

Minutes of the Call Meeting of the Board of Control

Monday, November 25, 2019

Norris J Millet Central Library

Meeting Room

6:00pm

Mrs. Arlie presided at the meeting in the absence of the President and so called the meeting to order at 6:08 pm and called for the roll to be taken.

Present: Mrs. Arlie, Ms. Joseph, Mr. Tatje, Mr. Malik

Absent: Mrs. Burrell, Mrs. Coy, Mrs. Johnson, Mrs. Wilder. There was a quorum present.

Others present: Randy DeSoto, Interim Director, Andrea Tullos, Library Director and Secretary to the Board and Assistant District Attorney Henri Dufresne

Mrs. Arlie then called for public comment. Warren Torres from Garyville spoke to item A. under New Business "Budget". Mr. Torres referred to the monies set aside for the possible Reserve construction project and whether this construction project was already approved. DeSoto indicated that this is not decided yet, but that the board was considering relocating the Reserve branch to allow for expansion and additional parking, both of which are unable to happen on the current site. Mr. Torres asked if the Board could discuss the adjacent lot owned by the Lions Club with the club board. Mr. Tatje indicated that he has had discussions and that the lot is one of the options the Board is exploring. Mr. Tatje offered to speak more about it with Mr. Torres as well as the community-at-large for input. The current facility was built in 1994.

Mrs. Arlie called for approval of the minutes of the previous meeting, Oct 22, 2019. Ms. Joseph made a motion to approve the minutes, Mr. Tatje seconded the motion.

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

Results: Yes: 4 No: 0 Absent: 4

Mrs. Arlie moved to the Director's Report a) Introduction of Mrs. Andrea F Tullos, New Library Director. Mrs. Tullos shared a quick background of herself, her first day consisted of visiting each branch and her excitement and honor to serve as the Library Director.

Mr. DeSoto shared with the Board that while the past 7 months was unexpected, he was more than happy to help and provide support for Mrs. Tullos moving forward. The

Board shared their appreciation with Mr. DeSoto for his assistance and steadfast support. The Board stated they could not have done it without his support. Thank you!

Mrs. Arlie moved to **Old Business** – Mr. DeSoto refreshed the board's memory that the following items A – G were policy revisions to the Policies and Procedures Manual that had been tabled at past meetings and are now being presented for approval this evening. After conferring with the District Attorney's office and being offered guidance to change language and parts of the policies that conflicted with the By-Laws and with State Laws of La, these changes will bring us back to 2014, and with the Library Director being defined as holding these duties of reporting directly to the Library Board and that all other personnel report to the Library Director.

Item 6 A – "Organization of the Library", removing the assistant director as being identified in the Policy manual as reporting to the Board. Mr. Tatje asked for clarification that the duties that are being removed are redundant to the job description, and Mr. DeSoto did assure him of this being present in job descriptions that identify duties of Director and / or Asst Director. A vote on each policy will take place. Mr. Tatje made a motion to approve the changes for Item 6A, "Organization of the Library" and Ms. Joseph seconded the motion.

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

Results: Yes: 4 No: 0 Absent: 4

At this time, a recent arrival of a resident asked if we had voted on the Library Budget for the building project. The answer was No. Ms. Arlie indicated that there was a request to modify the agenda. Ms. Joseph motioned for an amendment of the agenda, and Mr. Malik seconded the motion. Ms. Arlie asked for a Roll Call.

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

Results: Yes: 4 No: 0 Absent: 4

Mr. Malik made a motion to open up public comments for Item 7A – "Budget" on the agenda, Mr. Tatje seconded the motion.

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

Results: Yes: 4 No: 0 Absent: 4

Public comment being opened, Ms. Shandry Perilloux asked the board to keep the financial resources in the Reserve Branch, as this community needs the library and there are some families who are disadvantaged. In addition, Ms. Perilloux reminded the board that she was an advocate at the Parish Council meeting to keep funding in the library's budget. Mr. DeSoto assured Ms. Perilloux that there is no interest by the Board

to remove funding, but to actually support expansion of the library branch. The Board thanked Ms. Perilloux for her support.

Item 6B – “Investments” - Allow investment funds to be expanded and diversified as well as take out restrictions, to allow LAMP. Tatje motioned to approve the Item 6B for “Investments”, Mr. Malik seconded the motion.

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

Results: Yes: 4 No: 0 Absent: 4

Item 6C – “Library Board” - in order to make language consistent and remove Assistant Director, and vest the Director with the ability to hire and fire as needed. Mr. Tatje motioned to approve the Item 6C changes except for changing the terms for board members, Ms. Joseph seconded the motion.

