

Minutes of the Meeting of the Board of Control
Wednesday, November 2, 2022
Special Meeting
Frazee- Harris Memorial Library
111 Historic Front Street, Garyville, Louisiana
6:00 pm

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

Mrs. Wilder called for a moment of silence, to reflect on those staff members who have lost loved ones, Malcolm Duncan's mother, Kearston Poche's father, Brandy Barnes' father, Regina Burke's father, and Ingrid Depland's mother. Mrs. Wilder then called for the roll to be taken.

Present: Mrs. Arlie, Ms. Joseph, Mr. Tatje, and Mrs. Wilder were present, there was a quorum.

Absent: Ms. Burrell, Mrs. Johnson, Mrs. Scioneaux and Mr. Wright were absent

Others present: Orenthal Jasmin, Assistant District Attorney; Andrea Tullos, Library Director and Secretary to the Board; Amy Riche' – Assistant Library Director

III. Public Comment: 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.*

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

IV. Approval of Minutes from October 12 & October 26, 2022

Mrs. Wilder called for approval of the minutes of the October 12 and October 26 meeting. Mr. Tatje motioned to approve the minutes of October 12 & 26th, seconded by Ms. Joseph.

Vote: Mrs. Arlie Yes; Ms. Burrell Absent, Mrs. Johnson: Absent; Ms. Joseph: Yes, Mrs. Scioneaux: Absent, Mr. Tatje: Yes, Mrs. Wilder: Yes, Mr. Wright: Absent

Results: Yes: 4 No: 0 Abstain: 0 Absent: 4

Unfinished Business:

V.a A motion to lift from the table employee grievance – Rachelle Gardner

Mrs. Wilder noted that the grieving party is not present, and we will not entertain a motion to this item.

V b. Employee Grievance – Rachelle Gardner

No business conducted with the grieving party not being present.

Vc. 2022 Audit Proposals

Presentations were provided by three firms: Philip Rebowe of P&N Postlewaite and Netteville, John Murray of LaPorte CPA LLC, Becky Hammond of CRI – Carr, Riggs and Ingram.

Questions were entertained at each presentation. The Board thanked the firms for attending and for their thoughtful presentations. All three firms noted that the library board would be in good hands using any of the capable firms present this evening.

Mrs. Wilder recognized Ms. Burrell's arrival to the meeting at 6:28pm

Vd. 2022 / 2023 Budget presentation

Ms. Tullos presented the Budget presentation that included the COLA and merit increases for all staff based on their evaluations. The Director recognized all staff for the hard work and unusual work this past year 2021/2022 with a .5 added to the performance evaluation score, not their merit increase. Mr. Tatje inquired as to the bank accounts the library has. The Library holds four (4) accounts 1) General Fund; 2) Retiree Insurance; 3) Payroll pass through account; 4) Auction and fees pass through account.

VI New Business

Vla Approval of Revision of 2022 General Fund Resolution

Following the presentation by Ms. Tullos, Mrs. Arlie motioned to approve the revisions of 2022 general fund resolution, seconded by Mr. Tatje.

Vote: Mrs. Arlie Yes; Ms. Burrell Yes, Mrs. Johnson: Absent; Ms. Joseph: Yes, Mrs. Scioneaux: Absent , Mr. Tatje: Yes, Mrs. Wilder: Yes, Mr. Wright: Absent

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

Vlb Approval of 2023 Budget Resolution

Based on the Budget presentation, Mr. Tatje motioned to approve the 2023 Budget Resolution, seconded by Mrs. Arlie.

Vote: Mrs. Arlie Yes; Ms. Burrell Yes, Mrs. Johnson: Absent; Ms. Joseph: Yes, Mrs. Scioneaux: Absent , Mr. Tatje: Yes, Mrs. Wilder: Yes, Mr. Wright: Absent

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

Vlc Policy approval and update – Employee Grievance

Ms. Tullos presented the updated policy on Employee Grievance, using the exact same steps in the current policy, the new updated policy addresses the lack of timelines, the next steps, and includes a time limit in completing all steps. Attorney Jasmin had reviewed the policy and recapped the key areas that were updated: unlimited rights and unlimited timelines. It is imperative that we update to place a cap on the number of days that an employee can bring up a grievance. The DA's office also reviewed the policies for Due Process requirements and to adhere to rules of EEOC – Equal Employment office.

Following discussion, Mr. Tatje motioned to approve the updated Employee Grievance policy V-N-1 with an effective date of 11/2/2022, Seconded by Ms. Burrell.

Vote: Mrs. Arlie Yes; Ms. Burrell Yes, Mrs. Johnson: Absent; Ms. Joseph: Yes, Mrs. Scioneaux: Absent , Mr. Tatje: Yes, Mrs. Wilder: Yes, Mr. Wright: Absent

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

VId Employee Grievance Form update and approval

Based on the recent use of the Employee Grievance process, it was determined that the Grievance Form was missing from the current Personnel Policies. This update and approval to include the form in the Personnel Policies.

Following discussion, Mr. Tatje motioned to approve the updated Employee Grievance form with an effective date of 11/2/2022, seconded by Mrs. Arlie.

Vote: Mrs. Arlie Yes, Ms. Burrell Yes, Mrs. Johnson: Absent, Ms. Joseph: Yes, Mrs. Scioneaux: Absent, Mr. Tatje: Yes, Mrs. Wilder: Yes, Mr. Wright: Absent

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

Vle Policy approval and update – Travel and Expense Reimbursement

To ensure that any pre-paid travel expenses are re-paid to the library if there is a cancellation by the employee that is not for a reasonable reason. Motion by Mr. Tatje to approve the updated policy effective 11/2/2022 and seconded by Ms. Joseph.

