

**Pointe Coupee Parish Library  
Board of Control  
April 12, 2017**

**Call to Order**

Wylene Hurst, Library Board President, called the general business meeting of the Pointe Coupee Parish Library Board of Control to order at 5:31pm.

**Roll Call**

Present: Ms. Lucy Boley, Mrs. Gayle Dixon, Ms. Philomena Fontenot, Mrs. Grace Hebert, Mr. Anthony Hurst, Ms. Wylene Hurst, and Mrs. MaryHelen McCoy.

Absent: Mr. Don Ewing,

**Approval of Agenda**

It was moved by Mrs. Boley and seconded by Mr. Fontenot to accept the agenda as presented. Motion carried.

**Approval of Minutes**

It was moved by Mrs. Fontenot and seconded by Mrs. McCoy to accept the minutes of the general Board Meeting of February 8, 2017 as presented. Motion carried.

**Public Comment**

No public comments.

**Librarian's Report**

Library Director Melissa Hymel presented a review of the 2017 financial statement to date. The overall budget was within its parameters. Any extra revenues will continue to be earmarked for the Capital Project Fund.

Mrs. Hymel did attend the Legislative Auditor's 2017 Millage Workshop. She provided an extra copy of the workshop program to Mr. Hurst for use by the Police Jury.

Also presented was a compilation of established Library Financial Procedures. This document was compiled based upon policy and procedures already in place. A copy is being given to our auditor for compliance review.

The library's tax millage is due for renewal prior to 2018. After contacting Gerri Martin with the Police Jury, Mrs. Hymel was given the contact information of Foley & Judell, LLP. Mrs. Martin stated Foley & Judell handle all Police Jury tax elections. A schedule of events for the November 18, 2017 election was presented. The State Library also sent a list of what staff, board and supporters can and cannot do during an election. All of these items were presented for Library Board review. The library millage will be presented to voters exactly as it has for the last 50+ years – it will be a renewal at 4.03 mils.

The Louisiana Library Association met in Lafayette March 7-9, 2017. Library Board Trustees, Mrs. Fontenot and Mrs. Hebert, shared their experiences and findings with the rest of the Library Board.

A damage report of the Rougon Building was submitted by Liberty Mutual insurance company. Damages are estimated at \$2,283.52. The library's policy has a deductible totaling \$5,000, which is greater than the amount of the claim. Mrs. Hymel will discuss with legal counsel the process for having the damages paid for by the vehicle driver.

The 15 ton AC unit in New Roads has been repaired.

BBI Architects have prepared a contract to begin the process of accepting bids for a new roof on the New Roads building. Said work will also include a canopy over the main entrance on Claiborne Street.

### **President's Comments**

Ms. Hurst has requested that in future, all library staff and Trustees utilize the online version of the Louisiana Board of Ethics training entitled "Ethics Training for Public Servants." Board members can complete this training at any library location or at their own home. However, once complete, all Library Trustees are to bring their Certificates of Completion to the June Library Board meetings. These certificates will remain in the Official Library Board Minute book.

Also, all board members are to be sworn in as their terms are renewed with a new Oath of Office from the Clerk of Court. A copy of their sworn and registered Oath of Office is to be given to the Library Director for inclusion in the Library Board files.

In conjunction with National Library Week activities, an Employee Appreciation event was conducted prior to the April 12, 2017 meeting, beginning at 4:30pm in New Roads. Refreshments were served and all employees attended.

### **Adjourn**

Being no further business to come before the Library Board, it was moved by Ms. Boley and seconded by Mrs. McCoy to adjourn. Motion carried. The President adjourned the meeting at 6:52 pm. The next scheduled meeting of the Pointe Coupee Parish Library Board of Control will be Wednesday, June 14, 2017.

---

Melissa Hymel, Secretary  
June 14, 2017