The **West Baton Rouge Parish Library Board of Control** held its Regular Meeting on **Tuesday, November 19, 2019**, in the Library meeting room. President Joanne Bourgeois, called the meeting to order at 4:00 PM and asked all to rise for the Pledge of Allegiance led by new Board Member Mr. Henry Henderson.

President Joanne Bourgeois asked Library Director Tamie Martin to call the roll. Roll call showed **six members present**: Joanne Bourgeois, President; Brenda Morgan, Treasurer; Henry Henderson; Andrea Kent; Chris Kershaw, ex officio; Gina Lemoine; and Kelson Swancy. Absent were Scarlet Callicoatte, Vice-President and Andrea Kent. **Director Tamie Martin informed the Board President that a quorum was present.**

President Joanne Bourgeois asked the record to reflect that also in attendance are Mr. Dannie Garrett, Legal Counsel to the Board. She asked the Board to extend sympathies to Board member Ms. Andrea Kent who was absent because her sister had passed away. Also present were Library Director Tamie Martin; Administrative Assistant Cadie Russo, and Adult Services Librarian Luis Interiano taking notes and recording.

Ms. Bourgeois officially welcomed Mr. Henry Henderson as the newest member of the West Baton Rouge Library Board of Control, stated that he is from the Lukeville community, and thanked him for agreeing to serve.

Ms. Bourgeois asked the Board to look in their packets for two sets of minutes: one from the Regular Meeting held on **September 17, 2019** during the Interim Period before Director Tamie Martin came on board. She asked the Board to note that the Public Records Policy is attached to the Minutes of that meeting and is now part of the record. A copy of the public records policy is now kept at the Circulation Desk so that employees will know how to respond if any member of the public asks for any kind of record. Public comments on this policy were discussed in an earlier meeting. Mr. Chris Kershaw asked Ms. Bourgeois if that policy should be posted in the Meeting Room since this is where the board Meetings are held. Director Martin answered that the policy was usually posted in the Meeting Room, but everything had to be moved out for the Art Show, so it was currently posted just outside the room. Legal Counsel Dannie Garrett stated that what is required to be statutorily posted is a copy of the Open Meetings law, and that, this year, the Police Jury Association bought posters of that policy from him to distribute to all the members.
President Bourgeois asked the Board Members to scan the minutes to be followed by public comment, followed by a vote. There was no discussion, so Ms. Bourgeois asked for a motion to adopt the September 17 minutes.

**Motion by Mr. Kershaw, seconded by Treasurer Brenda Morgan**, to adopt the September 17, 2019 minutes as printed.  
**Vote:** Ms. Bourgeois called for a voice vote. **Without opposition, motion passed.**

Ms. Bourgeois asked the Board to consider the minutes of the Special Meeting on October 1, 2019 for discussing the budget. Ms. Bourgeois stated that Board members attended a public council meeting on the budget where a council member had a question about the cost of a generator. Ms. Bourgeois said Parish President Peewee Berthelot explained that the generator for the Library is not of the regular household type but one that could cost up to $85,000. She explained the reason it is a necessity is because, for example, IT Dept. Manager Jerry Durden recently had to spend a day and a half restoring the library’s data after a power outage caused a short power failure in June 2019 in Port Allen. Other similar extenuating circumstances have occurred during other years especially during hurricanes, so the Board felt this was the time to address the matter. Mr. Kershaw stated that the budget will go before the Parish Council in the December 12 meeting. Mr. Bourgeois asked the Board for questions or comments about the minutes of the October 1 meeting, and there were none, so she called for a motion.

**Motion by Gina Lemoine, seconded by Kelson Swancy**, to accept the minutes of the October 1, 2019 meeting as printed. Ms. Bourgeois asked for public comments, and there were none, so she asked for a voice vote.  
**Vote:** On voice vote, and without opposition, **the motion passed.**

Ms. Bourgeois asked for any public comments before the Board considered the rest of the agenda, and there were none, so she asked Director Tamie Martin for her report.

