

Meeting Minutes  
Audubon Regional Library Board of Commissioners  
Thursday, August 4, 2022  
St. Helena branch  
6108 Highway 10, Greensburg, LA 70441  
Regular Meeting  
5:00 PM

1. Invocation: Larry Freeman

2. Call to Order at 5:03 pm

3. Roll-Present: Dr. Lisa Brabham, Martin Macdiarmid, Major Coleman, Larry Freeman, Roderick Matthews and Faye Talbot. Quorum. Also present: Dr. Chrissie O'Quin, designated Ex Officio, East Feliciana Parish and Jim Moss, CPA

4. Approval of Agenda

Before the motion, Major Coleman stated that, in the future, for the board members to be better prepared, he would like to have the agenda, minutes and any pertinent information emailed well ahead of the coming meeting. Martin Macdiarmid motioned to approve the agenda. Dr. Lisa Brabham seconded, and all approved.

5. Approval of the Minutes

Dr. Lisa Brabham made a motion to approve the previous regular meeting's minutes. Faye Talbot seconded this motion and all approved.

6. Statistical, Business & Financial Report

a./b. Credit and Debit Card Expenditures & Bank Statements and Board Members signatures.

A motion was made by Major Coleman and seconded by Larry Freeman to accept the Credit and Debit Card Expenditures & Bank Statements. All approved.

c. Profit & Loss Statement

Jim Moss, CPA, gave the Profit & Loss Statement to the Board. He stated that he would like to reclassify the \$8000.00 payment made to Holly & Smith, Architects for the Jackson Square Plaza Project, as he had a limited discussion with the director at the time concerning this. He wants to discuss and seek approval from the new director on this matter. Jim Moss also noted that there was a \$2,160.00 payment made to McDuffie K. Herrod, Ltd. for auditing fees that were inadvertently left out of the budget. Major Coleman made a motion to accept the Profit & Loss Statement as presented by Mr. Moss. Roderick Matthews seconded, and all approved.

d. Investment Report

Jim Moss explained the Investment Report. Major Coleman motioned to accept, Roderick Matthews seconded this motion and all approved.

7. New Business

a. The Director's resignation letter of 6/29/2022 was presented to the Board.

b. New Library Board Member, Martin Macdiarmid's letter of appointment dated July 5, 2022, by East Feliciana Parish was presented.

c. Resignation letters of St. Helena Parish Board members, Sally Robertson, dated 7/12/2022, Roger Wiersema, dated 7/14/2022, and Tanya Carroll, dated 7/15/2022 were presented.

d. New St. Helena Parish Board members appointed July 26, 2022, is Roderick Matthews, term expires April 2027, Major Coleman, term expires January 2025, and Larry Freeman, term expires January 2026.

e. A discussion was held among the Board concerning the appointment and duties of the interim director. A motion was made by Martin Macdiarmid to appoint Faye Talbot as interim director. Larry Freeman seconded, and the motion was approved.

f. Resolution to begin searches and advertise for a new director was passed with a motion by Major Coleman. Roderick Matthews seconded this motion and all approved.

g. Elect President and Vice President

A motion was made by Faye Talbot to appoint Martin Macdiarmid as President for the rest of the 2022 year. This motion was seconded by Dr. Lisa Brabham and all approved.

A motion was made by Larry Freeman to appoint Roderick Matthews as Vice President.

This motion was seconded by Major Coleman. All approved.

h. Resolution to create approved signers for Bank for officers. A motion was made by Larry Freeman and seconded by Roderick Matthews to create the Resolution. All approved.

i. Motion to reduce the amount the director can spend to \$2500.00 was made by Roderick Matthews. This was seconded by Larry Freeman and all approved.

j. Motion was made by Major Coleman to give a temporary stipend to the business manager for \$4.01 per hour for the extra duties added until a new director is in place. This stipend can then be reevaluated at that time. This motion was seconded by Roderick Matthews. All approved.

k. Pay Increase for part-time library tech was discussed and tabled.

l. Suggested BY-LAWS revision

The Board was asked by Faye Talbot to review and consider the BY-LAWS revisions in their folders. In discussion, a suggestion was made to appoint a committee to make sure that Audubon's **Article III**,

*Section 6. Vacancies* reflect both East Feliciana and St. Helena Police Jury Policies. Faye Talbot asked the Board to consider voting on **Article IV, Section 4a. President 3.** and **Article V, MEETING OF THE BOARD OF COMMISSIONERS**, in the October regular meeting.

m. Approval of Sexual Harassment Procedure. The Sexual Harassment Procedure presented was accepted with a motion by Martin Macdiarmid. This was seconded by Dr. Lisa Brabham. All approved.

#### 8. Public Comments

Public comments were made suggesting that the library board meetings be advertised on social media. She also commented that more people might attend if the meetings were held at 5 pm or later.

9. Date and time of the next Regular Board Meeting were planned for October 20, 2022, at 1 pm at the library in Clinton. The Board discussed the advantages of rotating the meetings between the branches in both parishes. Faye Talbot stated that this can be voted on at the December meeting.

A motion was made by Larry Freeman, seconded by Dr. Lisa Brabham to change the time of October 20, 2022, meeting to 5 pm. All approved. Faye Talbot reminded the Board that a Special Meeting by Holly and Smith, Architects was scheduled for August concerning the Clinton-Bank Street Project to give final approval to put the project out for bid. Martin Macdiarmid said to send out an email to all Board asking for dates they are available to attend. Also, he requested that the information from the architect be emailed to the Board as soon as possible.

Faye Talbot recapped:

Special Board Meeting in August, date to be determined, location is 11023 Bank Street, Clinton, LA  
Regular Board Meeting October 20, 2022, at 5 pm in Clinton.

10. Meeting adjourned at 6:01 pm