

Audubon Regional Library Board of Commissioners  
Tuesday, July 14, 2020  
Clinton Presbyterian Church  
Regular meeting/Building Donation  
1:00 pm

1. **Call to Order**- Mrs. Kiff called the meeting to order at 1:06 pm.
2. **Roll**- Mr. Wiersema, Mrs. Talbot, Mr. Kent, Mrs. Brabham, Mr. Flowers, Mrs. Kiff
3. **Approval of Agenda**- Mr. Wiersema motioned to approve the agenda. Mrs. Brabham seconded the motion. All approved. Motion passed.
4. **Approval of previous meeting minutes**- Mrs. Brabham moved to accept the minutes from the March 10, 2020 meeting. Mr. Wiersema seconded. All approved. The motion passed.
5. **Bank Statements and Credit Card Expenditures**
  - a. Mrs. Talbot requested to know why a budget was not on the agenda. Mrs. Jones shared that she asked the accountant if he wanted to have the budget on the agenda. He replied no. He said that we would wait until after this meeting about the church donation and that we would have the budget at the October meeting. Mrs. Jones also shared that Mr. Moss gave a copy of the Investment Report and the budget to her after the 24 hour notice deadline on July 13<sup>th</sup> and the agenda had already been advertised based on their earlier conversation a week prior. *(The agenda was sent to all Board members on July 7<sup>th</sup> and advertised on July 8<sup>th</sup>)*
  - b. Mrs. Kiff redirected to item 5a approval of bank statements and credit card expenditures by Board signature. Both were passed around for Board members to view and sign.
  - c. Mr. Wiersema asked if all of the CD's had been taken care of? Mrs. Jones responded that they had been taken care of.
6. **Unfinished business**- The Clinton Presbyterian Church donation
  - a. Mrs. Kiff asked for an accounting of Police Jury members present. Mr. Kent, East Feliciana Police Jury President, Mr. Oliveaux, Mrs. O'Quin
  - b. Mrs. Kiff received clarification that the donation of the Presbyterian Church Building would be to the East Feliciana Police Jury. Mr. Kent affirmed.
  - c. Mrs. Kiff asked for clarification about the building being leased to the Library. Mr. Kent affirmed that it would be leased to the library.
  - d. Mrs. Kiff asked for clarification on the donation being for the exclusive use for a library. Mr. Kent affirmed that it would only be used for a library.
  - e. Mrs. Kiff asked if the Police Jury had already accepted the building. Mr. Kent said no.
  - f. Mrs. Kiff asked if the Police Jury was waiting for a vote from the Library Board about whether the building would be accepted. Mr. Kent affirmed that the Police Jury was waiting for the Library Board's decision.
  - g. Mrs. Kiff asked Board members if they had any questions.
  - h. Mr. Wiersema asked if the Library Board would be asked to sign a lease for a minimum of 25 years. Mr. Kent affirmed yes.
  - i. Mr. Wiersema asked if the Police Jury had any funding to go toward the renovations. Mr. Kent said the Police Jury had nothing.
  - j. Mr. Wiersema asked about whether a grant would need to be written for funding.
  - k. Mrs. Jackson who was representing the church asked to read the motion by the Clinton Presbyterian Church Session group. We voted and approved that the Clinton Presbyterian Church donate its building and the surrounding property as shown in the survey to the

Audubon Regional Library. This donation will include a monetary donation of forty thousand dollars at this point.