**Financials**

Director Tamie Martin called the attention of the Board to the financial reports on the left side of their packet folders.

The first report was from the **Sheriff’s office** and was highlighted to show the **taxes collected** for the Library in the current month of November 2019 which total $77,121.67 of regularly scheduled income. Ms. Bourgeois asked if this was the last payment of the year, but Ms. Martin said there should probably be one more that should happen right at the end of the year.
The next report is the **Library’s Profit & Loss – Budget vs Actual** – what the Library has spent year-to-date rather than what was budgeted. Ms. Martin said the Library is significantly under-budget in most categories and that is attributable to the fact that the Library has been without a director for a long period of time. The director’s salary makes up a large part of the money unspent. In addition, there was no one at the Library to approve purchases, so if Ms. Martin spends money at a faster rate in coming months, it is because she is approving purchases that needed to be done. Ms. Bourgeois stated that, in fact, it was the **advice of legal counsel that no major purchases be done in that Interim time.**

Director Martin told the Board that other documents in their packets are basic statements: four **Business First bank** statements: September and October statements for the Library’s **money market account**, September and October statements for the Library’s **checking account**. She asked the Board to look over those before she moved on.

Ms. Bourgeois asked Admin. Asst. Cadie Russo if any of these statements are among the ones cited by the auditor. Ms. Russo said the Library now has a “**Received By**” stamp that should solve some of the issues cited by the auditor. Director Martin gave the example that the statement was dated September 1 to September 30, but the Library did not receive it until October 9th. and Ms. Russo reconciled it that day. She said the auditor suggested that statements be reconciled within fourteen days but sometimes the statements take longer than that to get to the Library, so sometimes there is no way to reconcile statements within fourteen days. But stamping the statement with the date received shows the elapsed time between the date the Library received it and the date the Library reconciled it. Ms. Russo reconciled the statement on the ninth (of the month) and Ms. Martin signed it on the tenth. Ms. Martin asked if there were any other questions, and there were none.

Ms. Martin said the next statements were the **Custom Transactions Detail Report** that is a printout from the Library’s **QuickBooks software** of all the transactions the Library made: bank statement transactions, deposits from LAMP, income from the sheriff’s department, for example.

Ms. Martin said the next two statements were from **LAMP, the Louisiana Asset Management [Pool]**. The statement for September 2019 was received on October 1st and shows a balance in the **general fund of $3,467,409.59** and in the **Judge Landry Memorial Account, a balance of $186,157.42**. The next one is the October statement which was received on November 4th, and it shows the **General Fund at $3,152,886.97** and the **Judge Landry Fund at $186,465.34**. The Library receives roughly $300 per month [interest earned] on the Judge Landry fund, a little over each time and between $5,400 and $6,000 in interest on the general fund. That is one of many reasons why the Library keeps its money
in that [account]. One is that it is not FDIC insured over $250,000 in a regular bank, and the other is that the Library earns significant interest there so Ms. Martin leaves it there as long as she can.

Ms. Bourgeois stated that the Library pulls from that **LAMP General Fund for Payroll**. Ms. Martin said that all Library expenditures come out of that LAMP General Fund, but she leaves it there until she has to take it out to spend it. **The CDs are the principal** of the Landry Fund, and the September statement showed an **ending balance of $1,045,873.57**, and again the Library earned about $300 that month. In the **October statement, the balance was $1,046,230.43**; the Library earned a little over $400 that month because it's compounded interest.

Ms. Martin said the next two items are the **Visa statements**; behind the statement is every invoice that is reflected on those statements; everything that went on the Visa card was requested by a staff member and approved by administration.

Ms. Bourgeois asked if, when the Library orders books, they do it through checks, and if that is reflected in the check register? Ms. Martin replied that yes, the Library buys many things via checks and all are in the check register. For instance, if the Library buys anything from Amazon.com, or IT Manager Jerry Durden needs to pay for software that he has to order online, those things are done with the credit card. Ms. Bourgeois asked the Board if there were any questions regarding the financial statements, and there were none.

