Minutes of the
West Baton Rouge Library Board of Control
Regular Meeting
Tuesday, July 20, 2021 4:00 – 4:45 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; Ms. Laurie Moreau; Ms. Kelson Swancy; Mr. Carey Denstel. Also present were Tamie Martin, Executive Director; Dannie Garrett, attorney; Luis Interiano, Reference Librarian. President Bourgeois declared a quorum present.

Minutes of the Previous Meeting of March 23, 2021
Ms. Bourgeois asked the Board to look over the minutes of the March 23, 2021 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. Laurie Moreau, seconded by Mr. Henry Henderson, to accept the minutes of the March 23, 2021 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.

Public Comment
None

Consideration of adjusting meeting schedule
Ms. Bourgeois explained that prior to 2019, Board meetings were held quarterly. The Board moved to bi-monthly meetings in 2019 to stay better informed of Library events and business. Ms Bourgeois suggested that because the Library is currently in a more stable position, it might be desirable to return to bi-monthly meetings. Ms. Bourgeois also stated that the Board may need to hold special meetings regardless of the schedule to accommodate the building project. Ms. Martin stated that it is entirely up to the Board whether to alter the schedule or not. She also stated that the choice of meeting months was at the discretion of the Board. Ms. Moreau asked if there was a preferred schedule of quarterly meetings. Ms. Martin stated that she felt that beginning quarterly meetings in February would be better because the previous year’s finances would not be completed in time for a January meeting. Several Board members stated that they were fine with the schedule either way. After further discussion, the Board came to the consensus to leave the schedule as-is. No motion was made.

Consideration of Director’s spending limit
Ms. Martin reminded the Board that currently, outside of regularly recurring expenses, the Director is limited to spending no more than $5000 on a purchase without express approval of the Board. Ms. Bourgeois stated that prior to 2018, the Director had been authorized to spend up to $10,000 without requiring a vote. Ms. Swancy pointed out that with the construction project coming up, it would be more convenient to amend the limit to $10,000 so that the Director could make needed purchases without a special Board meeting. Motion by Ms. Kelson Swancy to increase the spending limit from $5,000 to $10,000 going forward, second by Ms. Laurie
Moreau. Ms. Bourgeois asked for further discussion and called for a voice vote. The motion passed unanimously.

**Consideration of check signature policy**
Ms. Bourgeois told the Board that she received a recommendation at a Trustee meeting that all checks have two signatures. Ms. Callicoatte asked if Ms. Bourgeois suggested an amount where the two signatures would be needed. Ms. Bourgeois suggested that it be for every check, regardless of amount. Ms. Martin stated that the current policy is that checks over $5,000 need a second signature, but that she would feel more comfortable if it was required for all checks as a matter of transparency. **Motion by Ms. Scarlet Callicoatte to require two signatures for all checks**, seconded by Ms. Brenda Morgan. Ms. Bourgeois asked for further discussion, and there being none, she moved to a voice vote. **Without opposition the motion passed.**

**Reports**
Ms. Martin gave financial, statistical and operations reports. She pointed out that Summer Reading was going extremely well, with over 1000 people attending programs in the month of June. New furniture was installed in the staff kitchen, and Ms. Martin stated that she hopes to replace the stove and cabinets in 2022. She has also requested quotes for a new circulation desk, to be paid for from federal ARPA funds. The position of Collection Development Librarian is still open.

**Conclusion – Next Meeting**
The next regularly scheduled Library Board of Control meeting will be **September 21, 2021 at 4:00 p.m.** Meeting adjourns at 5:03 PM.

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

/s/_________________________________________
Submitted by Tamie Martin, Director