- l. Mrs. Kiff asked for clarification on the wording and said that it should say that the building was donated to the Police Jury on behalf of Audubon Regional Library.
- m. Mrs. Jackson clarified that the donation real property and cash will be finalized only with assurances that the donation is for the specific use of replacing the existing library building located on Lawyers' Row in Clinton.
- n. Mrs. O'Quin stated that taxpayer money was being paid to the library.
- o. Mrs. Kiff verified to Mrs. O'Quin that when taxpayer money does come into library accounts, that it is accounted for at all Audubon Regional Library Board meetings.
- p. Mrs. O'Quin said she just wanted to make sure it was clear that the library receives the money and that the Police Jury would not be providing any money toward the renovations.
- q. Mrs. Jackson asked to add a clause that says states: "Not to be sold."
- r. Mrs. Kiff clarified that this addition was directed to the Police Jury.
- s. Mr. Kent addressed the meeting. He said that the monetary donations go directly to the Library. Mrs. Brabham restated his statement. Mrs. Talbot said the building would go to the Police Jury because the library cannot own it. She further stated that the money donation would go to the library. Mrs. Kiff restated the agreement for clarification: Audubon Regional Library gets the \$40,000 and the East Feliciana Police Jury gets the building. Mr. Kent affirmed yes.
- t. Mrs. Kiff addressed the lease agreement. She stated the lease would be \$1/year for 25 years. Mr. Kent affirmed yes.
- u. Mrs. Kiff asked for concerns. The following concerns were given: Can we afford to do the renovations? The renovations on the building need to be done to get it up to code so that it is safe for patrons to be in the building so there are no liability issues with asbestos or lead.
- v. Mrs. Kiff asked what the Police Jury would do if the Library Board voted against the building. Mr. Kent stated that the Police Jury would not accept the building. Mrs. Brabham verified that the library Board would have the final say. Mrs. Kiff said that according to what Mr. Kent said, the Library would have the final say in whether to accept the donation.
- w. Mr. Flowers asked if there was a problem with the amount of estimates of work that would need to be completed.
- x. Mrs. Kiff responded, "This information was to give us an idea of what it's going to cost to get this building up to code and up to speed. We're not saying we're going to take the Cadillac version. All right, we're not going to say we're going to take the old Model T version. But it gives us an idea and I had her send this stuff out. So you'll see what has to be done. So, it was just to give you a rough idea before you came to this meeting, what you'd be looking at and there's nothing locked in; there's nothing solid, it is just for informational purposes only. Okay. And if I know some of these board members, I know we're going to get bang for our buck so to speak. Okay. But that is a good issue and I think is what that Mrs. Talbot was trying to raise.
- y. Mrs. Talbot- Shared that Audubon Regional Library needs to get a bigger facility especially due to COVID. Mrs. Talbot also voiced concerns over the inflated repairs on the list. She said that a certified lead abatement professional she spoke with said that the asbestos or the lead abatement did not have to cost \$20,000 if a good quality paint covered the lead and a good vinyl covered the asbestos in the floors. She also felt that the lighting in the parking lot did not need to cost \$17,000. All that would be needed is Entergy to turn a pole light on for 17 dollars a month. She also expressed her feelings that furniture was a wish list. She pointed out that the library already has a circulation desk, and adult chairs. It would be nice to have computer carrels, but that the library did not have them now. Mrs. Talbot also felt that a