**Statistics**

Ms. Martin said that on the right side of the Board packets behind the statements are statistics generated by Jerry and compiled by Cadie who orders them so the Board can see them in comparison to 2018. Circulation is up in every area. Only patron visits - people coming through the door - are down. Director Martin intends to focus on this and has told Ms. Bourgeois that she is starting more programming in the Library especially for teens. The Library does very well with outreach, but it needs people to see what it has available in all areas of service.

Electronic resources do extremely well. Wifi is used all day every day. The number of visits to the website is down a little, but the Library still has 95,000 visits to the website this year (2019) alone and that's amazing. InterLibrary Loan is where the Library borrows things from other libraries to loan to our patrons and other libraries borrow from us. We loan more than we borrow, and that is a positive result because it means that we have a very healthy collection, and we have things that people want. Director Martin is very proud of that even though she did not curate the collection. Our total number of programs to date is 299
compared to last year at the same date which was 310 so we need to increase the number of programs in the Library.

Ms. Bourgeois had a question about the usage of the database Homework Louisiana. Ms. Martin noted that it is a wonderful resource, but it is difficult to sell because the provider does not allow it to be used in the school system to patrons must use it at home or in the Library. Ms. Martin asked the Board if there were any questions before she went on to the director’s report, and there were none.

**Director’s Report**

**Building - Lighting** The lighting and ceiling tiles have been completed, and the companies involved did an excellent job: K & C Construction for the ceiling tiles and Hughes Electric for the LED lights. Ms. Bourgeois asked about the condition of the air conditioning grates in the ceiling. Ms. Martin replied that they need cleaning especially now that brand new tiles are next to them, so they are much more visible. Parish Maintenance has agreed to take them down, pressure-wash them, and paint them, if necessary, with heat-resistant paint, but it will be a slow process because they will have to fit it into their regular work schedule for the Parish. Ms. Bourgeois asked if it would be cheaper to replace them, but Ms. Martin said they cost $65 apiece, purchase price only, not including the labor cost of installation, and they are all over the building.

**Signage**

Ms. Martin said she ordered a blue street sign to go outside the building between the service road and the Library building. The sign says "Library" on it and is visible both ways. The Parish Maintenance workers installed it in the ground. West Baton Rouge Parish Maintenance has been very responsive to our requests for work. Ms. Martin also ordered a black sign with interchangeable letters; it is at the end of the sidewalk [at the southwest corner of the building]. It is currently announcing the Library’s weekly storytime and will be changed to advertise other programs.

**Sidewalk repair**

The sidewalk repair was completed by Bruce Bass of the City of Port Allen who was very helpful and sent out people to do the work after one phone call. Ms. Bourgeois mentioned that the repair was very much needed because the sidewalk was an accident waiting to happen because people park right next to it. Ms. Martin stated that the Library is liable for any accidents on our property even though it's the City's sidewalk.
Programming Services

Ms. Martin said that Youth Services continues to do a lot of outreach to the schools, but the Library is shifting to do more in-house programs than out-of-the-library. Youth Services presented a fabulous program at the Museum for Halloween. Ms. Judy had an author named James Ponti who visited three of our local schools and did a program in the Library. A two-person theater group called Hempstead Stage performed Charles Dickens’ A Christmas Carol in the Library yesterday and today. They also performed at Lukeville School. Storytime schedule has changed to Tuesdays at 10 AM instead of Mondays, in an effort to get more response from patrons because many moms do not want to go anywhere on Mondays as Ms. Martin knows from past personal experience as a mom of small children.

Art Show

The art has been installed on the walls of the meeting Room and has been judged. Presentations of awards will occur this coming Saturday at 3:00 PM as part of a reception from 2 to 4 PM with refreshments and the board is invited to attend.

