

Agenda
Audubon Regional Library Board of Commissioners
Tuesday, October 21, 2019
Clinton Main Library
Regular Meeting
1:00 pm

1. Call to Order- Mrs. Travis calls the meeting to order at 1:00 pm.
2. Roll Call-
 - a. Mr. Wiersema, Mrs. Kiff, Mr. Moss, Mrs. Brabham, Mrs. Travis, Mr. Flowers attended the meeting. Mrs. Talbot was absent. Michele Jones; Guest: Betty Thompson
 - b. Mr. Wiersema proposes to table the Executive Session until the next ARL Board meeting. Mrs. Brabham motions that Executive session be postponed until the next Board meeting. Mr. Flowers seconds the motion. All voted in favor of the motion. The motion passes.
3. Approval of the Agenda- Mr. Wiersema motions to approve the agenda as amended. Mr. Flowers seconds the motion. All voted in favor of the motion. The motion passes.
4. Approval of previous meeting minutes- 7/9/2019
 - a. Mr. Wiersema motions to accept the minutes from the previous meeting. Mrs. Brabham seconds. All were in favor of the motion. The motion passes.
5. Business/Financial Report
 - a. Credit Card purchases
 - i. The credit card purchases are distributed to Board members. Mr. Flowers motions to approve the business/financial report which includes credit card purchases. The motion was seconded by Mrs. Braham. All voted in favor. The motion passes. Mrs. Jones requests that an ARL Board members signs the credit card purchases. Mrs. Kiff , Mr. Flowers and Mr. Wiersema signs the business documents.
 - b. Bank Statement reconciliation
 - i.
 - c. Budget Adjustments
 - i. Profit/Loss statement is presented to Board members. Mrs. Jones asks for line items adjustments.
 1. Line 5000- Payroll costs. Mr. Wiersema motions to accept the adjustment line item 5000. Mrs. Brabham seconds the motion. All were in favor of the motion. The motion passes.
 2. Line 6280- Van expenses. Mr. Flowers motions to accept the line item adjustment to add \$350 to line 6280. Mrs. Brabham seconds the motion. All voted in favor. The motion passes.
 3. Line – Director’s salary. Mr. Wiersema motions to leave the line item as is. Mrs. Brabham seconds the motion. All voted in favor of the motion.
 - a. The line item was not lowered due to a promised bonus after Mrs. Jones passed the State Certification exam in

September 2019. The Board recognized that it would be retroactive after a final vote in the December meeting.

4. Line- Mr. Wiersema motions to accept the line item adjustment office equipment. Mr. Flowers seconds the motion. All voted in favor. The motion passes.

5. Mrs. Jones asks for Board signatures on the line item adjustments.

6. Mr. Wiersema makes a motion to accept the revised 2019 budget. Mr. Flowers seconds the motion. All voted in favor. Motion passes

- d. Instituting purchase orders/minimum purchase limit
 - i. Board discussion occurred about transparency and the purchasing limit.
 - ii. Mr. Flowers motions to raise the purchase limit from \$2500 to \$5000. Mr. Wiersema seconds the motion. All voted in favor. The motion passes. It is noted that if this is misused, it can and will be re-lowered, in the future, if needed.
 - e. Finance Committee update
 - i. In absence of Mrs. Talbot, acting President of the Finance Committee, Mrs. Jones reports that the final CD is coming for renewal on October 19th.
 - f. Board Reminder- Sexual Harassment Training laptop
 - i. Mrs. Jones informs the Board members that the Sexual Harassment Training laptop is in Clinton.
 - ii. Ethics Training and Sexual Harassment training is due at the beginning of each year. Ethics Training can be completed online. Sexual Harassment training must be done on the installed laptop.
 - g. Cleaning contract- approval
 - i. Mr. Wiersema motioned to accept the cleaning contract from Belinda Brignac. Mr. Flowers seconds the motion. All voted in favor of the motion. The motion passes.
 - h. Book Ordering
 - i. The book ordering motion at the July 2019 meeting was unfinished. Mr. Wiersema motions to accept book leasing to McNaughton. Mrs. Brabham seconds the motion. All voted in favor of the motion the motion passes.
 - ii. Mrs. Jones asks to approve book leasing through Baker and Taylor instead of McNaughton. Mr. Wiersema motions to withdraw the motion to use McNaughton for book leasing. Mrs. Brabham seconds. All voted in favor. The motion passes and the previous motion is withdrawn.
 - iii. Mr. Wiersema motions that Baker and Taylor will be used for book leasing. Mrs. Brabham seconds the motion. All voted in favor of the motion. The motion passes.
6. New Business
- a. Auditor for 2020
 - i. Motions that McDuffie/Herrod be used as the 2020 auditor. Seconds the motion. All voted in favor. The motion passes. Mr. Wiersema motions to accept McDuffie/Herrod as the 2020 auditor. Mrs. Brabham seconds the motion. All voted in favor of the motion. The motion passes.
 - b. Approval of New Hires
 - i. Motions to approve the new hires: New managers have been hired: Mrs. Terry Taylor, Mrs. Darla Gore, and Mrs. Heather Mayeux. Mrs. Profit has been hired as a part time employee. Mr. Keith and Mrs. Margaret have been hired to run the Outreach Program. Mr. Flowers moves to accept the

