

Approved Minutes  
Audubon Regional Library Board of Commissioners  
Thursday, Oct. 21, 2021  
Greensburg, Louisiana  
Regular Meeting  
9:30 am

1. Call to Order 9:30 am
2. Roll- Present: Mr. Wiersema, Mrs. Brabham, Mrs. Carroll, Mr. Johnson, Mr. Flowers Absent: Mrs. Talbot
3. Approval of Agenda: Mr. Wiersema motions to approve the agenda. Mrs. Brabham seconds the motion. All approved. Motion passed.
4. Approval of previous meeting minutes-
  - a. Mrs. Jones shared that because there had been no regular meeting since March 9<sup>th</sup>, that there were several sets of minutes to be approved. These included March 9<sup>th</sup>, March 29<sup>th</sup> Special Meeting, and the May 28<sup>th</sup> Special Meeting to discuss building offer in St. Helena.
  - b. Mrs. Brabham moves to approve the March 9<sup>th</sup> meeting minutes. Mrs. Carroll seconds the motion. All approved. The motion passed.
  - c. Mr. Wiersema motions to accept the March 29<sup>th</sup> meeting minutes. Mrs. Brabham seconds the motion. All approved. The motion passed.
  - d. Mrs. Carroll motions to approve the minutes for the May 28<sup>th</sup> meeting. Mrs. Brabham seconds the motion. All approved. The motion passed.
  - e. Mrs. Brabham asks if they have to approve the minutes from the cancelled meetings. Mr. Wiersema said that the meeting was not held and did not need to have any minutes approved.
5. Public Comment (*limited to 3 minutes*) There was no public comment.
6. Statistical, Business, and Financial Report
  - a. Mrs. Jones shares that all of the bank statements were in the file since March 2021 and that usually there are not this many bank statements because the Board has a meeting in July. Mrs. Jones indicated that all bank statements had been signed by a Board member except two that had a flag on them. Mr. Wiersema asked if Mrs. Brabham had inspected and reviewed all the bank statements. Mrs. Brabham responded that she had and Mr. Wiersema said that he was ok with this. Mrs. Brabham said that she left a couple of the statements for other board members to sign because she felt it would better in the eyes of the auditor if other members were signing the statements as well.
  - b. Mrs. Brabham made reference to an email about one of the expenditures related to the Jackson building for discussion. The cost was \$475 dollars for the company to look at the building and check for safety concerns. Mrs. Jones shared that company was originally scheduled to come before the Hurricane but because of the Hurricane and recovery, changed their visit date. After the initial visit, Mrs. Jones was able to cancel the contract based on the conversation that occurred between the West Republic of Florida President and the Audubon Regional Library Board President ensuring that everything would be cleaned and made safe for reopening.
  - c. Mrs. Brabham asked about the huge water bill for the church location in Clinton. Mrs. Jones explained that someone broke a pipe on the property and when they replaced it, they did not

turn the meter off completely and the water was leaking. As a result, the water bill was affected. Since this occurrence, the library spoke with the water department and they said the library was within its rights to install a chain and lock on the meter to make sure that it does not occur again. Mrs. Peggy went to inspect the meter and noticed that there was a new pipe installed right near the meter. Mrs. Brabham asked if it was broken by lawn maintenance. Mrs. Jones responded that it was possible but that the library did not know since it was not contacted about the incident.

- d. Approval of Credit/Debit Card expenditures/ Board Member signatures
- e. Approval of the 2021 Budget adjustments/ Board Member signatures
  - i. Revenues- Line 4170- Mr. Wiersema motions to accept the adjustment of \$94,129.69. Mrs. Brabham seconds the motion. All were in favor. The motion passed.
  - ii. Line 4180- Mr. Wiersema motions to accept the adjustment. Mrs. Carroll seconds the motion. All were in favor. The motion passed.
  - iii. Line 4200- Mr. Wiersema motions to accept the adjustment for Line 4200. Mrs. Carroll seconds the motion. All were in favor. The motion passed.
  - iv. Line 4280- Mr. Wiersema motions to accept the adjustment for Line 4280. Mrs. Brabham seconds the motion. All were in favor. The motion passed.
  - v. Expenditures- Line 5500- Mr. Wiersema asks why grants are listed twice on the adjustments. Mrs. Jones explained that Mr. Moss indicated that the grant had to be listed in the revenues portion and then the expenditures part of the budget to account for the expenditure. Mrs. Jones shared that the grant has to be spent in its entirety by the end of this year as part of its requirements. Mr. Wiersema asks if it is the library's fiscal year or the federal fiscal year. Mrs. Jones responded that it was the end of the library's fiscal year. Mr. Wiersema motions to accept the adjustment. Mrs. Brabham seconds the motion. All were in favor. The motion passed.
  - vi. Line 6060- Mr. Wiersema asks if the utilities budget is going to be adjusted for next year. Mrs. Jones responds that it will. Mr. Wiersema motions to accept the adjustment. Mrs. Brabham seconds the motion. All were in favor. The motion passed.
  - vii. Line 6100- Mrs. Carroll motions to accept the adjustment. Mrs. Brabham seconds the motion. All were in favor. The motion passed.
  - viii. Line 6540- Mrs. Carroll motions to accept the adjustment. Mr. Wiersema seconds the motion. All were in favor. The motion passed.
  - ix. Line 6542- Mrs. Brabham motions to accept the adjustment. Mrs. Carroll seconds the motion. All were in favor. The motion passed.
  - x. Line 6025- Mrs. Carroll motions to accept the adjustment. Mr. Wiersema seconds the motion. All were in favor. The motion passed.
  - xi. Line 6425- Mrs. Carroll motions to accept the adjustment. Mr. Wiersema seconds the motion. All were in favor. The motion passed.
  - xii. Line 6440- Mr. Wiersema motions to accept the adjustment. Mrs. Carroll seconds the motion. All were in favor. The motion passed.
  - xiii. Line 7520- Mr. Wiersema motions to accept the adjustment. Mrs. Carroll seconds the motion. All were in favor. The motion passed.

- xiv. Line 7540- Mrs. Carroll motions to accept the adjustment. Mr. Wiersema seconds the motion. All were in favor. The motion passed.

f. Investment Report

- i. Mrs. Jones reminds the Board that the Investment report the current standing of all accounts. Mrs. Jones reminds the Board that that \$200,000 of the General Fund has been restricted by the Board at the Dec. 2019 meeting.
- ii. Mrs. Jones directs the Board to Line 1010 to see the current balance of the renovation account for the new Clinton location which consists of a combination of the monies donated by the Clinton Presbyterian Church and a CD which was listed with the name of East Feliciana Building fund which was approved to be added to the renovation account.
- iii. Mr. Wiersema asked when the CD's are up for renewal. Mrs. Jones directs Board members to the Investment report under the column titled Maturity date. Mrs. Jones also indicates that the current rate of return is listed in the column to the left and that most rates have dropped from 1.25% to .25%, .35% and .53% due in part to COVID. Mr. Wiersema states that he thinks that may change in the coming year. Mr. Wiersema stated that it looks like the next one for renewal will be in January of 2022. Mrs. Jones affirms this. Mrs. Jones states that the library usually has a few renewals in January, then a couple in March, one in August and the final one in October.
- iv. Mrs. Jones directs the board to line 2010 to show that the Savings account for the Building fund in St. Helena is currently at .05% with a balance of around \$61,000. She indicated that this would help fund the cabling and the cost for the move once the new building is in place. Mr. Wiersema asked if the move cost was still \$10,000. Mrs. Jones indicated that the last time Mrs. Peggy looked at this; it was around \$12,000 to \$15,000. Mr. Wiersema asked about the cabling and if eRate would cover this. Mrs. Jones indicated that the library has an agreement in that 80% is covered by eRate and 20% is paid by the Library. Mrs. Jones indicated that there are a few small things like phones that are not covered. Mr. Matthews said that eRate used to cover this cost but it was taken off.
- v. Mr. Wiersema asked whether the library would simply transfer the same equipment. Mrs. Jones affirmed this but added that having all the cabling wired in a new building would be the major expense.
- vi. Mr. Wiersema asked if the Clinton Library Building Fund was just for the Clinton location. Mrs. Jones affirmed that it was only for the Clinton Presbyterian Church renovation.
- vii. Mr. Wiersema stated that it did not have any funds for changes in Jackson. Mrs. Jones affirmed that it did not have any funds for Jackson.