Vote: Mrs. Arlie Yes, Ms. Burrell Yes, Mrs. Johnson: Absent, Ms. Joseph: Yes, Mrs. Scioneaux: Absent, Mr. Tatje: Yes, Mrs. Wilder: Yes, Mr. Wright: Absent

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

Vlf Reserve Building update:

The building process of the new facility in Reserve is well underway. The houses have been demolished, foliage removed, and dirt work underway for the foundation of the 1885 house. Andrea and Amy meet every Tuesday with the Architects and Construction company to be kept abreast of current activities and future items.

Vlg Public Bid Approval

We placed the solicitation for public bid for the LaPlace Admin upfit for offices and public space on Sept 14, 21 and 28th in the L'Observateur. In addition, it was placed on www.centralbidding.com; and on the library website www.stjohnlib.com. The Bids were opened on 10/18/2022 at 10 am at the Parish Offices. We received one responsible and responsive bidder from Lakeview Construction and Development for \$374,556.00. The Construction Attorney reviewed all documents including the 10-day documents. Following discussion, Mr. Tatje motioned to award the contract to Lakeview Construction and Development, LLC and authorize the Library Director to work with the Construction Attorney to finalize the contract and move forward. Seconded by Mrs. Arlie.

Vote: Mrs. Arlie Yes, Ms. Burrell Yes, Mrs. Johnson: Absent, Ms. Joseph: Yes, Mrs. Scioneaux: Absent, Mr. Tatje: Yes, Mrs. Wilder: Yes, Mr. Wright: Absent

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

Vlh Library Director Evaluation

Attorney Jasmin provided an outline for the process. At 7:02pm, Ms. Burrell motioned to take a recess, seconded by Mr. Tatje.

Vote: Mrs. Arlie Yes; Ms. Burrell Yes, Mrs. Johnson: Absent; Ms. Joseph: Yes, Mrs. Scioneaux: Absent , Mr. Tatje: Yes, Mrs. Wilder: Yes, Mr. Wright: Absent

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

At 7:20 pm, Ms. Burrell motioned to return to the meeting, seconded by Ms. Joseph.

Vote: Mrs. Arlie Yes; Ms. Burrell Yes, Mrs. Johnson: Absent; Ms. Joseph: Yes, Mrs. Scioneaux: Absent , Mr. Tatje: Yes, Mrs. Wilder: Yes, Mr. Wright: Absent

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

The board continued with Ms. Tullos' performance evaluation. Mr. Tatje shared that he appreciated that Ms. Tullos goes above and beyond the role of a traditional library director to build the new library, to repair the libraries after the hurricane, to work with FEMA to get reimbursed, to have a transition location for LaPlace during this time, we are lucky to have her and hope she is here for a long time. Ms. Joseph agreed. Thank you from Mrs. Arlie, who shared that Ms. Tullos does a great job for the St. John Library system. Ms. Burrell agreed and also shared that Ms. Tullos has a passion and continues to drive the train and with steam to complete all the projects. Ms. Tullos shared that she could not be successful without the support of the library staff, and the support of the library board. The board support allows us to get so much accomplished together. We move together as a team, our administrative team also supports this work. Mrs. Wilder also thanked Ms. Tullos for going above and beyond, especially after Hurricane Ida, with the insurance companies, with the disaster and the recovery. Also carried through with our new Reserve Branch amidst the recovery. Back to Hurricane Ida, the entire staff was phenomenal. Ms. Tullos received an excellent rating.

Mr. Tatje motioned to amend the agenda to add new business to read: 2022 audit proposals heard this evening to approve one of the three firms: P&N, LaPorte, or CRI. Seconded by Ms. Burrell.

Mrs. Wilder opened the floor to public comment. There being no public comment, the President closed the public comment session and moved on to business.

Vote: Mrs. Arlie Yes; Ms. Burrell Yes, Mrs. Johnson: Absent; Ms. Joseph: Yes, Mrs. Scioneaux: Absent , Mr. Tatje: Yes, Mrs. Wilder: Yes, Mr. Wright: Absent

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

Vli 2022 audit proposals- heard this evening to approve one of the three firms: P&N, LaPorte, or CRI.

Mr. Tatje motioned to approve the 2022 Auditor as CRI, Carr, Riggs and Ingram. Seconded by Mrs. Arlie. Mr. Tatje shared that based on the minimal difference in the numbers between the auditors, it would be an unnecessary to move in this year of other larger projects, and things have been smooth between the Business office, Director and CRI. Ms. Joseph and Ms. Arlie agreed, especially following Ms. Hammond's presentation.

Vote: Mrs. Arlie Yes; Ms. Burrell Yes, Mrs. Johnson: Absent; Ms. Joseph: Yes, Mrs. Scioneaux: Absent , Mr. Tatje: Yes, Mrs. Wilder: Yes, Mr. Wright: Absent

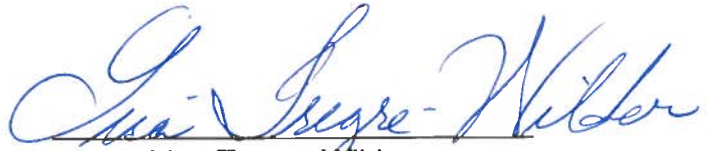
Results: Yes: 5 No: 0 Abstain: 0 Absent: 3

Next meeting will be held on Wednesday, January 12 in Edgard.

Mrs. Wilder called for a motion to adjourn, motion to adjourn by Ms. Joseph and seconded by Mrs. Arlie and adjourned at 7:30pm.



Andrea F Tullos
Library Director



Lisa Tregre-Wilder
President,
Library Board of Control