

Approved Minutes
Audubon Regional Library Board of Commissioners
Tuesday, March 9, 2021
Audubon Regional Library, Greensburg Branch
Regular Meeting
1:00 pm

1. Call to Order- 1:05 pm-Mr. Wiersema calls the meeting to order and conducts this meeting until Mr. Flowers assumes the role.
2. Roll- Mr. Wiersema, Mr. Flowers, Mrs. Brabham, Mrs. Trappey
3. Approval of Agenda
 - a. Meeting time adjustment- Mrs. Brabham motions to add meeting time change to morning Board meetings. Mr. Flowers seconds the motion. All approved. The motion passes.
4. Approval of previous meeting minutes- Dec. 8, 2020- Mr. Flowers motions to accept the minutes from the Dec. 8, 2020 meeting. Mrs. Brabham seconds the motion. All were in favor. The motion passes.
5. Statistical, Business, and Financial Report
 - a. Approval of Credit/Debit Card expenditures/ Board Member signatures
 - i. Mrs. Brabham motions to accept the expenditures. Mr. Flowers seconds the motion. All approved. The motion passed.
 - b. Approval of the 2020 Budget adjustments/ Board Member signatures
 - i. Mr. Moss presents the final adjustment to the 2020 Budget. Mr. Wiersema asks for a motion to accept the final 2020 Budget Revision. Mr. Flowers motions to accept the final 2020 budget. Mrs. Brabham seconds the motion. All were in favor. The motion passed.
 - ii. Mr. Wiersema asks for a motion to accept the profit vs. loss actual. Mr. Flowers motions to accept the 2020 Profit and Loss vs. Actual. Mrs. Brabham seconds. All voted in favor. The motion passed
 - iii. Mr. Moss presents the 2021 Cash Investment Report. Mrs. Jones informs the Board that most CD's have matured and the interest rates on CD's have dropped significantly. This includes the General Fund which is now at .01%. Mr. Moss points out to the Board that the larger CD's have matured and that the new rates will also be dropping. He will have those figures on the next investment report.
 - i. Mr. Wiersema asks if the renewal rate is for 1 year. Mrs. Jones replies that he is correct. Mr. Wiersema felt that inflation may drive the CD's higher in the future when they come up for renewal.
 - ii. Mr. Moss asked if the Board had decided which CD they were pulling the renovation funding from. Mrs. Jones shared that the Board would probably be making that decision at a future Board meeting. Mr. Moss suggested that if money is pulled from the big CD that the

length of renewal might want to be addressed so that there are no withdrawal fees. Mrs. Brabham shared that the Bank said that the withdrawal fees only apply to the amount being withdrawn from the CD and do not apply to the entire amount.

- c. Yearly Bank statement signatures resolution
 - i. Present Board members sign the Bank Statement Signature Resolution. Absent members' signatures will be obtained before submitting to the document to the Banks.

6. Unfinished Business

a. Buildings

i. Board approval of Building Lease in Clinton

- i. Mrs. Jones presents the Lease that was approved by the Police Jury. Mrs. Jones says that the Library Board must approve the Lease in the meeting today. She then tells the Board that she will contact Mr. Da'Quilla after the approval of the Lease. He will set up an appointment to have Mr. Flowers, the Library Board President and Mr. Kent, the Police Jury President to sign the Lease. Mr. Wiersema turns over the meeting to Mr. Flowers. Mr. Flowers asks for a motion to approve the Lease between the Police Jury and the Library. Mr. Wiersema motions to accept the Lease. Mrs. Trappey seconds the motion. All voted in favor. The motion passed.
- ii. Mrs. Jones shares the next steps she will take as she moves forward. Mrs. Jones will acquire insurance coverage for the building and have the coverage transferred from the Police Jury to the Library. Mrs. Jones will begin the process of getting utilities switched into the Library's name.
- iii. Mr. Wiersema asks if the library is going to carry the Builder's risk insurance or if the contractor is going to provide that? Mrs. Jones said that the Library will be carrying the Builder's Risk policy. Mrs. Jones said she had been talking with Dart Insurance and the Library will have general coverage just like the Police Jury was carrying on the building until the Board begins the renovations. Just before the renovations begin the Library will switch the general insurance to a Builder's Risk policy. Dart Insurance is aware that the Board is voting on the Lease today and after this meeting, the Director will set up an appointment with their office to switch the insurance into the name of the Library. Mrs. Jones indicated that this would have this Friday or possibly on Monday.
 - a. Mr. Wiersema asks if there will be a particular point person from the Police Jury that the Director will be working with. Mrs. Jones indicated that the Police Jury has not communicated about this. Mrs. Jones did share that Mr. Kyle

Fleniken has been assigned as the Building Committee Chair and she thought it would probably be him.

