

Minutes of the Meeting of the Board of Control  
Wednesday, September 13, 2023  
Special Meeting  
Norris J Millet, Sr. Library  
2920 Hwy 51, LaPlace, LA 70068  
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 for reflection.

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

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

Absent: Ms. Burrell, Mrs. Johnson, Mrs. Scioneaux, and Mr. Tatje

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

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 who wished to speak to the agenda, Mrs. Wilder moved to the next order of business.

IV. Approval of Minutes from July 12, 2023

Mrs. Wilder called for approval of the July 12, 2023 minutes. Motion by Mr. Wright and seconded by Ms. Joseph to approve the minutes of July 12, 2023.

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

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

V. Unfinished Business:

a. Adopt parliamentary procedure for the Library Board of Control Meetings

At our last meeting Attorney Jasmin presented the parliamentary procedure to the board. Motion by Ms. Joseph and seconded by Mrs. Arlie to approve the Parliamentary Procedure for Board Meetings.

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

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

b. Laplace site update from meeting with contractors on re-build

After the last meeting, Ms. Tullos reached out to Lemoine construction to discuss our recent engineering reports, recommendations, and possible costs. Ms. Tullos has also spoken with the firm of Foley Judell regarding financing options. Parish President Hotard would like us to provide a plan to them which includes repairing Edgard and rebuilding LaPlace. This would include architectural and engineering fees, the repairs in Edgard and the rebuild in LaPlace of approximately 16,000 – 20,000 sf. Costs are based loosely on the current project in Reserve, it would be \$13-15,000,000. During board discussion, Mr. Wright also reiterated that we should focus on what we would like to see, not to replace what we had. He has asked us to be mindful of our new facility in Reserve and the amenities that will make the facility future forward.

VI. New Business

a. Adopt Insured Cash Suite (ICS) program for collateralizing our funds with Capital One

Ms. Tullos reviewed this new program available for public funds in LA as of July 5, 2023. By adopting this program, we will have all funds FDIC insured, versus the securities held in BNY. This program will be less expensive for insuring our accounts. We will need approval for the opening of two sub-accounts for the General Operating and our Retiree Insurance Account in Capital One. Motion to open the accounts by Mr. Wright seconded by Mrs. Arlie.

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

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

b. Personnel Handbook Presentation – by Jacob Dufour with HR NOLA

Mrs. Wilder reviewed that the library board had agreed months ago to have outside HR consultants bring our Personnel Manual up-to-date. Mr. Dufour, from HR NOLA provided a thorough overview of the policies. Following his excellent presentation, the board voted unanimously to amend the agenda and to approve the policy manual. Motion by Ms. Joseph, seconded by Mr. Wright to approve the manual.

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

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

c. Approve change orders for Reserve Branch Building Project – these have no financial impacts

Ms. Tullos reviewed the change orders for our Reserve Branch Project, which are those items that increased costs following the GMP(Gross Max Price). The Fire Marshal added additional water lines to the building, and additional steel was added for support. We will use contingency funds built into our GMP to cover these costs. Mr. Wright motioned to approve the change orders, seconded by Ms. Joesph.

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

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

d. Recommendation for Hire – Full-time Communications Manager – Brooke Cantrelle

Ms. Tullos shared the background for the recommendation for hire for our Communications Manager – Brooke Cantrelle. She will report to Rona Joseph, our Program Coordinator.

Motion to hire Brooke Cantrelle by Ms. Joseph, and seconded by Mr. Wright.

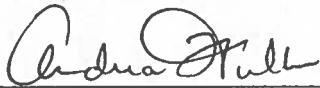
Vote: Mrs. Arlie Yes; Ms. Burrell Absent, Mrs. Johnson: Absent ; Ms. Joseph: Yes,  
Mrs. Scioneaux: Absent , Mr. Tatje: Absent, Mrs. Wilder: Yes ; Mr. Wright: Yes

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

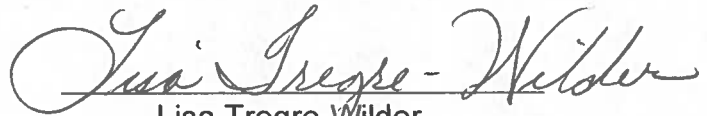
Mrs. Wilder called for a motion to adjourn, motion to adjourn by Mr. Wright and seconded by Ms. Joseph and adjourned at 7:06 pm.

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

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



Andrea F Tullos  
Library Director



Lisa Tregre-Wilder  
President,  
Library Board of Control