

Proposed Meeting minutes  
Audubon Regional Library Board of Commissioners  
Thursday, March 17, 2022  
11321 Old S Drive, Clinton, LA 70722  
Clinton, Louisiana  
Regular Meeting  
1:00 pm

1. Call to Order
2. Roll- Present: Mr. Wiersema, Mrs. Brabham, Mrs. Robertson, Ms. Talbot, Mr. Flowers  
Absent: Mrs. Carroll
3. Approval of Agenda
  - a. Mr. Wiersma motioned to accept the agenda. Mrs. Brabham seconded the motion. All were in favor. The motion passed.
4. Approval of previous meeting minutes
  - a. Mr. Wiersema motioned to accept the January 20<sup>th</sup> meeting minutes. Mrs. Brabham seconded the motion. All were in favor. The motion passed.
  - b. Mr. Wiersema motioned to accept the February 10<sup>th</sup> meeting minutes. Mrs. Brabham seconded the motion. All were in favor. The motion passed.
5. Statistical, Business, and Financial Report
  - a. Board approval of Credit/Debit Card expenditures/ Board Member signatures
  - b. Board approval of the 2022 Budget adjustments/ Board Member signatures
    - i. Line Item adjustments:
      1. Line 4175- Mr. Wiersema motioned to accept the adjustment. Mrs. Brabham seconded the motion. All were in favor. The motion passed.
      2. Line 5010- Mr. Wiersema motioned to accept the adjustment. Mrs. Brabham seconded the motion. All were in favor. The motion passed.
      3. Line 5030- Mr. Wiersema motioned to accept the adjustment. Mrs. Brabham seconded the motion. All were in favor. The motion passed.
      4. Line 7541- Mr. Wiersema motioned to accept the adjustment. Mrs. Brabham seconded the motion. All were in favor. The motion passed.
      5. Line 7542- Mr. Wiersema motioned to accept the adjustment. Mrs. Brabham seconded the motion. All were in favor. The motion passed.
      6. Line 7520- Mr. Wiersema motioned to accept the adjustment. Mrs. Brabham seconded. All were in favor. The motion passed.
  - c. Board approval of 2022 Budget vs. Actual adjustments/ Board Member Signatures
  - d. Board approval to move restricted funds out of General Fund account
    - i. There was Board discussion of the restricted funds in the general fund. Motion was made by Ms. Talbot to divide the restricted money in the general fund with 20% going to St. Helena and 80% going to East Feliciana. The

motion was not seconded. Requests were made for actual numbers before a board vote. There was a question about whether there were enough funds in the renovation account to cover the lead and asbestos abatement project. It was indicated that there was and that the Board would need to readdress this in July in preparation for the next stages of the Bank Street project.

- e. Investment Report was presented to the Board. The Director shared that while interest rates have risen, most of the renewal dates on the CD's have passed. These can be looked at again in the fall and preparations made for renewal dates. The reconciled date should reflect 2/28/2022.
- f. Approval of Accountant for 2022
  - i. Questions arose about whether the accountant is an employee or an outsourced entity. The Director checked with Mr. Da'Quilla and he indicated that the accountant would be considered a professional service. Terms of the accountant contract was discussed. Attendance at all meetings was discussed with agreement that this was not needed. The accountant will attend when requested. The library will purchase its own QuickBooks as it has in the past and Payroll. Question was raised if the \$630 was all inclusive or if other fees were going to be added. It was determined that it was \$630 plus the cost of filing 1099's. It was asked if Library administration and the Business manager have access to QuickBooks. The answer was yes. It was discussed that there should be an agreement that has an end date. It was determined that this contract will be on a yearly basis. Mr. Wiersema made a motion to accept the accountant with the adjusted compensation of \$630/month to include the terms listed above. Ms. Talbot seconded the motion. All were in favor. The motion passed.

