

Minutes of the Call Meeting
Of the
Board of Control
Monday, June 10, 2019
Leroy D. Williams Branch
Meeting Room
6:00 PM

Mrs. Johnson called the meeting to order. She then asked for a moment of silence in observance of the death of staff member David Egudin. She then called for the roll to be taken.

Present: Mrs. Arlie, Mrs. James, Mrs. Johnson, Ms. Joseph, Mr. Tatje, Mrs. Wilder

Absent: Mrs. Coy. There was a quorum present.

Randy De Soto, director and secretary to the Board was present as was ADA Henri Dufresne, legal counsel to the Board.

Mrs. Johnson then called for a motion to move the Public Comment from item IV on the agenda to item III. Mr. Tatje so moved, seconded by Mrs. James.

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

Results: Yes: 6, No: 0, Absent: 1. Motion Approved.

Mrs. Coy joined the meeting.

Public comments were opened for two minutes each comment. Dana Douglas asked if the report of item VII. a. would be available to the public as a public record and if items a and b were related. Mrs. Johnson noted that the Board does not have the report as of this date. Mrs. Johnson stated that the items were different. With no additional requests, the public comment time was closed.

Mrs. Johnson then moved to consideration of the minutes of previous meetings. The Board members agreed that they had read the minutes of the meetings. Mr. Tatje moved to approve the minutes of the meeting of April 22, 2019; seconded by Mrs. Coy.

Vote: Mrs. Arlie: Yes, Mrs. Coy: Yes, Mrs. James: Yes, Mrs. Johnson: Yes, Ms. Joseph: Yes, Mr. Tatje: Yes, Mrs. Wilder: Yes.

Results: Yes: 7, No: 0. Motion Approved.

The next to be considered were the minutes of the meeting of April 30, 2019. Mrs. Arlie moved to accept these minutes. Mrs. James seconded the motion.

Vote: Mrs. Arlie: Yes, Mrs. Coy: Yes, Mrs. James: Yes, Mrs. Johnson: Yes, Ms. Joseph: Yes, Mr. Tatje: Yes, Mrs. Wilder: Yes.

Results: Yes: 7, No: 0. Motion Approved.

The minutes of the meeting of May 10, 2019 were the next to be considered. Mr. Tatje moved to accept these minutes. Mrs. Coy seconded the motion.

Vote: Mrs. Arlie: Yes, Mrs. Coy: Yes, Mrs. James: Yes, Mrs. Johnson: Yes, Ms. Joseph: Yes, Mr. Tatje: Yes, Mrs. Wilder: Yes.

Results: Yes: 7, No: 0. Motion Approved.

The last to be considered were the minutes of the meeting of May14, 2019. Mrs. James moved to accept these minutes. Mrs. Coy seconded the motion.

Vote: Mrs. Arlie: Yes, Mrs. Coy: Yes, Mrs. James: Yes, Mrs. Johnson: Yes, Ms. Joseph: Yes, Mr. Tatje: Abstain, Mrs. Wilder: Yes.

Results: Yes: 6, No: 0, Abstain: 1. Motion Approved.

Mrs. Johnson then called upon the Director for his report. Mr. De Soto reported that there were \$311,260.00 in bills accrued from 2018 paid in 2019. The budget is run on a cash basis so these will have a big impact on the 2019 budget. The majority of the expenses were from the book and materials budget. May has been busy month getting bills caught up. The business office is caught up and the business is moving forward with the beginning of the Summer Reading Program.

There being no unfinished business Mrs. Johnson moved to new business and called upon Mr. Philip Rebow of CRI who addressed the Board with a draft report on the investigation by CRI into the payroll investigation. The board were given draft copies to follow along. He outlined the objectives of the audit to do an audit of the Assistant Director's compensation. He reviewed their findings and outlined the method that they had used in their investigation. In the discussion Mr. Rebow reviewed the time line of the employment of Mrs. Douglas who was hired on January 8, 2018 and the changes that had occurred in her salary levels. He stated that he is waiting for a reply from the payroll processing company ADP for information about remote access to the payroll record of Mrs. Douglas before completing the report. Mrs. James asked whether the remote log in was from a library computer or from a home computer. Mr. Rebow replied that at the moment he did not know, that that information was what they were waiting for from ADP. Mrs. Douglas asked if there could be a motion so that she could speak to the Board. Mrs. Johnson said that a board member could make a motion. Ms. Joseph made a motion to suspend the rule to add an item to the agenda for Mrs. Douglas to address the Board. The motion was seconded by Mrs. James. Mrs. Johnson called for discussion.