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

Results: Yes: 4 No: 0 Absent: 4

Item 6D – “Hiring” - in order to have language be consistent with other policies and vest Director having authority to hire and / or fire. Mr. Dufresne noted that while his name has been listed on the agenda for each item, he clarified that he did not provide a legal opinion for these policy changes. Tatje did ask if we would be placing these duties into the job description, which was confirmed by Mr. DeSoto. Mr. Malik motioned to accept the changes as noted, Joseph seconded the motion.

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

Results: Yes: 4 No: 0 Absent: 4

Item 6E – “Attendance and Absence from Work” removing the language that referred to personnel office, and adding supervisor and Library Director. This allows delegation from Library Director to their reports. Mr. Malik motioned to accept the changes as noted, Mr. Tatje seconded the motion.

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

Results: Yes: 4 No: 0 Absent: 4

Item 6F – “Library Pay Plan Scale” After discussion, Mr. Tatje made a motion to strike Assistant Director from the first line of the Policy, Ms. Joseph seconded the motion.

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

Results: Yes: 4 No: 0 Absent: 4

Item 6G – “Employee Counseling , Corrective Action and Discipline continued” – removing A through E, the language that referred to Assistant Director, with Director vested with responsibility and having authority and the ability to delegate activities. Mr. Malik motioned to accept changes on policy, Mr. Tatje seconded the motion.

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

Results: Yes: 4 No: 0 Absent: 4

**New Business:** 7a) Budget – Presented budget at last meeting, advertised to the public, and the resolutions are to be adopted. Mr. Malik asked about telephone services and the expenses. Mr. DeSoto shared that we should be investigating this as well as other service for future.

Item 7b – Approval of revision of 2019 Budget. Mr. Malik motioned to accept the 2019 budget, Ms. Joseph seconded the motion. Ms. Arlie called for a Roll Call vote.

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

Results: Yes: 4 No: 0 Absent: 4

Item 7C – Approval of 2020 budget. Mr. Tatje motioned to accept the 2020 Budget as presented, Ms. Joseph seconded the motion. Ms. Arlie called for a Roll Call vote.

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

Results: Yes: 4 No: 0 Absent: 4

Item 7D – Appointment of Check Signers – To include the new Library Director, remove the Interim Library Director, and a new board member. Checks are cut every other Tuesday. Currently Ms. Arlie and Mr. DeSoto are the only check signers. Mr. Malik motioned to add Ms. Tullos, and Mr. Tatje designated as check signers, Ms. Joseph seconded the motion.

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

Results: Yes: 4 No: 0 Absent: 4

Item 7E – Request to make temporary employee status change to permanent. Mr. DeSoto reviewed that this employee has been with us and filling in at Reserve Branch. Following discussion, and the previous adoption of the new policies regarding new hires as well as the adopted budget, this item was no longer necessary for the board to vote and was removed from the agenda.

Item 7F – 2020 Meeting dates for regular meetings – Mr. DeSoto shared the dates and since the By-Laws indicate 7:30 start times, we should amend the by-laws Mr. Tatje motioned to table Item 7F, Mr. Malik seconded.

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

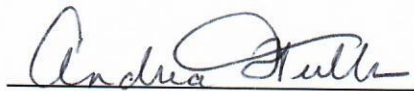
Results: Yes: 4 No: 0 Absent: 4

Item 7G – CPA Engagement Proposal: Keith Rivere – Reviewed the engagement letter – Mr. Tatje noted that the Board voted unanimously to not re-engage Mr. Rivere without additional safeguards. Following discussion, the Board asked Ms. Tullos to meet with Mr. Rivere and have her report to the Board her recommendation. Mr. Tatje motioned to table item 7G to direct Ms. Tullos to have a meeting with Mr. Rivere and to provide an update to the Board for recommendation to continue or disengage services at a future date.

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

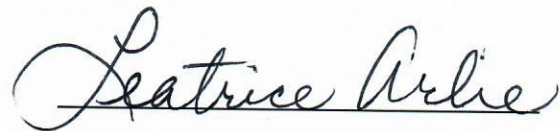
Results: Yes: 4 No: 0 Absent: 4

Mrs. Arlie asked for a motion to adjourn which was offered by Mr. Malik and seconded by Mr. Tatje. With all in favor, the meeting adjourned at 7:05pm.



Andrea F Tullos

Library Director



Leatrice Arlie

Vice President,

Library Board of Control