

Minutes of the Special Meeting of the Board of Control

Monday, November 18, 2020

Norris J Millet, Sr.

LaPlace, Louisiana

6:00pm

Mrs. Wilder presided at the meeting and so called the meeting to order at 6:03pm. Mrs. Wilder called for a moment of silence to remember all the loved ones lost during 2020, Mr. Bruno Burrell, Ms. Dorothy Duhe and Mr. Joe Tullos.

Following Mrs. Wilder called for the roll to be taken.

Present: Mrs. Arlie, Ms. Burrell, Ms. Coy, Mrs. Johnson, Ms. 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

Mrs. Johnson motioned to amend the agenda and move item VI Executive Session to the end of the new business. Motion was seconded by Mrs. Arlie.

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

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

Mr. Tatje motioned to amend the agenda to discuss the library benefits to employees, specifically of health insurance. Seconded by Ms. Joseph

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

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

III. 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.*

Mr. Gerald Keller being present, asked if the Budget being approved included the new building in Reserve? Mrs. Wilder asked Ms. Tullos to share details with Mr. Keller. Ms. Tullos shared that the proposed budget included \$500,000 in land acquisition and \$7.5 million in New Construction.

IV. Mrs. Wilder called for approval of the minutes of the Oct 12, 2020 meeting. Mrs. Johnson motioned to approve, seconded by Ms. Coy.

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

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

V. Library Director's Report attached. Mrs. Johnson and Mrs. Wilder asked for more details on the re-opening of Edgard after the mold remediation. Next steps, we are awaiting the company who is cleaning the HVAC, to then have the branch re-tested. We are working with their schedules and the holiday next week is causing delay. Amy shared that we are anticipating the week after next or the first of December. As planned with the supervisor, we are adding additional computers in the tutor areas and will plan accordingly to create as much opportunity for computer use as possible. The hotspots are also working well. We will send out an updated schedule of all the locations and their current hours to the Board.

VI. Old Business: Health Benefits

Tatje re-visited the item from the Oct 12 meeting on Health Benefits and the employee contribution. He indicated that he had been unclear at the last meeting on this item and its impact and he did not vote for this change.

He shared a couple of points 1) we did this to reflect how the parish handles health insurance for their employees, which was due to the fact that the parish needed to make this budgetary response years ago when they could not balance their budget, due to fiscal issues. We have run the library with fiscal responsibility. The budget does allow for us to continue to provide this benefit to our employees. If the parish would have been able to continue to cover their employees 100%, then we would not be amending our practice right now.

2) With health insurance employee contribution the board voted for some employees are going to be impacted negatively, even with the proposed raise.

3) We could do this in an incremental way where we step up percentages over the next two or three years.

Mrs. Coy reminded the Board that paying for insurance should not be viewed as a punitive measure. At this time, she can't think of any companies that pay 100% of insurance, even the military has to pay a portion of insurance.

Mrs. Johnson shared that she understood his concern, but that these decisions are done because of the increasing cost of insurance. We have been in a pandemic, businesses are affected, and job loss. We must be concerned with our budget for our future. We still pay and cover dental insurance and life insurance costs in total.

When asked if we knew the savings from the employees contributing 15%, Tullos shared that we will not have those figures until finalization of the insurance rates for 2021, which is usually in December. Ms. Coy shared that our rates are typically more affordable in the public sector than in the private sector. Mr. Tatje asked if the data could be presented to make an informed decision. Mrs. Wilder asked that we place this on the next agenda in January. At that meeting, the costs along with tonight's minutes will be presented and this will be re-visited.

VII. New Business

VII a 2020 / 2021 Budget

Tullos presented the Budget that was originally shared at the Oct 12, 2020 meeting. The charts show the actuals from 2018, 2019, and approved 2020 with expenses to August 2020. These numbers have not changed since the last meeting. Tullos shared the salary charts for all employees which included Grade and Step. Mrs. Johnson pointed out that the Library Pay Scale chart will not be reflective of the 1 and 1.5% raises and staff will be "off the chart". Ms. Tullos suggested that the chart could be the guide for hiring and promotion. Mrs. Johnson's concern was saying a step would not be the reference for the future, but 2%. Ms. Coy suggested that we put a caveat on the Library Pay Scale chart indicating that it reflects 2%, and that some employees may not see their individual salaries on the chart. Mrs. Coy made a motion to place a caveat on the Library Pay Scale chart, Chart represents 2% steps and that employees specific pay may not be reflected on the chart. Seconded by Mr. Tatje. After discussion, Mr. Dufresne confirmed this was not policy change but a request to add verbiage to the Library Pay Scale chart, which is appropriate.

