Minutes of the
West Baton Rouge Library Board of Control
Regular Meeting
Tuesday, July 28, 2020 from 4:00 – 4:55 PM
830 N. Alexander Ave., Port Allen, LA 70767

Call to Order, Pledge of Allegiance

Roll Call by Ms. Martin - Present: Ms. Scarlett Callicoate, Vice-President (enters meeting at 4:05 PM); Ms. Brenda Morgan, Treasurer; Mr. Henry Henderson; Ms. Andrea Kent; Mr. Carey Denstel; Ms. Laurie Moreau; Ms. Kelson Swancy. Absent: Ms. Joanne Bourgeois, Board President. Director Martin declares a quorum present.

Also present were Mr. Dannie Garrett, Attorney at Law & Legal Counsel to the Board; Ms. Margaret Pritchard of Baxley & Associates, Financial Auditor; Mr. Corey Young, new Programming Coordinator at WBR Library; Reference Librarian Luis Interiano, taking minutes.

Introduction of New Board Member

Ms. Martin asked the Board to welcome new member, Mr. Carey Denstel, Ex-Officio, from the West Baton Rouge Parish Council.

Minutes of the Previous Meeting of January 21, 2020

Ms. Martin asked the Board to look over the minutes of the January 21st, 2020 meeting in their packets and asked for discussion and public comments. There being none, she asked for a motion on the minutes:

Motion by Ms. Laurie Moreau, seconded by Ms. Scarlett Callicoate, to accept the minutes of the January 21st Board Meeting as presented. Ms. Martin asked for further discussion, and there being none, she moved to a voice vote. Without opposition the motion passed.

Auditor’s Report

Ms. Martin called for the Auditor’s Report by Baxley & Assoc. of Plaquemine, LA; Ms. Margaret Pritchard, CPA, presenting:

Ms. Pritchard reported a net position of $4,137,035 an increase over 2018 of $179,680. She reported the Library’s total assets at $4,689,298 a net increase over 2018 of $288,694. Mrs. Pritchard reported that there were no audit findings for 2019. She thanked the Director and staff, especially Cadie Russo for their cooperation and congratulated them on a job well done.
Reports by Director Tamie Martin

Finance Report
Ms. Martin reported on the financial statements since March, due to the meetings that have been missed because of COVID-19. Certificates of Deposit that matured during the interim were renewed, though at a rate of 0.5% interest, which is much lower than the previous rates.

Statistics
Ms. Martin directed the Board’s attention to statistics for January through June. They are low because the Library has not been open in order to circulate books, magazines, or for people to use our electronic resources.

Director’s Report
The air conditioner, minus a few components, is original to the building, and it is giving us significant trouble. The Board will need to consider replacing it soon.

Ms. Judy Boyce retired effective June 30th. Judy served the children and the community of West Baton Rouge parish for 27 years. Her accomplishments and her contributions are way too many to list. We wish her all the happiness that she is so deserving of in her retirement.

Ms. Martin introduced Corey Young as the new Programming Coordinator. Mr. Young made comments about programs he has planned.

On August 10th, Angela Germany will join us as our Youth Services Librarian.

In person programming has been suspended because of COVID-19. Staff are currently providing virtual program options including story time, crafts, and book club.

We purchased two AWE computers. They provide learning games and computer experience for children. They do not have Internet access.

The website is almost complete and should go live very soon.

Recognition of Retired Board Member Chris Kershaw

“West Baton Rouge Parish Library Board of Control, Resolution of Recognition and Appreciation of Chris Kershaw: Whereas the West Baton Rouge Parish Library has been fortunate to have dedicated Board members committed to the mission of the library, and whereas members of the Board have embarked on new adventures in life away from the West Baton Rouge Parish Library, and whereas we, as members of the West Baton Rouge
Library Board of Control wish to extend our utmost appreciation for the work that these Board members have done to make the library an exciting and joyous experience for the members of our community, and whereas the Board wishes to extend our sincere best wishes for every happiness in the future to those Board members. Now, therefore, be it resolved that the West Baton Rouge Parish Library Board of Control recognizes and appreciates the service of this Board member that has departed the Board - this Board member being Chris Kershaw, member four years, 2016 to 2020, and wishes him well in all future endeavors. And further, that this resolution of appreciation and support be duly recorded in the minutes of the West Baton Rouge Parish Library Board of Control on this 28th day of the month of July in the year 2020. Any discussion? Public comment? [none].

**Motion** by Ms. Kelson Swancy, seconded by Ms. Laurie Moreau, to accept the Resolution recognizing Mr. Chris Kershaw for his service on the Board, as read. By voice vote, the motion passes without opposition.

**Generator bids**

Bids were received from JEL Electrical, LLC, $58,250 and from Chustz Electric, $82,797.00 After discussion about the difference in price due to the different brands of generators, the review by Mr. Huey Maranto (Chief Building Inspector for West Baton Rouge Parish Government) to make sure the bids met all specs in the bid package and of the warranty a **Motion** by Ms. Scarlett Callicoate, seconded by Mr. Henry Henderson, to accept the generator bid by JEL Electrical for $58,250. There being no further discussion, by voice vote, the motion passes unopposed.

**Policy Manual - temporary change**

Ms. Martin asked the Board to temporarily suspend the policy that the children of Library employees cannot be in the Library while the employee is working. This request is because the children cannot attend school full time and Ms. Martin does not want employees to have to choose between working and caring for their children. The children must meet the Library policy for unattended children (over 10 years old and responsible for themselves). After some discussion **Motion** by Ms. Kelson Swancy, seconded by Ms. Laurie Moreau, to temporarily suspend the policy in the Employee Handbook to allow employee children to be in the Library during work hours.

Ms. Martin asked for comments, and there being none, asked for a vote. By voice vote without opposition, the motion passed.

**IT – Veeam Quote**
Ms. Martin: asked the Board to consider renewing IT support through VEEAM through 2024, for $7,120.74. Motion by Ms. Scarlett Callicoate, seconded by Ms. Laurie Moreau, to accept the Veeam quote as presented. By voice vote and without opposition, the motion passes.

Conclusion – Next Meeting

The next Library Board of Control meeting - regularly scheduled for the third Tuesday of every other month at 4:00 o'clock [PM] in the Library Meeting room will be September 15. Meeting Adjourns at 4:55 PM.

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

/s/ Submitted by Tamie Martin, Director