- dumpster rental was unnecessary. She felt that there was no way it would cost \$300,000 to get the building in a way which could be used. She also felt the building was needed now.
- z. Mr. Wiersema expressed concerns about stability, integrity, and also making sure that the building meets code. He was not sure that the process shared by Mrs. Talbot was the best way to handle the asbestos and lead in the building. He suggested that more investigation be done related to those items. Mr. Wiersema expressed concerns about the foundation because of cracks and the tremendous weight that will be put on the floors from books and shelving. He said if it was not addressed now, the issues related to this would have to be addressed later. Mr. Wiersema was also concerned about the tremendous heating and air conditioning of the space. He looked at the units and said one was questionable. Mrs. Talbot agreed and said they all were. Mr. Wiersema then addressed issues related to replacement of all electrical wiring and said the duct work would need to be looked at carefully. He stated that if the Board decided not to make renovations on some of the aspects that are recommended, then those would have to be addressed later down the line. He then asked if the money was available and stated that he was not in favor of borrowing to finish the work. He asked if he was assured that we have enough money in our accounts to pay for the initial necessary renovations? Mrs. Kiff said she assumed that we did.
- aa. Mrs. Brabham brought up the other project that is going to happen in Greensburg and felt the library should not put “all its eggs in one basket.” It is still going to happen. The timing was not known at this point.
- bb. Mrs. Kiff asked Mr. Adams if the Greensburg library was on the appropriations list to be signed by the Governor. Mr. Adams did not know but said he would find out.
- cc. Mrs. O’Quin asked everyone to realize that it’s going to cost a little bit to do something with this building, but she asked everyone to remember, you’re getting this building for free plus a minimum of \$40,000 for renovations.
- dd. Mrs. Kiff shared that the library does appreciate the donation but that the Board needed to return to the issues that were being discussed.
- ee. Mrs. Talbot shared what she knew from Representative Robby Carter. She said, “The other day Robby came down from the Governor’s office and stopped right at my desk and said I just got cash from the Governor. We can pay the architect now.” She asked about when the groundbreaking was going to happen and he replied it would happen soon.
- ff. Mrs. Kiff restated the concerns of Mrs. Brabham about having 2 projects going at once.
- gg. Mrs. Talbot questioned why this would be an issue if bond money was being used.
- hh. Mrs. Kiff responded that it was not known what would be entailed in that project either and that the Library Board had not gone through the same process for it.
- ii. Mrs. Kiff shared her thoughts and concerns. She said the added space would be a benefit. She was concerned about the location not being on the main thoroughfare like the Lawyer’s Row location.
- jj. Mrs. Kiff shared a second concern about any laws or statutes which would say that a public library cannot be within a certain number of feet of an educational building. Mr. Kent replied that he knew of none.
- kk. Mrs. Kiff asked if the Police Jury had held any public hearings or taken comments from the community regarding the donation of the building. Mr. Kent said they had not. Mrs. Kiff asked if the Police Jury would be hearing from constituents about the donation. Mr. Kent affirmed yes.
- ll. Mrs. Kiff asked for a motion to get the donation of the Clinton Presbyterian Church on the table. Mrs. Talbot motioned. Mr. Flowers seconded the motion.
- mm. Mrs. Brabham asked what would happen if the project was started and there was not enough money. Mrs. Talbot asked the Board to recognize Mr. Moss to answer the question.

- nn. Mr. Moss stated for the record that he gives the Director a budget each month and that he was confused about what happened this month. He shared that there are several accounts “set up for” and “restricted for” buildings. Mr. Wiersema asked what kind of reserves would be left after the repairs. Mrs. Brabham shared it was one of her questions too.
- oo. Mr. Moss stated that it would be kind of hard to determine because you have a lot of different factors. He said you've got funds and the general account that exceeds what the budget is for this year. And you've got some restricted funds. And they have to be identified as far as which libraries those funds are for. That is something you all have to determine.
- pp. Mrs. Kiff asked to call for a vote. All in favor of accepting the building?
- qq. All approved. The motion passed.
- rr. Mrs. Kiff thanked the Director for gathering all the estimates in the report.
- ss. Mr. Wiersema asked the Director about a time estimate. Mrs. Jones indicated that she was told it would be a long process and take a minimum of 1 year.
- tt. Mr. Wiersema indicated that was about what he expected it to take. Mrs. Talbot asked to know what companies gave estimates. Mrs. Jones responded that none of the estimates were binding and that everything would have to be put out for bid. Mrs. Kiff reiterated that the estimates were for information purposes only at this stage.
- uu. Mrs. Jackson shared their gratitude to the library for accepting the offer of the church building and shared that Mrs. Frances Phares was the inspiration for this donation. Mrs. Jackson was glad that the building will remain a part of the community.

