

Minutes
Audubon Regional Library Board of Commissioners
Tuesday, December 8, 2020
Clinton Presbyterian Church, 11023 Bank Street
Budget/Regular Meeting
1:00 pm

1. Call to Order
2. Roll- Mr. Wiersema, Mrs. Talbot, Mrs. Carroll, Mrs. Brabham, Mr. Flowers
3. Approval of Agenda
 - a. Mr. Wiersema makes a motion to amend the agenda to allow Mr. Da'Quilla to do his presentation. Mr. Flowers asks for a second on the motion.....Mrs. Talbot asks the Director where Mr. Da'Quilla was on the agenda? Mrs. Jones responded that he was supposed to speak under the Leases topic. Mrs. Talbot said, "Ok."
 - b. Mr. Flowers asks for a second on the motion.
 - c. Mrs. Brabham asks if the Board wants to move Mr. Moss up on the agenda too. All agreed.
 - d. Mrs. Brabham makes a motion to change the agenda to move Mr. Da'Quilla and Mr. Moss to the beginning of the meeting so that they can do their presentations. Mrs. Carroll seconds the motion. All were in favor. The motion passed.
4. Approval of minutes- Mr. Flowers asks for approval of the previous minutes.
 - i. Mrs. Talbot made a motion to approve the minutes. Mrs. Brabham seconds the motion. All were in favor. The motion passed.
5. Unfinished Business
 - a. Buildings
 - i. Lease
 - ii. Discussion included confusion as to where things stood related to the lease. Mr. Da'Quilla shared the process for moving forward and suggested that all parties meet to discuss options. Mr. Flowers said that the Library Board committee will meet with the Police Jury. If anything else is needed, it will be determined at that time. Mr. Da'Quilla said that sounded good. Mr. Wiersema said that sounded like a plan to him. Mrs. Talbot said, "Thank you."
6. Presentation of 2021 Budget
 - a. Mrs. Jones presents the 2021 budget.
 - b. Mr. Wiersema made a motion to accept the 2021 Budget. Mrs. Brabham seconded the motion. All were in favor. The motion passed.

- c. Mr. Flowers opens for public discussion. There were no public comments.

7. 2020 Budget

- a. Approval of Credit/Debit card purchases.
- b. Presentation of Bank Statements
 - i. Mrs. Jones indicated it was part of the packet and had been signed already by Mrs. Brabham but that another Board signature should be obtained.
- c. 2020 Budget Adjustments
 - i. Mr. Flowers asks for a motion to accept revision 1 for the 2020 Budget. Mr. Flowers motions to accept revision 1 for the 2020 budget. Mrs. Brabham seconds the motion. All were in favor. The motion passed.
- d. Investment Report
 - i. Mrs. Jones presents the investment report.
 - ii. Mr. Moss also shared that there is a notation at the bottom of the 2021 Budget that denotes the same information that \$200,000 of general fund has been restricted.

8. Building Updates

- a. Mrs. Jones presents the updates.

All buildings have been readied for the winter months. HVAC systems have been checked. All filters have been switched replaced. All heating is working appropriately.

9. New Business

- a. Approval of New Hire- Mrs. Theresa Lambert was hired as a part time employee in St. Helena. Mr. Wiersema motions to accept the hire. Mrs. Brabham seconds the motion. All were in favor. The motion passed.
- b. Employee Raises
 - i. Mrs. Jones presents the pay raise worksheet/chart for Board members consider in this decision. Mr. Moss clarifies total costs including vacation, retirement, taxes vs. salary increase cost.
 - ii. Mr. Wiersema makes a motion for a 3% increase.
 - iii. Mr. Flowers said that the raise was in motion. Mrs. Brabham seconded the motion. All were in favor. The motion passed.
- c. Approval of the 2021 Holiday schedule
 - i. Mrs. Jones presents the 2021 holiday schedule and the Board meeting schedule.
 - ii. Mr. Wiersema makes a motion to accept the holiday as outlined. Mrs. Carroll seconds the motion. All were in favor. The motion passed.
- d. Approval of the 2021 ARL Board meeting dates
 - i. Mrs. Jones asks the Board members to flip the page to see the Board meeting date schedule. March 9th, July 13th, Oct 19th, Dec 14th. Mr.

Wiersema makes a motion to accept the 2021 Board meeting schedule.