## 6. Unfinished Business

### a. Buildings

#### i. Bank Street update

1. The building was discussed and a preliminary timeline was shared. The first project timeline from Holly and Smith was presented. This may change depending on events that occur during the process. The preliminary drawings are presented so that Board members can look over them to a decision at a future meeting. It is anticipated that there will be four months for the design process. They expect the construction process to be around six months with a projected timeline well into the first quarter, possibly into March or April of 2023. The general contractor will be paid on a monthly basis based on construction progress. The contractor will get the bids for one or two specific jobs during each phase and have work completed on those projects. After the job is finished, the contractor will submit an

invoice for that part. Holly and Smith will look at the invoice to determine if it is within the parameters that were set out. If it is approved, then the bill comes to the library to be paid. Holly and Smith indicated that they will be supplying all financial records and information for Board approval at each stage of the project. The question was asked if the Board will have to meet each time a project is completed to approve the invoice. It was indicated that Holly and Smith will be determining when these invoices are timed. Holly and Smith indicated that the initial invoices may be spaced 1 to 2 months apart but as the project unfolds, more projects will be happening closer together. It was stated that the architect firm is responsible for overseeing all projects and the contractor as well as making sure the bidding is handled appropriately. The library is not part of the bidding but will be informed of all stages. In regards to the bidding, the current lockdown times for contractors are as short as five to seven days due to the volatility of the construction market. This is highly unusual. Ms. Talbot voiced that she wants a monthly update. Mr. Moss indicated that he will keep track of the costs. Mrs. Jones shared that she just met with the architect and they said that they would be providing all those documents to the library.

2. Updates shared from Holly and Smith: the transit is in good shape and will need repainting. The side windows have asbestos caulking and asbestos glazing. They are seeking a second opinion on this to determine how to move forward. They recommend that repairing this may approach the cost of full replacement. Facia and eaves have lead paint. It is recommended to scrape and repaint those areas that can be saved. Those areas that are rotted will need replacement. Stained glass windows in the front of the building have frames full of lead. It is recommended to remove the windows, remove the lead paint, from the frame and repaint and replace the window frame and reinstall. All of these window options will be presented at a future meeting. The Board needs to determine if these items are done in the abatement stage or the construction stage. Holly and Smith plan to meet with the Library Board and Police Jury members to present the options. Mr. Wiersema shares that the library will make recommendations but the Police Jury will be included in the decision making process.
- ii. Jackson Square Plaza update
    1. Holly and Smith had already been chosen to do the drawings at one of the most recent Board meetings. There was not enough time to complete those drawings. No motion was made on the Fire Marshall

drawings. Ms. Talbot motioned to inform the West Republic of Florida that the library will be out of the current location by December first the library will be out of the building unless they can get out sooner. If this occurs, written notice will be given. The motion was seconded by Mr. Wiersema. All approved. The motion was approved.

iii. St. Helena update

1. Board discussion occurred on the state of the building in Greensburg. The land is still in the process of being acquired.

7. New Business

- a. Obtain Board Signature of Auditor's Letter of Engagement
  - i. Board discussed the Auditor's Letter of Engagement. Signature was secured to engage the Auditor.

8. Director's Report

- a. Short summary occurred. The Director mentioned the successful Dinosaur program during the month of January and February. Significant participation was had in both parishes with the Jackson Head Start participating and taking a group photo. Several individuals have been in doing genealogy.

9. Public Comment

- a. Public comment included the discussion of the Bank Street renovation and input on the stained glass windows. It was indicated that The Friends of the Library would be willing to help with this. Request to have more copies of the Board documents available was also made. The Director also shared that Mr. Da'Quilla was consulted and said that the library needs a public records policy in place.

10. Committee shares Director evaluation information (executive accession)

- a. The Board returned from Executive session and indicated that the Director received a positive evaluation.

11. Director Evaluation

- a. Board action related to Director Evaluation
  - i. Director will be retained.
  - ii. It was determined that no increase in salary would occur due to the cost of living raise given in December of 2021 to all employees.

12. Location and time of next meeting;

- a. Jackson, Louisiana at the Jackson Branch Library at 1 pm.

13. Adjournment

*All meetings of the Audubon Regional Library Board are quorums and are public meetings.*