

AUDUBON REGIONAL LIBRARY BOARD OF COMMISSIONERS
REGULAR BOARD MEETING MINUTES
MARCH 14, 2017, 2:00 p.m.
JACKSON BRANCH OF AUDUBON REGIONAL LIBRARY
JACKSON, LA

The meeting was called to order by President, Faye Talbot at 2:00 pm.

Board members present were Roger Wiersema, Jim Hendrickson, Lisa Brabham, Mina Jean Travis and Faye Talbot.

A motion was made by Roger Wiersema to approve the Agenda. This was seconded by Jim Hendrickson and all approved.

A motion was made by Jim Hendrickson to accept the minutes of the previous meeting. This was seconded by Lisa Brabham and all approved.

Statistical Business and Financial Report

There was no adjustment to the 2016 budget.

Unfinished Business

The President reminded the board members to do their ethics and financial disclosures by May 15, 2017.

A motion was made by Jim Hendrickson to approve student worker, Deneisha Hunt as a part time employee. This was seconded by Roger Wiersema and all approved.

A motion was made by Roger Wiersema and seconded by Jim Hendrickson to get a full wrap design on the library van. All present approved.

The President stated to note in the minutes that Mina Jean Travis entered the meeting.

The subject of library outreach was discussed and Jim Hendrickson stated that he was adamant about getting the van on an outreach route as soon as possible.

Faye Talbot updated the board on the status of the laptops stating that Vantage Point Technologies had picked them up for updating.

The upcoming tax renewal was discussed by the Board. Jim Hendrickson reported that after research, discovery and discussion, the tax renewal wording that appeared on the October 2016 ballot in East Feliciana was not correct. He suggested that the board speak with Sam D'Aquilla about this matter.

He also stated that the correct wording be drafted and prepared in a resolution to be sent to the police juries for the renewal.

A motion was made by Roger Wiersema and seconded by Jim Hendrickson to send the prepared resolutions requesting that East Feliciana and St. Helena Parishes add the library tax renewal to the October 2017 ballot. All present approved.

The President updated the Board on the library branches. She stated that the bench dedication for Maude Williams will be held in the summer. She noted that the HVAC unit in Clinton had to be serviced. In further discussion, she said that she told the manager there the public was allowed to use the restroom.

In her report to the Board about the St. Helena branch, she said that there was finally a new sign. Roger Wiersema said that Demco graciously put it up on the building. Faye said that the needed repairs were being addressed. The back HVAC unit should be repaired that week and the problem with the dimmer switch taken care of. The manager has contacted a plumber to see about the bad smell in the kitchen. The manager also reported that two computers were still not working properly.

In discussion about the Jackson branch, Faye reported that the 220 wiring problem had been solved and Roger Wiersema moved the air conditioning unit to the proper location.

North Wing Discussion

Jim Hendrickson opened the North Wing Building discussion and stated that the Republic of West Florida Historical Association had taken over the entire campus from Harvey Enterprises and reminded the Board that the library does not have a lease. He said that soon the rent would increase and as in a previous meeting, presented his reasons for the purchase of the North Wing location. After much discussion, Roger Wiersema said that the East Feliciana Board members should form a committee for this and suggested that they wait for a new director before making any decisions. He stated that he would support anything that the East Feliciana members decided. Faye Talbot said that she does not think the library is in any position to do anything without a director in place and a pending tax renewal.

New Business

Roger Wiersema made a motion to accept the resignation of Angela Myles. This was seconded by Lisa Brabham and approved by all.

The Board accepted the resignation letter from Patricia Boatman dated 2-24-2017 with a motion by Roger Weiserma. This motion was seconded by Jim Hendrickson. All members present approved.

The Board discussed the committee to interview the applications for a new director. All board members said that they would participate in this process.

The President informed the Board that the debit card was returned by Mrs. Boatman. The President said that she does not recommend getting another one. Currently, she is having the managers send their purchase requests in and she reviews them.

Jim Hendrickson made a motion that there be \$100.00 petty cash available to the managers and that all receipts be turned in before issuing any more funds. Roger Wiersema seconded this motion and all agreed.

Faye Talbot said that the issue of time clocks must be addressed. Dr. Lisa Brabham mentioned that there are good computer log in programs for this. Mina Jean Travis said that time clocks should be installed as soon as possible. Roger Wiersema stated that it was the duty of the board to oversee and make sure policies and procedures are followed. The board agreed that Faye Talbot should visit each branch, meet with the manager and insist that the policies and procedures outlined in the manual are followed. Roger Wiersema said that the employees need to know that if they are not following policy and a board member observes this, there will be consequences. Jim Hendrickson added that Faye tell the managers that the library has a procedure for filing grievances and emphasize to them that they should follow it. Roger Wiersema said that he remembers putting policy manuals in each library and asked Faye Talbot to make sure they are in place. Faye Talbot told the board that she would do as they asked and speak to the managers about timesheets, sign-in sheets, petty cash, sick leave and payroll.

Public Comment

Mike Salmon of the Republic of West Florida Historical Association spoke to the board about their organization's plans and future. Roger Wiersema asked Mike for a time frame and explained that the library has a pending tax renewal and is searching for a new director. Mike Salmon reassured the board that the Republic of West Florida Historical Association will work with the library and not do anything until the end of the year.

Finally a motion was made by Roger Wiersema and seconded by Jim Hendrickson to amend the Agenda to address the problems of cell phone use and eating in the library by employees. This motion was approved by all.

Date and Time of New Meeting

Faye Talbot announced that the next board meeting will be Tuesday, July 11, 2017 at 2:00 p.m. in the St. Helena branch in Greensburg, Louisiana.

A motion made by Roger Wiersema and seconded by Jim Hendrickson to adjourn the meeting was approved by all.

The meeting was adjourned at 4:20 p.m.

Approved 4-25-2017