Adult Service Programs

Adult Services Librarian Luis Interiano is conducting several programs for the Library. He continues his weekly computer skills classes for patrons. He conducts a book club that will partner with the WBR Museum this month on a book called Votes for Women about the American Suffragette movement. Luis stated that the group had a speaker, Dr. Olivia Pass of Southern University, who moderated the discussion at the WBR Museum [exhibit tie-in] with ten attendees. Luis also facilitates other agencies sending their staff to the Library on a regular schedule to help patrons to apply for the SNAP (Supplemental Nutrition Assistance Program by the State of Louisiana’s DCFS (Dept. of Children and Family Services) [food stamps] and an Alzheimer’s care providers’ support group. On Thursday the 21st at 10 am (in two days), the Westside Women [and the WBR Library] will partner to present the annual literary event Celebrating Louisiana Writers featuring author Leo Honeycutt who wrote a biography of former Louisiana governor Edwin Edwards that won him a Louisiana literary award.

The Food for Fines program will be conducted during the month of November. Patrons can bring in one non-perishable food item to have one dollar in fines waived. The food will go to support the Erwinville and Port Allen food banks. Patrons who do not have fines can donate food to support our communities.
Technology

IT Manager Jerry Durden ordered **new security cameras** for the Library exterior and the difference is great between what we had versus modern security cameras that can zoom and pan and help identify the person. Jerry **saved the Library a great deal of money** because he installed all the cameras himself. Ms. Bourgeois commented that there was already money in the budget for this project - nothing had to be added. Ms. Martin concurred that Jerry used money from his own technology budget.

**Interior signage**

Ms. Martin said the **TV in the main lobby** originally showed signage for Library programs, but the software became too expensive and difficult to use, so for a time it has been showing only weather and maps. Recently, Library staff found a **no-cost workaround**, so now the Lobby TV is again showing library program advertising.

**hoopla (small h)**

Ms. Martin stated that on November 1, the Library began **offering the hoopla database** to patrons. She said the best thing about it is that **all content is available to everyone in the parish simultaneously**. There will never be a waiting list even for the top bestsellers. Any patron can read any title at any time, as long as they have not used up their four credits a month. Ms. Martin told the Board that they can ask her or Adult Services Librarian Luis Interiano for help in setting up hoopla and learning how to use it, but they may not need any help because set up is super-easy: download the app, enter your email address, enter your library card number.

**Library Manuals**

**Employee Policy Handbook**

Ms. Martin is working on the **Employee Policy Handbook** because it needed major revisions and intends to have to ready for the January Board meeting, but she will mail out to the Board more than a week in advance of the meeting so they can have time to review it. Ms. Martin has **used the Parish handbook** as well as those from other parishes in Louisiana that are comparable. She **kept her examples local** so she could reflect the way that we treat our employees here in Louisiana and to be working towards legality
Procedures Manual

Ms. Martin will continue the work that former Assistant Director Sarah Colombo started in creating a Procedures Manual that will list all the daily tasks that library staff do so they are all doing the same things in the same way for consistency. Ms. Martin plans to finish that in the last quarter of next year [2020]

Website

Ms. Martin has met with Nate Dronette who is an excellent webmaster, and he is revising our website - nothing major, just to clean up the menus to be more straightforward and user-friendly. Ms. Bourgeois asked if the Library still owed Mr. Dronette for his previous website work, and Ms. Martin said no he is paid up. The most important change is that Ms. Martin and Ms. Russo will be able to make changes to the website themselves without calling Mr. Dronette.

Personnel

Ms. Martin stated that her work on the Procedures Manual involved removing all references to former Assistant Director Sarah Colombo who resigned effective October 23, 2019. Hannah Johnson who is Circulation Staff was promoted to full-time staff because we value her as a good-quality employee. Ms. Bourgeois stated, and Ms. Martin concurred, that another reason is so that there are always two people at the Circulation Desk because sometimes one is not enough. Ms. Martin stated that after the first of the year she will also be looking at another part-time position at the Circulation Desk. Security officers now work from 1:00 PM until closing every day. They were previously beginning their shifts at 3:00 PM. All changes are accommodated within the current budget. There is no need to change or amend it. Their Saturday schedule remains the full day when we are open on Saturdays. Ms. Martin asked for questions from the Board, and there were none.