- b. Mrs. Brabham asked what happened to Mr. Oliveaux. Mrs. Jones shared that Mr. Oliveaux was on the Building Committee but he stepped back and the Police Jury put Mr. Kyle as the Building Committee chair.
- c. Mr. Flowers said that he spoke with Mr. Oliveaux at the Police Jury meeting and he told Mr. Flowers that off because he was from St. Francisville and they wanted someone who was local.
- d. Mrs. Brabham did say that he was from West Feliciana and said that he is on the East Feliciana Police Jury and that his family was from West Feliciana. Mrs. Brabham did share that the Fleniken family is from East Feliciana.
- e. Mr. Flowers said that Mr. Oliveaux was in favor of the Library doing what needed to be done.
- f. Mr. Moss asked if the Police Jury will have oversight on the building. Mrs. Jones shared that according to the Lease, the Police Jury owns the building but the wording of the lease says that the Library will have final decision on the renovations.
- g. Mrs. Brabham asked about the foundation. She said there were 2 options to fix the foundation. One was a more permanent expensive fix. The other was like “put a patch on it fix.” She asked if the library wanted to do the permanent fix and the Police Jury didn’t, does the library have the final say? Mrs. Jones responded that as far as she understood, the library would be able to make the final decision.
- h. Mr. Flowers felt like the Library would because the Library is paying for all renovations.
- i. Mrs. Brabham asked about the lead paint and some people from the audience had voiced an opinion to put paint over it. Some were also on the Police Jury.
- j. Mr. Wiersema added that Mrs. Talbot had said there were other mitigations than the most expensive. Mr. Wiersema also reminded everyone that he said that the Library needed to comply with the building code so if it required removal, then the library would have to do that and if the inspector would approve some type of covering, with the exposure to the children and stuff. Mrs. Brabham asked about the Police Jury and Mr. Wiersema shared that Mrs. Talbot said she had talked with someone from the Police Jury.
- k. Mr. Flowers said that the library would have to look at the legal part.

1. Mrs. Jones shared that she spoke with the insurance company about the library having foreknowledge that there is lead and asbestos in the building. Mrs. Jones stated that the Library will be carrying all coverage and liability for the Library and Police Jury. Mrs. Jones asked the insurance company if this foreknowledge and a decision not to mitigate these items would this cancel or make insurance coverage null and void? It was indicated that there would be that potential. Mrs. Jones stated that if the potential is there, then the library would be taking that risk for the Library and the Police Jury because someone could add on the Police Jury to a suit because they own the property.
- m. Mr. Moss said that he would guarantee that because when someone sues, they sue everybody.
- n. Mr. Wiersema shared that the Police Jury has immunity. They can be sued but the Police Jury has to vote to pay someone and that is why the Police Jury never gets sued. Mr. Wiersema shared in his opinion, if the building inspector approves the action taken, and it is in writing with documentation, then that would fall onto the building inspector's responsibility.
 - i. Mrs. Jones shared that the Insurance Company did say there was a letter that must be secured that approves the action taken.
 - ii. Mr. Wiersema said that he knew that because he had the background. He shared that everything that is done at the building needs to be approved by the building inspector. He shared that nothing will be hidden and everything will be approved by the building inspector.
 - iii. Mr. Moss shared that this will be put in the contracts with "subs" for anything that gets done.
 - iv. Mrs. Jones indicated that there will be someone who is heading the job and that they will be taking responsibility of this.
 - v. Mr. Moss shared that installment payments needed to be made and before the last payment, that the inspector sign off on their work.
 - vi. Mr. Wiersema said that after the lease was signed and things lined up, that the library would need to hire a general contractor.
 - vii. Mrs. Jones shared that she would have to begin the bid process. The bids might include Architect Firms and Contractors. Mr. Wiersema reiterated that the contractor should be a General Contractor and they

would hire contractors and be responsible for them, providing their insurance. Mrs. Jones affirmed. Mr. Wiersema said the Director would need to coordinate with the General Contractor unless the Architectural firm will be allowed to be in charge.

