

Minutes of the Special Meeting of the Board of Control

Monday, June 22, 2020

VFW Hall

205 West 5th Street

LaPlace, Louisiana

6:00pm

Mrs. Wilder presided at the meeting and so called the meeting to order at 6:01pm and asked for a moment of silence. Following Mrs. Wilder called for the roll to be taken.

Present: Mrs. Arlie, Ms. Burrell, Mrs. Coy, Mrs. Johnson, Mrs. Joseph, Mr. Tatje and Mrs. Wilder There was a quorum present.

Absent: Mr. Madere.

Others present: Andrea Tullos, Library Director and Secretary to the Board and Assistant District Attorney Henri Dufresne, Amy Riche' -Assistant Library Director, Lucien Gauff, Assessor, Carlos Diaz – West Bank Branch Supervisor, Carolyn Mendoza – Reserve Branch Supervisor.

III. Mrs. Wilder called for approval of the minutes of the previous meetings, Feb 17, and March 16th. In addition, the updated minutes of Jan 15th for approval as well. Mrs. Arlie made a motion, seconded by Mrs. Johnson.

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

Results: Yes: 7 No: 0 Abstain: 0 Absent: 1

IV. The Library Director's Report was presented by Mrs. Tullos of the past three months, including updates during the pandemic, trainings, IT highlights, Audit, Projects and Cleaning. Mrs. Tullos shared the Profit and Loss from 2019. There were no questions.

V. 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.

V. Old Business

Va Updated policies as corrected by CRI to reflect language that supports strong language to adhere to policy, with no interpretation. Presented updated policies and review of changes. Mrs. Coy made the motion to approve the Policies presented with

strong language to adhere to policy, with no exceptions. Mrs. Arlie seconded this motion.

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

Results: Yes: 7 No: 0 Abstain: 0 Absent: 1

Vb. Approve Payroll Account with Capital One as recommended by CRI for payroll expenses. After presentation by Mrs. Tullos, Mrs. Johnson made a motion to approve the Payroll Account and authorize Mr. Tatje and Mrs. Arlie to sign the signature cards for the account. Seconded by Mrs. Joseph.

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

Results: Yes: 7 No: 0 Abstain: 0 Absent: 1

Ms. Burrell noted and requested that the grammatical errors be addressed that do not change the intent of the policy, such as vendor's vs vendors and QB vs QuickBooks. Legal advice from Mr. Dufresne did confirm that since the intent of the policy would not change this could be updated for final print.

Mrs. Wilder moved to New Business.

VIIa. Capital Projects – Property updates for Reserve LA

Mrs. Tullos presented four (4) properties and provided a review utilizing a process evaluating the properties from library use and planning perspective based on Library Standards and Library Building trends. During this process, Mrs. Tullos also worked with Assessor Lucien Gauff and Planning Director, Rene' Pastorek for guidance.

The Pro / Con list was created using the Director's expertise on library use only. Mrs. Coy asked if the properties could also be evaluated as how it compares to what we have now in Reserve. The Board is not interested in creating the same type of site as now located on West 10th. For Property A, Mrs. Tullos did confirm that based on the location, it would be just like now. Mr. Gauff added that the Property A is also zoned Industrial, not Commercial. As discussion progressed, it was noted that Property B would also be similar to the current Reserve site. Moving to Property C & D for review, which would not be similar to the current Reserve site. Mrs. Tullos also added that a huge pro to Property C & D is the adjacency to the St. John Theatre for partnering and collaboration, which is priceless.

After the presentation of the four (4) sites, Mr. Gauff shared his thoughts. "He would like to see for St. John Parish a resurrection of the River Road. Put dollars back into it. He has been working with the Parish grant writer to see about any dollars that could be found to support River Road property development. The DA, Mrs. Dinvaut jump started this process by developing the new office along the River Road. When Mrs. Tullos and

I discussed property, this fell right in line with my goal for St. John Parish and development of the River Road sites.”

Mr. Tatje asked if being in the Historic District changes what we can do to the homes on the sites. Mr. Gauff indicated that he thought you would have to apply for and ask for approval to sell/remove. Mr. Gauff also shared that the conversations with Mrs. Tullos regarding the physical building opportunity for having views of the river would be beautiful.

Mrs. Coy shared that we should be clear on the options to remove the houses prior to purchase, especially since it is in the Historic District. Mr. Tatje indicated that if we move forward with these properties, we would do a decent due diligence period. Mrs. Wilder suggested also selling the smaller homes for relocation. Mr. Tatje and Mrs. Wilder suggested that the homes and their moving / selling could be on a future agenda.

