The West Baton Rouge Parish Library Board of Control held a Special Meeting on Wednesday, September 11, 2019, in the Library meeting room. President, Joanne Bourgeois, called the meeting to order at 5:00 p.m. and asked all to rise for the Pledge of Allegiance, led by Vice-President Scarlet Callicoatte.

Those present were Joanne Bourgeois, President, Scarlet Callicoatte, Vice-President, Brenda Morgan, Treasurer, Andrea Kent, Chris Kershaw, ex officio, and Gina Lemoine. Absent were Ola Harden and Kelson Swancy.

In attendance were Dannie Garrett, Legal Counsel to the Board, and senior library staff members Judy Boyce - Youth Services Librarian, Cyndi Jones - InterLibrary Loan, and Luis Interiano – Adult Services Librarian (also taking Meeting minutes).

Joanne Bourgeois declared a quorum present and asked for Public Comments.

MOTION by Chris Kershaw to delay Public Comments on the Agenda to a later point immediately preceding a vote on each item was made. 2nd by Gina Lemoine. Joanne Bourgeois asked for comments or opposition and there were none. Ms. Bourgeois called for a Roll Call vote and asked staff person Luis Interiano to call roll.

Roll Call vote:
Joanne Bourgeois, President, - Yes
Scarlet Callicoatte, Vice-President – Ye.
Brenda Morgan, Treasurer – Yes
Andrea Kent – Yes. Chris Kershaw – Yes
Gina Lemoine – Yes
The roll call vote showed that there were six "yes" votes and no opposition. The motion to delay Public Comments to immediately preceding each item passed unanimously.

Joanne Bourgeois, President, asked the Board to consider amending the agenda by adding Item X (ten) to consider authorization to make changes in the bank account and LAMP signatures. Bourgeois called for a MOTION to amend the Agenda. Chris Kershaw asked if the motion was generic to allow the new director to be added to the bank accounts. Dannie Garrett, Legal Counsel stated that the current motion is to amend the agenda only, then the Board could consider the Item.
MOTION by Andrea Kent to amend the agenda to consider authorization to make changes in the bank account and LAMP signatures. 2nd by Brenda Morgan. Bourgeois called for a Roll Call vote on the motion.

Roll Call vote: Joanne Bourgeois, President, - Yes
Scarlet Callicoatte, Vice-President – Yes
Brenda Morgan, Treasurer – Yes
Andrea Kent – Yes
Chris Kershaw – Yes
Gina Lemoine – Yes
The roll call vote showed that there were six "yes" votes and no opposition.

The MOTION passed unanimously to amend the Agenda by adding Item X – consideration of authorization of changes to the bank account authorization and LAMP signatures.

Bourgeois asked for Public Comments. Luis Interiano asked if senior staff members would be able to approve emergency leave during the interim period before the new director starts. Bourgeois said the issue would be discussed at next week’s Board meeting, and if there were any questions in the meantime, senior staff should contact Joanne Bourgeois, President, or Scarlet Callicoatte, Vice-President or Brenda Morgan, Treasurer.

Bourgeois reported that Board Member Ola Harden has resigned due to personal family matters, effective July 17, 2019, and that a person from the Lukeville community will be recommended to the Parish Council to fill that position. Bourgeois said after the new Director is in place, the Board will ask for a letter or resolution thanking Ms. Ola Harden for her service on the Board.

Bourgeois reported the resignation of Lauren Jung as Interim Executive Director, effective at the end of the business day on Friday, September 6, 2019. Bourgeois called for questions or comments and there were none.

Bourgeois presented the next item to the Board as consideration (ratification) for setting compensation for the Interim Executive Director Lauren Jung for the period of June 25, 2019 to September 6, 2019.

MOTION by Scarlet Callicoatte, Vice-President, for ratification to set the compensation of Lauren Jung, Interim Executive Director of West Baton Rouge Library from June 25, 2019 to September 6, 2019 by increasing her current salary at that time by 15% and to make the increase effective retroactive to the date of June 25, 2019 when she assumed the duties of Interim Executive Director. 2nd by Brenda Morgan, Treasurer.

Bourgeois asked for Public Comment on the motion. There was a comment from the public that the Interim Executive Director should receive the salary of the Director for the interim period. Chris Kershaw, Ex-Officio Board Member, asked to clarify whether the motion to increase compensation is allowed since governmental agencies cannot pay bonuses. Dannie Garrett, Legal Counsel, explained that a retroactive pay raise for performing the same job duties is prohibited, but since this employee took on additional job responsibilities, and the intention is to compensate
the employee for those additional job responsibilities that were not included in the original compensation, then in his opinion, there is not an Article 7, Section 14 Donation problem, so additional compensation is allowed and the amount is left to the discretion of the Board.

Joanne Bourgeois asked for further comments. Chris Kershaw, Ex-Officio Board Member, asked to clarify if the employee, Lauren Jung, Collection Manager, assumed all the duties of the Director starting on June 25, or only some of the duties. Joanne Bourgeois, President, replied that the employee assumed all the duties of the Director.

**SUBSTITUTE MOTION** by Chris Kershaw, Ex-Officio moved that Lauren Jung receive the prorated full salary of the position of Director for the interim period from June 25, 2019 to September 6, 2019 since she took on all the duties of the Director. 2nd by Gina Lemoine. Bourgeois called for a Roll Call vote on the motion:

**Roll Call vote:**
- Joanne Bourgeois, President, - Yes
- Scarlet Callicoatte, Vice-President – Yes
- Brenda Morgan, Treasurer – Yes
- Andrea Kent – Yes
- Chris Kershaw, Ex-Officio – Yes
- Gina Lemoine – Yes

The roll call vote showed that there were six "yes" votes and no opposition.

