

Minutes of the Meeting of the Board of Control

Wednesday, April 21, 2021

Frazee-Harris Memorial Library

Garyville, Louisiana

6:00pm

Mrs. Johnson presided at the meeting and so called the meeting to order at 6:01 pm

Mrs. Johnson called for a moment of silence, and to include Lisa Wilder and her mother in our thoughts this evening. She then called for the roll to be taken.

Present: Mrs. Arlie, Mr. Becnel, Mrs. Coy, Mrs. Johnson, Ms. Joseph, & Mr. Tatje were present, as a quorum.

Absent: Ms. Burrell, and Mrs. Wilder

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

At this time, Mrs. Johnson recognized that Parish Council member Mr. Torres was present in the audience.

II. Public Comment: Mrs. Johnson 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.*

There being no one present to speak during public comment, Mrs. Johnson moved on to the next agenda item.

III. Mrs. Johnson called for approval of the minutes of the Jan 13, 2021 meeting. Mrs. Coy requested that we change the minutes to reflect that she is resigning in the next few months. Mrs. Virgie also requested that Mr. Becnel be listed on the pages 4 and 5 rather than Mr. Madere. With these changes, Mrs. Arlie motioned to approve, seconded by Ms. Joseph.

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

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

V. Director's Report

The Director reviewed her report, attached. Mrs. Johnson inquired about the signage at Edgard, it was reported that Bourg Signs has ordered the letters and the masonry work is complete. Anticipating it being completed within the month.

Mrs. Coy made a motion to amend the agenda to have item VI Executive Session later in the meeting, seconded by Mr. Tatje; Mrs. Coy withdrew the motion with the arrival of Liz Roussel from Adams and Reese. Mrs. Arlie, motioned to go into Executive Session to discuss Douglas v St. John the Baptist Parish Library Board (T1913469), seconded by Mrs. Coy.

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

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

VI. Executive Session – Douglas v St. John the Baptist Parish Library Board (T1913469)

Ms. Joseph motioned to come out of Executive Session, seconded by Mrs. Coy.

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

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

VI. **Old Business**

- a. Action to Rescind Discipline Action for A Tullos following attorney counsel interpretation of policy and update from January 14, 2021.

Mr. Tatje motioned to Rescind the Discipline action for A. Tullos, Seconded by Mr. Becnel.

Discussion focused on definition of “family”, the Louisiana Ethics Board definition of family, also the past investigation of family regarding previous library staff and board assignments. It was found that there was no violation as per the policy manual and there is no Ethics violation as the law states the definition of family. Mrs. Johnson called for a vote.

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

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

At this time, Mrs. Johnson recognized Ms. Burrell who had joined the meeting at 6:52pm

- b. Revisit insurance benefits and cost breakdown for employee contributions of 5%, 10% and 15%. Currently this contribution by employees is set to start in July 2021.

Tullos shared the background and reviewed the documents presented. Mr. Tatje had requested the breakdown by 5,10 and 15% in order to see the costs for phase-in option.

As he noted, even with the recent COLA increase, these medical insurance costs to employees will reduce their overall take home pay. Mrs. Coy shared that the Board had to have the “Big Picture” on financial commitments with the new building coming in 2022. In addition, we have received good support to move forward with the new building project. As good financial stewards, the Library Board should plan for future increased costs, possible changes in the millage, and the other outside expenses. It was confirmed that the employees are aware of the upcoming increase in costs. Tatje motioned to rescind the Insurance benefits cost sharing by employee contribution approved in the Budget, Ms. Burrell seconded. Mrs. Johnson called for a vote.

Vote: Mrs. Arlie: No, Mr. Becnel: No, Ms. Burrell: Yes, Mrs. Coy: No, Mrs. Johnson: No, Ms. Joseph: No, Mr. Tatje: Yes, Mrs. Wilder: Absent

Results: Yes: 2 No: 5 Abstain: 0 Absent: 1

Motion fails.