Mrs. Coy liked the use of a due diligence timeframe to check that property and confirmed she didn't want to have constraints or limits by a Historical society. Mr. Gauff shared that he would be hesitant to have motion which included a price at this stage, need to get overview of costs, historic nature / society, what is the process and what would be allowed.

Mr. Gauff also shared that he brought the budget for 2019 numbers for our library, \$4.5 M projected, and ended the year at \$7.2 million, an additional \$2.7 million. Mrs. Coy also shared that we have approved / earmarked a set dollar amount for the project, and we should look at the numbers.

Mrs. Tullos shared that there is an appraisal for the Waller property. Mrs. Coy asked if we could have a motion to do the exploratory and due diligence. Tatje suggested that we have 90 days to conduct due diligence. If something major were to come up, then this would give the Board an opportunity to walk away. Legal guidance sought from Mr. Dufresne, the motion is premature to offer purchase without more exploratory. Since we are spending tax dollars, we should get a firm understanding of the true costs, feasibility, practical ability to get this done. Need updated appraisals to offer a hard amount. Mrs. Coy wants to ensure that we don't lose the opportunity to purchase the properties by tabling this item and losing momentum. Mr. Tatje asked if we could explore a Letter of Intent, Mr. Dufresne said that you could put an option or a first right of refusal. You could put together a LOI within next 90 days. Letter of Intent could be drafted by Mr. Dufresne, who also noted the alternative is to hire a Real Estate Professional to do the due diligence. There would be 2 Letter of Intent for the two (2) group owners. Mrs. Wilder, as President, directed Mr. Tatje to investigate the Real Estate Professional to bring to the Board. No vote necessary.

Mr. Tatje motioned to Table item until the next meeting, Seconded by Mrs. Johnson

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

Results: Yes: 7 No: 0 Abstain: 0 Absent: 1

VIIb. Introductory Period for new employee to become a permanent regular employee as of 5/25/2020 – accept or reject from Board members. The Library Director started on 11/25/2019 and recently hit the 6 month period.

As per the policy V-U-2, Mr. Tatje motioned to accept Mrs. Tullos as a permanent member of the employees, following the Introductory Period.

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

Results: Yes: 7 No: 0 Abstain: 0 Absent: 1

VIIc Organization of the Library – I-F-1 Approval of the Assist Director as St. John the Baptist Library Staff – Amy Riche’

After introduction by Mrs. Wilder and Mrs. Tullos, Mrs. Johnson shared that the COVID-19 has delayed our approval of the Assistant Director. Mrs. Johnson motioned to approve the Asst Director, seconded by Mrs. Joseph.

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

Results: Yes: 7 No: 0 Abstain: 0 Absent: 1

VIIId. Ratify Policies in accordance with Policy Manual V-R-1 Empowerment

New policies necessary during COVID-19 pandemic: *Work from Home, On-Call Policy and Safety Screening Policy, following COVID-19* . Motion by Mr. Tatje to approve the policies as presented, seconded by Mrs. Johnson.

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

Results: Yes: 7 No: 0 Abstain: 0 Absent: 1

VIIe. Payroll Software for Library – Approval of Resolution to termination ADP and Resolution to approve CEA (Cooperative Endeavor Agreement) with Parish to ensure seamless interaction of Benefits for Library Staff by moving to Ultimate Pro Software Group

Following background of Parish handling all benefits for library staff, the Parish move from ADP to Ultimate Pro Software in March 2020, and the opportunity to use the company and its software. The library to terminate the agreement with ADP for the move to Ultimate Pro Software. In addition, there is the approval of the CEA, between the Parish and the library. Mrs. Coy asked if there were any penalties, Mrs. Tullos shared that ADP would have a cancellation charge of 3 month average, which will be redeemed in 10 months from the savings of moving to Ultimate Pro Software.

Motion by Mrs. Coy to approve the resolution that St. John the Baptist Parish library terminate the agreement with ADP signed in February 17, 2020, Seconded by Mrs. Arlie.

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

Results: Yes: 7 No: 0 Abstain: 0 Absent: 1

Motion by Mrs. Coy that resolution authorizing the Library director to enter into a Cooperative Endeavor Agreement (CEA) with St. John the Baptist Parish Council relative to the procurement of third-party payroll and benefit management company for the Library Board. Further, authorizing St. John the Baptist Council to Amend their contract with Ultimate Software Group, Inc to include the Library as a user. Seconded by Mrs. Johnson.