- viii. Mrs. Jones shared that was the way it was handled in Greensburg. Holly and Smith was in charge and the library met with them to give input.
- ix. Mr. Moss asked if there was benefits to having an architect firm handle everything. Mr. Wiersema asked Mrs. Jones if she had experience with commercial building. Mrs. Jones replied she did not. Mr. Wiersema said that an Architect firm would oversee the General Contractor and make sure that everything was being handled appropriately. The Building Inspector is involved in this, as well. The Building Inspector will go in and make sure that the work was meeting specifications too. Mr. Wiersema shared that it would cost more for an Architect firm to be involved but it would be good to have as many eyes on the project as possible. Mr. Wiersema shared that he is not advocating for spending a lot of money but it needs to be done right and the oversight helps.
- x. Mrs. Jones agreed with Mr. Wiersema and added that she does understand because she and her husband built their own house. The brick work, dry wall and roofing was “hired out” but that they did their own stud work, their own plumbing, flooring etc....It is much easier to do everything in the beginning than to do some work, move in and try and finish the rest while in the building. This way of doing things creates a big headache.
- xi. Mr. Moss agreed that it should be treated like a new house and that the library should not move in until it is completely finished.
- xii. Mr. Wiersema said that he spoke to the Director about the stained glass windows and that they retarded the light coming in. Mr. Wiersema asks that the Director do some research into whether or not there is any resale value for the stained glass windows and if that cost would pay for installing clear glass windows and help mitigate the lead removal.

- xiii. Mrs. Brabham said that this would get down to the windows because the Police Jury pulled the pews out of the building. Mrs. Brabham said that something was said about the windows at one of the past meetings. There was a strong reaction about removal of the windows and being part of the character of the church.
- xiv. Mr. Wiersema said that it did not matter to him. Mrs. Brabham said it did not matter to her either. But that the Director was approached about the pews and the next thing that happened was that the Police Jury sold them.
- xv. Mr. Flowers asked if the windows were sound.
- xvi. Mrs. Brabham said they have lead in them.
- xvii. Mr. Flowers asked if the problem was with the lead.
- xviii. Mrs. Brabham said that it included the lead and religious meanings of the stained glass windows in a public building and some may have a problem with that.
- xix. Mr. Flowers asked if the window, itself, has lead in it.
- xx. Mr. Wiersema replied that all stained glass windows have lead because that is what is used to put the pieces together. Mrs. Brabham included that it is the soldering that is used.
- xxi. Mr. Moss asked if the lead in the soldering was hazardous. Mr. Wiersema said that he did not think so because it will not flake like paint does.
- xxii. Mrs. Jones did share that when the testing was done, the lead was leaching out into and around the window sills.
- xxiii. Mr. Moss asked if there was anything in the lease that stipulates that the windows must be kept.
- xxiv. Mrs. Brabham said there was not but it got brought up.
- xxv. Mr. Wiersema said that the Library board could make a motion if it is feasible. If there is no resale value to the windows then...
- xxvi. Mrs. Brabham said there probably is.
- xxvii. Mr. Wiersema said that the Police Jury now owns the building and was what he thought but he did not know. He shared that there was one thing that was in the agreement and that was to keep a memorial room.
- xxviii. Mrs. Brabham said that it was suggested that the Presbyterian Association be contacted and possibly donating the windows to another Presbyterian Church.

- xxix. Mrs. Brabham was the one stipulation that was made and that this (with the windows) came up at another subsequent meeting.
- xxx. Mr. Wiersema stated that the building was no longer a church.
- xxxi. Mr. Moss suggested that a General contractor could tell the library if there was value to it.
- xxxii. Mrs. Jones agreed and said even an architect firm would be an option.
- xxxiii. Mrs. Jones shared that when she was doing research for Mrs. Kiff, that if the windows were to be removed, the buyer needs to know and understand that they have to remove them whatever happens when the windows are removed is their liability. If they try to remove something and it breaks apart, it is not on the library. The Library is not responsible for anything that happens to the window upon removal.
- xxxiv. Mr. Wiersema agreed and said that would be their liability insurance.
- xxxv. Mr. Moss leaves the meeting.
- xxxvi. Mr. Flowers asks for a motion to approve the lease. Mr. Wiersema makes a motion to accept the lease. Mrs. Brabham seconds the motion. All approved. The motion passed.

ii. Jackson

- i. Mrs. Jones said that she was asked to find out about the roofing in Jackson. Mrs. Jones talked with Harvey Enterprises who then talked with the West Republic of Florida who actually owns the building. They do have a tarp on it. The Library is having no problems on the interior with the tarp in place. The indication that was given to Harvey Enterprises was that money was very tight for the building owners so it does not look like there is going to be a solution to that building that is quick. But they said they had a couple of options that they were looking into. Their funding had dried up. Mrs. Jones shared with the Board that they own the building and the Library Board does not own the building. Mrs. Jones shared that when she spoke to Harvey Enterprises that even though the Library Board was asking about the roof, that the Library Board was not trying to tell the Landlord what they needed to do with their building and that the Library understood what our role was and that the Library was asking on the status of the roof.
- ii. Mr. Wiersema shared that if there is approval of Federal monies for libraries, if there might be an option to retain money toward this?

