

Audubon Regional Library  
Board of Commissioners  
Board Meeting Minutes  
Dec. 18, 2017 1:14 pm  
Clinton, LA.

President, Faye Talbot called the meeting to order at 1:14 pm.

**Roll Call**

Absent: Ms. Kiff, Mr. Wiersema

Ms. Talbot noted that there was a quorum.

**Agenda**

Ms. Talbot noted the Agenda.

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

The agenda is approved.

**Presentation of the 2018 Budget**

Mrs. Jones presented the 2018 Budget.

Mrs. Flowers made a motion to accept the 2018 Budget. Mrs. Brabham seconded the motion. All approved.

**Approval of Previous Minutes**

Mrs. Travis had one suggestion. She asked that the minutes be given to Board members soon after the scheduled board meeting because it was hard to remember everything. Mrs. Jones said she would make a note for the next meeting.

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

**Statistical Business and Financial Report**

Mrs. Jones presented the final statistical and financial report from the 2017 year.

Mrs. Brabham made a motion to accept the final revision for the 2017 Budget. Mrs. Travis seconded the motion. All were in favor.

## **Unfinished Business**

Mr. DaQuilla was consulted about incorrect accounting figures in Sick and Vacation Leave. He said that changes should be made immediately by the accountant. He also said he (Sam) would be available to talk with any employee who may have issues. I also talked with the accountant, Mr. Felps. He suggested that we change it in December so that it would go with the usual accounting procedure of making sure everything was correct for the end of the year figures. This is the planned procedure. Any adjustments made in the Dec. meeting to the handbook would also be put into effect at that time to make sure the accounting procedure was updated and current for 2018.

Mrs. Claxton's retirement is in effect. She went into retirement on Dec. 4' 2017.

## **New Business**

### Approval of Auditor

Motion made by Mrs. Brabham to accept McDuffie K. Herrod as the 2018 Auditor. Mrs. Travis seconded. All approved.

The Library Board approved Mr. Herrod as the 2018 Auditor for Audubon Regional Library System.

### Holiday Schedule

Mrs. Jones presented the 2018 holidays. Mrs. Travis asked that we give Christmas Eve in place of Veteran's Day which falls on a Sunday.

Mr. Flowers made a motion to accept the holiday schedule with the adjustment for Christmas Eve. Mrs. Brabham seconded the motion. All were in favor. The 2018 Holiday schedule was approved.

### Salary Adjustments and Payroll

Mrs. Jones presented the salary adjustment for 2018. There was no proposed change in salary due to the predicted cut in overall ad valorem revenue for the upcoming 2018 year. Salary and payroll remains the same for the 2018 year. Mrs. Brabham made the motion to keep the salary rate the same. Mr. Flowers seconded the motion.

### New Hires

Mrs. Jones is looking to hire another part time worker for Clinton. That will help alleviate the strain of extra duties on both the business manager and the Director who have been carrying these additional duties.

Mrs. Terry Taylor has been offered the Branch Manager position in Greensburg.

Mrs. Talbot referred to the Handbook on page 19 and asked if hiring policies were followed. Mrs. Jones responded that the handbook policies were followed.

Mrs. Brabham asked how many employees were at each branch library. Mrs. Jones responded.

Jackson: 2 full time in Jackson and 1 part time employee.

Clinton: 1 full time employee in Clinton, (administrative positions are currently helping)

Administrative: 1 part time cataloguer, 1 full time Business Manager

St. Helena: 1 full time, 2 part time workers

Bookmobile: 2 part time workers.

Mrs. Brabham asked if there was room in the budget to hire an additional employee. Mrs. Jones responded, "Yes, there was and that allowances had been built into the budget for this year for additional employees."

Mrs. Talbot expressed concerns over the Director and Business Manager having to work on Saturdays in order to cover extra duties in Clinton. She would like to see the library get this worked out so that they don't have to do other jobs. Mrs. Jones assured the Board that she is working toward that direction but it will take a little time.

#### Contracts for Services

Mrs. Jones indicated that the IT support contract ends in March. After considering IT companies suggested by our E-Rate specialist and the board, Mrs. Jones said a company had been chosen. The library will transition to a local IT company who has more E-Rate experience. Audubon Regional Library relies heavily on E-Rate for the ability to pay for internet access for the public. This local company also has accounts and client sites in Zachary, Clinton, Jackson, EBR and surrounding parishes.

#### Handbook revisions

Mrs. Jones presented copies of the Handbook for perusal. Mrs. Jones noted that she added page numbers. Mrs. Jones referred everyone to page 6f on page 4.

The board was asked to consider dropping the black and white copy price from twenty cents to ten cents a page for all patrons.

Color copies would remain fifty cents for all patrons.

There will no longer be different fees for different populations. All patrons pay the same copy fees.

Mrs. Travis motioned that we make all copies for all patrons 10 cents each. Mr. Flowers seconds. All were in favor. Motion passed.

Mrs. Travis motioned that we add the word “children” to the Bookmobile services on page 4. Section V Letter A. Mr. Flowers seconded. All in favor. Motion Passed.

Page 12

Section A. #5. Mrs. Jones asks that the cell phone policy be changed to allow phone use because patrons need their phone when filling out applications or accounts.

The suggested wording change is:

“Cell phones are not to be used in the library in a disruptive manner.”

Motion to accept made by

\*\*\*\*\***(No motion was officially made and no approval due to oversight.)**

Pg. 17

Employee definitions:

Other:

Part time employees hired on an as need basis.

Leave

Only regular full time employees will earn sick and vacation leave.

Robert Flowers makes a motion to clarify the policy that only full time employees will earn sick leave and vacation leave. Mrs. Brabham seconds. All in favor.

Pg. 18

Request made to make a correction to the spelling of the word “employees.”

Pg. 23

“Six months probation” should be updated to “three months probation.”

Pg. 24

Regular full time employees accrue 7.5 hours a month vacation after the first year of employment.

90 hours of unused vacation leave may be carried from one year to the next. Vacation leave must be scheduled at least 30 days in advance if at all possible, for the smooth

operation of the library. Employees can only accumulate 180 hours of unused vacation leave.

Employees will be compensated for up to a maximum of 180 accrued unused hours of vacation leave upon termination or retirement.

Mrs. Travis moved that we accept the vacation leave policy for full time employees as clarified in the meeting. Mrs. Brabham seconds. All in favor. Passed.

#### Full time Employee

Only full time employees earn sick leave. Sick leave is earned during the probationary period by full time employees at the rate of 1/20<sup>th</sup> of the hours worked but cannot be used during the 3 months probationary time. Sick leave is not earned while an employee is on a leave of absence. Sick leave ends when an employee leaves and any accrued, unused sick leave is not compensated.

Mrs. Travis moves that we accept the sick leave policy as clarified. Mr. Flowers seconds. All in favor. Passed.

Pg. 35

Time sheets are reviewed by the library Director and Accountant and/or Auditor.

Mrs. Brabham motions that we have time sheets reviewed by the Library Director, Accountant and/or Auditor.

Mrs. Travis seconds.

All in favor. Passed.

Pg. 36

“The Director” will determine the amount of cash on hand at the branch libraries.

Mr. Flowers makes a motion that the Director will determine the amount of cash on hand at the branch libraries. Seconded by Mrs. Brabham. All in favor. Passed.

“No personal checks” will be cashed out of the cash drawer/any library petty cash.

Mr. Flowers makes a motion that personal checks cannot be cashed from petty cash.

Mrs. Brabham seconds. All in favor. Passed.

Meeting ended at 3:10 pm due to loss of quorum.

*Minutes approved Jan. 4, 2018*