

Audubon Regional Library  
Board of Commissioners  
Board Meeting Minutes  
October, 2017 2:02 pm  
Clinton, LA.

President, Faye Talbot called the meeting to order at 2:02 pm.

Roll Call

Board Members Present: Mrs. Brabham, Ms. Kiff, Mr. Wiersema, Ms. Travis, Mr. Flowers, Ms. Talbot. Absent: None

Ms. Talbot noted that all members were present and that there was a quorum.

Agenda

Ms. Talbot noted the Agenda.

Mr. Wiersema made a motion to approve the agenda. It was seconded by Mr. Flowers. The Board approved the Agenda and all present agreed.

Approval of Previous Minutes

Mr. Wiersema requested that each board member be named consistently in the narrative with the use of Mr., Mrs. or Ms.

Mr. Wiersema also asked that the word "approved" be changed to "made a motion" in the Unfinished Business narrative from the July meeting.

Ms. Talbot made a motion to accept the amended minutes as discussed. Ms. Travis approved and Mr. Flowers seconded.

Statistical Business and Financial Report

Adjustments were made to the budget. The St. Helena building was and expenditures threshold in the budget was discussed. The rent was mistakenly identified as the cause. The Director indicated that the accountant said the threshold was being reached due to building expenses either in furnishings or unexpected repairs. This was discussed and more clarification was requested. The Director said that she would report back to the Board. Itemization of budget was discussed for detailed costs.

The Bookmobile sign in sheet, logging in of employees and mileage records keeping were discussed. The Bookmobile maintenance and repairs records were discussed.

The bank statements were presented to the Board and the Director noted that the IRS payments, Dollar General and the new website fee are in upcoming statement.

The Director reported that the Debit card is operable.

The budget codes breakdowns per branch are being put in place per accountant request for budget clarification.

Mr. Wiersema motions to accept the amendments to the budget. Mr. Flowers seconds the motion. All in favor. Mrs. Brabham motions to accept the budget. Mrs. Travis seconded. All in favor.

### Unfinished Business

Bookmobile/Outreach – The Director presented the schedule.

Free libraries in Slaughter (Mayor approved Addie O’Quin’s free library ) and Norwood. (Debra Kula received a grant for a free library. Each located at Town Hall). Audubon Regional Library is placing books in these locations.

School in Slaughter- may need to receive Bookmobile services.

### Director and Board discuss Tax Renewal Committees

All members have reported that they did what they could do. Signs are up in both parishes. Ms. Talbot praised the Director and Business manager for their hard work to help get the tax passed.

Ms. Talbot spoke with the accountant and asked what the situation would be like if the vote didn’t pass. He assured her there would be funds through the end of the year.

The Friends of the Library in Clinton has put out tables at Market Day and at the Grocery store in town and requested the Star AG in Jackson to put flyers in patron bags reminding people to vote.

Ms. Talbot said she wished she had another 50 signs.

Discussion held about signs for St. Helena Funding. Everything was already paid for through private contributions.

### New Board Members

The Director sent the link for the online ethics training. Ms. Kiff requests paper copies if possible.

### E-Rate

Director spoke with E-Rate Support and they decided to drop the bill for the previous year. An agreement was made to handle the E-Rate account for \$1800/year. We continue to have a good working relationship with E-Rate Support and can move forward.

### Payroll

Payroll has been adjusted. Employees were told about the change. Director drew up a letter as suggested by Mr. Wiersema at last meeting. All employees signed the letter stating that they understood the change.

### Petty Cash

This has been finalized and each branch receives \$20 to use for “change only” as discussed at the last meeting. All other cash and orders are going through the Business office. Weekly deposits are being sent now instead of monthly deposits. Overages are being noted and deposits are being made. Everything is still itemized so that we know specific statistics on the money. Petty cash is just for change. Employees are no longer purchasing on their own to buy items for their specific location.

### Library Programs Reports

Statistics chart created from monthly reports tells what each site is doing over the past year. St. Helena Programming is consistent throughout the year and the most successful of all locations. The Clinton program statistics are low and Jackson program statistics are low. There is very little programming and virtually no attendance for those programs that are planned.

The difference between counseling/tutoring services vs. Programs was noted by the Director and the Board. Clinton and Jackson are relying heavily on counseling/tutoring to count as programs. Board is not pleased with this. They want to see more programs that are created and run by employees at each site.

### Tutoring

Tutoring needs to be in an open area with no closed doors or windows. Board members are adamant about safety measures being in place specifically...2 adults in sessions and in a fully visible area are a must. No closed doors. Director has previously verbally told the Manager in Jackson on at least 2 occasions that this needs to be followed. Black paper was removed from the windows after 2 requests but the door is still being closed and the back room from the West Republic of Florida is also still being used for these services.

### Timely and accurate Record Keeping *(for auditing purposes and reports to the State Legislature as well as the State Library)*

Discussion held of lack of records or lack of complete records from Jackson and Clinton. Monthly reports turned in sometimes a month later. Monies are deposited late. Sometimes records are incomplete. Donations are being made that are not being reported to the Director and accountant. Mr. Wiersema asked if they had been counseled about the importance of keeping records and reporting them in a timely

manner. Director responded that they had been informed. The Director discussed this with all employees at the Employee Staff development Day on Sept. 14, 2017. Mr. Wiersema asked if this was being used toward evaluations of employees. The Director told him it was.

Jackson Library exterior was discussed. Ms. Talbot mentioned the need for a bench. Ms. Travis asked about access to Wi-Fi. She wanted to know if there was a way to check what people are accessing on the internet. Director reminded everyone that our internet has a filter on it and that it is already being monitored. She also let the Board know it is a requirement that a filter is in place due to E-Rate funding.

Program Activities organized and run by the Director and Business Manager for the Tax Renewal- Number of people in those activities accounted for 258 people reached. Open Houses, Wildlife Expo, Parent Night at Clinton Elementary, Anne Butler's book talk. Each was a success.

Memorial Bench Dedication in the name of Maude Williams. At least 30 people were in attendance. Very successful event.

In honor of Phoebe Thompson: a flag for the library will be monogrammed and donated by the Friends of the Clinton Library where it will be displayed in Clinton.

### Technology/IT

Cybrarian is still getting printing services working in partnership with Vantage Point. The Director is considering another another IT company because of long term problems related to IT service with the current company. Several IT service companies were suggested and the Director said that she would check into them.

### Buildings

Jackson- roofing issues. Ceiling tiles over the front desk had fallen while employees were off work. They found them the next morning.

Handbook- will be discussed at the December meeting.

Next meeting: Dec 13, 2017

Adjournment at 3:44 pm.

Minutes approved on Dec. 18, 2017.