

**Audubon Regional Library  
Board of Commissioners  
Regular Meeting Minutes  
Wednesday, January 25, 2023, 5:00 P.M.  
Audubon Regional Library  
12220 Woodville Street  
Clinton, LA 70722**

**A. Call to Order at 5:02 P.M. by President, Martin Macdiarmid.**

**1. Invocation by Roderick Matthews.**

**2. Roll Call-Present were Roderick Matthews, Larry Freeman, Faye Talbot, P.H. Price, and Martin Macdiarmid. Absent-Major Coleman.**

**3. Approval of the Agenda. Roderick Matthews motioned to accept the agenda. Faye Talbot seconded. All approved.**

**B. Old Business**

**1. Approval of the December 15, 2022, Budget Board Meeting minutes. Motion to approve by Faye Talbot and Roderick Matthews seconded. All approved.**

**2. Statistical, Business & Financial Report, Profit & Loss Statement, and Investments Report were presented by Jim Moss, CPA. Roderick Matthews motioned to accept all Financials as presented. Larry Freeman seconded. All approved.**

**3. Approval of Credit/Debit Card Expenditures. Larry Freeman motioned to accept the credit/debit card expenditures as presented. Roderick Matthews seconded. All approved.**

**4. Motion. Authorization for Faye Talbot to sign as the representative of the library, with East Feliciana Parish, the agreement between Kelly Construction, LLC for the sum of \$780,000.00 for the Clinton Bank Street Renovation Project. Roderick Matthews motioned to accept, and P.H. Price seconded. All agreed.**

**5. Motion. 2022 Budget Adjustment. Jim Moss, CPA, explained the adjustment to line item 7541, to pay an increased percentage of architectural fees in line with \$780,000.00 final bid on Clinton**

**Bank Street Renovation Project. P.H. Price motioned to accept. Larry Freeman seconded and all approved.**

**6. Director's Search Committee. Faye Talbot reported to the board the committee's recommendation and offer agreement to Trevor Collings. After discussion, Roderick Matthews motioned to approve the agreement to hire Trevor Collings at \$77,624.00 per year. Upon completion of the director's certification from the State Library of Louisiana, this will be increased by \$4,000.00 per year. Also, draft a bank resolution to add Trevor Collings as a signatory. P.H. Price seconded and all approved.**

**7. Jackson and St. Helena Updates. Faye Talbot reported that the library has received a generous donation in the amount of \$7,165.00 from Mrs. Carolyn Ligon to be used for the children's room at the new Clinton library. Faye Talbot reported that in Jackson, the move is complete, the sign is up, Fire Marshall approved, and computers and phones working. The landlord has a couple of items to finish. DCI is refurbishing the book drop. A donation in the amount of \$2,911.99 was given by the Jackson Friends for the new Jackson branch. On the St. Helena branch, Roderick Matthews reported that further documentation has been submitted in the grant to Capital Outlay for the new St. Helena Parish library. He has received a quote to repair the floor in the patron restroom and will get it to the St. Helena Parish Police Jury. Also, he reported that he spoke with the Mayor of Greensburg concerning the leaking water meter and the further repairs it delays.**

### **C. New Business**

**1. Extend Library Hours on Fridays to 5:00 p.m. Faye Talbot explained that with the Jackson branch located in a busier area with increased patron traffic, she wanted to stay open till 5:00 p.m. Roderick Matthews expressed that he would like St. Helena to stay open as well. Faye agreed and stated that before the last board meeting in Greensburg, patrons came to the door after 3:00 p.m. to check out items. The 2023 reported cost of \$13,773.40 to keep all three libraries open till 5:00 p.m. was presented and discussed. Martin Macdiarmid stated that he would like to let this be a decision for the incoming director.**

**A motion was made by Roderick Matthews to extend the Jackson library's hours till 5:00 p.m. on Fridays starting February 1, 2023. Faye Talbot seconded, and all agreed.**

**2. Jackson Circulation Desk. Faye Talbot told the board that an anonymous donation of \$6,000.00 to purchase a new circulation desk for Jackson was received. Roderick Matthews motioned to purchase a new circulation desk for the Jackson branch. Larry Freeman seconded. All approved.**

**3. Motion. St. Helena Copier. Faye Talbot reported that the St. Helena copier has needed replacing for several years and is at least 12 years old. The document feeder is beyond repair. Employees must use other costly desktop copiers instead. She reported that the library got a quote from the current vendor that supplies the machine to upgrade the copier to a newer Kyocera model. Roderick Matthews asks that the library explore all options before purchasing another used copier. He asked to get quotes from vendors on state contracts for leasing a new machine. Roderick Matthews made a motion for the library to get quotes on both leasing and purchasing on similar machines with the same capabilities and compare these to the vendor's quoted price and get the most cost-effective model. Larry Freeman seconded, and all agreed.**

**D. Public Comments. There were no public comments.**

**E. Location, date, and time of next meeting. Martin Macdiarmid stated that the next meeting will be held Wednesday, March 22, 2023, 5:00 p.m. at the Jackson branch located at 2637 Hwy 10, Jackson Square Plaza in Jackson, LA.**

**F. Adjournment. A motion was made by Roderick Matthews and seconded by P.H. Price to adjourn. All agreed. The meeting was adjourned at 6:07 p.m.**