant contribution, in the amount of 1,800 dollars for our summer reading prizes, along with Marathon Oil Company, who donated 500 dollars. The Summer Reading has been very successful as the numbers have bypassed 2016. Ms. Smith introduced the new Acquisitions Librarian/Technical Services Supervisor, Cynthia DuBois, who also expressed that she was happy to be working with us. Mrs. James asked how the clocking in process for all employees was going, in which Ms. Smith shared that all of the library employees, with the exception of the director and the assistant director, are now required to clock in and out for lunch, leaving and reporting to work, which is working well.

Mrs. James announced the next item on the agenda was the Policy Addition for the replacement and purchase of library cards. (III-S-1, #12) If a patron has the funds to replace their lost library card, they have an unlimited number of times to purchase one.

Mrs. James called for the recommendation for approval. Mr. Millet made a motion to approve the addition, which was seconded by Ms. Wilder. (Adopted 5/17/2017) Roll Call was done by Ms. Smith.

Yeas 5 Nays 0 Abstain 0

The next agenda item was the Policy Amendment for Leave. (V-AA-1, #2) Ms. Smith expressed concerns about absenteeism in the workplace by stating that too many employees are taking what appears to be excessive time away from work. She suggested that employees who wait until the last minute to take time off, must use a minimum of 4 hours. Mrs. Wilder stated that employees should not be forced to take the 4 hours minimum because leave is something they have accrued. If an employee is under FMLA, they should not be penalized to take more time than needed. Ms. Clark asked Ms. Smith if she held herself to the same standards as the other employees, in which Ms. Smith's response was yes, because she has to set the example. Item was tabled until the next meeting for further investigation. Roll Call was done by Ms. Smith.

Mrs. James addressed the next agenda item as she introduced Louisiana State Legislative Auditor, Keith Rovira, CPA. Mr. Rovira presented his annual 2016-2017 audit for the library in which the entity passed. He shared that he will provide the director with a template to aid in the structuring of the Financial and Internal Controls Policy and Manual that is due in December 2017. Each board member received a copy of the audit in their packet to follow along with Mr. Rovira as he explained his assessment of our budget, records and record keeping.

At the end of his presentation, he thanked Ms. Smith and the Business Manager, Dulce Michelen for making the audit run smoothly. Ms. Arlie made a motion to accept the financial report from Mr. Rovira, which was seconded by Mr. Millet. Roll Call was done by Ms. Smith.

Yeas 5 Nays 0 Abstain 0

Mrs. James announced the next item on the agenda. The library's IT Systems Administrator, Ed Sims, was brought in to explain the breakdown of the cost for implementing SIERRA, which is an automated cataloging system software. The cost for the migration of Millennium, our current system, to SIERRA was initially 75,000 dollars, but Mr. Sims negotiated that amount down to 36,000 dollars. This will bring our cataloging system more up-to-date technologically to enhance the interaction with patrons through mobile access. SIERRA should be fully implemented by summer 2018. Both SIERRA and Millennium are under the software company, Innovative Solutions. This will also work more fluently once we complete our new website. Ms. Clark made a motion that the board approves the migration of Millennium to SIERRA, which was seconded by Ms. Arlie. Roll Call was done by Ms. Smith.

Yeas 5 Nays 0 Abstain 0

Mr. Millet announced that the meeting be moved to the Executive Session regarding the case of McKay vs. St. John the Baptist Parish Library, which was seconded by Ms. Clark. Roll Call was done by Ms. Smith.

Yeas 5 Nays 0 Abstain 0

Mr. Millet made a motion for the meeting to move out of executive session, and back to the regular session, which was seconded by Mrs. Wilder. Roll Call was done by Ms. Smith.

Yeas 5 Nays 0 Abstain 0

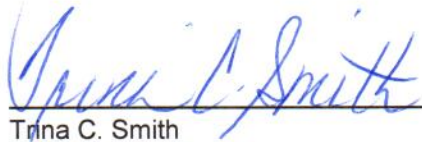
Mrs. Wilder made a motion to nominate Library Board President, Virgie Johnson, to negotiate on behalf of St. John the Baptist Library in the case of McKay vs. St. John the Baptist Parish Library at the next scheduled hearing. Mr. Millet seconded the motion. Roll Call was done by Ms. Smith.

Yeas 5 Nays 0 Abstain 0

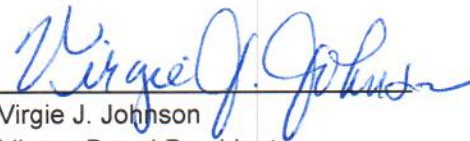
Mrs. James announced that the next board meeting will be scheduled on Monday, October 16 at 6:00 pm at the Central Library Meeting Room. If a special meeting needs to be called before that date, it will be scheduled accordingly.

Mr. Millet made a motion that the meeting be adjourned, which was seconded by Ms. Wilder.

Meeting adjourned at 7:45 pm.



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



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