Ms. Ola Harden’s Service

Ms. Bourgeois announced the next item on the agenda was to recognize Ms. Ola Harden for her many years of service to this Board. At the last Board Meeting, it was reported that Ms. Harden had to resign for personal reasons. So, there is a Resolution in the Board packet recognizing her service. Ms. Bourgeois asked for questions regarding the matter, and there were none, so she asked for a motion to adopt the Resolution.

Motion: by Ms. Brenda Morgan, seconded by Ms. Gina Lemoine, to adopt the Resolution recognizing Ms. Ola Harden’s years of services to the Library Board of Control of
West Baton Rouge Parish. Ms. Bourgeois asked for public comment. Mr. Kershaw suggested that Ms. Harden’s name be made bold and centered on the resolution. 

**Vote on the motion: by unanimous voice vote the motion passed.**

**RFID Door Locks**

Ms. Bourgeois announced the next item on the agenda: a motion for consideration of RFID door locks. Ms. Martin stated that RFID means "Radio Frequency IDentification" and gave the example that they are used in the Parish Council building. One inserts or passes a magnetic card in the lock, and it opens; no key is needed. If the card is lost, it can be cut off immediately so that another person cannot use that card, and without having to have the building re-keyed. It increases our security.

In addition, during our recent security training exercise with the SWAT team from the sheriff’s office and a state agency, they noticed that the door from the public area to the workroom has a number code, but it's so worn that you can tell exactly what the code is, and that's not safe. So, we need to make sure that only staff is getting in; increase security and modernize the building. **The total is $5,861.72 to change locks** on the exterior doors and the door that goes from the public area into the back staff area. There is a monthly recurring [cost] but this is the same company that does our alarm system, so they will just bill it in with that. This money is available in the Building Improvement [budget] line which is the same line that the ceiling tiles and lights were done out of. There is money left in that line to cover this, and the recurring service [cost] is also covered in the current budget.

Ms. Bourgeois asked for detail on the **Active Shooter workshop** that Ms. Martin had mentioned earlier. **West Baton Rouge Sheriff's office and his SWAT team** along with **Louisiana safety officer Brian Cazes.** They showed a PowerPoint on our whiteboard, and did a real active shooter practice where we put into action the things they had just taught us. They did it on a good way where we were not truly scared but did make us think as to what to do if an intruder breaks in. They asked us to assess our environment and ask where we could run, where we could hide, and how we could fight because **those were the three options – run, hide, fight.** They were very good presenters and it could have been scary because they had fake guns, but they used humor to soften the situation. Ms. Bourgeois asked Ms. Martin for the record when this safety workshop was done and if the entire staff participated. Ms. Martin answered: October 7 and yes.

Returning to the matter of RFID locks, Ms. Bourgeois asked for questions. Ms. Morgan asked which doors would have new locks. Ms. Martin answered: the door by the Meeting Room, the door outside Cadie’s office, and the door all the way down by Ms. Judy, and the door that goes from the public area to the back staff area. We are not going to
do the front doors because they are sliding doors, and that’s not an area where we go in and out when we are not open; not an area that we would unlock to come in – that’s an area that we unlock for the public to come in so that will remain a regular lock. Ms. Morgan asked about another door in the public area, and Ms. Martin answered that it’s an emergency door. Ms. Bourgeois asked if the door by Judy’s office is the Bookmobile entrance. Ms. Martin said normally staff enters the door closest to the Meeting Room because that’s where the current alarm keypad is located, but the new locks will be set up so that swiping a card at any lock will disarm the alarm because the system knows it is a staff person entering the door.

The new system will also allow us to give access to contractors. Recently, we had to give access to contractors to do the lights because their day starts before ours starts, so we had to call the alarm company to give them access. After they finished, we had to call to get that access cut off. With the new system, Cadie and Ms. Martin will be able to do that from their computers immediately.

