

**Pointe Coupee Parish Library
Board of Control
February 8, 2017**

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 5:30pm.

Roll Call

Present: Mr. Don Ewing, Ms. Philomena Fontenot, Mrs. Grace Hebert, Mr. Anthony Hurst, Ms. Wylene Hurst, Mrs. MaryHelen McCoy, Mrs. Lucy Thompson.

Absent: Mrs. Gayle Dixon.

Approval of Agenda

It was moved by Mrs. Hebert and seconded by Mr. Ewing to accept the agenda as presented. Motion carried.

Approval of Minutes

It was moved by Mrs. McCoy and seconded by Ms. Fontenot to accept the minutes of the Budget Hearing held November 9, 2016 as presented. Motion carried.

It was moved by Mrs. Hebert and seconded by Mrs. McCoy to accept the minutes of the general Board Meeting of November 9, 2016 as presented. Motion carried.

Public Comment

No public comments.

Librarian's Report

Library Director Melissa Hymel presented a review of the 2016 financial statement. Due to many mid-year budget cuts, the overall budget was within its parameters. Any extra revenue will be earmarked for the Capital Project Fund.

The 2016 Employee Attendance Report was presented and will be forwarded to the auditor. Mrs. Hymel noted two employees, Mrs. Tiffany Sneed and Mrs. Bennie Rice, relinquished vacation days during December 2016 to assist with unforeseen staff shortages. Both employees were commended for their dedication to the library and both have since taken their full 2016 vacation leave.

State Library of Louisiana Staff Day will be held Tuesday, February 21, 2017. The library will close all facilities to allow staff participation in this training program. While closed, the two janitorial individuals will clean the New Roads carpeted areas.

The Legislative Auditor will conduct a Millage Workshop on April 3, 2017. Mrs. Hymel is scheduled to attend this program. Discussion was held on the library's anticipated millage renewal.

The Louisiana Library Association conference will be held in Lafayette March 7-9, 2017. Mrs. Hymel will attend along with Ms. Fontenot and Mrs. Hebert.

President's Comments

Ms. Hurst presented the Library Trustees with a proposed new meeting schedule for 2017.

It was moved by Mrs. McCoy and seconded by Ms. Fontenot: effective immediately, the Library Board of Control will meet February 8, April 12, June 14, August 9, October 11 and November 8, 2017. Notices of the meeting changes will be posted as appropriate. Motion carried.

Ms. Hurst has requested that in future, all library staff and Trustees utilize the online version of the Louisiana Board of Ethics training entitled "Ethics Training for Public Servants." Board members can complete this training at any library location or at their own home. However, once complete, all Library Trustees are to bring their Certificates of Completion to the November Library Board meetings. These certificates will remain in the Official Library Board Minute book.

In conjunction with National Library Week activities, Ms. Hurst would like to conduct an Employee Appreciation event on April 12, 2017 beginning at 4:30pm in New Roads. Refreshments will be served and all employees are to attend.

New Business

Mrs. Hymel was instructed to obtain proposals on numerous maintenance issues including the replacement of the large AC unit at New Roads and the replacement of the roof on the Main library facility. An inventory of other lingering repair issues is to be presented at the next Library Board meeting.

Old Business

The Police Jury approved the appointment of Gayle Dixon and Lucy Thompson to serve another 5 year term on the Library Board of Control.

Adjourn

Being no further business to come before the Library Board, it was moved by Mrs. Hebert and seconded by Mr. Ewing to adjourn. Motion carried. The President adjourned the meeting at 7:04 pm. The next scheduled meeting of the Pointe Coupee Parish Library Board of Control will be Wednesday, April 12, 2017.

Melissa Hymel, Secretary
April 12, 2017