g. American Rescue Fund Grant

- h. Mrs. Jones indicated that there were components of this fund. Mrs. Jones has been in close contact with the State Library in making sure the guidelines for this money are being followed. Mrs. Jones identified some of the components such as diversity and inclusion. Mrs. Jones indicated that large print keyboards have been purchased and installed at all locations, that

cameras on computers for the photo id requirement of many Federal and State service and benefit applications have been purchased and installed. Scanners are ordered for each location. Mrs. Jones indicated that the largest portion of what is being purchased with this money is related to educational services. These services include Kanopy, a streaming service with a lot of educational movies, documentaries and the Great Courses. It is acceptable for schools and students to access this resource at school as long as they use a library card. The Great Courses are also available and can be accessed. They usually have 5 or 6 segments with some as many as 60. All patrons in the parish and all teachers and students can access these with a library card. Patrons are allowed access to any two Great Courses a month and free access to any of the segments in those two chosen. Kanopy Kids has unlimited streaming each month. Parents and teachers can direct their children and students to these as many times as needed within the month with no extra charge. Mrs. Jones said that this is in the works.

- i. Mrs. Jones also shares that Scholastic Go! and Scholastic ScienceFlix is in the process of being offered. It will be an online resource that can be accessed through the schools. Students can access these individually with library cards. Teachers can also access this and show them to their classes with a library card.
- j. Mrs. Jones indicated that the library has worked to have every student in the East Feliciana school system obtain a card. There was also a push for private schools. The library is now in the process of revisiting this and beginning the process for the schools in St. Helena Parish.
- k. Mrs. Jones indicates that the Library is in the process of getting Newsbank, one of the largest online newspaper resources. This can be used in history classes and accessed by the schools. It also has a component on African American/Black Life. There are all kinds of resources that can be accessed in this online service as well.
- l. For promotion, the library plans to have flyers made for the schools and teachers to include in the folders home for students so that parents will know these resources are available and can be accessed through the schools.
- m. Mr. Wiersema asked if the usage can be tracked for usage. Mrs. Jones affirmed that all these resources have statistical data that can be accessed.
- n. Mrs. Jones indicated that she was able to secure two year subscriptions on all of these resources because of the amount of money received from the grant. Mrs. Jones also shared that she has been working with the library's eRate company to put in an application for the Connectivity Grant. Mrs. Jones has applied for up to five Hot Spots for each of the library locations. She is waiting to hear if that has been approved. Mrs. Jones will be paying close attention to this because at times hot spots do not work in our area because of lack of towers. During Hurricane recovery, the library in Clinton was outfitted with a temporary hot spot to tide us over until internet service was restored. This was very unreliable and only worked for a few hours in the day. After around 10 am or 11 am, we could no longer access things on the internet due to the number of people using cellular devices and drawing on the cellular towers. The cell signal was bogged down and the library was stuck with no internet access in the afternoons.
- o. Mrs. Brabham asked what the current internet status was at the library.
- p. Mrs. Jones indicated that the internet was up in all three locations. Mrs. Jones also shared that if this works well, there is an option for a second round to the Connectivity Grant for 2022-2023 and that the library may be able to apply for additional hotspots if this works well.

- q. Mr. Flowers asked to return to the advertising of these resources. He asked if the library planned to use the paper. Mrs. Jones indicated that she does plan to use the paper to advertise the resources but that she can't put an article in the paper until she has verification that the items will be shipped and are received. Mr. Flowers wanted to make sure that those who are not internet savvy would be included in the advertising.
- r. Mrs. Jones indicated that the way the library handled the task of trying to get all school children signed up for a library card was to have flyers sent home in the Monday folder of every student. This helped inform the parents and was a successful way to do this.
- s. Mr. Flowers also indicated that another avenue would be to send it to as many churches in the parishes as we could.
- t. Mr. Wiersema indicated that was his problem with using the newspaper. He felt the majority of the population in our parishes does not read any newspapers.
- u. Mrs. Brabham indicated that there was a large segment that uses social media.
- v. Mr. Wiersema asked if TV stations could be considered. Mrs. Jones said that she would check into that.
- w. Mrs. Brabham asked if all the money had been earmarked.
- x. Mrs. Jones indicated yes it had. Mrs. Jones also indicated that there has been a major misconception that the money could be spent on whatever the library wanted but that there were certain components for this grant money for certain things that are allowable and others that aren't. One question was whether this money could be used in the new buildings. Mrs. Jones indicated that the overall answer to this was no. The only thing that it could be used for, and it was something that Mrs. Jones had already done, is to use the money toward strengthening our Wi-Fi capabilities and update our servers to accommodate the Wi-Fi so that this equipment is high quality and able to withstand the traffic usage and increase in that. Mrs. Jones also indicated that all locations will be updated. Mrs. Jones also shared that the updated equipment will be able to be transferred to the new library location when we are able to get in the building. Mrs. Jones has already been in the process to make sure that the current equipment is being updated so that it is ready to transfer.
- y. Mrs. Jones also indicated that she is not ready to advertise the following but will share that a request for sets of laptops at each location has been submitted. These laptops can be used for classes at the library, for school groups that need to access the internet together for assignments, for homeschooling children that need group access to the internet, and for tutoring types of situations. These laptops will allow the library to meet another component of the grant which is related to COVID. If we have to have patrons spread apart for health reasons, the laptops will allow this to occur. Patrons can safely distance from one another. These have been ordered but the library is waiting for delivery to begin the installation and inventory process.
- z. Mr. Wiersema asked what happened to the laptops the library used to have. Mrs. Jones indicated that they became outdated and could no longer support the updates for Windows. Mrs. Jones indicated that those laptops came from the State Library quite a while back.
- aa. Mrs. Jones also indicated that she wanted to order Surfaces which can be used by staff to help patrons and be more mobile. The shipment date has been moved 3 times and Mrs. Jones is not sure when they will arrive.