**7. New Business**

- a. Safety Measures for Employees during COVID
  - i. Board discussion included masks, closed stacks and sanitizing of library sites. No motions were made. Mrs. Jones said she would continue to attend online Director’s meetings with the State Library, watch the Governor’s office and local Police Jury offices for changes in order to stay current on practices for the library to follow. Clinton had completed the 14 day quarantine. Employees that were exposed, tested negative for COVID. Jackson employees have not been exposed. All locations are safe.
- b. Employee updates. St. Helena has had 3 people resign. Mrs. Jones asked the Board to consider allowing her to hire an employee with a library degree at \$15/hour.
  - i. Mrs. O’Quin asked to go back to COVID. She informed the Board that the Police Jury was buying its own sanitizing machine and would be able to offer sanitation to all government buildings in East Feliciana Parish if it was needed. Mrs. Kiff and Mrs. Jones thanked Mrs. O’Quin for sharing that information.
  - ii. Mr. Wiersema motioned that the Director be allowed to hire an employee with a library degree who could act as a manager and who has library skills for \$14 an hour? Mr. Flowers seconded the motion. The motion passed. Mrs. Kiff, Mrs. Brabham, Mr. Wiersema approved. Mrs. Talbot objected to the motion. Mrs. Kiff asked to note Mrs. Talbot’s objection for the record.

**8. Mrs. Jones presented the Director’s Report.**

*July 14, 2020*

**A. *Health Precautions-***

**a. *March 2020-Present-***

- i. Hand sanitizer, disinfectant spray, soap & first aid kits available at each site- March 2020*
- ii. Our cleaning company has cleaned libraries even when locations have been closed. They have made a special effort to thoroughly clean high contact surfaces*

- b. *June 2020-Air filtration systems have been purchased for each site; HEPA and UV light combo for smaller areas around circulation desks. Currently waiting for orders to arrive.*
- c. *July 2020*
  - i. *July 2, 2020 Air filters were purchased, cleaned, and/or replaced at all locations*
  - ii. *Closed Stacks and masks required July 11,2020*
  - iii. *Jani-King- July 15-July 31*
    - 1. *St. Helena is scheduled for an intensive cleaning this week.*
    - 2. *Director is currently working with the EF Parish Manager for Jani-King intensive cleaning of Clinton and Jackson locations; the cleaning agent is on the list of approved disinfectant cleaners with the EPA and is on file.*
- B. *State Library Director Meetings are being attended online on a weekly basis. Updated information related to COVID-19 is being discussed. Policies, procedures and Louisiana library trends are being discussed. These Statewide resources are being used to make decisions related to Audubon Regional Library services in conjunction with The Governor's Office mandates and East Feliciana and St. Helena Parish Police Jury policies.*
- C. *Collaboration with Schools*
  - a. *Contacts with School Superintendents and Head Start Programs have been made for the upcoming 2020-2021 School Year. The Library is collaborating with local schools to get each child a public library card so that they will have access to library books and in particular, eBooks. Free Wi-Fi access does not need a library card so children will have access to Wi-Fi 24/7 in order to complete school work if needed.*
- D. *Indiana Library Director contacted the Director through Facebook. Messages have been sent back and forth and email addresses. The purpose of the contact was to praise our Outreach Van and gain insight on procedures and programming offered to the public through an Outreach Van setting. We have been talking with one another and sharing information and ideas in support of each other's libraries.*
- E. *Mrs. Travis's resignation has been received and will be presented to the St. Helena Police Jury by the end of July.*
- F. *Mrs. Phares requested information about her donations at the Session meeting between the Clinton Presbyterian Church members and Mrs. Jones in June. Through extensive research, it was determined that the monies she donated were put into the CD at FB&T Building Fund. #3218828 which rolls over every March 13th. Her donations were mixed with many other donations from other individual donors, from monies raised by The Clinton Friends of the Library fundraisers and with a \$25,000 donation from the will of a local patron and supporter of the library. This account currently has a fund of \$75,906.03. All correspondence between the Director at the time and donors were related to donations toward a new building fund.*
  - a. *Mrs. Talbot asked how computers were being handled. Mrs. Jones replied that the library is in Phase II with limited access. Two people are allowed to use computers at one time on separate computers. Once the person finishes, the mouse and keyboard are cleaned and the keyboard is turned upside down so that it's ready for the next patron to come in and use the computer.*
  - b. *Mrs. Talbot asked about limiting public access to the library stacks/bookshelves. Mrs. Jones said that she put that policy in place on July 11<sup>th</sup>. Mrs. Talbot shared her opinion that it should have happened sooner.*
  - c. *Mrs. Talbot asked about operating hours. The Director said that two locations were open to the public. One was open with limited access and the other was open to curbside services. Mrs. Jones was working with staff to have the third location open with limited*

