

St. John the Baptist Parish Library

Special Call Meeting Minutes

from the

Library Board of Control

Monday, June 25, 2018

5:30 pm

Norris J. Millet, Sr. Library Meeting Room

Present: Brannetter James, Norris Millet, Sr., Lisa Tregre-Wilder, Leatrice Arlie, Maria Coy, Elois Joseph

Absent: Virgie Johnson

Attorney: Henri Dufresne, Esq.

Agenda Item I. Call to Order

- Meeting was called to order by Library Board Vice-President, Leatrice Arlie at 5:39 pm.
- A moment of silence was observed.

Agenda Item II. Roll Call

- Roll Call was done by Library Director, Trina C. Smith.
- A quorum was reached.

Agenda Item III. Public Comments (2 minutes)

- No response during Public Comments (2 Minutes)

Agenda Item IV. Keith Rovira, CPA, Louisiana State Auditor, Finalization for 2017 Annual Audit

- Louisiana State Auditor, M Rovira stated that that Library Board President, Virgie Johnson and Library Director, Trina C. Smith had acknowledged the findings of this year's audit as part of the Discussion Draft.
- On behalf of the board, Mrs. Johnson and Board Treasurer, Brannetter James provided the Management Corrective Action Plan Response for next year's audit to Mr. Rovira.
- Mrs. Coy expressed that she had not received a copy of the plan prior to the meeting. She asked if she could have 5 minutes to read through the findings.
- Mr. Rovira stated that he will forward the 2018 Agreed Upon Procedures to Ms. Smith.

- Mr. Rovira read through the list of items that passed the audit with No Exceptions, such as bank and account reconciliations, bonds, contractors, personnel.
- He mentioned that daily funds need to be deposited the same day, and that no one person can count, verify, and deposit funds.
- Monies from the Sheriff's Office are being mailed, but Ms. Smith stated that she was waiting to hear if they provide an ACH transfer service.
- Mr. Rovira's recommends a computerized accounting system for accountability and accuracy.
- He verified that electronic signatures are password protected only by the Business Manager.
- Mrs. Coy pointed out a misprint about deposits being made weekly instead of daily.
- Mrs. Coy asked about fund limits for contracted services. The amounts are cumulative for the year and not individual transactions. Mrs. Smith referred her to the Louisiana Legislative website under Public Bid Laws to read the threshold amounts for contracts.
- Mrs. Lisa Tregre-Wilder requested a list of contractors the library is currently working with.
- Mr. Rovira stated that there were No Exceptions for leave records, time, Ethic Certificates, and personnel, all that were in compliance.

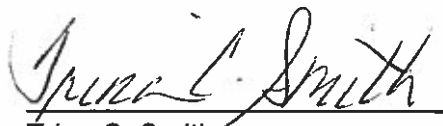
Agenda Item V. Adjournment

- Mrs. Arlie motioned for the meeting to be adjourned.

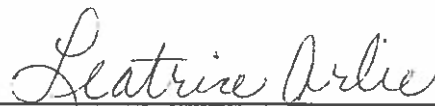
Motion Made by: Ms. Elois Joseph

Motion Seconded by: Mrs. Brannetter James

- Meeting was adjourned at 6:26 pm.



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



Leatrice Arlie
Library Board Vice-President
St. John the Baptist Parish Library
Board of Control