



Audubon Regional Library  
Board of Commissioners  
Public Hearing Minutes  
Wednesday, November 1, 2023, 5:00 PM  
Audubon Regional Library  
2637 Hwy 10, Suite C, Jackson, LA 70748

**A. CALL TO ORDER.**

The meeting was called to order by Martin Macdiarmid at 5:15 P.M.

1. Invocation by Trevor Collings.
2. Roll Call. Present, Martin Macdiarmid, P.H. Price, Faye Talbot, and Major Coleman.  
Absent, Roderick Matthews, Larry Freeman.

Quorum established and noted.

**B. RECEIVE PUBLIC INPUT AND COMMENTS ON PROPOSED 2024 AUDUBON REGIONAL LIBRARY BUDGET**

There were no public comments.

**F. ADJOURNMENT**

A motion to adjourn was made by Major Coleman and seconded by P.H. Price. All approved. The public hearing was adjourned at 5:45 P.M.

*“All meetings of the Audubon Regional Library Board are public meetings.”*

Audubon Regional Library  
Board of Commissioners  
Regular Meeting Minutes  
Wednesday, November 1, 2023, 5:30 PM  
Audubon Regional Library  
2637 Hwy 10, Suite C, Jackson, LA 70748

A. CALL TO ORDER.

The meeting was called to order by Martin Macdiarmid at 5:45 P.M.

1. Invocation by Trevor Collings.
2. Roll Call. Present, Martin Macdiarmid, P.H. Price, Faye Talbot, and Major Coleman.  
Absent, Roderick Matthews, Larry Freeman.

Quorum established and noted.

3. Motion. Approval of the Agenda. Major Coleman motioned to approve the agenda. P.H. Price seconded, and all approved. The motion passed.

B. PUBLIC COMMENTS

There were no public comments.

C. UNFINISHED BUSINESS

1. Approval of Minutes from previous meeting held on July 12, 2023, and August 4, 2023. A motion was made by Faye Talbot and seconded by Major Coleman. All approved and the motion passed.
2. Statistical, Business & Financial Report, Profit & Loss Statement, Investment Report. A motion was made by Major Coleman to accept the financial reports as presented. P.H. Price seconded and all agreed. The motion passed.
3. Approval of Credit/Debit Bank Expenditures. A motion was made by Major Coleman and seconded by Faye Talbot to accept the Credit/Debit Bank Expenditures. All approved and the motion passed.
4. Budget Adjustment 2023. A motion was made by Major Coleman and seconded by Faye Talbot to accept the recommended 2023 Budget adjustments. All approved and the motion passed.

C. NEW BUSINESS

1. Budget Presentation 2024. Major Coleman made a motion to approve the 2024 Audubon Regional Library Budget as presented. Faye Talbot seconded and all approved. The motion passed.
2. Policy Revisions
  - a. Staff Code of Conduct. A motion was made by Faye Talbot to accept the addition of a Staff Code of Conduct Policy based on the Louisiana Legislative Auditor best practices as presented. Major Coleman seconded and all approved. The motion passed.
  - b. Holiday Revision. Major Coleman made a motion to accept the revision to the holiday policy as presented. P.H. Price seconded and all approved. The motion passed.

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- c. Request for Reconsideration. Major Coleman made a motion to accept the revision to the request for reconsideration policy. P. H. Price seconded and all approved. The motion passed.
- d. ADA Related Videoconference Participation. Major Coleman motioned to accept the policy. P. H. Price seconded and all approved. The motion passed.
3. Staff Merit Increase 2023. Faye Talbot made a motion to approve staff merit increases for 2023 to begin on the first full pay period of 2024. Major Coleman seconded this motion and all approved. The motion passed.
5. Festival of Fables Partial Closure. Major Coleman made a motion to accept the agenda item to partially close during the Festival of Fables Event. Faye Talbot seconded this motion and all approved. The motion passed.
6. Friday Branch Hours. Faye Talbot made a motion to accept the agenda item to extend operating hours of all branches to 5:00 PM on Fridays beginning in 2024. P. H. Price seconded this motion and all approved. The motion passed.
7. Accounting Consultant. Major Coleman made a motion to accept the adjusted rate of accounting fees by James R. Moss, CPA. Faye Talbot seconded this motion and all approved. The motion passed.
8. Disclosure and Mandated Training. Trevor Collings reminded the board that financial disclosure and mandated trainings, including Cybersecurity, Ethics, and Preventing Sexual Harassment were required, and the library to date had not received certificates for several members. Mr. Collings offered to assist and have staff assist members with completion at any library location.
5. Bylaw Amendments Regarding Act 393. Trevor Collings announced the following amendments to the bylaws to be voted on in the next regular meeting:

Section 1: Audubon Regional Library shall permit any trustee with a recognized ADA-qualifying disability to request electronic attendance for meetings, provided a medical certificate is submitted. Such members can participate electronically via a secure videoconferencing platform.

Section 6: Trustees attending electronically due to a disability recognized by the Americans with Disabilities Act shall count toward a quorum and may participate and vote in meetings, (LA R.S. 42:17.2.1(A)).

#### D. DIRECTOR'S REPORT

The director presented an update on the Bank. St. construction project and announced an open to the public date of approximately Christmas. He then reported on ongoing programs and activities taking place at each location and highlighted increased patron engagement and outreach initiatives. The director next presented an update on Staff Training Day 2023 and communicated that the event was very successful. He then gave an overview of the 2023 Association of Rural and Small Libraries Conference and highlighted several sessions, mentioning how ideas might be incorporated into Audubon Regional Library's strategic vision.

#### F. LOCATION, DATE, AND TIME OF NEXT MEETING.

The date and time of the next scheduled meeting is Thursday, December 14, 2024, 5:00 P.M., St. Helena Branch, 6108 Hwy 10, Greensburg, Louisiana 70441.

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## G. ADJOURNMENT

A motion to adjourn was made by Martin Macdiarmid and seconded by Major Coleman. All approved. The public hearing was adjourned at 6:34 P.M.

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