

**Minutes of the  
West Baton Rouge Library Board of Control  
Regular Meeting  
Tuesday, March 23, 2021 from 4:03 – 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;. **Absent:** Mr. Carey Denstel. **Also present** were Tamie Martin, Executive Director; Dannie Garrett, attorney; Luis Interiano, Reference Librarian; and Cadie Russo, Administrative Assistant. **Director Martin declared a quorum present.**

**Minutes of the Previous Meeting of January 19, 2021**

Ms. Bourgeois asked the Board to look over the minutes of the January 19, 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 Mr. Henry Henderson, seconded by Ms. Laurie Moreau, **to accept the minutes of the January 19,2021 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

**2020 Audit Report**

Ms. Margaret Pritchard of Baxley and Associates presented her findings from the audit of the Library's 2020 operations. She reported that the Library had an increase in Net Position of \$351,898. She also reported that there was no material weakness, no significant deficiencies and no instances of noncompliance. Ms. Pritchard complimented Cadie Russo for her organization and quick responses to all questions. Ms. Joanne Bourgeois thanked the Executive Director, Tamie Martin, and the Administrative Assistant, Cadie Russo, for their diligence and cooperation in managing the Library's finances.

**Consideration of Fencing around A/C units**

Ms. Martin asked the Board to review the estimate from Cobb Welding included in their packets. Ms. Scarlet Callicoate suggested that the Executive Director seek additional quotes for the work to make sure the price and quality of work were competitive. There were multiple suggestions of other local companies to provide quotes. **Motion to have the Executive Director seek additional quotes before proceeding with the fencing job,** by Ms. Scarlet Callicoate seconded by Ms. Andrea Kent. After further discussion, Ms. Bourgeois asked for a voice vote. **The motion passed unanimously.** Ms. Laurie Moreau asked Mr. Garrett about abstaining from a vote and voiced concern about the timeline for receiving quotes and bringing another request for consideration before the Board. Mr. Garrett gave clarification. **Motion to authorize the Executive Director to get an additional quote for the fencing for the A/C and generator and make the selection of which proposal is in the best interests of the library, initiate the work**

**and report back to the Board**, by Ms. Laurie Moreau, seconded by Ms. Brenda Morgan. **The motion passed without opposition.**

### **Reports**

Ms. Martin presented reports of statistics, finances, and operations. She pointed out that although most statistics are down due to Covid, the frequency of reference questions is near that of pre-Covid. She reported that the revenue is slightly higher than projected for this point in the year, and that expenses are within parameters set by the budget. Ms. Martin gave reports of building maintenance including plumbing repairs and the completion of the generator installation. She discussed the limited progress in preparation for a new branch. Ms. Martin reported on Internet issues that are being repaired by Jerry Durden, as well as training of staff on Internet security issues. In addition to praising staff for their flexibility and teamwork in response to recent scheduling issues, Ms. Martin praised the staff efforts in providing programs for the community. Those programs include book clubs, story times, craft bags, free movie nights, scholarly discussions of voting rights history, and the Easter Eggstravaganza in cooperation with the WBR Museum.

Ms. Bourgeois commended the Director, Administrative Assistant and staff for the work they did to ensure that the audit was completed and without negative findings.

### **Library Board of Control Meetings 2021**

Ms. Bourgeois reminded members of the 2021 schedule of Library Board meetings: May 18, July 20, September 21, and November 16.

### **Conclusion – Next Meeting**

The next regularly scheduled Library Board of Control meeting will be **May 18, 2021 at 4:00 p.m.** Meeting adjourns at 4:45 PM.

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

/s/ \_\_\_\_\_  
**Submitted by Tamie Martin, Director**