

Minutes of the Meeting of the Library Board of Control
Wednesday, April 10, 2024
Called Meeting
Frazee-Harris Memorial Library
111 Historic Front Street, Garyville, LA 70051
6:00 pm

Mr. Tatje presided at the meeting and so called the meeting to order at 6:00 pm.

Mr. Tatje welcomed the newest board member, Mr. Gala Holden. Mr. Tatje also welcomed our elected officials in the audience. Mr. Tatje then called for the roll to be taken.

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

Absent: Ms. Burrell and Mr. Wright were absent.

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

III. Public Comment: Mr. Tatje 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, Mr. Tatje moved to the next agenda item.

IV Approval of Minutes from January 31, 2024

Mr. Tatje called for approval of the January 31, 2024 minutes. Motion by Mrs. Scioneaux and seconded by Ms. Joseph to approve the minutes of January 31, 2024. Mr. Tatje called for roll call on approval of the minutes.

Vote: Mrs. Arlie Yes; Ms. Burrell Absent; Mr. Holden: Yes ; Ms. Joseph: Yes;

Mrs. Scioneaux: Yes ; Mr. Tatje: Yes ; Mrs. Wilder: Yes; Mr. Wright Absent

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

V. Director's Report

Ms. Tullos shared the Director's report. Discussion regarding promotion surrounding our special events and ensuring in the future that they are equally promoted. Ms. Tullos introduced our new branch manager, Hannah Lachney. The board welcomed Hannah.

VI. Old Business

There being no old business, Mr. Tatje moved on to New Business.

VII. New Business

- a. Approve the Louisiana Compliance Questionnaire for the 2023 Audit

Ms. Tullos reviewed the questionnaire, with no changes in 2023. Mr. Tatje called for a motion. Motion by Mrs. Wilder and seconded by Mrs. Arlie to approve the La Compliance Questionnaire. Mr. Tatje called for a vote.

Vote: Mrs. Arlie Yes; Ms. Burrell Absent; Mr. Holden: Yes ; Ms. Joseph: Yes;

Mrs. Scioneaux: Yes ; Mr. Tatje: Yes ; Mrs. Wilder: Yes; Mr. Wright Absent

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

b. Approve move of budgeted funds of “House Landscaping & Sensory Garden” to Lemoine contract for Reserve Branch Project

Ms. Tullos shared that the library board budget already accounted for these funds. Motion by Mrs. Wilder and seconded by Mrs. Arlie to approve the move of budgeted funds for the “House Landscaping and Sensory Garden” to the Lemoine contract. No discussion. Mr. Tatje called for a vote.

Vote: Mrs. Arlie Yes; Ms. Burrell Absent; Mr. Holden: Yes ; Ms. Joseph: Yes;

Mrs. Scioneaux: Yes ; Mr. Tatje: Yes ; Mrs. Wilder: Yes; Mr. Wright Absent

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

c. Approve change orders for Reserve Branch Building Project

Ms. Tullos reviewed the 10 change orders for the Reserve Branch Project. These change orders have no financial impact as they are covered by the contingency in the contract with Lemoine. Motion to approve the change orders by Ms. Joseph, seconded by Mrs. Scioneaux. Mr. Tatje clarified that there is money set aside for any overages during construction, and we are dipping into that contingency. Ms. Tullos affirmed this and also mentioned that there were a couple of credits as well. Mr. Tatje called for vote.

Vote: Mrs. Arlie Yes; Ms. Burrell Absent; Mr. Holden: Yes ; Ms. Joseph: Yes;

Mrs. Scioneaux: Yes ; Mr. Tatje: Yes ; Mrs. Wilder: Yes; Mr. Wright Absent

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

d. Approve Budget Amendment to account for FEMA funds received 3/25/2024

Motion to approve the Budget Amendment for FEMA funds of \$720,438.36 by Mrs. Arlie and seconded by Mrs. Wilder. Discussion regarding whether we expect more funds, and Ms. Tullos affirmed that we will be expecting more for the ‘actual buildings’, this is just from contents. These funds have been set aside. Mr. Tatje called for a vote.

Vote: Mrs. Arlie Yes; Ms. Burrell Absent; Mr. Holden: Yes ; Ms. Joseph: Yes;

Mrs. Scioneaux: Yes ; Mr. Tatje: Yes ; Mrs. Wilder: Yes; Mr. Wright Absent

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

e. Updates to policy for “Purchasing, Accounts Payable and Disbursements” to meet Statewide Agreed Upon Procedures recommendation.

Ms. Tullos shared that this update to the policy will add an additional step & oversight for handling invoices & checks. No one person will handle two activities with this increased oversight. Motion by Mrs. Arlie and seconded by Ms. Joseph to update the policy for “Purchasing, Accounts Payable and Disbursements”. Mr. Tatje recognized Ms. Burrell attendance at 6:15pm. Discussion regarding the current process and clarification that Ms. Tullos would be removed as a signer on the checks. Mr. Tatje called for a vote.

Vote: Mrs. Arlie Yes; Ms. Burrell No; Mr. Holden: No; Ms. Joseph: Yes;

Mrs. Scioneaux: Yes ; Mr. Tatje: Yes ; Mrs. Wilder: Yes; Mr. Wright Absent

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

f. Update Bank signers to include Amy Riche’ to provide for additional checks and balances

Ms. Tullos reviewed that following the updated policy, we would need an additional signer. Motion by Mrs. Wilder and seconded by Mrs. Arlie to update bank signers to include Amy Riche’. Discussion included clarification that Ms. Tullos would be removed as a signer. Mr. Tatje called for a vote.

Vote: Mrs. Arlie Yes; Ms. Burrell No; Mr. Holden: No; Ms. Joseph: Yes;

Mrs. Scioneaux: Yes ; Mr. Tatje: Yes ; Mrs. Wilder: Yes; Mr. Wright Absent

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

g. New Hire Recommendation Taylor Ferchaud – Coffee Shop Manager

Ms. Tullos shared Ms. Ferchaud’s background in culinary arts with a Bachelor of Science from Nicholls State University. Motion to hire Taylor Ferchaud by Mrs. Wilder and seconded by Mrs. Arlie. Discussion was held regarding the interview and decision process. Board members would like to meet new full-time staff at the next meeting in July. Her start date will be April 22nd. Mr. Tatje called for a vote.

Vote: Mrs. Arlie Yes; Ms. Burrell Yes; Mr. Holden: No; Ms. Joseph: No;

Mrs. Scioneaux: No ; Mr. Tatje: Yes ; Mrs. Wilder: Yes; Mr. Wright Absent

Results: Yes: 4 No: 3 Abstain: 0 Absent: 1

h. New Hire Recommendation – Library Asst - Raieisha Elphage

Ms. Tullos shared the new hires qualifications. Motion to hire Raieisha Elphage by Mrs. Wilder and seconded by Mrs. Arlie. Discussion was held regarding the process. Mr. Tatje called for a vote.

Vote: Mrs. Arlie Yes; Ms. Burrell Yes; Mr. Holden: Yes ; Ms. Joseph: Yes;

Mrs. Scioneaux: Yes ; Mr. Tatje: Yes ; Mrs. Wilder: Yes; Mr. Wright Absent

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

Mr. Tatje called for a motion to adjourn, motion to adjourn by Ms. Joseph and seconded by Mrs. Wilder and adjourned at 6:31 pm.



Andrea F Tullos
Library Director



Elois Joseph
Vice - President,
Library Board of Control