## 7. Unfinished Business

a. Buildings

i. Jackson

1. Discuss and decide action on Jackson Plaza offer

a. Mrs. Jones directed Board members to the sheet on the consideration for the Jackson Plaza location offer. This information was mailed to all Board members in advance. Mrs. Jones asked Mr. Odom if he had anything he wanted to share with the Library Board.

i. Mr. Odom shared that what he has available is about the same size and it is in a new building. It's in the building next to Pelican State Credit Union. It has an expected lifespan of more than 30 years. Its high profile and can be seen from both ends of the road. Mr. Odom indicated that Mrs. Jones approached him about the building and he was willing to offer the building at a rock bottom price for the library. Mr. Odom indicated that he is a contractor so that he could help the library get the move in completed and save money. Mr. Odom felt like the building would increase the usage of the library in Jackson. Mrs. Jones indicated that one of the Board members had expressed concerns that the usage was low in Jackson.

ii. Mr. Wiersema asked about the lease in Jackson. Mrs. Jones indicated that the overall lease in Jackson has been expired from the date it was entered into and that it was her understanding that the lease was now on the basis that whoever wants to leave the lease can choose to at any time.

iii. Mr. Wiersema asked what the current building status was in Jackson. Mrs. Jones indicated that since the last hurricane and tropical depression when through that a new tarp has been placed on the building. There has been some indication that they might try and get funding from a grant to replace the roof but that no information has been given on that.

iv. Mr. Flowers indicated that when he met with West Republic of Florida during the issue with the building, that there was some effort to try and look for a grant to repair the roof but that there was no idea where the grant was going to come from or when it was going to happen. Mr. Flowers shared that he did not agree that the Jackson location was the best location the library had. It was leaking where the patrons were, the leak in the back of the library.

v. Mr. Wiersema indicated that he has been on the Board and there have been problems at this building for 20 years.

vi. Mrs. Brabham asked when the last time the library had had a meeting in Jackson.

- vii. Mrs. Jones indicated that there has not been a meeting at the Jackson location since she was hired in 2017.
- viii. Mrs. Brabham said she thought Jim Hendrickson was still on the Board when the library had the last meeting there.
- ix. Mr. Flowers said that he was surprised when he went to see the building in October.
  - x. Mr. Flowers asked that the Board redirect to the sheet line by line and move along with the meeting.
  - xi. Mrs. Jones began the review of the offer. 10 year lease, with option for a second 10 year lease. Lease amount of \$1600 month for both suites. Each unit size is 22 by 50 with an overall square footage of 2120 sq. ft. The current library location has approximately 2300 sq. ft.
  - xii. Mrs. Brabham asks if all the square footage is being used in the current library. Mrs. Jones indicated that the front two rooms are being used and that the back room is used for storage. It is leaking and is affecting the lighting across the wall in the back room. The lighting is hanging down on one end and that area is a staff area at the current time.
  - xiii. Mrs. Brabham asked the dimensions of that back room. Mrs. Jones did not have the sq. footage of the back room but thought it was about 200 sq. ft. Mrs. Brabham indicated that if the dimensions of the back room were subtracted that the size might be comparable to the square footage of the Jackson Square Plaza?
- xiv. Mr. Odom asked if the bathroom was included in the square footage.
  - xv. Mrs. Jones indicated that it was not included but the eating area was included in the current square footage.
  - xvi. Mr. Odom indicated that out of the 2120 sq. footage, the library would have to have a bathroom and break room and that it would be a little bit smaller but that the bathroom will meet ADA compliance.
- xvii. Mrs. Brabham indicated that the layout is wide open and could be arranged however the library wanted it to be arranged.
- xviii. Mrs. Jones also indicated that the email she received had a concern that the back portion was not finished in the suites. Mrs. Jones indicated that this was done purposely so that the plumbing could be brought in to meet the specs of whoever leased the suites or by request.
- xix. Mrs. Brabham said yes.
  - xx. Mr. Odom said yes.
  - xxi. Mr. Wiersema asked if there would be an additional charge for those modifications.

- xxii. Mr. Odom indicated that the first item on the sheet listed items that would be split.
- xxiii. Mrs. Jones referred to the sheet and Interior finishing costs such as HVAC, electrical and plumbing to specific library needs, drop ceiling, lighting and flooring.
- xxiv. Mr. Odom indicated that the overall split amount will be around \$40,000 to split. The reason given for the split was that the library would be granted an out from the lease should a tax renewal fail and the library felt it needed to leave the lease. Mr. Odom asked if the next tax renewal was scheduled for 2027.
- xxv. Mrs. Jones responded that yes, it was.
- xxvi. Mrs. Brabham asked for an escape clause should the library fail to pass a renewal tax so that the library would not be held to a 10 year lease.
- xxvii. Mr. Wiersema asked how long it would take to finish out the building.
- xxviii. Mr. Odom stated that the library would need to have the information for the layout and that would need to be submitted to the Fire Marshall's office for approval. Mr. Odom indicated that the last time he submitted something to the Fire Marshall; it took two months for them to do the approvals.
- xxix. Mrs. Jones indicated that this was pretty close to the time frame the library had experienced with the drawings for the Clinton renovation.
- xxx. Mr. Odom indicated that once the Fire Marshall approved the plans that it would be somewhere around 90 days depending on the availability of materials.
- xxxi. Mr. Wiersema asked if the library would be using an architectural firm for the drawings.
- xxxii. Mrs. Jones said they had not started this step yet.
- xxxiii. Mr. Wiersema stated that the earliest he would see a move happening would be late spring/early summer of next year.
- xxxiv. Mrs. Brabham thought it would be closer to the summer of 2022.
- xxxv. Mr. Flowers asked how long the time to respond would be.
- xxxvi. Mr. Odom indicated that he had two people who were asking about the location. Mr. Odom indicated that he could give the Board time to think about the offer.
- xxxvii. Mr. Wiersema asked if there were any restrictions on the tenets.
- xxxviii. Mr. Odom indicated that there are no restrictions at this time. The front half of the building is Pelican Credit Union and they have 17 years left on the lease with them. The back tenet is LA Donut. They have 18 months on the lease with a second 7 year option.

- xxxix. Mr. Wiersema indicated that there was no fear of unruly neighbors if the library were to move in.
  - xl. Mr. Odom said no and that was one of his considerations.
  - xli. Mrs. Brabham indicated that the building was easily visible from the road.
  - xlii. Mr. Wiersema said that he went online to Google and he knows what the property and building look like.
  - xliii. Mrs. Jones indicated that there is parking in the back for the staff and plenty of parking out front for patrons. It is already ADA/handicapped accessible. That is in place right now for that location.
  - xliv. Mrs. Brabham asked how many library users walk to the library.
  - xlv. Mrs. Brabham said that she was thinking of the differences between the current location and the Jackson Plaza.
  - xlvi. Mrs. Brabham wondered if there would be a lot of traffic.
  - xlvii. Mrs. Jones indicated that there are a few patrons who walk but that the majority of library patrons drive to the library.
  - xlviii. Mrs. Jones indicated that she had thought of the different types of users and the traffic at the new location too. There is a lot of traffic/usage for Pelican Credit Union. There is also a lot of traffic/usage for LA donut but that the hours were very different. Mrs. Jones indicated that people might want to stop for a cup of coffee or a donut and linger.
  - xlix. Mr. Wiersema said he thought this would happen because of the library Wi-Fi.
    - l. Mrs. Jones directs back to the sheet. It is a metal building with a brick façade. Has a concrete pad with an open area to plumb for a restroom and a staff break room and is fully insulated. The roof is a metal standing seam roof with a 30 year life span.
    - li. Mr. Wiersema asked about the building insurance.
    - lii. Mr. Odom said that he would carry the insurance on the building as is.
    - liii. Mr. Wiersema indicated that was good.
    - liv. Mrs. Jones returned to the sheet. The marquee sign out front will be paid for by Mr. Odom. General building repairs will be paid for by Mr. Odom. Mr. Odom will pay for the lawn care, roof, water, garbage and building insurance.
    - lv. The library will be responsible for the insurance on the contents of the library, liability, the sign on the building, monthly electrical bills, replacing the HVAC filters, the permit drawings and internet, phone and Wi-Fi. Mrs. Jones reminded the Board the eRate covers the internet and Wi-Fi at 80% with the library paying for 20% of this cost.

