

Regular Meeting of the
Assumption Parish Library Board of Control
Wednesday, September 15, 2021
4:37 p.m.

The Regular Meeting of the Assumption Parish Library was held in the Olivia Chenevert Meeting Room, located at 293 Napoleon Ave, Napoleonville, LA.

President, Mr. T. J. Blanchard, called the meeting to order at 4:37 p.m., then led the invocation and Pledge of Allegiance.

Library Board Members present were Mr. T. J. Blanchard, Vice-President, Mr. Jerry Carter, and Mrs. Anthanette Thomas, and Mrs. Jill Johnson. Board members recorded as absent were Mr. Warren Arboneaux, President, and Mrs. Janet Landry. Also present were Mrs. Lenora Carter, Library Director, Mrs. Leasha Walters, Business Office Coordinator; and guests Mr. Glen Duncan and Tyler Olin of Quality Services.

Mr. T. J. Blanchard stated for the record that a quorum was present.

1.) Mr. Jerry Carter offered a motion, seconded by Mrs. Jill Johnson, to accept the minutes of the Library Board meeting dated July 21, 2021, as written. The motion was unanimously adopted.

2.) Mr. Glen Duncan and Mr. Tyler Olin gave a brief presentation on a few possibilities for enhancing the grounds of the Belle Rose Branch.

3.) Mrs. Lenora Carter gave her Director's report, which included new personnel

- a. Miss Brittany Hebert, Library Clerk at the Napoleonville Branch, starting salary of \$10.00 per hour.
- b. Mrs. Linda Romine, Library Clerk at the Labadieville Branch, starting salary of \$10.00 per hour.
- c. Mr. Hunter Gros, Library Clerk at the Napoleonville Branch, starting salary of \$10.00 per hour.
- d. Mr. Rico James, Library Clerk at the Belle Rose Branch, starting salary of \$10.00 per hour.
- e. Mrs. Desiree Johnson, Library Clerk at the Napoleonville Branch, starting salary of \$10.00 per hour.

4.) Mr. Jerry Carter offered a motion seconded by Mrs. Anthanette Thomas, at 5:35 p.m. to enter into an executive session to further the personnel discussion. The motion was unanimously adopted.

5.) Mrs. Anthanette Thomas offered a motion seconded by Jerry Carter to exit the executive session at 5:50 p.m. The motion was unanimously adopted

6.) Mr. Jerry Carter offered a motion seconded by Mrs. Jill Johnson to approve a pay increase for Mrs. Alicia Stewart, to \$41,600.00 per year, to bring her salary in line with the starting pay for

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Information Technology Specialist; Mrs. Stewart was promoted to IT Specialist on August 16, 2021. The motion was unanimously adopted

7.) Mrs. Jill Johnson offered a motion seconded by Mr. Jerry Carter to approve a decrease in pay for Miss Amber Atkins, to \$12,480.00, per year, to bring her salary in line with the starting pay for Library Clerk, after she stepped down from the Social Media Specialist position. The motion was unanimously adopted

8.) Mr. Jerry Carter offered a motion seconded by Mrs. Jill Johnson to accept the position change of Mrs. Caroline Landry from Labadieville Branch Manager to Media Specialist/IT Support Staff, maintaining her current salary of \$36,504.00 per year. Mrs. Landry assumed this position on August 16, 2021. The motion was unanimously adopted

9.) Mr. Jerry Carter offered a motion seconded by Mrs. Anthanette Thomas to approve a pay increase for Mrs. Mellisa Vining, to \$27,040.00 per year, to bring her in line with the starting pay for Branch Manager, Mrs. Vining was promoted to Labadieville Branch Manager on August 16, 2021. The motion was unanimously adopted

10.) Mrs. Anthanette Thomas offered a motion seconded by Mrs. Jill Johnson to approve a pay increase for Mrs. Tamica Williams, to \$27,040.00 per year, to bring her in line with the starting pay for Branch Manager, Mrs. Williams was promoted to Belle Rose Branch Manager on August 16, 2021. The motion was unanimously adopted

11.) Mr. Jerry Carter offered a motion seconded by Mrs. Anthanette Thomas to approve a pay increase for Mrs. Karen Heims, to \$31,200.00 per year, to coincide with her years of service and added responsibilities, Karen Heims began to cross-train in the bookkeeping department as Bookkeeping Support Staff in August. The motion was unanimously adopted

12.) Mrs. Jill Johnson offered a motion seconded by Mr. Jerry Carter to approve the creation of a Maintenance personnel position, this position is to be a full-time position with a beginning salary of \$15.00 per hour. The motion was unanimously adopted

13.) Mr. Jerry Carter offered a motion seconded by Mrs. Anthanette Thomas to approve the Assumption Parish Library Disaster Recovery/Business Continuity Plan Policy. The motion was unanimously adopted

14.) Mr. Jerry Carter offered a motion seconded by Mrs. Anthanette Thomas to approve the amended budgets. The motion was unanimously adopted

15.) Mr. Jerry Carter offered a motion seconded by Mrs. Jill Johnson, to be made into a resolution; to approve Mr. Warren Arboneaux and Mr. T. J. Blanchard the authority on behalf of the Library Board of Control to sign all closing documents involving the property in the Bayou L'Ourse community, listed as Lot 1 BLK C Wildwood Subdivision, Morgan City, LA. The motion was unanimously adopted

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- 16.) Discussion regarding the appointment of a new Library Board member was tabled.
- 17.) Mr. Jerry Carter offered a motion to adjourn, seconded by Mrs. Anthanette Thomas. The motion was unanimously adopted. Meeting adjourned at 6:15 p.m.
- 18.) The next scheduled meeting will be Wednesday, November 17, 2021, at 4:30 p.m. at the Napoleonville Branch Library, in the Olivia Chenevert Meeting Room.