Mrs. Jones shared that the building in Jackson is different than all of the other Library buildings in our system in that it is privately owned and is not owned by a Police Jury.

- iii. Mr. Wiersema understood that but wanted to know if the library could look into any Federal Grant monies that may be approved.
 - iv. Mrs. Jones said she could do that.
 - v. Mr. Wiersema indicated that the Jackson library was not going to be moving anywhere anytime soon.
 - vi. Mrs. Jones also indicated that there might also be the option for the library to put a little money into the cost? Mrs. Jones also shared that the library is only in one portion of that building. The other part houses the museum and someone has been hired to open the museum.
 - vii. Mr. Wiersema asked the Director to check into whether or not the library could put money into the roof since it is privately owned? He was not sure that could happen.
 - viii. Mr. Flowers shared his opinion that as long as the library was “high and dry” that we keep functioning. He did say that the library does not own the building and we made an inquiry this time. He felt that we needed to give the owner time to take care of its own business and if the library found an opportunity in the future for helping, then that could be considered.
 - ix. Mrs. Jones shared that our rent is \$365/month so if they had to replace the roof, they could potentially pass that cost on to us in the form of higher rent.
 - x. Mr. Wiersema asked how long the contract was for. Mrs. Jones shared that she thought it was indefinitely.
 - xi. Mrs. Brabham shared that at one time, there was talk of moving the library to another wing of the building. But it never happened. At that time, there was talk about raising the rent then.
 - xii. Mrs. Jones indicated that this occurred before she was hired. Mrs. Brabham indicated that it did happen when Mrs. Patricia was with the library.
 - xiii. Mrs. Brabham stated that she hated to push too hard, for fear the rent would be raised.
- iii. St. Helena
- i. Mrs. Jones directed the Board to the list of items that need addressing. Mrs. Jones indicated that she would show the Board members the items on the list.
 - ii. The door trim on the back door needs replacing the doors are hanging crooked. The trim is hanging and there are big gaps and it is affecting the air conditioning capabilities. Mrs. Brabham signs the bills and the bills are high for this location. Plywood on the outside of this door needs to be reattached. We have major ceiling problems. Mrs.

Brabham asked if the ceiling is rotting. The longevity of the roof is questionable. The roof needs to be replaced. Mrs. Jones indicated that the roof is leaking and paint is peeling. The wood on the walls is starting to buckle. The same kind of wood is on the ceiling in the genealogy room and it is dropping dirt onto the chairs and the tables. Mrs. Jones shared that we have major things that need to be addressed. Mrs. Jones indicated that she talked with Mrs. Peggy and when Mrs. Patricia was here, she talked with a roofer. He indicated that a roof would be somewhere around \$30,000 to put on this building but he said that there were so many rotted joists/rafters that they would have to pull everything off and put new rafters in and then the roofing so then the cost would be around \$40,000. Mrs. Jones said this could not wait much longer. The carpeting has been steam cleaned. The moisture is falling and creating spots on the carpet and the moisture from underneath on the flooring is wicking up. There were huge wet spots from the last couple of storms that we had. Mrs. Jones said that the last time she had talked to the Board was in October and there have been several rain storms since then. It is affecting the flooring as well.

- iii. Mrs. Brabham asked who owns the building. Mr. Wiersema indicated that it is being leased. Mrs. Jones said that the library has a Lease/option and when the payments are finished, the Police Jury will own the building.
- iv. Mrs. Brabham clarifies that the Library cannot own any buildings. The Police Jury owns the buildings and the Library maintains the buildings. The library is buying the building, and paying the owner but the Police Jury will own it when the lease is paid in full.
- v. Mr. Wiersema shared that the library is paying \$1000/month to Dickie Sitman who owns the building. Mr. Wiersema said that when the library left the previous building, that this building had been renovated to be a senior citizen's day care facility and the guy died so it was vacant and so the Library took it because we were desperate. Mr. Wiersema shared that it was known that some money would have to be spent on it. Mr. Wiersema shared that he thought the roof needed to be done sooner than later.
- vi. Mrs. Brabham brought up the new library building.
- vii. Mr. Flowers asked if the Library should spend this money on this building when we know that the new building is planned.
- viii. Mrs. Brabham said that if the Library thinks we are going to be in this building for a while, the roof needs to be taken care of.
- ix. Mrs. Jones asked the Board if the money was secured to the new library or if some money was needed for the new building, would the library be open to putting some money toward the new building.

