

**Pointe Coupee Parish Library
Board of Control
October 9, 2019**

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 5:35pm.

Roll Call

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

Absent: Mrs. Gayle Dixon and Mr. Don Ewing (medical absence).

Approval of Agenda

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

Approval of Minutes

It was moved by Ms. Fontenot and seconded by Mrs. Hebert to accept the minutes of the general Board Meeting of August 14, 2019 as presented. Motion carried.

Public Comment

No public comments.

Librarian's Report

The Livonia Construction Project bids were opened on September 26, 2019 at 2:00pm. There were a total of 10 bids submitted. The bids were taken under advisement and verification. Architect Brent Bueche, BBI Architects, stated the low bid was in order and all materials were verified for accuracy. Mr. Bueche presented Attestations Affidavit to the Library Board of Control. Upon his recommendation, the following actions were addressed:

It was moved by Ms. Boley and seconded by Mrs. McCoy to accept the lowest bid with Base Bid, Alternate 1 and Alternate 2 totaling \$1,665,000 by MA Wilson Construction and Consulting, LLC. Motion unanimously carried.

It was moved by Mrs. McCoy and seconded by Ms. Fontenot authorizing Library Board President Wylene Hurst and Library Director Melissa Hymel to sign the construction contract on behalf of the Pointe Coupee Parish Library Board of Control. Motion unanimously carried.

With contracts signed, Mr. Bueche informed the Library Board that MA Wilson Construction and Consulting, LLC will begin the Livonia Construction Project Monday, October 14, 2019. The contract time frame will be 180 days with an anticipation completion date in mid to late May.

A groundbreaking shovel ceremony will be held on October 21, 2019 at 1:00pm. Mrs. Hymel will arrange the invitations to local dignitaries and Mr. Bueche will provide the necessary shovels.

Library Director Melissa Hymel presented a review of the current 2019 financial statement. It was noted that Mrs. Hymel was advised of a possible reduction in revenue due to the recent loss of a barge company. Anticipated loss could be as much as \$80,000. She will prepare for the next Library Board meeting a recommendation to the Library's budget to address this difference in anticipated income. A thorough review of each budget line item was addressed for the upcoming 2019 budgetary line items requiring revisions at the next meeting.

Based upon Library Board of Control recommendation, the firm of Major, Morrison and David will officially conduct the library's accounting functions. Ducote & Co have agreed to conduct the Pointe Coupee Parish Library annual audit.

The Library Board of Control reviewed the drafted Employee Benefits Policy.

It was moved by Ms. Fontenot and seconded by Mrs. Hebert to accept Pointe Coupee Parish Library Employee Manual Section 5.1. Compensation Plan: F. Medical as presented. Motion unanimously carried.

It was moved by Ms. Fontenot and seconded by Ms. Boley to accept the 2020 Schedule of Closures for the Pointe Coupee Parish Library as presented. Motion unanimously carried.

It was moved by Mrs. McCoy and seconded by Ms. Fontenot to accept the 2020 Library Board of Control Schedule of General Meetings as presented. Motion unanimously carried.

President's Comments

Miss Hurst also discussed the requirements for both State mandated Ethics training and Sexual Harassment Training. Certificates of Completion must be submitted prior to or at the next scheduled November Library Board of Control meeting.

Adjourn

Being no further business to come before the Library Board, it was moved by Mrs. McCoy and seconded by Ms. Boley to adjourn. Motion carried. The President adjourned the meeting at 6:40 pm. The next scheduled meeting of the Pointe Coupee Parish Library Board of Control will be held Wednesday, November 13, 2019. It will be proceeded at 5:00pm by the Pointe Coupee Parish Library Public Hearing for the 2019 Budget Revisions and the 2020 Budget Presentation.

Melissa Hymel, Secretary
November 13, 2019