new hires and employees shifts to new positions. Mrs. Brabham seconds the motion. All voted in favor of the motion. The motion passes.

c. Buildings

i. Clinton Presbyterian Church-

1. In absence of Mrs. Talbot, Mrs. Jones shares that the church is closing and may become available. Mrs. Jones shares that Mrs. Talbot asked that this be shared with the Board. Mrs. Brabham motions to postpone discussion until the next meeting. The motion was seconded by Mr. Flowers. All voted in favor. The motion passes.

ii. Clinton Repairs

1. O'Quin Builders submitted estimates:

- a. To paint the children's room, the kitchen and bathroom area for \$2400.
- b. To build a new back deck, seal, and haul the old decking away for \$1820.
- c. To shore up the floor in the Fiction room and repair the front threshold for \$415.00

Mr. Wiersema motions to accept the estimates for the repairs to the Clinton location. Mr. Flowers seconds the motion. All voted in favor of the motion. The motion passes.

d. Computer upgrades

- i. Mrs. Jones informs the Board of the multi-phase project to upgrade old computer units using Windows 7 to newer units that can run Windows 10. Updates will start in Clinton and proceed to Jackson and St. Helena.
- ii. Mr. Flowers motions to accept the estimates from MIS Technology Group for computer upgrades to the administrative and patron computers in Clinton. Mrs. Kiff seconds the motion. All voted in favor of the motion. The motion passes.

e. Handbook Policies

i. Security of payroll and billing

1. Mr. Flowers makes a motion to have Mrs. Jones clarify the handbook policy for transporting payroll and billing for presentation and vote of approval at the December 10 meeting. Mrs. Brabham seconds the motion. All voted in favor of the motion. The motion passes.

ii. Employee Policies

1. Mrs. Jones presents an employee list with current pay rates and dates of hire. Mrs. Jones presents the proposed employee raise projections to Board members. The Board will vote on which wage increase to implement at the December 10th meeting.

2. Part-time Employees- minimum hours policy

a. Mr. Wiersema motions to maintain the present policy with no changes. Mr. Flowers seconds the motion. All voted in favor of the motion. The motion passes.

3. Spouses working under same supervisor

a. Mr. Flowers motions to remove the 3rd sentence of the paragraph related to employment of spouses. Mrs. Kiff seconds the motion. All voted in favor of the motion. The motion passes.

- f. Policy about print copy of Handbook
 - i. This agenda item was originally a misunderstanding and misprint by Mrs. Jones. Mrs. Travis asks that all locations of the library have a print copy of the handbook available for employees to access. Mrs. Jones indicated that even though employees have access to a pdf version of the handbook 24/7, that she will make sure that paper copies are available for employees at each library location.
- g. Director's Questions
 - i. Direction/Goals and Director Responsibilities will be addressed at the next meeting in December. Mr. Wiersema motions to postpone Director's questions until the December meeting. Motion is seconded by Mrs. Brabham. All voted in favor of the motion. Motion passes.
 - ii. Director-Evaluation procedures and date
 - 1. Mrs. Brabham motions that an executive committee of three members be formed to work on the Director evaluation. Mr. Wiersema seconds the motion. All voted in favor of the motion. The motion passes.
 - 2. An Executive Evaluation Committee was appointed by Mrs. Travis. Members of the committee assigned are: Mr. Wiersema, Mrs. Kiff, and Mr. Flowers. The committee will meet before the December 10 meeting to choose Director's evaluation tool and complete a preliminary evaluation. This evaluation will be presented to the Board for a vote at the December 10, 2019 meeting.
- 7. Library Director Report
 - a. Mrs. Jones presents the Director's report.
- 8. Executive Session- Executive session was rescheduled to the December 10, 2019 meeting.
- 9. Public Comment- There is no public comment.
- 10. Location and Time of next meeting- The next meeting will be on Dec. 10, 2019 at 1:00 pm in Clinton.
- 11. Adjournment- The meeting is adjourned.

Minutes were approved on Dec. 10, 2019

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