- x. Mrs. Brabham clarified the question by asking, should the library put money into the current building or should it put money toward the new building.
- xi. Mr. Wiersema felt the new library would not be built sooner than two years.
- xii. Mrs. Brabham felt it would be important to fix what the Library has now.
- xiii. Mrs. Jones indicated that the Board would need to make a motion to do a major roof repair.
- xiv. Mrs. Brabham asked if the roof had caused a lot of the other problems.
- xv. Mrs. Jones said yes.
- xvi. Mrs. Brabham suggested the roof was first priority and then other things that needed to be addressed could be addressed after the new roof is installed.
- xvii. Mr. Wiersema agreed that the roof is the only major repair on the list. He agreed that the other items could be addressed after the roof.
- xviii. Mrs. Jones walks the Board outside to show different things related to the roof.
- xix. Mrs. Jones brings the Board back into the library and shows them boards that are warping in the children's room. She also shows spots around the windows and on the ceiling in the children's room where leaks are affecting the ceiling and floors. Mrs. Jones talks to the Board about the bathrooms. Mrs. Jones walks the Board to the kitchen area. The vinyl flooring has pulled away from the wood and is bubbling up. Mr. Wiersema says that the kitchen floor is not a foundation issue and is a materials issue. Mr. Wiersema tells the members that the back portion of the library is on piers. He said the front portion of the library and the children's room is on a slab. Mr. Wiersema says that he believed the building was built in the 20's. Mrs. Jones tells the Board that it gets damp in the back portion of the library when it rains. Mr. Wiersema said that was due to the hole in the back that needs has water running into it.
- xx. Mrs. Brabham asks how to fix the moisture problem? Mrs. Jones replies that the roof has to be fixed first, rain water diverted and then the hole can be addressed.
- xxi. Mrs. Jones informs the Board that fixing the roof will mean a closure of the library and it may not be for a short period of time. Mr. Wiersema shared that it will not be able to happen overnight. Mrs. Jones states that people cannot be in the library while they are doing roofing repairs.

- xxii. Mr. Wiersema shares that the job can be sectioned off and the library could still be operational but certain areas would be closed off. Mr. Wiersema also says that what will have to happen is the roof will be removed and an examination of all the rafters will take place. Mrs. Jones asked if there was a liability issue if people were in the same vicinity of the repairs.
- xxiii. Mr. Wiersema explains that while the roof is being removed and rafters inspected, the library would need to be closed but after that, it could be sectioned off and part of it reopened.
- xxiv. Mrs. Jones asked about when the front is being repaired, and if the library would need to be closed? Mr. Wiersema confirmed this. But after the front was finished, the library could reopen for partial services. Mr. Wiersema indicated that it could be requested that the front portion be completed first.
- xxv. Mrs. Jones addressed the remaining topics. Lighting. Lamps have been purchased. The ramp on the outside needs to be removed. The kitchen flooring needs to be addressed and there is a drainage issue with the small sink on the side.
- xxvi. Mr. Wiersema said that temporarily a sign could be placed outside that says not to use the ramp.
- xxvii. Mrs. Brabham asked if anyone is using the ramp. Mr. Wiersema said that the guy he knows that is in a wheelchair uses the front door for library entrance.
- xxviii. Mrs. Jones indicated that since the job is not small, it will have to go through the bid process. Mr. Wiersema makes a motion to have the Director contact a General Contractors to start the bid process for the roof because they will have to come out and do a thorough evaluation.
- xxix. Mrs. Jones asks for clarification about the bid process and wants to know if once the bid process begins, will the repairs have to wait until approval and a Contractor is chosen for the July meeting?
- xxx. Mr. Wiersema indicated that a special meeting would have to be called. Mrs. Jones asks Mr. Wiersema to continue his motion.
- xxxi. Mr. Wiersema makes a motion for the Director to begin the bid process of finding General Contractors to start coming in and giving bids.
- xxxii. Mrs. Brabham asks if this is more urgent than the renovation in Clinton.
- xxxiii. Mr. Flowers said he thought so.
- xxxiv. Mr. Wiersema said that this is a functioning library.
- xxxv. Mrs. Brabham said this was most urgent. Clinton renovations would be next and Jackson is dry so it is not an issue right now and it

is not the Library's building. Mrs. Brabham felt that the St. Helena library needed to be fixed now.

xxxvi. Mr. Wiersema makes a motion that the Library start the process for receiving bids. Mrs. Trappey seconds the motion. All were in favor. The motion passed. Mr. Flowers states that we need to start the process and get the roof issue taken care of at the St. Helena Branch Library.