Mrs. Brabham seconded the motion. All approved. The motion passed.

e. Discussion of By Laws

i. Board discussed topics related to the By-Laws.

f. Election of 2021 ARL Board Officers

i. Mr. Wiersema motioned to nominate Mr. Flowers for President. Mr. Flowers accepted the nomination. Mrs. Brabham seconded the nomination. All agreed. The motion passed.

ii. Mrs. Brabham motioned to nominate Mr. Wiersema as Vice President. Mr. Wiersema accepted the nomination. Mr. Flowers seconded. All voted in favor. The motion passed.

iii. Mr. Wiersema nominated Dr. Brabham to continue for the next year as Treasurer. Mr. Flowers seconded the motion. All were in favor. The motion passed.

10. Director's Report

a. Mrs. Jones presented the Director's report.

December 2020 -Director's Report

COVID update: The Library is continuing to offer services during Phase III. With the rise of cases and flu season, all locations are making sure to clean high contact surfaces, are still quarantining all returned items. The library has posted its Phase III guidelines on the internet site and in the messages section of the online card catalog.

Library Programs-

Christmas Cards for Nursing Home and Veteran's Home. Lots of interest has been generated about this service project. Clinton Market was a good start. - Clinton Market Day generated 69 adults cards and over 20 children's cards. Greensburg and Jackson have been accepting a steady stream of cards for the event as well. Flyers have been placed in all libraries and on Facebook to announce the project. The Tangipahoa Head Start also contacted Mrs. Brecheen and they wanted to participate as well. They will be donating cards from the children.

December's Theme: Season's Readings;

January's Theme: "Get Your Mittens on a Good Book"- Focusing Hands, Feet and Health Care. Skills of focus include fine motor skills and dexterity. Links to virtual story times are being shared each day on Facebook.

Building Repairs update- All buildings have been checked and are ready for the winter season. HVAC units have been readied and filters cleaned or replaced. There are no problems at this time. Jackson- A leak from the roof developed from the Oct. 12th heavy rain. Harvey Enterprises was contacted and the leak on the roof has been covered with a blue tarp. There are no other issues at this time.

Clinton- The painting, flooring and bathroom repairs were completed by the end of 2020. In early 2021, leaks developed in the bathroom. A section of the wall was removed and several holes were located in the pipe which was allowing water to leak. A section of the pipe was removed and

replaced. The repairs are being observed for any other problems and then the repair will be covered with drywall.

Greensburg- The leak on the outside of the building was determined to be on the town's side. It has been fixed. The back stairs have been rebuilt and replaced. No leaks developed during the big rains through September and October. Everything is working and operational at this time.

Book Donation- Since Mrs. Travis was highly involved in the DAR, the library has ordered the book, *The Daughters of the American Revolution and Patriotic Memory in the Twentieth Century* by Simon Wendt. This will honor Mrs. Travis and her many years on the Board and as a member of the DAR.

ARL Board - All positions have been filled. The newly updated contact list has been updated and is in your packet.

11. Public Comment (*limited to 3 minutes*)

- a. Mrs. Egros reported to the Board that the Friends of the Library would like to get a new temporary sign to hang over the current one in front of the church to show the future sight of the Audubon Regional Library.
- b. Mr. Wiersema motions to allow The Clinton Friends of the Library install a new temporary sign for the library. Mrs. Brabham seconds the motion. All were in favor. The motion passed.
- c. Mrs. Egros thanks the Board. Mrs. Jones thanks Mrs. Egros for being so patient and waiting until the end of the Board meeting.
- d. Mr. Flowers introduced Mrs. Roberts to the Library Board. Mrs. Roberts welcomes the library to the neighborhood.

12. Executive Session

- a. The Board enters Executive session.

13. Evaluation

- a. The Board presented the Director with her yearly Evaluation and recommended the Director for continued employment with a 3% raise. The Board shared that with the difficulties faced this year due to COVID, they felt the Director handled the situation well. The Library Board also said that there are always areas for improvement and they felt these goals could be easily reached. Overall the Library Board was satisfied with the job the Director had done in 2020 and thought that she handled the Library business well. The Board voiced their appreciation for the work the Director had done and asked the Director to continue moving forward in her job.

14. Location and time of next meeting

- a. March 9th in St. Helena.

15. Adjournment- The meeting was adjourned.

Approved: **3/9/2021**

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