

Meeting Minutes

~~Proposed Meeting Minutes~~

Audubon Regional Library Board of Commissioners

Friday, June 24, 2022

Clinton United Methodist Church

11321 Old S Dr, Clinton, LA 70722

Special Board Meeting

10:00 am

1. Call to Order- Meeting called to order at 10:00 am
2. Roll- Mr. Wiersema, Mrs. Brabham, Ms. Talbot, Mrs. Robertson, Mr. Flowers
3. Approval of Agenda
 - a. Mr. Wiersema motions to remove item seven from the agenda, Submit a Library Board Letter of Recommendation because we were notified by the East Feliciana Police Jury that they would not accept a letter of recommendation. Ms. Talbot seconds the motion. Vote: Mr. Wiersema, yes. Mrs. Brabham yes. Ms. Talbot yes. Mrs. Robertson yes. Mr. Flowers, yes. The motion passed.
 - b. Mr. Flowers asked for a motion to approve the agenda with the changes as approved. Mr. Wiersema motioned to approve the agenda. Mrs. Brabham seconded the motion. Vote: Mr. Wiersema, yes. Mrs. Brabham yes. Ms. Talbot Yes. Mrs. Robertson yes. Mr. Flowers, yes. The motion passed.
4. Clinton- Bank Street building renovation
 - a. Motion on intrusion detection system
 - i. Board discussed wiring for detection system. Mrs. Talbot motioned to not include wiring for a security system in the initial plan. Mr. Wiersema seconded the motion. Mr. Wiersema yes. Mrs. Brabham yes. Mrs. Robertson yes. Mr. Flowers, yes. The motion passed.
 - b. Motion on generator transfer switch
 - i. Mrs. Talbot motioned not to wire for a generator transfer switch. Mr. Wiersema seconded the motion. Mr. Brabham yes. Mrs. Robertson yes. Ms. Talbot yes. Mr. Wiersema yes. Mr. Flowers, yes. The motion passed.
 - c. Motion on circulation desk
 - i. Board discusses options for a circulation desk. Mr. Wiersema motioned to not have a built in circulation desk. Mrs. Talbot seconded the motion. Mr. Wiersema, yes. Mrs. Talbot yes, Mrs. Robertson yes, Mrs. Brabham yes. Mr. Flowers, yes. The motion passed.
 - d. Motion on book stack layout design
 - i. Board discusses the three options.

- ii. Mr. Wiersema motioned to accept Option 2 on the stack layout design. Mrs. Robertson seconded the motion. Mr. Wiersema, yes. Mrs. Robertson yes. Mrs. Brabham yes. Ms. Talbot, yes. Mr. Flowers, yes. The motion passed.
 - e. Possible motion on ceiling tiles-
 - i. Ms. Talbot asked for clarification to make sure that ceiling tiles would not be used in the sanctuary. Board discusses ceiling tiles. Mrs. Brabham thought tiles were being used in the wings only. Ms. Talbot thought they said the sanctuary. Mr. Wiersema thought that tiles were only being used in the wings as well. Ms. Talbot wants stained wood and no tiles in the sanctuary.
5. Jackson-
- a. Motion on meeting room walls removed. Ms. Talbot motioned to remove the two outer walls from the meeting space in Jackson. Mrs. Robertson seconded the motion. Mr. Wiersema, yes. Mrs. Robertson yes. Mrs. Brabham yes. Ms. Talbot yes. Mr. Flowers, yes. The motion passed.
6. Employees (*possible Executive session if needed*)
- a. Salaries
 - b. Board discusses salary options for a raise. Board agreed that the Policy manual needed to be revised and updated. Mr. Wiersema motioned to accept the .50 per hour pay raise times the number of years worked and the 5% COLA adjustment effective June 27th. Mrs. Brabham seconded the motion. Mr. Wiersema, yes. Mrs. Robertson yes. Mrs. Brabham yes. Ms. Talbot yes. Mr. Flowers, yes. The motion passed. Set number of work hours will be discussed at a later time.
 - c. Work Schedules
 - i. Possible motion on number of employees who can work each day. Board discusses the restriction of two employees at a time. Years past, the rule was made that two must work for safety reasons. Mr. Wiersema referred to the policy manual and pointed out that the Director decides staffing. After continued discussion, a staffing plan is requested for a future meeting. Discretion is given to the Director.
7. Letter of Recommendation (*removed due to amended agenda based on East Feliciana Police Jury email dated on June 23, 2022 regarding process for Board member appointment*)
8. Public Comment- No public comment.
9. Date and time of next meeting- Thursday, July 21st in Jackson at 1 pm.
10. Adjournment 10:58 am

All meetings of the Audubon Regional Library Board are quorums and are public meetings.