- lvi. Mr. Wiersema asked what the library is currently paying per month in Jackson.
- lvii. Mrs. Jones indicated that the payment is \$350.
- lviii. Mr. Wiersema indicated that the cost increase would be around \$1250.
- lix. Mrs. Jones indicated that the air conditioners have been replaced on two occasions in Jackson. Mrs. Jones also indicated that the library pays for pest control.
- lx. Mr. Odom said that the library would also pay for their pest control.
- lxi. Mr. Wiersema said that he would like to think about the offer. He felt this might be a very good idea and would open up the library to not having all these problems and issues and damage to the interior.
- lxii. Mrs. Brabham asked what occurs when there is a building issue in the current location.
- lxiii. Mrs. Jones said that she calls Harvey Enterprises. They are the middle person and they talk to the West Republic of Florida. Mrs. Jones indicated that the West Republic of Florida owns the location but that her contact is Harvey Enterprises to let them know when we have issues. Mrs. Jones indicated that there are a couple of layers of communication that have to go back and forth.
- lxiv. Mrs. Brabham said that she thought Harvey Enterprises owned the building.
- lxv. Mrs. Jones clarified that Harvey Enterprises used to own it but they came up with a deal or sold it to West Republic of Florida which is an organization. Mrs. Jones indicated that Mr. Harvey still houses all of his items in the museum.
- lxvi. Mrs. Brabham asked, “wasn’t there a time when they wanted to take the part the library was in and do something with it?”
- lxvii. Mr. Wiersema said they did at one time and then that was dropped and he wasn’t sure what was going on.
- lxviii. Mrs. Brabham asked what the typical response time was to an issue.
- lxix. Mrs. Jones indicated that it varied. Usually what happens is if she calls Harvey Enterprises and does not hear back from them, she will call one of their workers, Mr. Jose. Then he will relay the information back to Harvey Enterprises who then relays it to West Republic of Florida.
- lxx. Mrs. Brabham asks if there is a problem, how long..
- lxxi. Mr. Wiersema asks how long it takes to resolve it.
- lxxii. Mrs. Jones indicated that sometimes it takes a while but sometimes it is longer than others.

- lxxiii. Mr. Wiersema stated that a blue tarp has been on the building for a long time.
- lxxiv. Mrs. Brabham asks if there is something going on, how long it will take Mr. Odom to respond.
- lxxv. Mr. Odom responded that he is close by and usually there and takes care of things. Mr. Odom indicated that if he is not there, he has someone who works for him that he sends to work on things pretty quickly. If his phone is called at 7 or 8 at night, he returns the call in the morning.
- lxxvi. Mrs. Brabham felt that was reasonable.
- lxxvii. Mr. Wiersema state with a brand new building, we would hope that there would not be problems.
- lxxviii. Mr. Odom indicated that the library should not have any issues. The only issue he anticipated would be a toilet backing up. He indicated that in the grocery store this might happen once a week and that is not bad. Mr. Odom thanked the Board for their time and excused himself so the library board could talk about the offer.
- lxxix. Mr. Flowers thanked Mr. Odom and told him that the Library Board would get in contact with him as soon as they could.

ii. St. Helena

1. Status update on new library building plans

- a. Mr. Johnson appointed Mr. Matthews to speak on his behalf about the update on the building in St. Helena parish.
- b. Mr. Johnson indicated that he would need to leave but that he wanted to let Mr. Matthews speak for him.
- c. Mr. Wiersema said that the library had a quorum and he was free to go.
- d. Mrs. Jones stated that the library had a quorum.
- e. Mr. Johnson asked if he needed to vote on anything.
- f. The Board indicated that he did not because the library had a quorum and would be able to conduct business as usual.
- g. Mr. Flowers stated that the library board did not know before they came to this meeting if there was going to be a quorum.
- h. Mr. Wiersema told Mr. Johnson that they greatly appreciated his attendance.
- i. Mrs. Brabham said he did not know how much we appreciated his attendance at the meeting.
- j. Mr. Johnson said he would stay for the discussion on the building in St. Helena.
- k. Mr. Matthews said they were filing the extension for the Capital funding and still plan to utilize this money. It is estimated that the local match to be around \$480,000 which they will have to come up with and they are looking at the process. The Parish is working with the auditor to

determine the lost revenues for 2020. Once those are determined, the parish will be reimbursed for those funds then it can be put into the general fund as the local match. That has been the hold up. The Parish did get the go ahead to start moving forward. Mr. Matthews will be meeting with the architect on Monday to start finalizing plans. They will be looking at the proposals. It is moving forward but the Hurricane, it has hampered the movement, and delayed some things in the process.

- l. Mrs. Jones stated that she was sure supply was not helping as well in this process.
- m. Mr. Wiersema asked what the determination was of the location on Hwy 10.
- n. Mr. Matthews said that they are waiting for the lodge to have their meeting and find out what the outcome of the meeting and get them on Board for the plan.
- o. Mrs. Brabham asks where the proposed location is.
- p. Mr. Wiersema indicated that it is across from Dr. Varnado's.
- q. Mrs. Brabham asked if it was where the old pink house was located.
- r. Mr. Matthews said that it was there at that square.
- s. Mr. Wiersema said it was a nice location.
- t. Mrs. Brabham asked if the grant was a done deal.
- u. Mr. Matthews said everything is fully funded and when this thing was started back in 2016, there was no local match and that is what held the project up. Mr. Matthews said that the Parish sees a possibility to get the local match through the American Rescue Fund. Because with the American Rescue Fund, it has to be tied to COVID. The library is not tied to this but once the Parish receives their lost Parish Revenue due to COVID, it will be placed in the general fund. The Parish can pull some of the general fund to use as they see fit for the Parish.
- v. Mrs. Brabham asked if the plans already drawn up can be used.
- w. Mrs. Jones said she did know.
- x. Mr. Matthews said that he had gotten the go ahead from the people with the grant that the same plans could be considered for the new location.
- y. Mrs. Brabham asked if the plans might be able to transfer.
- z. Mr. Matthews responded that they might be able to.
- aa. Mr. Wiersema asked if the plans were going to be modified for a safe room as discussed.
- bb. Mr. Matthews said that the Parish is trying to get some money from the Hurricane but that the main focus will be on the library, breaking ground and getting the project moving because it had been there so long. He said the goal is to start moving as soon as possible and to have everything in place to start the process on this project and get it going.

