

Audubon Regional Library  
Board of Commissioners  
Board Meeting Minutes  
July 11, 2017 2:00 pm  
Clinton, LA.

President, Faye Talbot called the meeting to order at 2:00 pm.

Board Members Present: Robert Flowers, Lisa Brabham, Caroline Kiff, Roger Wiersema, Mina Jean Travis, and Faye Talbot. Absent: None

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

A motion was made by Lisa Braham to approve the minutes of the June 2017 Board Meeting. This was seconded by Robert Flowers and all approved.

**Statistical Business and Financial Report**

The Director reported on the adjustments made to the 2017 budget. She stated the budget overall is in good shape with a surplus but noted that the Board will have to ratify the adjustments since there is a 5% increase. A motion was made by Roger Wiersema to adjust the budget for 2017, and seconded by Mina Jean Travis. All present approved.

**2016 Audit**

The Board discussed the 2016 Audit. The Auditor suggested limiting the number of budget change expenditures for future audits. The Director stated that she will be watching things closely and limiting the number of expenditures for the library.

**Unfinished Business**

The Board discussed the surplus furniture purchased by the previous Director located in the North Wing of the Jackson complex. Roger Wiersema made a motion to approve a resolution to order the Director to sell this surplus furniture. This motion was seconded by Robert Flowers and all present approved.

The Director and Board discussed the use of the library van. The Director reported that she went to both Police Juries and discussed the van usage and reported that St. Helena was very interested in having the book van available for outreach. Employees Tonya Jackson and Garalisha Cousain will transfer to the book van. Routes will be 2 days a week with visits in St. Helena on Tuesdays and East Feliciana on Thursdays. Route will be addressed to include as many locations as possible on the 2 day route.

**Tax Renewal**

The Board discussed the upcoming tax renewal. They decided that the Director should get the word out by visiting the Police Juries and town hall meetings, contacting the newspapers, posting on social media and other resources. Upon further discussion, it was decided to see if the Friends of the Library could help fund sign purchases. The Board stated that voting reminders need to be purchased by the Friends and not paid for by the Library. Names were requested for a committee to help with promoting the library renewal.

The Director reiterates that Friends of the Library groups need to be contacted in order to help with the tax renewal since the library cannot do any advertising.

### **New Business**

The Director stated that she would send email links to the Board for Ethics Training. She said that the State Library Training will be scheduled later depending on individual time schedules of new members.

The Director and the Board discussed employees not contacting Board Members directly and following the grievance procedure. In the past, employees have been going directly to Board members and not following the grievance procedure as outlined in the Handbook. It was mentioned that employees are still continuing to do this after being told about the grievance procedure. The Board reiterated that there is a policy in place and employees must follow the policy.

The Director suggested to the Board that Peggy Stafford's title should be changed to Business Manager. Mina Jean Travis moved to change Peggy Stafford's title to Business Manager. Roger Wiersema seconded and all approved.

### **Outreach/events**

The Director told the Board of the community outreach she has been involved in. She stated that she will continue to reach out to as many areas as possible. Faye Talbot asked the director to make sure to contact the Slaughter area. Discussion included networking with teachers and children.

### **Debit Card**

The Board discussed the debit card for the Director for library purchases. The Board requested that the Director present copies of the bank statements at the Board Meetings for more transparency. Roger Wiserma made a motion that the Director be given a debit card for library purchases with a limit of \$2,000.00. This was seconded by Robert Flowers and all approved.

### **Petty Cash and Donations**

The Director reported to the Board that she found that donations are not being reported through CPA records. She stated that accurate accounting requires reporting of all donations. She said that donations are being given to managers and there is no record of this for auditing. The Director suggested that Branch program activities can have items ordered in bulk in order to save money in the budget if everyone has similar themes each month. She found that previous items being purchased included food and toys. The Director recommended to the Board that petty cash in the branches should be no more than \$20.00 and used only for change. She stated that the overages should be sent in weekly to the main library for deposit. The Board agreed with these recommendations and ordered the Director to get all petty cash over \$20.00 to the main library by July 26, 2017.

### **Time clocks**

The Director told the Board that she would like to "table" the purchase of time clocks because of other pressing items to be addressed and to save money in the budget. Roger Wiersema stated that he wanted the Director to check over the time sheets every time they are turned in to the office and before going to the accountant to check for discrepancies.

### **Payroll**

The Director stated that she is not comfortable with paying employees before work has been completed. The Director was in contact with the CPA and he suggested changing it so that there is a week leeway. Roger

Wiersema would like all employees to be told in person so that they understand what the change entails. The Board also suggested that each employee sign a form stating that they understand the changes that will take place. This paper should be placed in their files. A motion was made by Mina Jean Travis to change the payroll period to be in account with the CPA suggestions. Roger Wiersema seconds the motion and all present approved.

### **Employees**

The Board approved hiring a new employee for the St. Helena Branch.

### **Handbook**

The Director presented discrepancies in payroll wording in the handbook. The wording and unused sick leave and vacation was addressed by Board. After discussion, the Board would like more research to be done in sick leave accrual.

### **Handbook and Social Media Policy**

The Director told the Board she would like to do research and begin to develop a social media policy for the library system.

### **Date and Time of Next Meeting**

The President suggested going back to the old Board schedule. After discussion, the Board decided to meet on Oct 10' 2017 at 2:00 pm in Clinton, LA.

### **Adjournment**

The meeting was adjourned at 3:44 pm.