Vote: Mrs. Arlie: Yes, Mrs. Coy: No, Mrs. James: Yes, Mrs. Johnson: No, Ms. Joseph: Yes, Mr. Tatje: No, Mrs. Wilder: No.

Results: Yes: 3, No: 4. Motion Failed. Mr. Dufresne noted for the record that a motion to suspend the rules requires a unanimous vote.

The next item on the agenda was a request to extend the suspension of Mrs. Douglas until the completion of the investigation of the Board. Mrs. Johnson called upon Mr. De Soto who noted that Mrs. Douglas was suspended for 30 days which ends on June 11, 2019 at which time Mrs. Douglas will return to work the next day unless the Board wished to allow time to consider the outcome of the CRI investigative report. There was discussion of the time to be given. Mr. Tatje asked if there needed to be a timeline for the suspension. De Soto noted that it was a Board decision based upon what time the Board thought that it would need. He suggested that the time should be phrased in working days not calendar days. Mrs. Wilder moved to extend the suspension of Mrs. Douglas for an additional 14 working days. Mr. Dufresne noted that the Board was approving not the suspension but the actions of the director according to the policies and procedures. The motion was seconded by Mr. Tatje. Mrs. Johnson called for a vote. Mrs. James said she had a question. Mrs. Johnson asked to vote.

Vote: Mrs. Arlie: Abstain, Mrs. Coy: Yes, Mrs. James: No, Mrs. Johnson: Yes, Ms. Joseph: No, Mr. Tatje: Yes, Mrs. Wilder: Yes.

Results: Yes: 4, No: 2, Abstain: 1. Motion Approved.

Then there was a call for discussion. It was noted that there was an error in not having the discussion before the vote. There was discussion then of the best way to proceed. Mrs. Johnson called upon Mr. Dufresne for advice. He said that it would be against parliamentary procedure. Mr. Tatje noted that the vote was void because there was no discussion. Mrs. Johnson then called upon Mrs. James who said that she reflected back to the beginning of the discovery and that Mrs. Douglas hasn't been allowed to address the Board. Mrs. James asked why Mrs. Douglas should not be allowed to tell her side of the story in her defense. Mrs. Coy asked to speak, Mrs. James said she was finished. Mrs. Johnson called upon Mrs. Coy who noted that her concern with any discussion of this matter was that it was not in executive session but in a public meeting. She was concerned about what information could be addressed by the Board in a public session and wanted to avoid creating a problem and wanted to be very careful. The information presented in the meeting was just facts. Mr. Dufresne spoke to the issue of what could be done in executive session. Her second concern was when would CRI would get their information because the 14 days may not be enough time. There was discussion about the amount of time to be given for any additional suspension. Mrs. Johnson recognized Mrs. Wilder to speak. Mrs. Wilder asked to amend her motion to add an additional week to make it 21 business days of suspension. Mrs. Coy seconded that motion. Mrs. Johnson asked Mr. Dufresne about proper procedure to change the motion. He replied that it would be a superceding motion. Mrs. Wilder then restated her motion to approve the additional suspension at the director's request for 21 days. Mrs. Coy seconded the motion. Mr. Dufresne clarified that it was working days and it was agreed yes it was working days but the number of days was corrected in that adding an additional week would be 15 working days. With that corrected Mrs. Johnson called for a vote.

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

Results: Yes: 4, No: 2, Absent: 1. Motion Approved.

Item c under new business was the consideration of a donation to the St. John the Baptist Parish School Board of chairs formerly used in the public computer lab of the central library. There are 26 chairs available. There had been plans in place to donate them to Fifth Ward Elementary. Mrs. Coy asked about the condition of the chairs because these replaced because one of them had collapsed with a patron. Mr. De Soto reported that he had observed them to be in good shape. The chairs were in place since 2012. Mr. Tatje made a motion to donate the 26 chairs to the School Board with a signed waiver Mr. Dufresne had a question about the donation and suggested looking into the conversion of public funds from one entity to another and the donation of public property. He will look into the matter of donation from one public entity to another and what appropriate method would be. Following a discussion, it was decided to table this donation to the next meeting upon a motion by Mr. Tatje, seconded by Mrs. Coy.

