



Audubon Regional Library
Board of Commissioners
Regular Meeting
Wednesday, November 20, 2024, 5:00 PM
2637 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 5:30 p.m.

1. Invocation by Larry Charles Freeman.
2. Pledge of Allegiance
3. Roll Call. Present: Larry Charles Freeman, Martin Macdiarmid, Jermi Adams, Faye Talbot Roderick Matthews and Major Coleman.
4. Motion. Approval of Agenda. Martin Macdiarmid made a motion to approve the agenda. Major Coleman seconded. All approved. The motion passed unanimously.

B. PUBLIC COMMENT

There were no public comments.

C. NEW BUSINESS

1. Motion. Approval of Minutes from Previous Meetings, July 17, 2024 & August 22, 2024. Major Coleman motioned to approve the minutes from the previous minutes, July 17 and August 22, 2024. Martin Macdiarmid seconded and all approved. The motion passed unanimously.
2. Motion. Profit & Loss Statement, Financial and Investment Report. Martin Macdiarmid motioned to approve the Profit & Loss Statement, Financial and Investment Reports as presented. Larry seconded the motion and all approved. The motion passed unanimously.
3. Motion. Investment Affirmation. Martin Macdiarmid motioned that the board affirms the three Certificates of Deposits in the amount of \$150,000.00 each located in Landmark Bank, First Guaranty Bank and Pelican State Credit Union are designated as investment funds. Major Coleman seconded and all approved. The motion passed unanimously.
4. Motion of Credit/Debit Bank Expenditures. Martin Macdiarmid motioned to approve the Credit/Debit Card Expenditures. Faye Talbot seconded and all approved. The motion passed unanimously.

5. Motion. Budget Adjustment 2024. Martin Macdiarmid motioned to approve the 2024 Budget Adjustment. Major Coleman seconded the motion and all approved. The motion approved unanimously.
6. St. Helena Project Update. Roderick Matthews informed the board that the St. Helena Library Project is moving forward. He stated that the property is surveyed, and the Architect fees have been paid by the St. Helena Parish Police Jury. He confirmed that the proper documents have been submitted to the State Bond Commission.

D. NEW BUSINESS

1. Motion. Budget Presentation & Approval 2025. Martin Macdiarmid motioned to approved to accept the 2025 Budget. Larry Freeman seconded and all approved. The motion passed unanimously.
2. Staff Merit Increase 2024. Major Coleman motioned to approve the staff merit increases that will take effect in 2025. Jermy Adams seconded and all approved. The motion passed unanimously.
3. Martin Macdiarmid motioned to approve the Pay Scale: Education and Experience document as presented by the director. Major Coleman seconded and all approved. The motion passed unanimously.
4. Motion. Fund Transfer Request. Major Coleman motioned to move the \$150,000.00 donation from East Feliciana Memorial Library Association located in the general fund checking in Landmark Bank to the Clinton Library Construction account in Feliciana Bank. Martin Macdiarmid seconded the motion and all approved. The motion passed unanimously.
5. Motion. Accounting Consultant. Major Coleman motioned to approve the contract with James Moss, CPA, in the amount of \$850 per month effective January 1, 2025. Larry Coleman seconded the motion and all approved. The motion passed unanimously.
6. Disclosure & Mandated Trainings. The director reminded the board about the required mandated trainings and financial disclosure should be completed for 2024.

E. DIRECTOR'S REPORT. Trevor Collings reported to the board the library's ongoing programs and events. He updated them on the 2024 ARSL Conference that he attended and shared information from the recent La Legislative Auditor's training. He shared new items, Stay Sharp Kits and Wonder books, that will be in circulation at all three libraries.

F. LOCATION, DATE AND TIME OF NEXT MEETING.

The location, date and time of the next meeting is Wednesday, December 18, 2024, at 5:00 P.M. at the Audubon Regional Library's St. Helena branch, 6108 LA-10, Greensburg, LA.

G. ADJOURNMENT

Motion. Martin Macdiarmid motioned to adjourn the meeting. Major Coleman second and all approved. The motion passed unanimously. The meeting was adjourned at 6:15 P.M.