- cc. Mr. Wiersema said he knew this would be tough but he wanted to ask what the time frame is being looked at to have all the funding in place to actually do the groundbreaking.
  - dd. The capital outlay money is already there which is about 1.3 million dollars, the Parish has about \$480,000 for the local match. They have that money now but the Parish has to meet with the auditor to get the final calculations. The money is already in the bank. It just has to be moved into the general fund based on the lost revenue.
  - ee. Mr. Wiersema indicated that he would like to see some kind of news release on the Audubon Regional Library building a new library in Greensburg. St. Helena has been in the news a little because of the Hurricane and the parish does not get a lot of attention.
  - ff. Mr. Matthews said that he agrees and that the Parish is working directly with the Advocate.
  - gg. Mrs. Jones stated that there was an article about this in July so it has gotten some traction.
  - hh. Mr. Matthews stated that there was. He also stated that he sees the library as a “kick start” to a lot of things for St. Helena and economic development and that when the library begins it will send a signal to the people of the parish that things are beginning to change.
  - ii. Mrs. Brabham asks what the Board needs to do to help.
  - jj. Mrs. Jones indicated that the Board needs to have a resolution to say that the library will work with the Police Jury toward this new building.
  - kk. Mr. Wiersema motions that the Audubon Regional Library agrees to work with the St. Helena Police Jury to build a new library in Greensburg. Mrs. Carroll seconds the motion. All were in favor. The motion passed.
  - ll. Mr. Wiersema thanks Mr. Matthews and Mr. Johnson in moving this forward.  
Mr. Johnson stated that the safe room would probably go to the parish offices. Mr. Wiersema said he understood and whatever the parish decided it needed was fine with him.
- 2. Mrs. Jones thanks Mr. Johnson and Mr. Matthews for coming to the meeting. Mr. Brabham thanked them for coming.
- iii. Clinton
    - 1. Approval of Renovation drawings
      - a. Mrs. Jones brought the building plans out. Mrs. Jones stated that she needed approval of the drawings before she could go to the parish to get the electricity turned on.
      - b. Mrs. Jones shared that there was a planning meeting in June on the building plans. Mrs. Jones listed those that attended the meeting: Mrs. Talbot, Mr. Flowers, Mrs. Jones; Holly and Smith attended; from the East Feliciana Police Jury, Mr. Kyle Flenniken over the buildings and

Mr. Louis Kent who is the President, and also the Parish manager, Jody Moreau.

- c. Mrs. Jones indicated that when the drawings were laid out, there was some discussion on the tutoring room about whether or not to turn that into a restroom. Holly and Smith said they would have to see if there would be enough clearance to meet ADA standards. It was indicated that this would probably be doable. The second question was the wall that is dividing the children's room from the restrooms and the break room. There was a question as to whether or not a door could be added right off the side door to the exterior of the building. Holly & Smith indicated that due to capacity regulations that the library did not have to do an extra door to the children's room but that it is something that could be considered. Mrs. Jones indicated that the door would probably have to swing in because of the exterior door entrance in the same location. Mrs. Jones indicated that she was concerned about a safety issue if another door was placed right by an exterior door. If someone wanted to take a child and leave, this could be a problem because they could come and go very quickly before anyone had a chance to know or stop the incident.
- d. Mrs. Jones indicated that those two things the Board would need to make a decision about. The tutoring vs. staff restroom and the extra door to the children's room.
- e. Mr. Flowers did indicate that he felt the two restrooms that were already planned would be enough. He felt the library needed the tutoring room more than it needed an additional bathroom.
- f. Mr. Wiersema said he would decide with whatever the Board wanted.
- g. Mrs. Brabham stated that there were already two restrooms and as an employer, she has seen issues arise because of a separate staff restroom. Mrs. Brabham asked about extra costs that would be incurred with an extra bathroom.
- h. Mrs. Jones indicated that she was not sure because that had not been indicated by Holly and Smith.
- i. Mr. Flowers asked if there was plumbing present in this location.
- j. Mrs. Jones indicated that it would require some extra plumbing. Mrs. Jones asked if a resolution could be passed about these things.
- k. Mrs. Brabham asked why an extra door was wanted in the children's room.
- l. Mr. Jones asked Mr. Flowers if he knew of the reason that an extra door was requested.
- m. Mrs. Brabham asked who wanted the extra door. Was it because of fire?
- n. Mrs. Jones indicated that it was Mrs. Talbot.
- o. Mr. Wiersema stated that as long as the Fire Marshall approves the drawings that it does not need to be worried about.

- p. Mrs. Jones moves to the drawing to show Board members where Holly and Smith indicated that fire exits were located.
- q. Mrs. Brabham wanted to know why this was requested.
- r. Mrs. Jones said she did not know.
- s. Mr. Flowers said he did not hear a reason.
- t. Mr. Wiersema asked if it was because of parking.
- u. Mrs. Jones responded that the exterior door opened to the parking area and that the drawings had someone entering and walking down a short hall past the bathrooms to the entrance to the children's room.
- v. Mr. Wiersema clarified and said he was asking if that was why Mrs. Talbot was asking for the additional door?
- w. Mrs. Brabham felt that having a door so close to an exterior door may put the library in danger of a greater liability issue.
- x. Mr. Flowers stated he thought the drawing should be left as it was.
- y. Mr. Wiersema said that he was not an East Feliciana person but he would make a motion to accept the drawings "as is." Mrs. Carroll seconded the motion. All approved. The motion passed.

## 2. Create Scope of Renovation

- a. Mrs. Jones refers to the paper sent by Holly & Smith that lists all the jobs and potential cost of each job. Mrs. Jones said that the Board needs to decide what the budget and the scope of work will be. Mr. Moss had prepared a rough estimate but we did not take into account on that the money that had been placed in reserve from the general fund as well as a few other small amounts.
- b. Mrs. Jones refers the Board back to the investment report to show the current balances in the funds and CD's.
- c. Mr. Flowers asked if some decisions could be made on the scope of work that is wanted and not wanted.
- d. Mrs. Jones indicated that this could be done but that the amount would need to be compared to the figures of what is currently in the investment report.
- e. Mrs. Brabham felt that the Board needed to get as much done today as possible while the Board had a quorum.
- f. Mrs. Jones went back to the scope of work and asked the Board what items they would like to do and no do.
- g. Mr. Wiersema indicated that it had already been discussed that the parking lot and the parking lot lighting could wait.
- h. Mr. Wiersema said that what the Board might be looking at is phases.
- i. Mr. Wiersema asked what phase one would include to get the building ready for occupancy. Mr. Wiersema stated that he felt this should include all the window replacements, ceiling replacement, interior construction, the things that are necessary to get the building up and running. He said that was his opinion.