7. New Business

a. Approval of New Hires

i. Ms. Katie Fitzhugh was hired on a part time basis for the St. Helena Branch Library. Mrs. Brabham makes a motion to approve the hiring of Katie Fitzhugh as a part time employee. Mr. Wiersema seconded the motion. All approved. The motion passed.

b. Mrs. Jones reminds the Board that it was voted for approval to hire McDuffie Herrod as the Auditor in the October 2020 meeting. Mrs. Jones indicated that a Board member signature is needed for the Letter of Engagement which is signed each year for the Auditor. The Letter of Engagement is signed.

c. Mrs. Jones asked the Board to consider allowing the Director to waive any late fees for overdue items from 2020 due to COVID. Mr. Wiersema makes a motion to allow the Director to waive late fees from 2020. Mrs. Brabham seconds the motion. All approved. The motion passed.

d. Human Resources- Mrs. Jones explains that this deals with the Director. Mrs. Jones works as a part time consultant for the Louisiana State Penitentiary. Mrs. Jones indicated that a concern had been raised about her ability to do this and be the Director for Audubon Regional Library. She said her contract is for 360 hours or less per year. Mrs. Jones went through the process with the Louisiana Ethics Board. Mrs. Jones presents a copy of the opinion ruling from the Ethics Board and summarized their finding that it was not in their realm to make an opinion on this matter and that the Louisiana Attorney General's office would be the office to obtain an opinion because it dealt with dual employment. The Attorney General's office just issued their opinion and said that there is no conflict with the Director working part time as a library consultant for the Department of Corrections. Mrs. Jones shared that these opinions are online and can be found at the Louisiana Ethic Board website and the Louisiana Attorney General's website. Mrs. Jones indicated that both sites had attorneys look at this case. Mrs. Jones indicated that she wanted to present this to the Board.

e. Mr. Wiersema asked if there were extra copies and if all Board members had received a copy? Mrs. Jones indicated that a copy of this has been supplied to all Board members. Mrs. Jones manually looked at folders not passed out to make sure a copy had been supplied to all members.

f. Mrs. Jones asked for clarification on other items that have been of concern. Mrs. Jones indicated that when she was hired, she was told that she could use comp time. We have seen some emails go back and forth. Mrs. Jones indicates that she will do

whatever the Board indicates. Mrs. Jones shares that she frequently works overtime. She works 80-90 hours/week (sic....should be 80-90 in two weeks). Mrs. Jones indicated that she was told that if she worked her 40 hours in a week, that she could take time off to compensate.

- g. Mr. Wiersema said that this was discussed at the last Board meeting and that the arrangement was made with Mrs. Lindsey
- h. Mrs. Brabham indicated that it included Mrs. Patricia.
- i. Mr. Wiersema said that it had already been in practice. He felt that all were in agreement with this except one Board member.
- j. Mrs. Brabham asked if it should be stated anywhere because this topic keeps being brought back up every few months? Statements such as, "I called the library and she wasn't there" have been made.
- k. Mrs. Brabham asked if the Director got vacation time.
- l. Mrs. Jones indicated that she did get vacation.
- m. Mrs. Brabham said that comp time is something totally different from vacation.
- n. Mrs. Brabham asks if the Director needs to report to the Board members when she is taking comp time off.
- o. Mr. Wiersema said no. Mr. Wiersema asks the Director to draw up a basic statement that allows the Director to take time off to compensate for additional hours worked
- p. Mr. Wiersema asked the Director to look at the State level but he knows the State does give comp time. For example, if you work for the Alcohol Firearms and Tobacco and you work overtime, you can take time off to make up for the time that you spent.
- q. Mrs. Jones asked for clarification if that applies for a full time salaried person.
- r. Mr. Wiersema said yes.
- s. Mrs. Brabham asked for clarification. Mrs. Brabham said if you go to the Police Jury meeting over here in Greensburg at night or in Clinton, you can count that as time worked and you can come in later on Friday or leave earlier on Friday or Wednesday to compensate for those worked hours?
- t. Mrs. Jones said yes.
- u. Mrs. Jones asked if her hours were flexible because it had been indicated in some of the communication that the Director hours are set with the library's business hours. M-Th 9-5 Fri 9-3 and Saturday 9-1.
- v. Mr. Wiersema indicated that sometimes a Director has to go to Police Jury meetings or the State Library and that was why comp time has been authorized to start with.
- w. Mrs. Brabham said that all the other meetings in the community that you go to, some are at night, some are at other times and other things that you go to, like the Boy Scout event, Mrs. Jones and Peggy both have gone to those.
- x. Mr. Wiersema stated that Ms. Peggy is an hourly employee.
- y. Mrs. Brabham agreed. They had always had this policy. Mrs. Patricia Boatman did not come in on Fridays, sometimes.
- z. Mrs. Jones indicated that she did remember this being done with Mrs. Lindsey because she did work as a manager in Jackson for several years with Mrs. Lindsey.

