

**Minutes of the
West Baton Rouge Library Board of Control
Regular Meeting
Tuesday, November 14, 2023, 4:02 – 4:36 PM
830 N. Alexander Ave., Port Allen, LA 70767**

Call to Order, Pledge of Allegiance led by Ms. Scarlet Callicoatte

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

Public Comment

None

Minutes of September 19, 2023, Meeting

After reviewing the minutes, Ms. Bourgeois asked for any comments or corrections. Ms. Kelson Swancy made a **motion to accept** the minutes as presented, **seconded** by Ms. Brenda Morgan. Ms. Bourgeois called for a voice vote. The minutes were **approved** unanimously.

Consideration of Policies and Procedures

Ms. Martin explained that the policies presented are required by LA R.S. 25:225 and that there have been no issues or complaints regarding such policies in West Baton Rouge. Ms. Bourgeois commented that in her thirty-year tenure on the Library Board there has only been one concern brought before the Board. Ms. Martin also told the Board that the policies were reviewed and revised by the Library's attorney, Dannie Garrett III. Ms. Laurie Moreau made a **motion to accept** the policies and procedures as presented, **seconded** by Ms. Scarlet Callicoatte. The motion **passed** unanimously.

Consideration of Surplus Declaration of Van

Ms. Martin stated that since the Library purchased two new Chevy Equinox in October, the van was no longer needed. She stated that the cost of maintaining and repairing the van made the purchase of newer vehicles a more economical option. She explained that declaring the van surplus would allow for its disposal at auction with the proceeds returning to the Library. Ms. Laurie Moreau made a **motion to declare** the van surplus, **seconded** by Ms. Kelson Swancy. The motion passed unanimously.

Consideration of 2024 Holiday Schedule

Ms. Martin stated that the 2024 Holiday Schedule presented aligned with the Parish government holiday schedule and the schedule traditionally applied to the Library. **Motion to approve** by Ms. Kelson Swancy, **seconded** by Ms. Brenda Morgan. The motion **passed** unanimously.

Consideration of 2024 Board Meeting Schedule

Ms. Martin stated that the schedule presented represented the agreed upon schedule of the third Tuesday of alternating months for 2024. Ms. Swancy asked if the November date would conflict with Thanksgiving. Ms. Martin answered that it would be the week prior to Thanksgiving.

Motion to approve by Ms. Kelson Swancy, **seconded** by Ms. Laurie Moreau. The motion **passed** unanimously.

Reports

Ms. Martin gave financial, statistical and operations reports. She reported on the progress of the remodeling of 6311 LA-1 into a South Branch. She said she attended a Director's Summit and the Louisiana Administrators' Conference. She also spoke at Rotary and Chamber meetings. Ms. Martin reported success in circulation and deliveries, thanks to the hard-working staff. Ms. Martin reported on the status of staff working from home and the death of the granddaughter of Ms. Angele. Ms. Bourgeois asked that Ms. Martin convey the Board's condolences.

Conclusion – Next Meeting

The next regularly scheduled Library Board of Control meeting will be **January 16, 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