

**Pointe Coupee Parish Library  
Board of Control  
October 14, 2020**

**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 5:33pm.

**Roll Call**

Present: Ms. Philomena Fontenot, Mrs. Kate Guillory, Mrs. Grace Hebert, Ms. Wylene Hurst, and Mrs. MaryHelen McCoy.

Absent: Mrs. Gayle Dixon and Ms. Lucy Boley

**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 Mrs. Guillory and seconded by Mrs. McCoy to accept the minutes of the general Board Meeting of June 10, 2020 as amended. Motion carried.*

**Public Comment**

No public comments.

**2019 Audit Report**

Aloysia Ducote with Ducote & Company CPA presented the 2019 Annual Audit Report as of and for the Year Ended December 31, 2019. She noted the additional expenses due to increase in cost of living as well as the unknown expenses involved with the Livonia construction project. She stated the Pointe Coupee Parish Library had an unqualified audit with no findings. Operations were within the applicable laws. The Library budget was conducted within all parameters and the Library Board did a good job keeping within its designated funding.

**Librarian's Report**

Library Director Melissa Hymel presented a review of the current 2020 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 2020 budget items requiring revisions at the next meeting.

The Livonia construction project was discussed. An updated timeline was presented. COVID impacts on the project and available resources have hindered the completion.

The Library Board of Control reviewed and clarified the Employee Benefits Policy. *It was moved by Mrs. McCoy and seconded by Mrs. Hebert to accept Pointe Coupee Parish Library Employee Manual Section 5.1. Compensation Plan: F. Medical as amended. Motion unanimously carried.*

*It was moved by Ms. Fontenot and seconded by Mrs. McCoy to accept the 2021 Schedule of Closures for the Pointe Coupee Parish Library as presented to exclude Sundays. Motion unanimously carried.*

Once Phase 3 of the COVID pandemic is over, the new hours for the New Roads library will be as follows:

Monday, Tuesday, Wednesday, Thursday	9:00am-6:00pm
Friday and Saturday	9:00am-1:00pm
Sunday	Closed

*It was moved by Mrs. Hebert and seconded by Mrs. McCoy to accept the 2021 Library Board of Control Schedule of General Meetings as presented. Motion unanimously carried.*

#### **Executive Session**

*It was moved by Mrs. McCoy and seconded by Mrs. Hebert to enter into Executive Session in regard to Citation 49989A.*

*It was moved by Mrs. Roy and seconded by Mrs. Fontenot to exit Executive Session.*

#### **Adjourn**

*Being no further business to come before the Library Board, it was moved by Mrs. Hebert and seconded by Mrs. McCoy to adjourn. Motion carried.* The President adjourned the meeting at 7:05 pm. The next scheduled meeting of the Pointe Coupee Parish Library Board of Control will be held Wednesday, November 11, 2020. It will be proceeded at 5:00pm by the Pointe Coupee Parish Library Public Hearing for the 2020 Budget Revisions and the 2021 Budget Presentation.

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Melissa Hymel, Secretary  
November 11, 2020