Mrs. Johnson clarified that the Parish would only be handling the insurance part. Mrs. Tullos confirmed. Mr. Dufresne shared for clarification that the resolution authorizes the Parish to amend their contract and add us, and if the Parish were to change their contract for any reason with Ultimate Software Group, we have no say so directly in this.

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

Results: Yes: 7 No: 0 Abstain: 0 Absent: 1

VII f Final approval of the SJBPL Logo

After review of the process, the consultant's intent and the final product, Mrs. Tullos shared the new logo for approval. The logo will be used in all featured ways presented, depending on the format of the use. i.e website will use banner, business cards will use the square block, etc. Mrs. Johnson shared that the four (4) color schemes could represent all 4 branches. The tree limbs could also reflect the river.

Mr. Tatje motioned to approve the logo and continue to work on the website and other deliverables. Seconded by Mrs. Joseph.

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

Results: Yes: 7 No: 0 Abstain: 0 Absent: 1

VII g. Fine Free until fiscal year end, 2020

Mrs. Tullos presented to allow this benefit until year end. Mrs. Wilder shared that this is a great thing to do for our community. Motion by Mrs. Arlie to approve the request to go Fine-Free until the end of 2020 to support our community. Seconded by Ms. Burrell

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

Results: Yes: 7 No: 0 Abstain: 0 Absent: 1

VIIh. Budget Amendment – to address capital projects & fine free for residents

Mrs. Tullos reviewed the budget amendments and their line items to reflect acquisition of land increase and the reflect fines and fees reduction for 2020.

Motion by Mrs. Coy to increase the Acquisition of Land and a decrease in the income line for Fines and Fees through 2020. Seconded by Mrs. Johnson.

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

Results: Yes: 7 No: 0 Abstain: 0 Absent: 1

VIII. CRI- Financial Audit update: Present overview, next steps and proposal to complete in accordance with Generally Practiced Accounting Principles.

Mrs. Tullos introduced Becky Hammond, our CRI Partner assigned to the library account. Becky Hammond has 20+ years of governmental accounting experience, and 95% of her work is in governmental entities. Following the extensive discussions and work between the library and CRI, it was determined that continued work similar to the CRI contract to review operations of 2018, should be presented as related to Capital (fixed) assets.

Review of the Louisiana Compliance questionnaire was discussed. The Board also reviewed, the Consulting and Bookkeeping Services Related to Capital (Fixed) Assets presented by CRI. This consulting contract to address and correct discrepancies in fixed assets for 2018, 2019 and provide a clear process for future. Becky Hammond addressed the details and questions to the Board. This work is to address, in particular, the cost value and the depreciation amount that are on the books that are out of balance. The current figures don't tie back to the buildings, collections, and small fixed assets. It could be because of the change in auditors, but there were specific areas that values had discrepancies. This could be legacy issues of administration, auditors & staff. Currently, CRI could not procure an accurate listing from the previous auditor & administration. These services presented by and provided by CRI, will allow the auditor and Legislative Auditor to work with the Library to ensure all is accurate and correct and a consistent process will be in place for the future.

CRI will provide Disclaim on opinion on 2019 audit.

Motion to approve the Louisiana Compliance Questionnaire as required by the Legislative Auditor's office by Mrs. Johnson. Seconded by Mr. Tatje.

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

Results: Yes: 7 No: 0 Abstain: 0 Absent: 1

Mr. Tatje asked CRI representative Becky Hammond, if the staff at CRI changes, does the Library Board have an out. Becky Hammond indicated that yes, there is the termination clause in the acceptance letter.

Motion to accept and approve the proposal by CRI to provide an additional scope of work to address Fixed Assets, in accordance with Generally Accepted Accounting Principles by Tatje, Seconded by Mrs. Johnson.

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

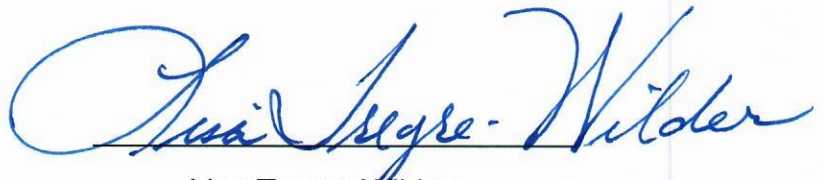
Results: Yes: 7 No: 0 Abstain: 0 Absent: 1

Mrs. Wilder requested the next meeting date, which is the 13th of July. Location will be Determined, if back open to be held in Reserve as scheduled.

Mrs. Joseph motioned to adjourn and seconded by Mrs. Johnson. With all in favor, the meeting adjourned at 7:40pm.



Andrea F Tullos
Library Director



Lisa Tregre-Wilder
President,
Library Board of Control