VIII. **New Business:**

a. CPA Audit – approve and submit the annual Louisiana Compliance Questionnaire

Ms. Tullos presented the document as required for the audit. The Board reviewed the questionnaire. Mrs. Coy motioned to approve the LA Compliance Questionnaire, seconded by Mrs. Arlie.

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

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

b. New Savings account for Retiree Benefits identified through Actuary Audit – Board to authorize the Director to open the account and move funds identified in the 2021 Budget as earmarked for this service from operating into the Savings account

Ms. Tullos reviewed the background with the board, related to the Actuary Audit conducted in 2020. In addition, upon the recommendation from the auditors with CRI, we should move these funds into a dedicated account that is not considered part of the general operating funds. Mrs. Coy motioned to open the savings account for the retiree benefits identified as part of the actuary audit and budgeted separately in the 2021 Budget and move these funds into the account once opened. Seconded by Ms. Joseph.

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

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

- c. Resolution 21-1 authorizing St. John the Baptist Parish Library Board to terminate the Cooperative Endeavor Agreement (CEA) with the St. John the Baptist Parish to maintain congruency between the Parish and the Library for the services of health, dental and life insurance for library employees.

Following presentation by Ms. Tullos, Mrs. Coy motioned to approve the 21-1 Resolution, authorizing the St. John the Baptist Parish Library Board to terminate the Cooperative Endeavor Agreement CEA with the St. John the Baptist Parish to maintain congruency between the Parish and the Library for the services of health, dental and life insurance for library employees. Seconded by Mrs. Arlie

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

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

- d. Bid Award – to officially award Bid of lawncare as advertised in January 2021. Lawncare bids received and reviewed using rubric, recommendation for board to approve.

Ms. Tullos shared the background and reviewed the rubric and received bids with the Board. The Board determined based on the completed bids and provided documentation that they would award a 12-month contract, as advertised. If all goes well, the Board may determine to continue the contract for professional services. Mrs. Coy motioned to award the 1-year contract to Pelican State Property Services. Seconded by Mr. Tatje.

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

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

- e. Reserve Property Design and Build updates

Ms. Tullos reviewed the background and updates since the Engagement Sessions on April 17, 18 and 19th. Key points to consider from sessions: get the correct messaging out there, meet with other key groups, ensure that the Board is front and center at meetings for the project.

Mr. Tatje added some additional background especially as related to the process with the construction law firm, the opportunity to work with a CMAR (Construction Manager at Risk) and the understanding of the process with parish.

- f. Budget Amendment

Ms. Tullos reviewed the documentation to show changes for approved budget to reflect the increase in Ad Valorem Tax, the increase to the contribution to the Sheriff, and the move of the Acquisition of Land to the Building Project.

There was a motion by Mrs. Coy to approve the increase of \$1,150,770.90 to the Ad Valorem Tax budgeted amount to increase the Sheriff contribution to \$307,459. In addition, it was moved to take the difference from the Ad Valorem increase minus the Sheriff increase of \$127,459 and budget these funds as well as the Acquisition of land funds to the Building Project, adding \$1,523,311.90. Mrs. Arlie seconded the motion. Mrs. Johnson called for the vote.

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

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

Mrs. Johnson asked if the Board would like to have a few moments to comment: Mr. Tatje thanked all for the past weekend events at Regala Gym, the behind the scenes work by staff and thanked Mrs. Coy for her service and wished her well. Ms. Burrell also thanked the library team for all their great work. Mrs. Arlie also dittoed the comments and wished Mrs. Coy the best of luck. Ms. Joseph also thanked the team and wished Mrs. Coy well. Mrs. Coy shared that it has been a team effort. She is thankful that we will be building a facility that will last to the next Century and that 'Education & Reading' are the great equalizers. Mr. Becnel thanked the staff. Mrs. Johnson thanked the Board efforts, the growth and learning along the way. She also thanked all for their support during these 2 great losses this year for her family. The words of encouragement and condolences were so much appreciated.

Mr. Tatje Motioned to adjourn, seconded by Ms. Joseph at 7:35pm.



Andrea F Tullos
Library Director



Virgie Johnson
Vice-President,
Library Board of Control