

**Pointe Coupee Parish Library  
Board of Control  
July 11, 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 5:32pm.

**Roll Call**

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

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

**Approval of Agenda**

It was moved by Mrs. McCoy and seconded by Mrs. Boley 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 February 14, 2018 as presented. Motion carried.

**Audit Report**

Mr. John Disotell with Major, Morrison and David, CPA presented the 2017 General Operating Audit of the Pointe Coupee Parish Library. During the fiscal year, the library operated well within its budget. Due to a savings in revenue over expenditures, the board did amend the General Operating Budget by creating a Capital Project Fund for such large projects. 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 2018 should be comparable to the year's 2017 budget. The State Library expects no further State Aid to Public Libraries in future years.

Statewide agreed upon procedures were conducted. Of the 32 items, the Library needed to address 2 of those items. 1) Deposit of monies on a daily basis versus a weekly basis. 2) The addition of proper wording of R.S. 24:523.1 under the BUDGET on the Library's website. Both items have been addressed.

It was moved by Mrs. Hebert and seconded by Mrs. Fontenot to accept the 2017 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 2018 financial statement. Due to many mid-year budget cuts, the overall budget was within its parameters. Any extra revenue from the 2017 Budget will be earmarked for new Livonia construction. A review of the current 2018 budget was also presented.

The Summer Reading Program has been 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. The library

also returned to the traditional story hour in addition to professional performances. Attendance has increased overall, especially in the New Roads facility.

Mrs. Hymel is currently waiting on final inspection from Soprema on the warranty of the new roof and canopy on the New Roads building. Architect and contractor have yet to send completed paperwork.

Since the majority of the roof and canopy were complete, painting of the main library was done in May.

Pending any unforeseen issues, the Livonia building will be ready for construction as soon as year's end. Hopefully a ground-breaking will be held this fall.

### **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.

The American Library Association met in New Orleans June 22-27, 2018. The library was able to send 3 branch managers, one department head, the Library Director and one board member to the annual conference. Information was shared with the group.

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 Mrs. McCoy and seconded by Mrs. Fontenot 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, September 12, 2018.

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Melissa Hymel, Secretary  
September 12, 2018