

**Pointe Coupee Parish Library
Board of Control
August 14, 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 5:36pm.

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 Mrs. McCoy and seconded by Ms. Boley to accept the agenda as amended. Motion carried.

Approval of Minutes

It was moved by Mrs. Hebert and seconded by Ms. Boley to accept the minutes of the general Board Meeting of April 10, 2019 as corrected. Motion carried.

Public Comment

No public comments.

2018 Audit Report – Major, Morrison, David CPA

Mr. John Disotell with Major, Morrison and David presented the 2018 Annual Fiscal Report. He noted during the 2018 fiscal year, the library's expenses were more than \$154,007 or 10.1 percent of its total programs. Total revenues including general revenues increased by \$65,686 or 3.3 percent. It was noted that the library has consistently maintained an annual surplus, operating within the revenues generated. The library has maintained a healthy fund balance and continues to operate within its budget restrictions. During the year, the library operated within its budget with the exception of transfers to the Capital Projects Fund and amended its budget only once during the fiscal year.

Approximately 97 percent of the Library's revenues are derived from an ad valorem tax on the voters of the parish. The Pointe Coupee Parish Council must approve the Library's millage rates for collection of the ad valorem taxes each year. The economy is not expected to generate any significant growth in assessment values. Neither library fees nor grant income is expected to increase; therefore, future revenues are expected to remain consistent with the current year. Staff levels are not expected to increase, although retirement costs and health costs have continued to rise. Measures taken by the library to offset these increases include increasing the employee contribution of health costs and reducing expenses in other areas. The budget for the year 2019 should be comparable to the year's 2018 budget.

Librarian's Report

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.

It was moved by Ms. Boley and seconded by Mrs. McCoy to re-bid the Livonia project. Motion carried.

The Livonia Project will once again begin the advertisement phase. The architect will begin advertising for the Livonia Project on August 22, 2019. Final bid submittal will be Thursday September 26, 2019 at 2:00pm CST.

Mrs. Hymel conducted a staff meeting on August 7, 2019 with Library Board President Wylene Hurst. Numerous items of concern were addressed including State Certification requirements for Ethics certifications.

The matter of hiring an individual to handle both bookkeeping, accounting and secretarial duties be combined into a single position. It was agreed that Mrs. Hymel draft a job description for an Administrative Assistant's position that would cover all aspects necessary to provide for a conducive work environment.

A review of library programs conducted during the summer months was presented. The Summer Reading Program was a tremendous success. Collaborations occurred between the Library, Cooperative Extension Service, Greater Baton Rouge Food Bank, Pointe Coupee Electric, the Pointe Coupee Arts Council and the local daycare centers.

President's Comments

Miss Hurst also discussed recent meetings both she and Mrs. Hymel were requested to appear for the new Parish Council and most recently the City of New Roads.

Adjourn

Being no further business to come before the Library Board, it was moved by Ms. Boley and seconded by Mrs. Hebert to adjourn. Motion carried. The President adjourned the meeting at 7:11 pm. The next scheduled meeting of the Pointe Coupee Parish Library Board of Control will be Wednesday, October 9, 2019.

Melissa Hymel, Secretary
October 9, 2019