

**Pointe Coupee Parish Library
Board of Control
General Business Meeting
March 14, 2012**

Call to Order

Miss Wylene Hurst, Library Board President, called the general business meeting of the Pointe Coupee Parish Library Board of Control to order at 5:35pm.

Roll Call

Present: Miss Wylene Hurst, Mrs. Philomena Fontenot, Mrs. Lauren Meadows, Mrs. Mary Helen McCoy and Mrs. Gayle Dixon.

Absent: Mrs. Lucy Boley-Thompson, Mrs. Grace Hebert and Police Juror Russell Young.

Approval of Agenda

It was moved by Mrs. McCoy and seconded by Mrs. Dixon to accept the agenda as presented. Motion carried.

Approval of Minutes

It was moved by Mrs. Dixon and seconded by Mrs. Meadows to accept the minutes of the Budget Hearing conducted November 14, 2011 as presented. Motion carried.

It was moved by Mrs. Fontenot and seconded by Mrs. McCoy to accept the minutes of the General Business meeting held November 14, 2011 as amended. Motion carried.

Librarian's Report

Library Director Melissa Hymel presented a review of the 2012 financial statement. Also included was a summary of the 2011 financial year end.

The 2011 Audit Engagement Letter was presented. Major, Morrison & David will begin the 2011 Audit of Operations.

With the recent retirement of the New Roads Head of Circulation, Mrs. Hymel is requesting to begin the advertising/interviewing process of attempting to fill this vacancy. Mrs. Hymel stated that Susie Victorian had been an excellent employee of the Library System since 1988 and her presence on staff will be greatly missed.

Mrs. Hymel will also begin the advertising process for a clerical position in the Livonia Branch.

The new state law requires all public employees; boards and commissions as well as all library trustees, staff and director attend an ethics training annually. The Pointe Coupee Parish Police Jury graciously sponsored a one hour training at the Scott Civic Center on March 14, 2011. Any individuals not able to attend this event must complete the online course as soon as possible.

Pointe Coupee Parish Assessor Jimmy Laurent hosted this year's Tax Assessment Workshop in New Roads. Entities from throughout Pointe Coupee and surrounding parishes were presented with the latest laws in reference to millage rates and assessments. Mrs. Hymel did attend this workshop.

The State Library of Louisiana BTOP funding continues. Numerous workshops on various computer skills have been conducted in the New Roads library. The library has also received an Optiplex large print reader for use by patrons with visual assistance.

The Library Board of Control has agreed to continue to provide its full time employees with a 50/50 major medical policy.

Old Business

The Innis Construction Project is running on schedule. Costs which will need to be paid from library budget include: computers, security system, furniture, communications equipment, telephone/fax machines, printers, and copiers. Funds for these expenses have been saved to cover these costs.

Adjourn

Being no further business to come before the Library Board, it was moved by Mrs. Meadows and seconded by Mrs. McCoy to adjourn. Motion carried. The President adjourned the meeting at 6:00pm. The next scheduled meeting of the Pointe Coupee Parish Library Board of Control will be Wednesday, May 9, 2012.

Melissa Hymel, Secretary
May 9, 2012