

**Minutes of the
West Baton Rouge Library Board of Control
Regular Meeting
Tuesday, March 19, 2024, 4:03 – 4:29 PM
830 N. Alexander Ave., Port Allen, LA 70767**

Call to Order, Pledge of Allegiance led by Ms. Andrea Kent

Roll Call by Ms. Martin - Present: Ms. Joanne Bourgeois, President; Ms. Brenda Morgan, Treasurer; Mr. Carey Denstel, Ex Officio; Mr. Henry Henderson; and Ms. Andrea Kent; Ms. Kelson Swancy arrived at 4:14 **Absent:** Ms. Scarlet Callicoatte, Vice President; and Ms. Laurie Moreau. **Also present** were Tamie Martin, Executive Director; Dannie Garrett, Luis Interiano, and Lynn Bardell.

Public Comment

None

Minutes of January 23, 2024, Meeting

After reviewing the minutes, Ms. Bourgeois asked for any comments or corrections. Ms. Andrea Kent made a **motion to accept** the minutes as presented, **seconded** by Mr. Henry Henderson. Ms. Bourgeois called for a voice vote. The minutes were **approved** unanimously.

Consideration of Amended Meeting Room Policy

Ms. Martin explained that with the opening of the South Branch drawing near, the policy for meeting room use needed to be amended to accommodate the different branch capacities. Ms. Kent asked about confirmations of meeting room requests. Ms. Martin answered that each application would receive notification of approval or alternate dates offered. Ms. Andrea Kent asked caterers were allowed to use Sterno cannisters. Ms. Martin answered that the Fire Code did not allow open flames. Mr. Denstel inquired about cleaning. Ms. Martin answered that the Library asks users to leave the room as they found it by taking out garbage, etc. There was also discussion of hours for the South Branch, use of the parking lot after hours, and security. There being no further questions, Ms. Bourgeois called for a motion. **Motion to approve** by Ms. Brenda Morgan, **seconded** by Mr. Henry Henderson. The **motion passed** unanimously.

Consideration of Louisiana Audit Compliance Questionnaire

Ms. Martin asked the Board to review the prepared Louisiana Audit Compliance Questionnaire for mistakes or omissions. **Motion to approve** by Ms. Kelson Swancy, **seconded** by Ms. Brenda Morgan. The **motion passed** unanimously.

Reports

Ms. Martin gave reports on statistics, finances, and daily operations. She indicated the progress on the South Branch would allow a May opening. She reported that several staff members attended training provided by the State Library and that Luis Interiano attended LLA but stayed at an alternate hotel. She also reported that Luis received the 2024 Public Librarian of the Year award from LLA. The Board offered their congratulations to Luis on this high achievement.

Adjourn

There being no further business, **motion to adjourn** by Ms. Kelson Swancy, **seconded** by Mr. Henry Henderson. The motion **passed** unanimously.

Conclusion – Next Meeting

The next regularly scheduled Library Board of Control meeting will be **May 21, 2024, at 4:00 p.m.** Meeting adjourned at 4:50 PM.

/s/ _____

Ms. Joanne Bourgeois, President, Library Board of Control

/s/ _____

Submitted by Tamie Martin, Director