

Minutes of the Special Meeting of the Board of Control

Monday, July 13, 2020

Leroy D Williams Memorial

Reserve, Louisiana

6:00pm

Mrs. Wilder presided at the meeting and so called the meeting to order at 6:00pm and called for the roll to be taken.

Present: Mrs. Arlie, Ms. Burrell, Mrs. Johnson, Ms. Joseph, and Mrs. Wilder

There was a quorum present.

Absent: Mrs. Coy, Mr. Tatje & Mr. Madere.

Others present: Andrea Tullos, Library Director and Secretary to the Board and Assistant District Attorney Henri Dufresne, Amy Riche', Assistant Library Director

III. Mrs. Wilder called for approval of the minutes from June 22, 2020. There was a motion by Mrs. Johnson to approve the minutes as written and seconded by Mrs. Arlie.

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

Results: Yes: 5 No: 0 Abstain: 0 Absent: 3

IV. Director's Report – Tullos shared the statistics for how our community is engaging using our new virtual programming. Rona and Diamond have been very creative in how they promote and engage this new type of programming. Updated information on services at each site. In addition, she shared the recent Leadership Team development and training with Clifton Strength Finders.

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.

Mrs. Wilder recognized Mrs. Coy joined the Board at 6:05pm.

VI. Old Business Financial Audit DRAFT

Becky Hammond from CRI was present to review the summary of the audit with the Board. Becky acknowledged that the Board has recently put policies in place to address the items listed in the findings. The DRAFT audit will be sent to Mrs. Tullos to share with the Board. The Board will have 7 days to review and to ask questions, and

then the firm of CRI, Carr Riggs and Ingram will submit to the Legislative Auditor's office.

Becky shared graphs for the Board to see the 5-year trends. Regarding the upcoming building projects, the graphs show that the library is financially prepared to complete the projects of new buildings and building repairs that are currently planned.

#### VII. a As per Louisiana State Law, Obsolete and Surplus Items

Mrs. Tullos shared the item and recommended that the Board vote to declare the items surplus, in order for her to dispose of them properly as per Louisiana State Law. Mrs. Coy asked that we have a plan for those items that do not sell through the auction. She also suggested Reserve recycle for any metal items left. Mrs. Coy asked to have the Director do her due diligence to dispose accurately. Motion by Mrs. Johnson to declare the items surplus and to dispose of them as per State Law. Seconded by Mrs. Joseph.

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

Results: Yes: 6 No: 0 Abstain: 0 Absent: 2

#### VII b Request to install Quench water fountains for all four branches for public and staff use.

Mrs. Tullos shared the item, which would provide for advanced filtrated water for our customers and staff near the water fountains. Ms. Burrell asked if there was a touchless model, with COVID-19 and would there be one that would eliminate the need for the present water fountain, which typically is a germ collector. After discussion this item was tabled to allow Mrs. Tullos to research other options that could be touchless,

Ms. Coy motioned to table the water filtration system until the next meeting. Seconded by Ms. Burrell.

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

Results: Yes: 6 No: 0 Abstain: 0 Absent: 2

#### VII c Holiday Schedule – to revert previously adopted change to holiday schedule of 2021 – which removed Veterans Day.

Mrs. Wilder introduced the item, to place Veterans Day back into the 2021 holiday schedule for staff. After discussion, Mrs. Coy motioned to revert to the Holiday schedule which includes Veterans Day and no floating holiday. Second by Ms. Joseph. Discussion on number of days and the typical number of holidays followed. Vote taken

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

Results: Yes: 6 No: 0 Abstain: 0 Absent: 2

VII d Presentation – Library Design and planning consultants

Mrs. Tullos introduced the architect and design team of Kathryn Taylor and Chris Garris. The team’s presentation covered their background and introduced library images of previous work and library design trends. They also shared their 1<sup>st</sup> impulses on the new Reserve Branch. They shared a few ideas, to allow views of the river, to enhance the site with outdoor areas and use of connectivity to the theatre and walkability.

Question and answer session followed, with more detail about the Motown design in Detroit and how the residential and commercial property ties together. Mrs. Wilder asked what the steps would be if we were to engage with them. Typically, programming and concept phase is the first part of a project. A Building Program is essentially a spreadsheet that lists all the wants and wishes of the library space and then each line is given a square footage. It is the absolute first step in any building project. It allows the board an opportunity to determine the total square footage based on the uses and activities that the building will house. Site is also part of the evaluation process during this phase.

The Board asked for the team to create a Program and Concept proposal and provide 3 library properties and costs that they have worked on. This program would be part of the packet that would be presented to the Parish Council.

Mrs. Wilder encouraged the board to bring all their ideas to the process as we plan the new facility.

Mrs. Wilder asked for a motion to adjourn. Mrs. Coy motioned to adjourn, seconded by Mrs. Johnson. With all in approval, the meeting adjourned at 7:44pm.



Andrea F Tullos  
Library Director



Lisa Tregre-Wilder  
President