Mrs. Johnson questioned the merit raise policy in the manual. Mrs. Johnson motioned to recess the meeting to allow Ms. Tullos to retrieve her policy manual, seconded by Ms. Joseph.

Mrs. Johnson motioned to come out of recess, Ms. Burrell seconded, unanimous vote. Meeting reconvened and Ms. Tullos shared that after review of the personnel section of the policy manual the presented step raise and the merit raise can be voted on and approved.

Mrs. Coy motioned to approve the raises of a COLA and Merit adjustments as presented. Mr. Tatje seconded.

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

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

VII b Approve the Budget Revisions 2020 and the Budget for 2021.

Ms. Tullos introduced the item. Mrs. Coy wanted to confirm that the Budget Message information had been updated in the Policy Manual. Ms. Tullos confirmed that this had been updated at the Nov 25, 2019 meeting and approved by the Board.

Ms. Burrell questioned the line item 6245 for OCLC charges and the increase. Ms. Tullos indicated that this charge has been paid for years, but it was reflected in the wrong line item. This increase of the line item reflects the accurate accounting line. Ms. Coy shared that the increases in the budget for 2021 also reflect the new building that will be worked toward in Reserve. Mrs. Arlie motioned to approve the Budget Revision of the 2020 Budget and seconded by Mrs. Coy.

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

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

VI b – Resolution of the 2020 Revised Budget Resolution

Mrs. Johnson motioned to approve the 2020 Adoption of Revised Budget Resolution. Seconded by Mrs. Coy.

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

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

VI c – Resolution of the 2021 Budget

Motion by Ms. Arlie to adopt the Budget Resolution of 2021. Seconded by Mrs. Coy.

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

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

VI d Update on the Reserve Property

Ms. Tullos shared that the meeting to vote on the purchase of property by the Parish Council will be on Tuesday, November 24th. She is planning to speak on the agenda item and present the PowerPoint presentation. The Resolution to purchase property was sent to the Parish Council. Mr. Tatje was present at the Nov 10th Parish Council meeting where the Re-zoning was approved. Mr. Tatje shared that the re-zoning passed with 1 No, and 1-member abstaining and 1 absence. Mr. Tatje reached out to members of the Parish Council to discuss the new facility process, the vision, and the background. Mrs. Wilder requested all board members to reassure any community members that we will be advertising all meetings and planning to gather and include all input from them. She also shared that we will have this be much more than a traditional library. In addition, the renovation of the home next to the Theatre will add to the community as well. Mr. Tatje agreed and reminded all that this is for the whole community and we will include all. Mr. Tatje appreciates Ms. Tullos and her leadership in the project. Mrs. Wilder also thanked the teamwork and the process that Ms. Joseph and Mr. Tatje with Ms. Tullos have participated in. The process thus far has been efficient and thorough.

VI. e Meetings as set by the By-Laws at 6pm

After discussion, the Board will hold 2021 meetings on Wednesdays. Jan 13th in Edgard, April 14th in Garyville, July 14th in Reserve and October 13th in LaPlace.

VI. f Extension of the CEA with the District Attorney's Office for legal services

This extension has no increase in fees, just an extension of the time period. Mrs. Johnson motioned to accept the CEA with the District Attorney's Office for legal services and 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: Yes, Mrs. Wilder: Yes

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

At this time Mrs. Wilder recognized our guest, Mr. Keller. Mrs. Johnson made a motion to go into Executive Session for the Director's evaluation. Seconded by Mrs. Arlie

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

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

Following the Executive Session, Mrs. Johnson made a motion to come out of Executive Session and seconded by Mrs. Coy.

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

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

Ms. Joseph motioned to Adopt the Evaluation for the Director and seconded by Mrs. Johnson.

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

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

The next board meeting will be on Wednesday, January 13th at 6pm at Edgard.

Mrs. Coy motioned to adjourn. With all in favor, the meeting adjourned at 7:25pm.



Andrea F Tullos
Library Director



Lisa Tregre-Wilder
President,
Library Board of Control