

Audubon Regional Library
Board of Commissioners
Regular Meeting Minutes
Wednesday, March 22, 2023, 5:00 PM
2637 Hwy 10, Suite C, Jackson, LA

A. CALL TO ORDER

1. Invocation. Invocation by Roderick Matthews
2. Roll Call. The Director called the roll. Larry Meadows, Roderick Matthews, P.H. Price, Larry Freeman, Martin Macdiarmid, and Faye Talbot were all present.
3. Approval of the Agenda. Faye Talbot motioned to approve the agenda. P.H. Price seconded. Motion passed.

B. UNFINISHED BUSINESS

1. Approval of Minutes from the previous meeting of January 25, 2023. Major Coleman motioned to approve the January 25, 2023, meeting minutes. Larry Freeman seconded and all approved.
2. Statistical, Business & Financial Report, Profit & Loss Statement, Investment Report. The library's financial reports were presented. Faye Talbot motioned to accept the Statistical, Business & Financial Report, Profit and Loss Statement, and Investment Report as presented. P.H. Price seconded and all approved.
3. Approval of Credit/Debit Bank Expenditures. The credit and debit expenditures were presented to the board. P.H. Price motioned to approve the Credit and Debit Bank Expenditures as presented. Larry Freeman seconded and all approved.
4. Budget Adjustment for 2023. The budget adjustment for the 2023 budget was presented. Faye Talbot approved the Budget Adjustment for 2023. P.H. Price seconded. All approved.
5. Auditor Engagement Letter. The Auditor Engagement Letter was presented. Major Coleman motioned to approve McDuffie K. Herrod, LTD.'s engagement letter as written. Roderick Matthew seconded this motion and all approved.
6. St. Helena update. Roderick Matthews informed the board of the status of the new St. Helena library project. He stated that there is a contract in place with Holly & Smith and the agreements are following Capitol Outlay requirements. A discussion was held among the board about library board participation and public input on the project. The board

discussed the repairs left to be made to the patron restroom and the town's leaking water meter issue.

C. NEW BUSINESS

1. Holiday and Leave Policy Revisions. The director presented to the board the 2023 Holiday and Leave Policy Revisions which include removing Veteran's Day and adding Christmas Eve. He requested that Juneteenth be added to the calendar. Under Policy Revisions, he requested to change the vacation request time from one month to two weeks. Under sick leave, he asked to change the requirement for a doctor's note from employees after an absence of three consecutive days to be required after an absence of three days in a pay period. The director asked the board to approve funeral leave for employees and increase the limitation of administrative leave from four to five days. Faye Talbot motioned to approve the Holiday and Leave Policy Revisions as presented. Larry Freeman seconded and all approved.
2. Fund Transfer Request. The director requested that the board approve moving the unrestricted Certificate of Deposit #ending 9518 in the amount of \$69,573.19 in Feliciana Bank and the restricted Clinton Library Building Fund Certificate of Deposit #ending 5708 in the amount of \$13,522.93 in Landmark Bank, to the Clinton Library Building Renovation Checking Account in Feliciana Bank. P.H. Price motioned to approve the Funds Transfer Request as presented. Roderick Matthews seconded and all approved.
3. Staffing Editions. Trevor Collings asked the board to add the equivalent of 20 hours of staffing at each site. He stated that after speaking with the CPA, the library can sustain adding these hours to the payroll. Larry Freeman motioned to add 20 hours at each site for staffing. Roderick Matthews seconded and all approved. The motion passed.
4. Library Website. The director told the board that after reviewing website developers, he has a proposal from 3Sided Media of Hammond to create and maintain a website for the library. He explained the costs and reasons for having an established digital presence online. After questions and discussion, Roderick Matthews motioned, and P.H. Price seconded to contract with 3Sided Media to develop the website. All approved.
5. LA SB7. Roderick Matthews explained that he asked that this item be placed on the agenda. A discussion was held among the board and director.
6. LA HB25. Faye Talbot stated that she asked that this item be placed on the agenda for discussion. The director answered questions from the board and assured them that the library will have no problems adjusting if either of these bills passed.

D. EXECUTIVE SESSION

1. Personnel. A motion was made at 6:06 P.M. to go into Executive Session by Roderick Matthews, seconded by P.H. Price, and passed unanimously. A motion was made at 6:11 P.M. to end the Executive Session by Roderick Matthews. Larry Freeman seconded, and the motion passed unanimously. A motion made by Faye Talbot to approve Peggy

Stafford as Administrative Manager was seconded by P.H. Price and passed unanimously.

E. DIRECTOR'S REPORT. Trevor Collings told the board that he feels the library is establishing a good working foundation with staffing increases, policy revisions, and an updated website, and adding weekly story times, programs, and classes, will engage and create more positive and valuable experiences for the library patrons.

He updated the board on the Clinton Renovation Building Project and informed them they were invited to attend the weekly construction meetings held every Thursday at 9:00 A.M. at the site. He also reminded the board to complete the Ethics and Sexual Harassment Training for 2023 and told them that copies were in each of their board folders.

F. PUBLIC COMMENTS. There were no public comments.

G. LOCATION, DATE AND TIME OF NEXT MEETING. The board agreed that the next meeting will be held at 5:00 P.M. on May 24, 2023, at the St. Helena Branch in Greensburg, La.

H. ADJOURNMENT. Roderick Matthews motioned to adjourn the meeting. Larry Freeman seconded and all approved. The meeting adjourned at 6:21 P.M.