Vote: Mrs. Arlie: Yes, Mrs. Coy: Yes, Mrs. James: Yes, Mrs. Johnson: Yes, Ms. Joseph: Yes, Mr. Tatje: Yes, Mrs. Wilder: Yes.

Results: Yes: 7, No: 0. Motion Approved.

Mrs. Johnson called upon Mr. De Soto for the next item of business which was the presentation of a policy addressing the issue of requests for public documents. He stated that given the current conditions he looked in the library manual and found no policy or direction for dealing with a request for records. He reached out to other libraries. This policy text is adapted from the policy approved by the St. Charles Parish Library Board. It gives a policy and form. Mrs. Coy asked if legal counsel had reviewed this document. It had not been sent to him. There was concern that liability issues be reviewed by legal counsel. After brief discussion, Mr. Tatje made a motion to table the Public Document Request Policy until the next meeting so that the attorney could review it. Mrs. Wilder seconded the motion.

Vote: Mrs. Arlie: Yes, Mrs. Coy: Yes, Mrs. James: Yes, Mrs. Johnson: Yes, Ms. Joseph: Yes, Mr. Tatje: Yes, Mrs. Wilder: Yes.

Results: Yes: 7, No: 0. Motion Approved.

Mrs. Johnson then moved to the next item of business which was a request to fill vacancies in the library. Mr. De Soto began a review of the jobs listed as vacant. The first discussion centered upon hiring a business manager. Mr. Tatje noted that it was important to get this position filled so that there could be overlap with the interim business manager. Mrs. Wilder suggested that there be a wide search to secure the best candidates and suggested online and web-based employment sites. Mr. De Soto reviewed the remaining jobs. There was discussion of the jobs and the timeline for filling the jobs. After the discussion, Mr. Tatje made a motion to allow the Director to fill the current vacancies, be they full-time, part-time or student workers as he sees fit. The motion was seconded was by Mrs. Coy.

Vote: Mrs. Arlie: Yes, Mrs. Coy: Yes, Mrs. James: Yes, Mrs. Johnson: Yes, Ms. Joseph: Yes, Mr. Tatje: Yes, Mrs. Wilder: Yes.

Results: Yes: 7, No: 0. Motion Approved.

Mrs. Johnson then moved to the last item on the agenda which was consideration of the Louisiana Asset Management Pool, Inc. as an investment tool for the library. Mr. De Soto said that the auditor had suggested that this as a better method for gaining investment income for the library. Mrs. Wilder stated that she also had spoken with the auditor and that he had explained how much additional funds would have been achieved last year over what had been the actual from the money market account. Mrs. Wilder suggested getting an opinion from the Auditor There was discussion of the advantages and questions about the change. Mr. Dufresne advised the Board to look into the entire program to make sure there were no prohibitions in the millages or any Parish Council ordinances or policies of the Library Board. Following the discussion, Mr. Tatje moved, seconded by Ms. Joseph to table the discussion of LAMP to the next meeting.

Vote: Mrs. Arlie: Yes, Mrs. Coy: Yes, Mrs. James: Yes, Mrs. Johnson: Yes, Ms. Joseph: Yes, Mr. Tatje: Yes, Mrs. Wilder: Yes.

Results: Yes: 7, No: 0. Motion Approved.

There was discussion of the July regular meeting and setting a date. After discussion, the meeting was set for July 8, 2019 at 6:00 pm at the Garyville Branch. With that business concluded Mrs. Johnson called for a motion to adjourn. Ms. Joseph moved to adjourn, seconded by Mrs. Coy.

Vote: Mrs. Arlie: Yes, Mrs. Coy: Yes, Mrs. James: Yes, Mrs. Johnson: Yes, Ms. Joseph: Yes, Mr. Tatje: Yes, Mrs. Wilder: Yes.

Results: Yes: 7, No: 0. Motion Approved.

Mrs. Johnson declared the meeting adjourned.

Randy A. De Soto
Library Director (Interim)

Virgie J. Johnson, President
Library Board of Control

