

**MINUTES OF THE NOVEMBER 12, 2024 REGULAR MEETING OF THE  
ARMAND J. BRINKHAUS SOUTH ST. LANDRY COMMUNITY LIBRARY DISTRICT  
BOARD OF COMMISSIONERS**

The Board of Commissioners of the Armand J. Brinkhaus Community Library District met in a public meeting at the library, 235 Marie Street, Sunset, Louisiana at 6:00 p.m., Tuesday, November 12, 2024 as per the meeting notice posted at the Library on November 11, 2024 at 3 p.m. and used the same Agenda which was so posted. The posted Notice and Agenda are made a part of the minutes herein.

Members of the board present were Andy Dakin, LaShona Dickerson, Susan Fontenot, Celeste Hebert, Charles James and Charles Richard.

Member(s) of the Board absent: None

Also present were Barbara Malbrue and Tricia Schroedter

The meeting was called to order and the "Pledge of Allegiance" was recited at 6:19 p.m. once a quorum was assembled.

**Celeste Hebert moved and Charles James 2<sup>nd</sup> a motion to dispense with the reading of the minutes from the August 6, 2024, regular board meeting and to accept same as written. Motion passed without objection.**

**Chairman's Comments and Announcements:** Andy Dakin had no comments and requested an amendment to the agenda to approve the final 2024 budget and the proposed 2025 budget. A motion was made by Charles James, and 2<sup>nd</sup> by Charles Richard. The motion passed unanimously.

**Friends' Report:** Myrtle Deranger was unable to attend and sent her report to Barbara Malbrue who read the report. See **Attached**. Next meeting date was not given. Suggestions were given for a Christmas season event, but no decision was made. Friends members received books from the library's donated book box. Approximately 25 books were distributed. **A motion was made by Susan Fontenot and 2<sup>nd</sup> by Celeste Hebert to accept the report. The motion passed unanimously.**

**Librarian's Report:** Barbara Malbrue discussed items on the **attached** report. Celeste Hebert made a **motion** to accept the Librarian's Report, and it was 2<sup>nd</sup> by Charles Richard, **passed** unanimously.

Employee Evaluations were discussed, and Barbara recommended the following pay increases:

- Selena from \$13.50 to \$15/hour
- Terrie from \$10 to \$12/hour

In addition to the increases Barbara made a recommendation to hire Dana as a full-time library clerk beginning at the wage of \$12/hour. Dana currently serves as a consultant and receives approximately \$200 per month. Dana would increase the number of classes she facilitates and possible start the STEM lab.

**A motion was made by Charles Richard, and 2<sup>nd</sup> by Celeste Hebert to accept Barbara's recommendation for wage increase and to hire a full-time library clerk. Motion passed unanimously.**

**Business Manager's Report:** Tricia Schroedter see attached. Susan Fontenot made a **motion** to accept the Business Manager's report, 2<sup>nd</sup> by Celeste Hebert, **passed** unanimously.

**Old Business:**

Board members are to complete, Ethics, Sexual Harassment, and Cyber Security Training and send certificates to Barbara to place in their file.

**New Business:**

- Andy Dakin asked if there were any public comments. None.
- The year ending 2023 Financial Audit was reviewed. There were no findings. It was moved by Charles James and 2<sup>nd</sup> by Susan Fontenot to accept the report. The motion passed unanimously
- A motion was made by Charles Richard and 2<sup>nd</sup> by Charles James to accept the final budget for 2024. Motion passes unanimously.
- A motion was made by Charles James and 2<sup>nd</sup> by Charles Richard to accept the proposed budget for 2025. Motion passes unanimously.

**Other Business:**

Board went into closed session to conduct performance reviews for Barbara and Tricia. Everyone agreed that both are doing a wonderful job, and the community is fortunate to have them. Barbara will be reviewed for a pay increase in 2 years. Tricia will be considered for a pay increase next year.

**7:30 pm** Susan Fontenot **moved** and Celeste Hebert **2<sup>nd</sup> a motion** to adjourn meeting. **Passed** unanimously.

**REMINDER: FEBRUARY MEETING**

- Remind board members of the need to attend "Ethics Training for Public Servants" and to complete the Sexual Harassment Prevention Training.