Ms. Lemoine asked if there is a plan if there is someone following us when we scan our cards to come in? Ms. Martin said that scenario is addressed more by safety training. Ms. Lemoine referred to the fact to the fact that scanning the new card will automatically turn the alarm off. Ms. Martin said we had panic buttons in the Library that staff would need to access to call the police. Ms. Lemoine asked Ms. Martin to ask the alarm company what to do in that case because it happens often that someone may be waiting for a staff person to go in. Ms. Martin said she would check on adding more panic buttons by the doors. Ms. Lemoine said usually there are two codes – one for regular entry and one that calls the police. This is especially important if there is only one person here. Ms. Martin answered that it is our policy that staff persons do not enter the building by themselves; we wait in our cars until there is a second person here. And no one is ever left in the building by themselves – when we lock up, we do so in pairs, and our police officers drive around to the back [at the end of the day] to make sure all staff gets in their cars and drive off before they leave. Ms. Bourgeois asked if the police officers are at the Library in the morning. Ms. Martin said they are not. Ms. Bourgeois asked if there are any other questions about this matter, and there were none, so Ms. Bourgeois asked for a motion and a second.

Motion by Ms. Gina Lemoine, seconded by Ms. Kelson Swancy, to adopt the resolution to authorize purchase of RFID door locks as described. Ms. Garrett asked if the motion includes the monthly service amount, and Ms. Bourgeois answered yes, and said the motion includes the words “as stated in the terms of the proposal.”
Vote: By unanimous voice vote and without opposition, the motion passed.
Consideration of lighting diffusers

Next, Ms. Bourgeois asked the Board to consider a motion to purchase lighting diffusers, and asked Ms. Martin to explain. Ms. Martin said that there are horizontal columns that run the length of the Library with lights in them. When the Library contracted to replace the ceiling lights, it did not contract to replace the light covers for them. When the electricians took them down, they broke because they were put in in 1974, and are now old, brittle, and yellow, so they need replacing. The money is from the Building Improvement line, and there are $16,047.00 left over in that line from this project. If the Board agrees to purchase the RFID [door locks] and the lighting, there would still be $1,852.28 left. Ms. Bourgeois asked if the proposal in the Board packets from Chustz Electric is the one for these items. Ms. Martin said yes, and it is low enough that she does not have to send it out for bid. Ms. Bourgeois clarified for the record that the Board does have to approve it because it is over $5,000. Ms. Bourgeois asked for comments, and there were none, so she asked for a motion to accept the proposal, clarifying that the money is in the budget.

Motion by Ms. Kelson Swancy, seconded by Ms. Brenda Morgan, to accept the purchase as presented in the proposal by Chustz Electric to replace the plastic diffusers in certain areas of the Library, and asked for comments from the public, and there were none, so she moved to a voice vote.

Vote: By unanimous voice vote, the motion passed.

Envisionware Self-Service Kiosk

Ms. Bourgeois asked the Board to discuss consideration of acceptance of offer of partial refund for the self-service kiosk from Envisionware as recommended by counsel, and asked Mr. Dannie Garrett to speak to the Board about it.

Mr. Garrett said he contacted Envisionware regarding the kiosk because there were some issues with the way the purchase was handled. They replied that the problem was not theirs but offered to refund $7,375 of the purchase price conditioned on the Library shipping the kiosk back to Envisionware. Mr. Garrett found a company called TSI and sent them the specs, including crating and shipping as part of the quote. They replied with a quote of $1,024.76, so the net the Library would receive back is approximately $6,350. Mr. Garrett recommends that the Library accept the combined offer from Envisionware and TSI. He said that if the Library chose to try to obtain a larger refund through the services of an attorney, the cost of the attorney’s service would reduce the net refund from the current figure. Ms. Bourgeois asked for public comments, and there were none, so she asked for a motion.
**Motion:** Proposed by Mr. Chris Kershaw and seconded by Ms. Kelson Swancy, to accept the recommendation as presented by counsel with the figures contained in the Board packets to be included in the minutes. Ms. Lemoine asked if the Board was sure that all components of the kiosk were present in the box. Mr. Garrett said the Library has a printed list of what was shipped to us and he sent photos to TSI. The TSI quote for shipping cost includes a tractor-trailer, insurance on the kiosk, shipping back to Duluth, GA. Before the actual shipment, Mr. Garrett will confirm the exact shipping address in Duluth, GA. Ms. Bourgeois asked for public comments, and there were none. **Vote:** By unanimous voice vote, the motion passed.