- j. Mr. Flowers indicated that he agreed the parking lot and parking lot lighting could be done another time.
- k. Mr. Flowers said that he wants to make sure that the building is safe.
- l. Mrs. Jones reminded the Board that the telecommunications scope of \$25,000 was partially covered by eRate. 80% would be covered and the library would be responsible for 20%. So that would bring that figure down.
- m. Mr. Wiersema asked how necessary the mechanical scope was and what was covered in that figure?
- n. Mrs. Jones indicated that the HVAC was covered in this. She indicated that the companies that presented bids said that the equipment was very old and that one of the units was not working at all. It was recommended that they all be replaced.
- o. Mr. Wiersema asked about the duct work.
- p. Mrs. Jones said that most of them said they would try and use parts of the old ductwork to complete the job.
- q. Mrs. Brabham asked if the Director got the estimates and took the median or how these figures were obtained.
- r. Mrs. Jones indicated that when she worked with Mrs. Kiff, she had several companies come to give estimates. The Director gave the numbers to Mrs. Kiff. Mrs. Jones also indicated that she gave those numbers to Holly & Smith. So when they created the feasibility chart, they used those estimates to arrive at these figures for each job. Mrs. Jones directed the Board to the Construction Subtotal. Holly & Smith allocated for inflation, market changes in products and an increase in the general contractor markup for general conditions, overhead and profit was estimated to be around 12%. Their total came to \$623, 625. Then Holly & Smith added their costs. And it came to \$702,927.
- s. Mrs. Brabham asks if that is the bottom line and if it is approved then the library has to put this out for bid.
- t. Mrs. Jones indicated that Holly & Smith would put out the advertisement for the general contractor. They will say in the advertisement the scope of everything that will be done and what the budget is and then the general contractors will bid on the job.
- u. Mrs. Jones indicates that the Board will have to decide which General Contractor to go with.
- v. Mr. Wiersema stated that all the Board had to vote on was the General Contractor and that the Board would not be hiring subs. Holly & Smith will not do any of the work themselves because that would be an ethics violation.
- w. Mr. Wiersema asked who will generate the contract.
- x. Mrs. Jones said she thought they would but she wanted to check on that first.

- y. Mr. Wiersema said that it needed to be handled correctly to make sure that everything met all the State requirements and specifications.
- z. Mrs. Brabham asks what the next step in the process is and what can be accomplished today?
- aa. Mrs. Jones indicated that the Board could decide the scope of work so that Holly & Smith can include that in the bid package so that the General Contractors are placing bids that are apples to apples.
- bb. Mr. Wiersema asked where the remediation is on the list. The asbestos and lead.
- cc. Mrs. Jones indicated that is not included on this list and that Holly & Smith said they could handle the advertisement for that but that it would be done separate from this and would not be included in this package.
- dd. Mr. Wiersema said the Board needed to know the quotes for that.
- ee. Mrs. Jones indicated that she was told it would be \$20,000 for the lead abatement and \$20,000 for the asbestos abatement.
- ff. Mr. Wiersema \$40,000 before we can even start.
- gg. Mrs. Brabham said that is half of what is saved from not doing the parking lot.
- hh. Mr. Wiersema asked if the library had to pay municipal fees since we are a public entity because Mr. Wiersema thought the library was tax exempt.
- ii. Mrs. Jones indicated that this would be worked out with the Police Jury.
- jj. Mr. Wiersema said he didn't see why the library should have to pay any fees.
- kk. Mrs. Jones asked if he was referring to permits.
- ll. Mrs. Jones stated that the Police Jury said that the library would not have to pay any fees since it was their building.
- mm. Mr. Wiersema indicated that he didn't think the library should have to pay anything since the Police Jury will own the building.
- nn. Mr. Wiersema said that the foundation repair had to be done, flooring, ceiling replacement; interior construction all had to be done. Mr. Wiersema asked about the windows and indicated the stain glassed windows.
- oo. Mrs. Jones said that the windows were glass on metal and indicated that the windows in the wings needed replacing because there were several broken windows.
- pp. Mr. Wiersema listed the roof replacement, plumbing scope. On the electrical. It looks like we are going to have to rewire the whole building.
- qq. Mrs. Jones said, Yes. They said the wiring was out dated and they said it was not even to code and they were going to have to get rid of that. Mrs. Jones also shared that this quote included the lighting. The quote was electrical and lighting throughout the facility.
- rr. Mr. Flowers said we need to try and get this done.

Mr. Flowers asked if it needed to be spelled out that the lighting was included in the electrical scope?

- ss. Mrs. Jones said she could check with them but when she gave them the quotes she indicated that she told Holly & Smith about the lighting being included so they knew that that was all together.
- tt. Mr. Wiersema indicated that the only thing he could see that could be deleted from the list was the parking lot at this time. And said that Mrs. Jones could check on the fees.
- uu. Mrs. Jones said ok.
- vv. Mr. Wiersema asked when we would estimate that we have our tax revenue for next year.  
Mrs. Jones indicated that it is usually paid at the first half of the year and then trickles in through the end of the year.
- ww. Mrs. Jones indicated that since we are talking about the funding for next year and that Mrs. Jones is supposed to meet with the accountant next week to start working on the 2022 budget. Mrs. Jones shared that she has already contacted the St. Helena assessor and he indicated there would be a 10% increase from St. Helena. It's going to go from around \$117,000 to around \$130 something thousand. East Feliciana is going to have at least a 24% increase.
- xx. Mr. Wiersema stated that we will not have any problem with the funding next year.
- yy. Mr. Flowers said there should not be any problem.
- zz. Mr. Roger also indicated that that figure does not even include the State Revenue sharing.
- aaa. Mrs. Jones indicated that was true. Mrs. Jones indicated that if the Board wanted to do the scope for everything except the parking lot you could do subtract the figures on the municipal fees.
- bbb. Mrs. Brabham said that eRate could be figured. 80% of 25,000 would be \$20,000 so the library would only have to pay \$5,000.
- ccc. Mrs. Jones said that would be \$20,000 off the \$702,000. Do we have a calculator?
- ddd. Mr. Wiersema said that would be \$117,000 off the \$702,000 so that would be a little less than \$600,000.
- eee. Mrs. Brabham asked if the \$97,000 had been deducted for the parking lot.
- fff. Mr. Wiersema responded that it was.
- ggg. Mrs. Brabham said it was around \$586,000 but wanted to check that.
- hhh. Mr. Wiersema asked Mr. Flowers if he was ready for a motion.
- iii. Mr. Flowers affirmed.
- jjj. Mr. Wiersema made a motion to accept the estimated cost for the new library in Clinton per the changes of removing the parking lot and

lighting from the scope. Mrs. Brabham seconded the motion. All were in favor. The motion passed.

kkk. Mrs. Brabham shared that \$1600 a month for a year comes to \$19,000 for the year. If that was rounded up, it would be \$20,000. Mrs. Brabham indicated that Jackson might be getting left out because the library is talking about a new building in St. Helena and the renovation in Clinton. She said she was curious and it does sound like a lot of rent but when you multiply it out and what is being spent in the other locations.

lll. Mr. Wiersema said, minus what it costs to stay in the building and it bothers him that they have not fixed the roof. He said it has been 15 years at least.

mmm. Mrs. Jones said she did not know about that because she was hired in 2017 but there have been roof issues since she was hired.

nnn. Mr. Wiersema said that this goes way back.

ooo. Mrs. Jones said that there have been blue tarps for the past two years.

ppp. Mrs. Brabham said it sounds like a lot but when you multiply it out and the other two branches...

qqq. Mr. Flowers said it can be looked at that we can afford it and we need it He said down the road might be something else. But this is available and there isn't anything else out there.

rrr. Mrs. Brabham said that when they wanted to move the library to the other wing of the building, they looked for other places to rent and there was nothing else to rent in Jackson.

sss. Mr. Wiersema said he would support whatever the East Feliciana committee decides but from his perspective, he thought it was a good move.

ttt. Mrs. Brabham said the whole Board has to vote on it.

uuu. Mr. Wiersema said that he knew that but that he was saying from his perspective he was going to back whatever you had but he agreed that he thought that was going to be a good move.

vvv. Mr. Flowers said he thought it would be too.

