

**Pointe Coupee Parish Library
Board of Control
September 12, 2018**

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

Absent: Mrs. Gayle Dixon and Mr. Donald Ewing.

Approval of Agenda

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

Approval of Minutes

It was moved by Ms. Boley and seconded by Mrs. Hebert to accept the minutes of the July 11, 2018 as presented. Motion carried.

Architect Report

Mr. Brent Bueche with BBI Architects presented the current events with the New Roads Roof and Canopy project. He outlined the progress to date of Terry's roofing and reported on the warranty with Suprema Roofing Manufacturer. The final punch list has not been completed as of this date. Mr. Bueche also reported on the Bond Company's stance on this issue. The recommendations of the Architect to complete this project were approved by the Library Board. All further correspondences between Terry's Roofing, BBI and the Bonding Company will be copied into electronic format, copying the Library Director, who will forward said correspondence to the Library Board. Mr. Bueche will appear at the next scheduled Library Board meeting on October 11, 2018 to give a progress report on this project.

Until the New Roads Roof and Canopy project is complete and paid, no other new construction projects will begin.

Librarian's Report

Library Director Melissa Hymel presented a review of the 2018 financial statement. Due to many mid-year budget cuts, the overall budget was within its parameters. Any extra revenue from the 2018 Budget will be earmarked for new Livonia construction. Discussion of the 2019 Budget covered anticipated income and expense items.

A review of current employee benefits was discussed. Agreed upon coverages were discussed. A formal statement of employee benefits will be drafted for inclusion in the Employee Policy Manual.

It was recommended by Mr. Hurst to have a sign placed on the lot of the future Livonia library. All present agreed. Mrs. Hymel will have said sign posted as soon as feasibly possible.

A draft of the 2019 Closures was presented. After discussion, the established closures will be presented at the October meeting for final approval.

President's Report

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 with specialized training in the use of an electronic external defibrillator. A check was presented to the Library Board President from NRG Louisiana Generating in the amount of \$500. All necessary NRG paperwork has been completed for this donation.

Mrs. Hurst reminded the group that Ethics Certifications are mandatory and have become part of the annual Audit process. All Board Members and Employees are encouraged to have their Ethics certification conducted online, print their certificates of completion and submit said certificates to Mrs. Hymel for inclusion in the official Board meeting book.

Adjourn

Being no further business to come before the Library Board, it was moved by Ms. Fontenot and seconded by Mrs. McCoy to adjourn. Motion carried. The President adjourned the meeting at 6:54 pm. The next General meeting of the Pointe Coupee Parish Library Board of Control will be Wednesday, October 11, 2018.

Melissa Hymel, Secretary
October 11, 2018