The **SUBSTITUTE MOTION passed unanimously** to give the former Interim Executive Director, Lauren Jung, the prorated salary of the Director for the interim period in which she served from June 25, 2019 to September 6, 2019. Joanne Bourgeois clarified with Dannie Garrett, Legal Counsel, that if the SUBSTITUTE MOTION passed, it makes the original motion moot, so no vote needed to be taken on the original motion.

Bourgeois presented the next item: consideration of hiring new Executive Director, effective September 23, 2019, and asked for a report.

Scarlet Callicoatte, Vice-President, presented a report regarding the selection of the new Executive Director for the Library by the Executive Board. There were two rounds of interviews; over ten candidates submitted their resumes; five or six were interviewed over three days; three were invited back for the second round; Ms. Callicoatte personally called all references on the resumes. The Executive Board discussed the results and consulted with Rebecca Hamilton, State Librarian of Louisiana.

Based on those findings, **the Executive Board recommends that Ms. Tamie Martin be appointed the new Executive Director for West Baton Rouge Library**. Ms. Martin has sixteen years of public library experience in the St. Tammany Parish Library system and is currently Branch Manager of the Covington Branch Library. Ms. Callicoatte submitted a full review of Ms. Martin’s qualifications in her report to the Board.
Ms. Callicoatte asked for any questions about the selection of Ms. Tamie Martin. There was a comment from the public asking if preference was given to local candidates per the Library’s Policy Manual. Dannie Garrett, Legal Counsel, stated that, in his opinion, the issue of local preference only applies when there are two people whose qualifications are equal, but, given that the Board held interviews, obtained references, and made a determination that there was a best-qualified candidate, the Board has complied with the policy.

Joanne Bourgeois asked for comments from the Board. Brenda Morgan, Treasurer, said that the goal of the Board is for the Library to move forward and would like to have the cooperation of staff and community. Bourgeois asked for more comments from the Board. Chris Kershaw, Ex-Officio Board Member stated that he was not part of the interview process. Bourgeois asked for a MOTION on the recommendation of the committee read by Callicoatte.

**MOTION** by Scarlet Callicoatte, Vice-President to accept the recommendation of the Executive Board and hire Ms. Tamie Martin, effective September 23, 2019, as West Baton Rouge Library Director at the salary of $90,000 [year] as advertised. 2nd by Brenda Morgan. Bourgeois asked for more comments from the Board. Since there were none, Bourgeois asked for a roll call vote.

**Roll Call vote:** Joanne Bourgeois, President, - Yes
Scarlet Callicoatte, Vice-President – Yes
Brenda Morgan, Treasurer – Yes
Andrea Kent – Yes
Chris Kershaw, Ex-Officio – No
Gina Lemoine – Yes

The roll call vote showed that there were five "yes" votes and one “no” vote. Kershaw stated his “no” vote involves his position as an Ex-Officio Board Member who represents the whole parish, and that he prefers to choose local candidates.

**The MOTION passes** to hire Ms. Tamie Martin as the new Executive Director of West Baton Rouge Library at a salary of $90,000 [year] as advertised.

Joanne Bourgeois expressed the Board’s thanks and appreciation for Lauren Jung’s service as Interim Director for the past two months. She also thanked senior library staff members Judy Boyce - Youth Services Librarian, Cyndi Jones - InterLibrary Loan, and Luis Interiano – Adult Services Librarian, for agreeing to be of service to the Board in the ensuing time until the new Director comes on board. The Board will bring the new Director to meet library staff next week.

Joanne Bourgeois introduced Item X (ten) on the Agenda regarding changing signatures at the bank and on the LAMP accounts. Bourgeois sought legal counsel’s advice on voting on these items as two separate motions. Dannie Garrett, Legal Counsel, stated that both could be voted on in one motion because it is his understanding that the purpose is to allow the Board to be a signatory on the bank account to pay bills and to go through the LAMP process to allow transfer of funds to be able to do payroll between now and when the new Executive Director comes aboard and is added as a signatory. Joanne Bourgeois called for a motion.
MOTION by Chris Kershaw to authorize a change to the bank account and LAMP account signatories and to remove the Interim Director as signatory per the bank’s rules, to authorize the Chairperson Bourgeois as a signatory, and to add the new Director when that person comes onboard. 2nd by Scarlet Callicoatte. Bourgeois called for a Roll Call vote.

Roll Call vote: Joanne Bourgeois, President, - Yes
Scarlet Callicoatte, Vice-President – Yes
Brenda Morgan, Treasurer – Yes
Andrea Kent – Yes
Chris Kershaw, Ex-Officio – Yes
Gina Lemoine – Yes
The roll call vote showed that there were six "yes" votes and none opposed.

The MOTION passed to authorize a change to the bank account and LAMP account signatories and to remove the Interim Director as signatory per the bank’s rules, to authorize Chairperson Bourgeois as a signatory, and to add the new Director when that person comes on board.

Joanne Bourgeois thanked all for attending the meeting and stated that the Board wishes for the Library to be successful and for the people of West Baton Rouge to have the best possible library. Bourgeois asked for any other comments, and there were none.

As there is no further business before the Board, there was a MOTION to adjourn the meeting was made by Chris Kershaw. 2nd by Gina Lemoine. On voice vote, the results were unanimous. Motion passed. The meeting ended at 5:41 p.m.

/s/ Joanne Bourgeois
Library Board of Control, President

/s/ Luis Interiano
Submitted by Luis Interiano