**Resignation**

Ms. Bourgeois informed the Board of an item not on the current meeting agenda: that Ms. Gina Lemoine has presented her resignation from the Board. Ms. Bourgeois asked legal counsel if a vote was needed, and Mr. Garrett replied that a vote was not needed on the resignation, but that it would be beneficial for a vote to add an item to the agenda, so Ms. Bourgeois asked for a motion.

**Motion:** by Ms. Gina Lemoine, seconded by Ms. Brenda Morgan, to amend the agenda to add the letter of resignation from Ms. Gina Lemoine. Ms. Bourgeois remarked that the vote must be unanimous and asked Ms. Martin to call roll:
**Vote:** Ms. Joanne Bourgeois – yes; Ms. Brenda Morgan – yes; Mr. Henry Henderson – yes; Mr. Chris Kershaw; Ms. Gina Lemoine – yes; Ms. Kelson Swancy – yes. By unanimous roll call vote, the motion to add an item to the agenda passed.

Ms. Bourgeois read the letter of resignation from Ms. Gina Lemoine dated November 19, 2019 to the Board, effective the same date. Ms. Bourgeois remarked that Ms. Lemoine had served on the Board for many years, and that she would send copies to Ms. Michelle Tullier, Council Clerk of the West Baton Rouge Parish Council, and an email to Board member Chris Kershaw who is also on the WBR Parish Council. No vote is needed to accept the resignation because the Board cannot prevent Ms. Lemoine from leaving. Mr. Kershaw asked if the Board was going to send a recommendation for a replacement Board member to the WBR Parish Council. Ms. Bourgeois said yes, Ms. Laurie Moreau has agreed to have her name presented to the Council as a candidate. She is a financial person and a military veteran. Ms. Bourgeois will send her information to Board member Chris Kershaw and to WBR Clerk of Council Michelle Tullier.
Revising holiday schedule

Ms. Bourgeois asked the Board to consider revising the 2019 Holiday schedule and asked Ms. Martin to explain. Ms. Martin said that in 2018 when the holiday schedule was accepted by the Board, it was overlooked that the Library should close early on New Year’s Eve, so Ms. Martin is asking to close at noon on New Year’s Eve (December 31, 2019) because we expect no patrons and that’s what the Parish offices do. Ms. Bourgeois asked for public questions or comments, and there were none, so she asked for a motion.

Motion: by Ms. Kelson Swancy, seconded by Ms. Gina Lemoine, to amend the 2019 holiday schedule to close the Library at noon on New Year’s Eve, December 31, 2019.

Vote: by unanimous voice vote, the motion passed.
Ms. Bourgeois called the Board’s attention to the 2020 holiday schedule that does include a half-day closure on New Year’s Eve, and asked for questions, and there were none, so she asked for a motion:

Motion: by Mr. Chris Kershaw, seconded by Ms. Kelson Swancy, to adopt the 2020 holiday schedule as presented.
Vote: By unanimous voice vote, the motion passed.

Ms. Bourgeois thanked Ms. Gina Lemoine for her many years of service and thanked Adult Services Librarian Luis Interiano for recording and typing the minutes of the Board meetings. She announced that the next Library Board meeting will take place on January 21, 2020 at 4:00 PM. She asked for a motion to adjourn this meeting.

Motion: by Mr. Chris Kershaw, seconded by Ms. Gina Lemoine, to adjourn the meeting.
Vote: By unanimous voice vote, the motion passed. The meeting adjourned at 4:53 PM.

/s/ Joanne Bourgeois
Ms. Joanne Bourgeois, President, Library Board of Control

/s/ Luis Interiano
Submitted by Luis Interiano, Adult Services Librarian