AUDUBON
REGIONAL LIBRARY

Audubon Regional Library
Board of Commissioners
Regular Meeting Minutes
Wednesday, March 19, 2025, 5:00 PM
2637 Hwy 10, Suite C, Jackson, LA 70748

A. CALL TO ORDER

The meeting of the Audubon Regional Library Board of Commissioners was called to order at 5:13 p.m.

1. Invocation by Martin Macdiarmid

2. Pledge of Allegiance

3. Roll Call. Present, Roderick Matthews, Martin Macdiarmid, Larry Charles Freeman, Jermi Adams and Faye Hoffman Talbot. Quorum noted and established.

4. Motion. Approval of the Agenda. Martin Macdiarmid motioned to approved the agenda. Jermi Adams seconded and all approved. Motion passed unanimously.

B. PUBLIC COMMENTS

There were no public comments.

C. UNFINISHED BUSINESS

1. Motion. Approval of Minutes from Previous Meetings. Faye Hoffman Talbot motioned to approve the minutes from January 15, 2025 and February 10, 2025. Major Coleman seconded and all approved. Motion passed unanimously.

2. Motion. Profit & Loss Statement, Financial and Investment Report. Motion. Martin Macdiarmid approved the Profit & Loss Statement, Financial and Investment Report as presented. Major Coleman seconded and all approved. The motion passed unanimously.

Motion. Add to Agenda: Investment Certificates of Deposit. Major Coleman motioned to add an item to the agenda under D. New Business; item 8: Investments, Certificates of Deposit.. Public Comments.

There were no public comments. Roll Call Vote. Roderick Matthews, yes. Faye Hoffman Talbot, yes. Jermi Adams, yes. Martin Macdiarmid, yes. Larry Charles Freeman, yes. The motion passed unanimously.

3. Motion. Approval of Credit/Debit Bank Expenditures. Faye Hoffman Talbot motioned to approve the Credit/Debit Bank Expenditures as presented. Martin Macdiarmid seconded and all approved. The motion passed unanimously.

4. Motion. Budget Adjustment 2025. Major Coleman motioned to approve the 2025 Budget Adjustment. Larry Charles Freeman seconded and all approved. The motion passed unanimously.

5. Audit Engagement Update. The director notified the board that McDuffie K. Herrod, Ltd. agreed to perform the 2024 audit.

D. NEW BUSINESS

1. Motion. Bylaw Amendment: Regular Meeting Dates. The director presented the proposed Bylaw Amendment. Major Coleman motioned to approve the proposed Bylaw Amendment: Board Meeting dates to the months of February, June, September and November, with the budget presentation and election of officers at the November meeting. Jermi Adams seconded and all approved. The motion passed unanimously.

2. Clinton Playground and Parking Lot

a. Motion. Revised Architect Fee. The director explained the revised architect's fee. Major Coleman motioned to accept the revised architect fee. Martin Macdiarmid seconded and all approved. The motion passed unanimously.

b. Motion. Payment of Implementation Task 5 Invoice from Architect. The director requested that the board approve payment of the invoice in the amount of $14,500.00 to Roy T. Dufreche & Associates. Martin Macdiarmid motioned to approve. Jermi Adams seconded and all approved. The motion passed unanimously.

c. Approval to Bid. The director discussed the Clinton Library Parking Lot and Playround Project bid process. Faye Hoffman Talbot motioned to approve. Larry Charles Freeman seconded and all approved. The motion passed unanimously.

d. East Feliciana Support Resolution & CEA Update. The director shared the signed East Feliciana Parish Police Jury Support Resolution and Cooperative Endeavor Agreement between the library and the parish of East Feliciana.

3. Motion. ARSL Conference 2025. The director requested for administration to attend the 2025 ARSL Conference. Major Coleman motioned for the director to attend with the option for the assistant director to attend. Larry Charles Freeman seconded and all approved. The motion passed unanimously.

4. Motion. Fund Transfer Request. The director requested a fund transfer of $150,000. 00 from the general fund checking to be distributed as follows; $50,000.00 deposited at Feliciana Bank into the Clinton Library Building Fund for the parking lot and playground, $50,000.00 deposited into the St. Helena savings account in First Guaranty Bank and $50,000.00 deposited into a CD in Pelican State Credit Union as investment funds. Major Coleman motioned to accept. Faye Hoffman Talbot seconded and all approved. The motion passed unanimously.

5. Motion. St. Helena Transfer of Ownership upon Completion. The director informed the board that upon completion of total payments in January 2026, the lease between Audubon Regional Library & Richard Sitman on the current Greensburg Library location at 6108 LA-10 will need to be transferred to the St Helena Parish Police Jury with the stipulation that the library would continue to have use of the facility as needed. Major Coleman motioned to inform the St. Helena Parish Police Jury. Martin Macdiarmid seconded and all approved. The motion passed unanimously.

6. Hotspots Update. The director informed the board that on completion of the E-Rate bid process, with ATT selected as the provider, in the near future, each library will receive 5-6 hotspots available for patron checkout.

7. CLGE Conference The Director informed the board that he and the assistant director attended the 2025 Louisiana Legislative Auditor's Training Conference in Baton Rouge, La on March 12th and 13th, 2025.

8. Motion. Investment Certificates of Deposit. Martin Macdiarmid made a motion authorizing the director to monitor the $150,000.00 CD's at First Guaranty Bank, Landmark Bank and Pelican State Credit Union that are renewing soon and make a decision about automatic rollover if interest rate remains equal or higher and consult with the board president if rates are lower than current. Larry Charles Freeman seconded. There were no public comments. All approved and the motion passed unanimously.

E. LOCATION, DATE, AND TIME OF NEXT MEETING

The location, date and time of the next meeting is at the Greensburg branch, 6108-LA 10, Greensburg, Louisiana, 70441 on June 18, 2025 at 5:00 P.M.

F. ADJOURNMENT

Major Coleman motioned to adjourn the meeting. Martin Macdiarmid seconded the motion and all approved. The motion passed unanimously and the meeting adjourned at 6:30 P.M.