www. Mrs. Brabham said she thought it might be a little bit smaller but since we aren't utilizing what they have over there and the bathroom will have to be put in, that it is a wide open space and the library could design it how it needed to be, even with half walls.

xxx. Mrs. Jones said that when the St. Helena library was in the shopping strip that it was an open floor plan and it worked over there.

yyy. Mrs. Brabham said yes, it was open and it worked well.

zzz. Mr. Wiersema said we might as well do it state of the art. By that he did not mean spend more money than we have but make sure it is

workable for 20-30 years. He said he did not like kicking cans down the road.

aaaa. Mrs. Brabham said that if we weren't sure about how to lay it out....

bbbb. Mr. Wiersema said that was Mrs. Jones job to do that.

cccc. Mrs. Brabham said that if we wanted partitions we could do that later down the road. Mrs. Brabham indicated that there were computer walls in the Carter building and that there weren't many in the shopping center and that they were along the wall and that it was one big open room and except for the back.

dddd. Mr. Flowers said that he would like to know how many people are coming to the Jackson library.

eeee. Mrs. Jones said she could get that information for him but did share that it is kind of hard to say what is happening at each location because I have been working hard to let people know that they can use any library in the system. We have regular patrons who use Jackson and Clinton, both.

ffff. Mrs. Brabham said that at one point if you had a library in Clinton, you didn't go to another library.

gggg. Mrs. Jones indicated that is changing.

hhhh. Mr. Flowers redirected and said he wanted to know how many people are going and if the place we are going to is going to accommodate them. He did not think that there was going to be a big fluctuation in the numbers. He understood that they come at all different times but he would like a statistical usage amount for the record.

iiii. Mrs. Jones said she could get that and clarified that Mr. Flowers was looking for the traffic flow of the Jackson Branch.

jjjj. Mrs. Jones asked for clarification because from the conversation that was happening she thought that they were going to wait on their decision.

kkkk. Mr. Flowers asked what needed to be discussed.

llll. Mrs. Brabham said the decision was whether they were going to take it or not.

mmmm. Mr. Wiersema said unless we amend the agenda we are not going to be able to vote on it today. Mr. Wiersema said we could vote on it in December for sure.

nnnn. Mrs. Brabham said that is kind of a long time for him to wait.

oooo. Mr. Flowers said he was going to get back with Mr. Odom.

pppp. Mr. Wiersema said unless we move to amend the agenda?

qqqq. Mr. Flowers said lets vote today.

rrrr. Mr. Wiersema makes a motion to amend the agenda and take a vote on moving the library in Jackson. Mrs. Brabham seconds the motion. All were in favor. The motion passed.

ssss. Mrs. Jones asked for clarification about if a separate resolution was needed to move the library.

tttt. Mr. Wiersema replied that was what it was.

uuuu. Mrs. Jones said ok.

vvvv. Mr. Wiersema said that the library is going to do it.

wwww. Mrs. Jones said she just wanted to make sure.

## 8. New Business

### a. Library Board member vacancy

- i. Mrs. Jones said that Mrs. Robertson was interested in the Board vacancy. She sent her letter of interest to the Board and has met with Mr. Wiersema. Mrs. Jones came over and gave Mrs. Robertson some paperwork to her on that. She still showed interest so her paperwork has been submitted to the St. Helena Police Jury. It will be on the October 26<sup>th</sup> agenda. The Police Jury will then decide on her appointment so that is just around the corner for next week.
- ii. Mr. Wiersema said he had planned to attend but he will be out of town. He welcomed Mrs. Robertson aboard.
- iii. Mr. Flowers asked Mrs. Robertson if she would like to say something?
- iv. Mrs. Robertson indicated that she did not.
- v. Mr. Flowers said he would like to say something. He would like to Welcome Mrs. Robertson aboard and that the library was glad to have her and he hoped she would enjoy working with the Board. Mr. Flowers said that the community was depending on the Board members to do good things and thanked her for getting on the Board.

### b. Approval of New Hires-

- i. Mrs. Jones shares the new hires. Some have stayed and others have gone on to other things. Mrs. Fitzhugh came on board as a part time employee in Greensburg. She was with the library in March and worked through the summer. She was a nursing student and left to enter Nursing School full time. The library also hired as a part time employee in Greensburg, Ms. Ladner who is also a student. Mrs. Bickham was hired as a part time employee then after Hurricane Ida came through, we hired her as a full time employee. She has enjoyed her time at the library. Ms. Newsome started as a part time employee and she stepped up to the plate when Hurricane Ida happened and I was so impressed with her helping me with the St. Helena location during the Hurricane that I offered her the full time manager position in Clinton. We hired Ms. Pisanie as a part time employees in Clinton. She was with us for a month or so during the summer reading and had already put in an application in EBR. She was offered and accepted a full time job in EBR and left to work with them. I couldn't offer her full time and the pay was better. We also hired Ms. Stacey in Clinton as a part time employee and is currently our floater between St. Helena and Clinton. In Jackson, we had one of our employees was going to be out for foot surgery for a whole month. I couldn't get any of our people to come in to work during that time period so we didn't have coverage and

also Ms. Peggy was out so I went ahead and hired two part time individuals. One is Ms. Quick and the second was Mrs. Hicks. In Jackson we have four part time employees. We do not have a manager yet.

- ii. Mr. Flowers asked how many employees were in Jackson.
- iii. Mrs. Jones indicated that there were four part time employees. Mrs. Quick did not want to be full time but wanted as many hours as possible. She is working about 32 hours per week.
- iv. Mrs. Brabham stated that there was no manager.
- v. Mrs. Jones said that there was no manager at this time but that Mrs. McClure had stepped in to do the monthly reports. She does not want full time. She does not want to be a manager but right now, things are working. Mrs. Jones shared that the Jackson employees seem to be working very well together. Mrs. Jones shared that she feels very positive about who is there.
- vi. Mr. Flowers asked if it was ok to operate without a manager there. Mrs. Jones indicated that at this time it was ok but she would still like to consider getting a manager over there within the next year. In the meantime, they are working very well together. They are helping each other out. They are good at making sure there is coverage and the Director said that for the most part she does not have to worry about whether or not there is coverage there.
- vii. Mr. Flowers asked if there is anyone there who has stepped up.
- viii. Mrs. Jones indicated that Mrs. McClure has but she does not want to be a manager. We have not had any problems with our paperwork. Our timesheets are immaculate. There is never really a mistake on them. It's very rare which is very unusual because we have constantly had issues with timesheets before with Jackson.
- ix. Mr. Wiersema motions to accept the personnel changes as delivered by the Director. Mrs. Carroll seconds the motion. All approved. The motion passed.

c. Salaries

- i. Mrs. Jones indicated that Mr. Moss and she were supposed to meet and he we would be discussing the budget next year and we talk about the salaries. Mr. Moss is finalizing some scenarios for salary increases so Mrs. Jones was hoping the Board could address that at the December meeting like usual.
- ii. The only other thing that Mrs. Jones asked the Board to consider is if some modest types of raises could be given. We are competing with McDonald's and other locations who are offering \$10/hour starting pay. We have some employees who are on the low end of \$8.50/hr. or \$9.27/hr. Mrs. Jones said she would like to try and look at potentially being able to move them up. If we look at the current budget at the salaries, we are below the budgeted amount to the good. We are currently only at 86% of what had been budgeted so Mrs. Jones felt there was room to consider the raise.
- iii. Mr. Wiersema asked what the State's recommended pay raise this year and what is considered entry level pay at the State Library.
- iv. Mrs. Jones said she would check on that and report back.
- v. Mr. Wiersema said that he thinks it is good practice to follow what the State does.

