



Audubon Regional Library
Board of Commissioners
Regular Meeting Minutes
Wednesday, March 18, 2026, 5:00 P.M.
Audubon Regional Library
2637 Hwy 10, Suite B, Jackson LA 70748

A. CALL TO ORDER

The meeting of the Audubon Regional Library Board of Commissioners was called to order at 5:00 p.m.

1. Invocation led by Larry Freeman
2. Pledge of Allegiance led by Roderick Matthews
3. Roll Call: Roderick Matthews, Martin MacDiarmid, Larry Freeman, and Jermi Adams were present. Major Coleman was absent. Quorum established.
4. Motion: Approval of the Agenda. Martin MacDiarmid motioned to approve the agenda. Larry Freeman seconded. All approved.

B. PUBLIC COMMENTS

Representatives from The Friends of the Library group were present. They raised concerns about the wording on the millage renewal flyers. They requested clarification regarding the statement on the flyer that says, “rededication of funds”. They also wanted guidance regarding what they can have printed on signs for the millage renewal. Mr. Matthews will get clarification regarding the text on the flyers about the rededication and get back with them as soon as possible. It was agreed that the group would have signs printed for both parishes. They were advised not to include dates on the signs. This would allow them to be used in the future if necessary.

The group also asked the board to reconsider hiring the previous assistant director at least until the transition into new leadership is complete. They also stated that they support Ms. Faye Talbot being reappointed to the library board. Mr. Matthews stated that the East Feliciana Police Jury will make recommendations as to who represents East Feliciana on the library board. He has spoken to Mr. Kent and has been assured that they will recommend a good candidate to represent the parish.

C. UNFINISHED BUSINESS

1. Motion: Approval of Minutes from Public Hearing and Regular Meetings on February 25, 2026. Martin MacDiarmid motioned to approve the minutes from February 25, 2026. Larry Freeman seconded the motion, and all were in favor. The motion passed unanimously.

2. Motion: Profit & Loss Statement, Financial and Investment Report. Martin MacDiarmid approved the Profit & Loss Statement, Financial and Investment Report as presented. Jermi Adams seconded the motion, and all were in favor. The motion passed unanimously.

3. Motion: Approval of Credit/Debit Bank Expenditures. Martin MacDiarmid motioned to approve the Credit/Debit Bank Expenditures as presented. Jermi Adams seconded the motion, and all were in favor. The motion passed unanimously.

4. Director Search Committee Update- It was agreed to delay interviews for the Director position until after the millage election to ensure stability and attract stronger candidates. The Search Committee will meet to refine the job description and strategize to attract the best candidates for our library system.

5. Removal of Director's name from financial accounts update – Accountant, Tim Butler, reminded the board that a letter is required from the President to remove the Directors name from all financial accounts, as well as a signed copy of the approved meeting minutes.

D. NEW BUSINESS

1. Motion: Board Vacancy/Vice President – Roderick Matthews reminded everyone that the East Feliciana Police Jury will recommend someone to fill the vacant board member seat for East Feliciana Parish. He asked for a motion for Vice President. Larry Freeman made a motion to name Martin MacDiarmid as Vice President. Jermi Adams seconded the motion, and all were in favor. The motion passed unanimously.

2. Motion: Removal of Assistant Director and board members' names from financial accounts. MacDiarmid motioned to approve. Larry Freeman seconded the motion, and all were in favor. The motion passed unanimously.

3. Motion: Adding and Deleting authorized signatories at financial institutions as well as granting “access only” to Accountant and Administrative and Outreach Coordinator for online banking purposes Martin MacDiarmid motioned to approve. Larry Freeman seconded and all were in favor. The motion passed unanimously.

4. Motion: Uniti/E-Rate Renewal- Authorize Board President to approve/sign 2026 E-Rate Contract. Roderick Matthews explained the contract and its importance to the board members. Martin MacDiarmid motioned to authorize the approval. Larry Freeman seconded and all were in favor. The motion passed unanimously

5. Jackson Branch Part Time/Library Technician vacancy. It was agreed to proceed with filling the vacancy in Jackson to ensure operational stability especially with summer approaching.

6. Pelican Credit Union CDs - Share ID 5000 Maturity date 4/4/2026 Share ID 5001 Maturity date 04/01/2026. The accountant will research the options and report to the board regarding what is in the best interest of the library.

7. Update from Administrative and Outreach Coordinator

The Engagement letter for the 2025 audit has been signed and delivered.

Board members were encouraged to go ahead and complete the 2026 mandated training and submit certificates as soon as possible. Almost 100% of the library staff have completed all mandated training for 2026. Those that have not should be done by the end of March.

Jackson staff recently participated in Dr. Seuss events at the Head Start in Jackson and the elementary school.

St Helena staff will resume the monthly visits to the nursing home effective March.

Clinton is hosting its annual Plant Swap which was very popular with patron's last spring. The program will run March 20th through the end of April 2026.

Branch managers are distributing millage renewal information flyers to their communities, and we would like to place that same information flyer on our social media as well. The board agreed it should be fine as it does not advocate one way or the other for votes.

Tax millage information was distributed by The Friends of the Library/Clinton group at the March Market Day in Clinton. They will be there in April as well.

Summer Reading is planned and supplies have been ordered and received. The promotional flyers will be posted and sent out to all schools during the last week in April prior to the millage election.

The library will participate in the Sun Meals program again this year. We will promote once the dates are set.

It was recommended by the Administrative Coordinator that an additional board member be authorized to sign checks. Jermi Adams agreed to be a third authorized signer. Roderick Matthews made a motion to make Jermi Adams an authorized signer. Larry Freeman seconded and all were in favor. Authorized check signers were invited to the Monday morning Finance meetings in Clinton at 9:30 a.m. Checks are delivered during this time, and it is a good opportunity to get them signed.

The annual Statistics Survey is due May 1, 2026. The accountant will need to provide the financial information by April 10, 2026, to allow time for input prior to submitting. This survey is required.

8. Clinton Playground Grand Opening April 22, 2026 – The Clinton branch manager is planning a Grand Opening event for the Clinton Playground. The event will be on April 22, 2026. More information to follow. Board members are invited to speak at the event. Pictures of the playground were posted on social media yesterday teasing the approaching grand opening.

E. LOCATION, DATE, AND TIME OF NEXT MEETING Motion: The location, date and time of the next meeting will be at 5:00 P.M., Wednesday, May 20, 2026, at the Clinton library, 11023 Bank Street, Clinton, LA. 70722 Martin MacDiarmid motioned to accept, and Larry Freeman seconded the motion.

F. ADJOURNMENT

Martin MacDiarmid motioned to adjourn the meeting. Jermi Adams seconded the motion and all approved. The motion passed unanimously and the meeting adjourned at 6:28 P.M.