

Agenda
Audubon Regional Library Board of Commissioners
Tuesday, December 10, 2019
Clinton Main Library
Budget/Regular Meeting
1:00 pm

1. Call to Order- Mrs. Talbot called the meeting to order on Tuesday, December 10 at 1:00 pm.
2. Roll- Present: Mrs. Brabham, Mrs. Kiff, Mr. Wiersema, and Mrs. Talbot Absent: Mrs. Travis, Mr. Flowers entered the meeting at 1:30 pm.
3. Approval of Agenda- Mrs. Brabham motioned to accept the agenda. Mr. Wiersema seconded and all approved. Motion passed.
4. Presentation of the 2020 Budget. Mrs. Jones presented the 2020 Budget. Mrs. Jones indicated that the proposed budget had been advertised for the time required.
 - a. Mr. Wiersema motioned to accept the 2020 budget. Mrs. Brabham seconded and all were in favor. Motion passed.
5. Public Comments on the 2020 Budget- There were no public comments.
6. Board signatures obtained for approved 2020 Budget.
7. Approval of previous meeting minutes- Mr. Wiersema motioned to accept the minutes from Oct. 15, 2019. Mrs. Brabham seconded and all approved. Motion passed.
8. Statistical, Business, and Financial Report
 - a. Approval of Debit Card expenditures and Bank Statement Reconciliation/ Board
 - i. Mrs. Kiff motioned to accept debit card expenditures and Bank Statement reconciliations. Mr. Wiersema seconded and all approved. Motion passed
 - ii. Board Signatures obtained for approved debit card expenditures and Bank Statement Reconciliation.
 - b. Approval of the 2019 Budget Adjustments/ Board Member signatures
 - i. All line item adjustments came in under budget; therefore, a budget adjustment was necessary.
 - ii. Line 4175- Mrs. Brabham motioned to accept the adjustment to line item 4175. Mrs. Kiff seconded and all were in favor. The motion passed.
 - iii. Line 6140- Mr. Wiersema motioned to accept the adjustment to line item 6140. Mrs. Brabham seconded and all were in favor. The motion passed.
 - iv. Line 5000- Mr. Wiersema motioned to accept the adjustment to line item 5000. Mrs. Brabham seconded and all were in favor. The motion passed.
 - v. Line 6270- Mr. Wiersema motioned to accept the adjustment to line item 6270. Mrs. Kiff seconded and all were in favor. The motion passed.
 - vi. Line 6540- Mr. Wiersema motioned to accept the adjustment to line item 6540. Mrs. Brabham seconded and all were in favor. The motion passed.
 - vii. Line 6542- Mrs. Brabham motioned to accept the adjustment to line item 6542. Mr. Wiersema seconded and all were in favor. The motion passed.
 - viii. Line 5000- Mr. Wiersema motioned to accept the adjustment to line item 5000. Mrs. Brabham seconded and all were in favor. The motion passed.
 - ix. Line 7520- Mrs. Brabham motioned to accept the adjustment to line item 7520. Mr. Wiersema seconded and all were in favor. The motion passed.

