

**Pointe Coupee Parish Library  
Board of Control  
August 9, 2017**

**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 5:25pm.

**Roll Call**

Present: Mrs. Mary Helen McCoy, Mrs. Lucy Boley, Mrs. Philomena Fontenot, Mrs. Grace Hebert, and Miss Wylene Hurst.

Absent: Mrs. Gayle Dixon, Mr. Donald Ewing and Mr. Anthony Hurst.

**Approval of Agenda**

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

**Approval of Minutes**

It was moved by Mrs. Fontenot and seconded by Ms. Boley to accept the minutes of the April 12, 2017 meeting with corrections. Motion carried.

**Audit Report**

Mr. John Disotell with Major, Morrison and David, CPA presented the 2016 General Operating Audit of the Pointe Coupee Parish Library. During the fiscal year, the library operated well within its budget and found no need to amend it. Revenues received during the year were greater than expected due to higher property tax collections and expenditures were less than expected due to lower salaries and related benefits. Neither library fees nor grant income is expected to increase, although retirement costs and health costs have continued to rise. Measures taken by the library to offset these increases included increasing the employee contribution for health costs and reducing expenses in other areas. The budget for the year 2017 should be comparable to the year's 2016 budget. The State Library expects no further State Aid to Public Libraries in future years.

Management is commended for a continued sound budget with excellent use of taxpayer dollars.

It was moved by Mrs. McCoy and seconded by Mrs. Fontenot to accept the 2016 General Operating Audit as presented by Major, Morrison and David, CPA. Motion carried.

**Librarian's Report**

Library Director Melissa Hymel presented a review of the 2017 financial statement. Due to many mid-year budget cuts, the overall budget was within its parameters. Any extra revenue from the 2016 Budget will be earmarked for new Livonia construction. A review of the current 2017 budget was also presented.

The Summer Reading Program was extremely successful. Children in all areas of the parish participated in the library system's general story times, puppet shows, interactive theatre, magic performances, arts and crafts projects and general fun at all library locations.

Facilities were discussed. Another air conditioning unit in New Roads had to be replaced. This particular unit was nearly 23 years old.

Mrs. Hymel announced she is currently running advertisements for a new roof at the New Roads facility. A special meeting will be conducted on September 13, 2017 to review bids.

Libraries are required under Louisiana R.S. 44:411 to develop and submit a records retention schedule for review and approval by the State Archives.

It was moved by Ms. Boley and seconded by Mrs. Hebert to accept the State's Records Retention Policy as a minimum for the records of the Pointe Coupee Parish Library. Motion carried.

### **President's Report**

President Hurst announced that the Pointe Coupee Parish Library is officially fiscally emancipated from the Pointe Coupee Parish Police Jury. Special thanks are offered to Representative Major Thibaut and Senator Rick Ward for their assistance in the successful passage of this legislation.

The library would like to offer its deepest thanks to NRG Energy and its employees for their assistance and support of our library system. A re-certification for Life Safety/CPR was conducted by local NRG employees. A check was presented to the Library Board President from NRG Louisiana Generating in the amount of \$1,000. These monies will be used to purchase an electronic external defibrillator for the main library.

As discussed previously, a Special Meeting will be called for September 13, 2017 to review and possibly accept the bids on the New Roads Roof Project.

### **Adjourn**

Being no further business to come before the Library Board, it was moved by Mrs. McCoy and seconded by Mrs. Fontenot to adjourn. Motion carried. The President adjourned the meeting at 6:37 pm. The next General meeting of the Pointe Coupee Parish Library Board of Control will be Wednesday, October 11, 2017.

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Melissa Hymel, Secretary  
October 11, 2017