Mrs. Jones indicated that sometime Mrs. Lindsey did not work on Fridays or she went to social events in the community.

- aa. Mrs. Jones said that it was also indicated that the Director needed to be at one building and at one location and I couldn't leave there. Mrs. Jones asked for clarification? Mrs. Jones asked if she was allowed to go to St. Helena or Jackson if she needed to during business hours.
- bb. Mr. Flowers said the Director needs to have that flexibility to take care of library business.
- cc. Mrs. Brabham said that the Director does not need to ask a Board member if she can go and do things related to her job.
- dd. Mr. Wiersema said that is what a Director does.
- ee. Mr. Flowers stated that the Director is not glued to one particular place and that the Director's job will not let you do that.
- ff. Mr. Wiersema said that the Board does not ask you to keep hours.
- gg. Mrs. Jones indicated that she had talked with other Directors and it was indicated to her that they keep a rough log of hours worked but because they are salaried, they never turn in a time sheet.
- hh. Mrs. Brabham indicated that the Director might want to keep a rough log.
- ii. Mrs. Jones asked for clarification. The Director does not need to turn in a timesheet but does need to keep a rough log of hours worked.
- jj. Mrs. Brabham said yes. She further stated that if the Director needs to take off to do something personal, that the Director does not need to tell the Board where she is going.
- kk. Mrs. Trappey shared that she was a Project Director for a huge Federal Grant for 8 years. She indicated that she kept a log and time just for documentation. Mrs. Trappey also shared that she did not have to turn that in because she was a salaried employee. She said that she wrote down when she was at various locations so that there was documentation such as being in East Feliciana on a particular day as proof. Mrs. Trappey indicated that documentation is important. Mrs. Trappey said that it does not need to be turned in but from what she was hearing, that there was a problem and she had seen emails? Mrs. Trappey said that the documentation was for the Director.
- ll. Mrs. Trappey said that as a teacher, she goes to schools in Tangipahoa Parish. She shared that she signs the sign in sheet. Mrs. Trappey indicated that this would be a good thing for the Director to do and sign in at each location when it was visited that way the Director is really covered.
- mm. Mrs. Jones said ok.
- nn. Mrs. Jones asked the Board about the salaried 40 hours. Mrs. Jones indicated that she has been told she did not need to work on Saturdays. If the Director was to work the library business hours, that is M-Th 9-5 Friday 9-3 and that comes in under 40 hours for the week and would require the Director to work on Saturday in order to make the full 40 hours. Does the Director need to come in early or stay late to make the full hours.

- oo. Mr. Wiersema said no.
- pp. Mr. Flowers said that the hours are set. You do not have to work on Saturdays.
- qq. Mrs. Brabham indicated that if the Library was low on staff and the Director had to full in that might be different.
- rr. Mrs. Jones shared that she had done that in the past and shared the example of needing to work in Jackson to help cover during the recent closure of Jackson during COVID.
- ss. Mr. Flowers said that Director works and that the Director does not have to work on Saturday unless something comes up and requires it.
- tt. Mr. Wiersema stated that every time there is a hurricane, you have to come out and inspect the libraries. He indicated that the Director may have obligations outside of normal working hours that would require it. He said that he does not have any problems with hours and that as long as the Director is getting the job done, that is satisfactory.
- uu. Mrs. Jones asked for clarification based on what she was hearing. The Director asked if she needs to draw up a policy or not.
- vv. Mr. Wiersema said the Director needs to draw up a policy on comp time and bring it before the Board.
- ww. Mrs. Brabham asked if the handbook currently had anything in it related to comp time.
- xx. Mrs. Jones said that it did not. Mrs. Jones indicated that the Handbook had nothing related to the Director at all and only addressed full time and part time employees.
- yy. Mr. Wiersema said to communicate with the State Library and see what their policy is regarding Comp time.
- zz. Mrs. Jones said that she could also contact some neighboring parishes and not just one parish.
- aaa.

