

Minutes of the Meeting of the Board of Control
Wednesday, October 11, 2023
Called Meeting
Norris J Millet, Sr.
2920 Hwy 51, LaPlace, LA 70068
6:00 pm

Mrs. Wilder presided at the meeting and so called the meeting to order at 6:06 pm.

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

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

Absent: Mrs. Arlie, Mrs. Johnson, Ms. Joseph, and Mrs. Scioneaux were absent.

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

Mrs. Wilder called for a moment of silence.

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 September 27, 2023

Mrs. Wilder called for approval of the September 27, 2023 minutes. One correction noted by Ms. Burrell. Motion by Mr. Tatje and seconded by Ms. Burrell to approve the minutes of September 27, 2023. Mrs. Wilder called for roll call on approval of the minutes.

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

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

V. Library Director's Report

Ms. Tullos shared the written report covering meetings, activities, Strategic Planning next steps and operations. She also included the accountant report of Budgeted Expenses and Revenues through September 2023.

VI. Unfinished Business

a. LaPlace re-build update

Following the September 13th meeting, the Board requested that I send an update to the Parish President on next steps to re-build. This was completed on September 21st.

VII. New Business

a. 2023 / 2024 Budget Presentation

Ms. Tullos reviewed the organizational chart, the updated Salary Pay Scale for 2024, the Staff Salary Sheet including recommended increases, and the General Fund Budget revisions for 2023 and recommended 2024 budget. Ms. Tullos reviewed the Budget Narrative which is available for each line item. Mrs. Wilder commented that the narrative was very good and thorough.

Following the presentation of the budget there was a motion by Mr. Tatje to waive policy to amend the agenda to adopt the 2023 budget revisions and proposed 2024 budget. Seconded by Mrs. Wilder. Ms. Burrell asked for clarification on the waiving of policy from Attorney Jasmin. This was provided and Mrs. Wilder called for roll call.

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

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

Motion by Mr. Tatje to adopt the 2023 budget revisions and 2024 proposed budget as presented, seconded by Mr. Wright.

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

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

b. Meeting Dates for Library Board of Control 2024

Mrs. Wilder presented the dates for 2024 Jan 10; April 10, July 10 and Oct 9. Motion to approve these meeting dates for 2024 by Mr. Wright, seconded by Ms. Burrell.

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

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

c. Reserve Branch Update

Ms. Tullos shared the updates of completing steel, Entergy underground lines completed in September and estimated substantial completion to be in Spring of 2024.

d. Updated Service Policies for Review

Ms. Tullos shared the 6 policy updates with the Board. Policy updates in order to meet requirements of ACT 436 by January 1, 2024.

Motion by Mr. Tatje to waive policy to amend the agenda to adopt policy revisions VII d 1 - 6 as recommended. Seconded by Mr. Wright.

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

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

VII d i. Patron Complaint / Challenged Material Policy III-W.

Motion by Mr. Tatje to adopt the Patron Complaint/ Challenged Material Policy III-W and seconded by Ms. Burrell.

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

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

VII d ii Laptop Computer In-House Use Policy III-Q

Motion by Mr. Tatje to adopt Laptop Computer In-House Policy III-Q, seconded by Mr. Wright.

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

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

VII d iii Library Card Policy – III-S

Motion by Mr. Tatje to adopt the Library Card Policy III-S, seconded by Mr. Wright.

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

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

VII d iv Library Fines and Fees III-T

Motion by Mr. Tatje to adopt the Library Fines and Fees III-T and seconded by Ms. Burrell.

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

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

VII d v Identification Needed when applying for a Library Card III-M

Motion by Mr. Tatje to delete the Library Card Policy III-M and seconded by Ms. Burrell.

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

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

VII d vi Geographical Service Area/ Eligibility for Borrowing III-L

Motion by Mr. Tatje to delete the Geographical Service Area / Eligibility for Borrowing III-L and seconded by Ms. Burrell.

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

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

VII e Recommendation for Hire

Ms. Tullos shared the recommendation of Javalyn LeBlanc as Library Asst Part-time. Motion by Mr. Wright and seconded by Mr. Tatje to approve hire of Javalyn LeBlanc.

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

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

VII f Library Director Evaluation

The board continued with Ms. Tullos' performance evaluation. Mrs. Wilder shared that the Board is very satisfied with Ms. Tullos' work, going above & beyond our expectations, we appreciate everything that she has done and continues to do. Mrs. Wilder shared that it is an excellent review. Ms. Burrell echoed those sentiments and encouraged her to continue to keep up the good work. Mr. Wright shared that the parish as a whole has come a long way in leadership and Ms. Tullos was a part of that equation. It has been a rough past four years and you continue to push us forward in libraries. Mr. Tatje shared that he is impressed with our work and Ms. Tullos continues to keep the library moving forward, while overseeing building a new library, and rebuilding a library and planning for the repair of this library. There can't be many library directors with those same qualities. Ms. Tullos thanked the board and noted that it takes the whole team, and it is why she shares the staff accomplishments with the Board. Amy has been amazing and has supported our growth in our programming and the work we do.

Mrs. Wilder also complimented Amy Riche' and thanked her for her ongoing support. She shared appreciation of Attorney Jasmin and his support of our library and the board.

Mrs. Wilder called for a motion to adjourn, motion to adjourn by Mr. Wright and seconded by Ms. Burrell and adjourned at 7:02 pm.



Andrea F Tullos
Library Director



Lisa Tregre-Wilder
President,
Library Board of Control