access as well. Mrs. Jones indicated that she is watching the Governor's statements, the CDC recommendations and the respective Police Jury policies closely in order to keep the library in alignment with best practices. Mrs. O'Quin said the Police Jury has gone back to one person at the window but all meetings are open to capacity limits.

- d. Mrs. Talbot asked who was paying for the cleaning. Mrs. Jones indicated that East Feliciana Parish was paying for the cleaning at Clinton & Jackson and that the library paid for the cleaning of the St. Helena Branch. The cost to sanitize/fog Greensburg was \$504.
  - e. Mrs. Jones shared that she was collaborating with the schools to make sure all children have a library card to access eBooks and other materials. Mrs. Talbot informed Mrs. Jones that all information must be sent to parents, double checked by teachers because parents can put any address or phone number and we don't know. If a child has 10 books lost, we sure don't want to give them a different card. Mrs. Jones reassured the Board that steps and procedures for issuing library cards were in place.
  - f. Mrs. Jones shared that a Library Director from Indiana had contacted her through Facebook, about some of the positive things she's seeing about the Audubon Regional Library van Outreach Program and usage in our parish, and in our library system. She was very impressed. She saw it online, in a posting and she wanted to gather information so that she could approach her library Board with a similar proposal for their library system. Contact information was exchanged.
  - g. Mrs. Travis sent in her resignation and it will be presented to the St. Helena Police Jury by the end of July. Mrs. Kiff clarified that this would take place on July 28<sup>th</sup>. Mrs. Kiff shared that Mrs. Travis knew Mrs. Tanya Carroll and that she was being recommended as a replacement for Mrs. Travis. Mrs. Talbot stated that she had not been appointed yet and that another name could still be placed. Mrs. Talbot suggested donating a book to the library to honor Mrs. Travis for her time served as a Board member. Mr. Wiersema said that this was discussed at the last meeting in March and the suggestion was to get a large print by James Audubon that either hung in her home or at the library. Mrs. Talbot stated that she thought a book should be included.
  - h. Mrs. Jones shared information about Mrs. Phares donations to the library as shown in the Director's report above. The Director concluded her report. There were no further comments on the Director's report.
  - i. Mrs. Kiff thanked the Police Jury members and the State Representative and other people for coming to the meeting.
9. **Public comment:** Mrs. Egros and Mrs. Shirley Anderson represented the Clinton Friends of the Library. Mrs. Egros reported that the Clinton Friends of the Library had not had any functions lately but that since the library is going to be going into a new building, it could have some functions. She also shared that the Friends group had just donated the funds for the new blinds at the location on Lawyer's Row. She also shared that they have over \$8,000 their account. They found some entries where Mrs. Phares had donated some \$300 on several occasions to the Clinton Friends of the Library. Mrs. Jones clarified that Mrs. Phares had donated directly to the library and to the Friends of the Library.
10. **Time and location of next meeting:** October 20, 2020 at 1:00 pm in Greensburg.
11. **Meeting adjourned**

**Approved: 10/27/2020**

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