

Agenda
Audubon Regional Library Board of Commissioners
Tuesday, March 10, 2020
Clinton Main Library
Budget/Regular Meeting
1:00 pm

1. Call to Order- Mrs. Kiff called the meeting to order at 1:00 pm.
2. Roll- Mr. Wiersema, Mr. Flowers, Mr. Moss, Mrs. Brabham and Mrs. Kiff were in attendance. Mrs. Talbot and Mrs. Travis were absent.
3. Approval of Agenda- Mr. Wiersema motioned to approve the agenda. Mr. Flowers seconded the motion. All approved the agenda.
4. Approval of previous meeting minutes- Dec. 10, 2019- Mr. Wiersema motioned to accept the minutes. Mrs. Brabham seconded the motion. All approved. Dec. 10, 2019 meeting minutes approved.
5. Statistical, Business, and Financial Report
 - a. Approval of Credit Card expenditures/ Board Member signatures
 - i. Board Signatures for Credit card expenditures were obtained.
 - b. Approval of Bank Statement Reconciliation/ Board Member signatures
 - i. Board Signatures for the Bank Statement Reconciliation were obtained.
 - c. 2019 Budget vs. Actual presentation
 - i. Presented to the Board
 - d. Approval of the 2019 Budget Adjustments/ Board Member signatures
 - i. Board Signatures were obtained.
 - e. Investment Report/CD's- The Director presented information about splitting the CD with restricted and unrestricted parts into separate CD accounts for the restricted and the non- restricted portions. This was finalized into 2 different CD's. One is for the restricted monies and the 2nd was for the unrestricted monies. The Director reported this has been finalized as requested by the Board.
 - f. Closure of Grant account – The Director reported closure of Arts Grant account due to use of funds and that all paperwork has been finalized.
 - g. Bank account authorization- Director presented plan to have a form letter prepared for December meeting to expedite process for signatures on accounts. Documentation needed from each Board member would be a Driver's License and Insurance Card. Other forms may be required as all banks handle this process a little differently. Director will have everything ready at the December meeting. Board members agreed that this would be more efficient.

Discussion of the General Fund bank account a Landmark Bank was entered into by the Board. Mr. Wiersema motioned to hold the monies in the general funds until a decision is made about what the ARL Board is going to do about The Presbyterian Church. Mr. Flowers seconded the motion. All approved. The motion passed.

6. Unfinished Business

a. Board Member Terms

- i. East Feliciana- Mrs. Brabham's renewal as an ARL Board member was approved by the East Feliciana Police Jury for a five year term.
- ii. St. Helena - Mrs. Travis's appointment expires in January 2021. Mrs. Carol was discussed as a potential replacement. ARL Board President will contact Mrs. Carroll about ARL Board member position.

b. Clinton Presbyterian Church

- i. Structural Engineer Report- Copies of report were distributed via email before the meeting and paper copies were distributed at this meeting.
- ii. Current status- Contractors will be contacted for an estimate on the following: Electrical wiring needs to be updated throughout and brought up to code. An Asbestos company needs to be hired for removal plan and samples sent off for analysis. Mr. Wiersema recommended taking care of the asbestos up front instead of covering it with drop ceilings or building on top of it and waiting to take care of it in the future. Mr. Wiersema voiced major concerns with the shifting foundation especially in the hallway and would like this to be addressed. Mrs. Kiff and Mr. Wiersema voiced concerns over the deterioration of the windows and would like to have them looked at and an estimate for more energy efficient windows. A cabling company is drawing up a proposal for internet and phone plan throughout the building. Library Interiors is drawing up their plans for shelving in the adult and children's areas. Mrs. Jones will meet Mr. Flowers to show him the church at their mutual convenience.

7. New Business

- a. Kathleen Garig was approved as a new hire in Jackson. Mrs. Dickinson, in Jackson, turned in her resignation.

8. Director's Report- Mrs. Jones presented the Director's report

9. Public Comment- There was no public comment.

10. Location and time of next meeting- The next meeting will be on July 14, 2020 at 1:00 pm in Clinton.

11. Adjournment- The meeting was adjourned at 2:09 pm.

Approved: July 14, 2020

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