- x. Line 7540- Mr. Wiersema motioned to accept the adjustment to line item 7540. Mrs. Brabham seconded and all were in favor. The motion passed.
 - xi. Line 7580- Mr. Wiersema motioned to accept the adjustment to line item 7580. Mrs. Brabham seconded and all were in favor. The motion passed.
 - c. Investment Report-
 - i. Mr. Flowers motioned to place \$200,000 of the general checking account with Landmark Bank and ending in # 0421 in a one year CD. Mrs. Brabham seconded and all were in favor. The motion passed.
 - ii. Mr. Flowers motioned to split CD #3568550 at Feliciana Bank and Trust. Mrs. Brabham seconded and all were in favor. The motion passed.
 - d. Closure of Grant checking account-
 - i. Mr. Wiersema motioned to close the Grant checking account with Landmark Bank and ending in #2424. Mr. Flowers seconded and all were in favor. The motion passed.
 - e. Finance Committee Report
 - i. Mrs. Jones agreed to contact Mr. D'Aquila to see if he could handle all contract negotiations for Audubon Regional Library.
 - ii. Raises-
 - 1. The Finance Committee recommended giving a 5% raise.
 - 2. Mrs. Kiff motioned to give a 5% raise to all employees beginning on January 1, 2020. Mr. Flowers seconded and all were in favor. The motion passed.
- 9. Unfinished Business
 - a. Board members held discussion about Clinton Presbyterian Church.
- 10. New Business
 - a. Handbook revisions
 - i. Payroll and Billing Policy
 - 1. Mrs. Kiff motioned to make changes to section V of the handbook as outlined. Mr. Flowers seconded and all were in favor. The motion passed.
 - 2. Mr. Wiersema motioned to accept the changes to the payroll procedures in the handbook. Mrs. Kiff seconded and all were in favor. The motion passed.
 - b. TLC to Book Systems migration
 - i. Fines
 - 1. Mrs. Jones requested the Board to consider allowing the library to purge assessed patron "fine records" 2000- 2017.
 - 2. Mrs. Brabham motioned to purge fines assessed between 2000-2017. Mr. Wiersema seconded and all were in favor. The motion passed.
 - ii. TLC final bill
 - 1. Mrs. Jones requested that to have the uninterrupted time to retrieve statistical data before Dec. 31st
 - 2. Board discussion was held and all Board members were in agreement that the Director's first priority was to work on the collection of statistical data.
 - c. Louisiana Legislative Auditor
 - i. Finance Committee guidelines
 - 1. Mrs. Jones spoke with an LL Auditor's office attorney. Mrs. Jones shared the information given to her.
 - 2. All Board members agreed to "do away with" a formal Finance Committee and hold an extra meeting to handle financial decisions, as needed.

- d. Formation of Greensburg Building Committee
 - i. No motion was made to form a Building Committee.
 - e. Employee payroll/salary adjustments- Addressed previously in meeting.
 - f. Director's Salary Increase for passing the Louisiana Director's Exam
 - i. Mr. Wiersema motioned to give Mrs. Jones a salary increase of \$2500.00/year. Mrs. Flowers seconded and all were in favor. The motion passed.
 - g. New Hires Approved
 - i. Mr. Wiersema motioned to accept the hiring of Mrs. McClure. Mrs. Brabham seconded and all were in favor. The motion passed.
 - h. 2020 Holiday schedule
 - i. Mrs. Jones presented the proposed holiday schedule.
 - ii. Mr. Wiersema motioned to accept the holiday schedule as outlined. Mr. Flower's seconded and all were in favor. The motion passed.
 - i. 2020 ARL Board meeting dates
 - i. Mr. Wiersema motioned to accept the proposed 2020 Board meeting dates. Mrs. Brabham seconded and all were in favor. The motion passed.
 - j. Election of 2020 ARL Board Officers
 - i. Mr. Wiersema motioned for Mrs. Kiff to be the 2020 ARL Board President, Mr. Flowers as Vice President, and Mrs. Brabham as Treasurer. Mr. Flowers seconded and all were in favor. The motion passed.
11. Director's Report-
- a. Mrs. Jones presented a preliminary accounting of Administrative actions and projects undertaken since June of 2017 and the Director's report.
12. Director's Questions
- a. The Director asks for direction from the Board about duties and responsibilities. Through discussion and reference to the State Director's handbook, the following main points were iterated.
 - i. All daily operations are the responsibility of the Director.
 - ii. Building maintenance
 - iii. Setting hours and hiring employees
 - iv. Directing and communicating all business with vendors and contractors
 - v. The Director is responsible for answering to the requests of the entire Board as a whole.
13. Executive Session
- a. The Board excused Mrs. Jones for the executive session at 3:08 pm.
 - b. Mrs. Jones was asked to return after the Executive Session ended.
 - i. Mrs. Jones was given a copy of the Director's evaluation and asked to place a copy in her personnel file.
14. Public Comment- There were no public comments.
15. Location/time of next meeting- The next meeting will be on March 10, 2020 at 1:00 pm in Clinton.
16. Adjournment- The meeting was adjourned at 3:17 pm.

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

Meeting minutes were approved by The ARL Library Board- March 10, 2020