Minutes of the
West Baton Rouge Library Board of Control
Regular Meeting
Tuesday, October 13, 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. Joanne Bourgeois, President; Ms. Scarlet Callicoate, Vice-President; Ms. Brenda Morgan, Treasurer; Mr. Henry Henderson; Ms. Andrea Kent; Mr. Carey Denstel; Ms. Laurie Moreau (arrived at 4:08 p.m.); Ms. Kelso Swancy. Absent: none Director Martin declares a quorum present. Also present was Reference Librarian Luis Interiano, taking minutes.

Minutes of the Previous Meeting of September 15, 2020
Ms. Bourgeois asked the Board to look over the minutes of the September 15, 2020 meeting in their packets and asked for discussion and public comments. There being none, she asked for a motion on the minutes: Motion to approve by Ms. Andrea Kent, seconded by Ms. Scarlet Callicoate, to accept the minutes of the September 15, 2020 Board Meeting as presented. Ms. Bourgeois asked for further discussion, and there being none, she moved to a voice vote. Without opposition the motion passed.

Consideration of 2021 Budget
Ms. Martin reviewed the 2021 Budget Worksheet with the Board. Revenue for 2021 is expected to total $2,043,000, of which $1,968,000 comes from ad valorem taxes. The remainder of income is from investments and small fines and fees. Expenditures planned for 2021 include Salaries $1,033,198; Employee Benefits $303,515; Operating Services such as utilities and contracted services $416,004; Materials and supplies such as office and craft supplies $66,500; Books and Library Resources $143,100; Travel and Training for staff $12,000; Intergovernmental expenditures $66,000; Capital projects, including replacing the dilapidated air conditioner and furnishing a new point of service $615,000; and Building Construction for a new point of service pending approval on the north side of the Parish $1,000,000.
Ms. Martin stated that she made very conservative estimates for revenue from investments and fees because interest rates are currently extremely low and because staff are showing kindness to waive fines and fees in the wake of the pandemic. She also explained that while some portions of the Salaries, Benefits, and Operations lines are pre-set, she has taken into consideration the added cost of running an additional branch in computing figures for utilities, cleaning, and maintenance, as well as additional supplies and Library Books and Resources. Ms. Martin stated that the budget includes the addition of another staff member for another branch. She explained that the Travel and Training budget would remain at the
previous year’s level and staff would share opportunities for continuing education. In discussion of the Capital Projects and Building Construction budgets, Ms. Martin discussed tentative plans to build and furnish a new branch approximately 4,000 – 6,000 square feet. Ms. Martin commented that the air conditioner in the current building has cost $900 - $1200 per month to keep it running and it needs to be replaced before it stops working completely and that the budget also contains a $25,000 fund for emergency repairs.

Ms. Bourgeois asked for discussion and public comments. There being none, she asked for a motion on the 2021 Budget. **Motion to approve** by Mr. Henry Henderson, second by Ms. Laurie Moreau. Ms. Bourgeois asked for further discussion, and there being none, she moved to a voice vote. **Without opposition the motion passed.**

**Conclusion – Next Meeting**
The next regularly scheduled Library Board of Control meeting will be **November 17, 2020** at **4:00 p.m.** Meeting adjourns at 4:55 PM.

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

/\s/ Submitted by Tamie Martin, Director