



Audubon Regional Library  
Board of Commissioners  
Regular Meeting Minutes  
Wednesday, November 19 2025, 5:15 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 5:10 p.m.

1. Invocation by Larry Charles Freeman
2. Pledge of Allegiance led by Martin Macdiarmid
3. Roll Call. Present, Martin Macdiarmid, Faye Talbot, Roderick Matthews and Larry Charles Freeman. Absent, Jermi Adams and Major Coleman. Quorum noted and established.
4. Motion. Approval of the Agenda. Martin Macdiarmid motioned to approve the agenda. Larry Charles Freeman seconded and all approved. Motion passed unanimously.

B. PUBLIC COMMENTS

There were no public comments.

C. UNFINISHED BUSINESS

1. Motion. Approval of Minutes from September 10, 2025, and October 27, 2025 Meetings. Faye Talbot motioned to approve the minutes from September 10, 2025, and October 27, 2025. Martin Macdiarmid seconded and all approved. Motioned passed unanimously.

Jermi Adams enters the meeting at 5:13 p.m.

2. Motion. Profit & Loss Statement, Financial and Investment Report. Faye Talbot motioned to approve the Profit & Loss Statement, Financial & Investment Report. Martin Macdiarmid seconded and all approved. The motion passed unanimously.

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

4. Motion. 2025 Budget Adjustment IV. Martin Macdiarmid motioned to approve the 2025 Budget Adjustment IV. Faye Talbot seconded the motion and all approved. The motion passed unanimously.

#### D. NEW BUSINESS

1. Budget Presentation & Approval 2026. Martin Macdiarmid motioned to approved the 2026 Budget as presented. Larry Charles Freeman seconded and all approved. The motion passed unanimously.

2. Motion. Set Holiday Dates for 2026. Discussion. Faye Talbot motioned to approve the 2026 Holiday Dates with the amended addition of Saturday, April 4<sup>th</sup>, 2026. Martin Macdiarmid seconded and all approved. The motion passed unanimously.

3. Auditor Engagement Letter. Faye Talbot motioned to approve the director to engage McDuffie K. Herrod Ltd., for the 2025 audit. Larry Charles Freeman seconded the motion and all approved. The motion passed unanimously.

4. Motion. Construction Materials Testing St. Helena Library. The President and the Library Director explained to the board the Proposal for Construction Material Testing for the new St. Helena Parish Library. The director added that the Cooperative Endeavor Agreement between Audubon Regional Library and St. Helena Parish Police Jury allows the library to help with soft costs such as these. Martin Macdiarmid motioned that the Library pay Southern Earth Sciences' estimated base bid amount of \$11,157.00 from the First Guaranty Bank account. Faye Talbot seconded and all approved. The motion passed unanimously.

5. 2026 Branch Operating Hours. The director asked the board to approve extended hours for the libraries starting in 2026. He stated that the branches would extend their hours 1 day a week for one hour in the evening starting with St. Helena on Tuesdays, Clinton on Wednesdays, and Jackson on Thursdays throughout 2026. Larry Charles Freeman motioned to approve the 2026 Branch Operating Hours. Jermi Adams seconded and all approved. The motion passed unanimously.

6. Motion. St. Helena Branch Transfer of Ownership Joint Resolution. The director reminded the board that Audubon Regional Library will complete payments on the current library location at the end of this year and as mentioned in a previous meeting, he would have the Transfer of Ownership ready for them to vote on. Faye Talbot motioned that the library board authorize the transfer of ownership of the St. Helena Branch Library Property from Richard Sitman to St. Helena Parish for the use of Audubon Regional Library. Martin Macdiarmid seconded and all approved the joint resolution between Audubon Regional Library and St. Helena Parish. The motion passed unanimously.

7. Motion. Elect Library Board Officers for 2026. Faye Talbot motioned that the board keep the same officers for 2026. Larry Charles Freeman seconded and all approved. The motion passed unanimously.

8. Disclosure & Mandated Trainings. Trevor Collings reminded the Board to complete the annual mandated trainings and personal financial disclosure.

#### E. DIRECTOR'S REPORT

Trevor Collings gave a brief update to the board on the recent library events and programs. He mentioned the successful 2025 Summer Reading Program, and the Summer Feeding Program. He added that the library is circulating blood pressure kits, and have seed banks in the branches. He mentioned that Hotspots are available for check out at all locations and patrons are now able to check out free passes to certain Louisiana Museums through a partnership with Check Out Louisiana Museums. He said that the branches are drop off points for the Sock it to Me! Sock Drive, Toys for Tots and Books for Boots! He reported that the branches and outreach participated in Halloween, Fall Festival, Homecoming, Spooktacular, Literacy Programs, Nursing Home visits and regular programs in the libraries. He mentioned a successful Staff Training Day with skill & team building activities, along with Marshall Mitchell Harrell and Trey Donovan as guest speakers. Finally, he reported on the near completion of the Clinton Playground and Parking Lot Project and the exciting ground breaking of the St. Helena Parish library at Greensburg.

#### F. EXECUTIVE SESSION

1. Director's Evaluation. Martin Macdiarmid motioned to enter Executive Session. Larry Charles Freeman seconded and all approved. The motion passed unanimously. The board entered Executive Session at 6:09 p.m. Executive Session. Jermi Adams motioned to end Executive Session. Larry Charles Freeman seconded the motion and all approved. The motion passed unanimously. Executive Session ended at 6:37 p.m.

Larry Charles Freeman motioned to approve a 6% increase for the Director. Martin Macdiarmid seconded and all approved. The motion passed unanimously.

#### G. LOCATION, DATE AND TIME OF NEXT MEETING

1. Motion. The location, date and time of the next board meeting will be 5:00 pm, Wednesday, February 25, 2026 at the Greensburg Library, 6108 Hwy 10, Greensburg, LA 70441. Jermi Adams motioned to accept and Martin Macdiarmid seconded the motion. All approved and the motion passed unanimously.

#### H. ADJOURNMENT.

Motion. Larry Charles Freeman motioned to adjourn the meeting. Martin Macdiarmid seconded and all approved. The motion passed unanimously. The meeting adjourned at 6:53 pm.