- vi. Mrs. Jones said that when she has been hiring people this year, she has been trying to stay at 9.00 or 9.50/hr. And she reminded the board that the decision had already been previously made to consider an employee's educational background and work experience in setting salaries of new employees.

d. Library Participation

- i. Mrs. Jones indicated that this was put on the agenda by Mrs. Talbot and she was not sure what Mrs. Talbot wanted to discuss but what Mrs. Jones could report was that patrons are using both branches so trying to compare one location to another could be done a little bit but there is going to be an overlap because we have people using both. We have had some people return books in Jackson to Clinton. We have some people who are returning books from Clinton and St. Helena in Jackson. People are beginning to understand that we have a system that is good at any location.
- ii. Mr. Wiersema stated that in the Advocate which he restated that a lot of people do not read, they have Tangipahoa and Livingston parish updates. Mr. Wiersema asked if the Director could see if she could get the St. Helena events listed in the Advocate. But he never sees anything from St. Helena at all in the paper.
- iii. Mrs. Jones said she would check into that.
- iv. Mrs. Brabham asked if Minton was still with the paper.
- v. Mrs. Jones said she thought so and that she also thought Mrs. English was still with the paper.
- vi. Mr. Flowers indicated that the library has gone through some major things this year and that participation will be affected by COVID, storms and other factors. He felt the participation would return as we continue to return to more normal services. Mr. Flowers said that her concern was boosting participation. Mr. Flowers tried to explain that he did not see the need to spend extra money to try and get people to come to the library. He said the patrons know it is there and the word is going to get out when the library is open.
- vii. Mrs. Brabham said that there was a lot of stuff put on social media about the closures and that the library shared the information that the van would be out in Jackson while the library waited for the final things to be addressed and no one who complained and had been told about the van, showed up.
- viii. Mrs. Jones indicated that she called staff to man the van and when staff worked there no one showed up. Even the next day at the library no one showed up. And it had been shared on Facebook and some people had been told directly and nobody showed up. The following Monday, very few came. It wasn't until later in the week that people began to return.

e. Handbook

- i. Mrs. Jones said this could be tabled until next time when we can look at it a little bit more. Mrs. Jones shared that there is some confusion as to how many hours someone has to work. Full time is stated as 34 hours so some employees read that as I am full time so I don't have to work 40 hours and I don't have to take sick or vacation if I don't work. They want to be able to work less than forty and still accrue sick and vacation leave without taking it. Mrs. Jones has talked with a couple of other library systems and

Managers are typically 40 hours. We may need some clarification on those types of things.

- ii. Mrs. Brabham asks if this is just managers that are thinking this?
- iii. Mrs. Jones indicated that it is a combination of full time and managers.
- iv. Mrs. Brabham asked where can you work where you can just take off?
- v. The concern is they don't want to take sick or vacation.
- vi. Mr. Flowers asked what they are taking.
- vii. Mrs. Jones responded that they just want to take off and not get paid.
- viii. Mrs. Brabham asked for clarification. Off and not get paid?
- ix. Mrs. Jones affirmed off with no pay.
- x. Mr. Flowers said that usually shows up in your performance evaluations.
- xi. Mrs. Brabham asks if the Director is given notice.
- xii. Mrs. Jones indicates that it's been a combination.
- xiii. Mr. Flowers said there has to be some kind of guidelines.
- xiv. Mrs. Jones indicated that some are coming with excuses but that it has been vocalized to her that the Handbook is not clear.
- xv. Mr. Wiersema asks Mrs. Jones to develop a policy that could be voted on at the next meeting.
- xvi. Mrs. Brabham said she thought the library had a sick and vacation policy.
- xvii. Mr. Wiersema said the library does have that in place but that the Director needs them there for their 40 hours but they are only going to work 36 hours.
- xviii. Mrs. Jones also stated "or 34 hours" because the handbook says that full time is 34 hours but it doesn't specify different job titles and what their required hours are.
- xix. Mr. Wiersema indicates that what the library needs is job descriptions for the employees and managers that specifically states that you are required to work this number of hours each week.
- xx. Mrs. Jones said that she would put that together so the Board could look at that.

## 9. Director's Report

- a. Mrs. Jones shared the Directors report. The library van has had a new set of tires installed. The old tires dated to 2015. The van is current on all maintenance and is being used for courier each week between the branches.
- b. Mrs. Jones shared a training reminder for any on the Board who have not completed their training for the 2021 year.
- c. Mrs. Jones asked if the card for Mr. Ligon had made it way around?
- d. Mr. Wiersema got a letter in the mail stating that he had put the wrong year on his financial statement. He wanted to make sure members knew that the financial forms are checked.
- e. eBook usage has been rising throughout the year and has been a success.
- f. eBooks in our collection are being accessed frequently from New Orleans parish, Livingston Parish and the Trailblazer system which is located up the eastern portion of the boot.
- g. Summer Reading was very successful. With the Book buck incentive, that continues to grow every year. We had so many successes with the Summer Reading Program. I heard wonderful things about the program here in St. Helena. In Clinton, we had a little girl who was struggling in school and she hated to read. She was encouraged and gradually began to open up and read

more and more. By the time she left, they had instilled that love of reading. They instilled that love of reading in her and she blossomed during the Summer Reading Program. Then we had Mr. Josh O'Quin who had done some work with the library in the past. His children came in and became so enthralled with the Book Bucks and the reading incentive that they just met goal after goal and couldn't wait to come in and that went really well. And this year in Jackson, there were a lot of people who redeemed their Book Bucks in and among the businesses there in Jackson. Mrs. Robertson shared that the Summer Reading program in St. Helena was great.

10. Executive Session

- a. Staffing- Mrs. Jones indicated that was about staffing and people coming and going.
- b. Mr. Wiersema indicated that Mrs. Talbot had placed that on the agenda.
- c. Mrs. Brabham said she didn't mean to go back in the agenda but wanted to know what the next step was for Jackson. Mrs. Brabham asked if the library needed to give the current Leaser notice.
- d. Mr. Wiersema stated that the library needs to wait until it finds out when the building will be ready because with the permitting and the construction and stuff it's probably going to be late spring or early summer before things can even be moved. Mr. Wiersema indicated that 90 days would be sufficient notice.
- e. Mr. Flowers said that the meeting needed to be adjourned.

11. Location and time of next meeting

- a. The location and time of the next meeting was discussed.
- b. Mr. Flowers asked about the building in Clinton.
- c. Mrs. Jones indicated that the electricity may not be turned on over there.
- d. Mr. Flowers stated that the meeting would be in Greensburg.
- e. Mr. Flowers asked if the time could be moved to 1 pm. Everyone said they were fine with 1 pm.
- f. Mrs. Jones said that she wanted to write down the details.
- g. Mr. Wiersema said that it would be in Greensburg.
- h. It was decided that the location and time would be on December 16<sup>th</sup> at 1 pm in St. Helena parish.

12. Adjournment- The meeting was adjourned at 11:35 am.

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

Approved: 12/16/2021