8. Director's Report

- a. The Director presents the Director's report. The Director indicated that the ice storms caused a lot of electrical surges; the internet was up and down for almost 2 weeks. We lost fax lines. Clinton is the last location that we are trying to restore a fax line to today. Everybody else is up and running. Because of the all the power surges and a lightning strike in Clinton, and it affected other buildings on Lawyer Row; it blew out some of your electrical technology equipment so we had to replace some of that.
- b. Board Training- Mrs. Jones will send links to all Board members for the various trainings that need to be completed. Most of these and the financial disclosure can be completed from your homes. The State Library training for new Board members can be done virtually. Each Board member can set at their house. This does not have to be done in one location.
- c. Mrs. Brabham asked if the financial disclosure had to be completed by May 15th.
- d. Mrs. Jones answered that it did.
- e. Mrs. Brabham asked if there was a link for the Sexual Harassment training.
- f. Mrs. Jones said she would check today and see if it was available online.

- g. Board members discussed training. Mr. Wiersema asked if the Director actually needed a printed certificate. Mrs. Jones indicated that she does so that it can be put in the auditing file. Mrs. Jones indicated that she did not need copies of the financial filings.
 - h. Mrs. Jones went back to the Board member training and indicated that the State Library indicated that the first week of May their first available time. The possible dates included, May 3, May 4, May 6 or May 7th. Mrs. Jones shared that it would happen through Zoom.
 - i. Mrs. Brabham asked if it had to be done the same day.
 - j. Mrs. Jones said yes. Everyone logs in at the same time. Mrs. Hamilton, the State Librarian, will be heading up the training. The State indicated that they had some new things to share and maybe some things related to COVID. She said it would take from 1-2 hours. Jones said she would need everyone to get back with her by the end of the week so that she could let the State Library know when you would like to hold the meeting.
 - k. Mrs. Brabham asked if everyone needed to take it and not just the new members. Mrs. Jones said it was indicated to her that everyone should take the State training. She said if need be, she could hold the training in the evening because I indicated to her that I have some Board members who work. She said she could do it one evening from 6-8 pm if needed. Mr. Flowers asked if May 3rd would work for everyone because that is a day that he has off. Everyone agreed that may 3rd in the evening from 6-8 pm would be good. Mrs. Jones indicated that she would contact the State Library and see if this meeting time was available.
 - l. The Board member honorariums are up. The painting honoring Mrs. Kiff is hanging behind the front desk. Mrs. Travis's book, the DAR book is on display behind the desk.
 - m. The Feliciana Explorer ran an article about a genealogy book donation to the library from the Pennington Family.
 - n. Mr. Wiersema shared that the Pennington Family was the family that donated the original Bookmobile to the Library.
 - o. Mrs. Jones brought up the change in meeting dates from Tuesdays to Thursdays. Instead of October 19 it would be October 22, Dec 14th would be changed to December 17th, and July 13th would be changed to July 15th. Mrs. Jones asked about the times for each meeting. Discussion between Board members settled on morning meetings and that the new schedule could be tried to see if it works.
 - p. Mr. Wiersema indicated that Mrs. Carroll may have trouble making the meeting if it is changed. Mrs. Brabham indicated that it could be tried to see if it will work and changed if the new schedule does not work.
 - q. Mr. Wiersema makes a motion to move the quarterly meetings to 9 am on Thursdays. Mrs. Trappey seconds the motion. All approved. The motion passed.
9. Public Comment (*limited to 3 minutes*)
There was no public comment.
10. Location and time of next meeting: July 15th at 9 am.

- a. Mr. Wiersema stated that he thought the meetings should rotate.
 - b. After discussion, it was determined that the next Library Board meeting would be held in the meeting room in Clinton.
 - c. Mr. Wiersema reminded everyone that a special meeting may need to be called to get the roof in St. Helena taken care of.
 - d. Mrs. Jones shared some Library pass along cards with Mrs. Trappey.
11. Adjournment- 2:35 pm

Approved: 10/21/2021