

**Pointe Coupee Parish Library  
Board of Control  
October 11, 2023**

**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 5:34pm.

**Roll Call**

Present: Mrs. Philomena Fontenot, Ms. Wylene Hurst, Mrs. MaryHelen McCoy and Mrs. Kate Roy.

Absent: Mrs. Grace Hebert.

**Approval of Agenda**

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

**Approval of Minutes**

It was moved by Mrs. Roy and seconded by Mrs. McCoy to accept the minutes of August 9, 2023 as amended. Motion carried.

**Public Comments – none**

**Librarian's Report**

Library Director Melissa Hymel presented a current Financial Statement. Discussion of the impact of the possible loss of revenues to the Library system, the special millage meeting to be held by the Parish Council and the impact on future Library programs and services were discussed. The total loss of the barge company monies will have a significant impact on future operations, depending upon the vote of the parish council within the next 10 days' time.

**Policy Recommendations**

The following policy, procedures and postings were presented for Board review:

- a. *2023 La. Act No. 436 enacted as La. R.S. 25:225*

It was moved by Mrs. Roy and seconded by Mrs. Fontenot to accept as presented. Motion carried.

- b. *Collection Development Policy*

It was moved by Mrs. McCoy and seconded by Mrs. Roy to accept as presented. Motion carried.

- c. *Request for Reconsideration of Library Material*

It was moved by Mrs. McCoy and seconded by Mrs. Roy to accept as presented. Motion carried.

- d. *Payroll/Personnel/Proper Recording of Staff Time*

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

- e. *COVID-19/CDC Guidelines*

It was moved by Mrs. Fontenot and seconded by Mrs. Roy to reject this policy. Motion carried.

- f. *Cybersecurity/Ransomware/Phishing*

It was moved by Mrs. McCoy and seconded by Mrs. Roy to accept as presented. Motion carried.

- g. *Privacy*

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

- h. *Budgeting/Bank Reconciliations/Board Oversight/Financial Reporting*

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

*i. Vendor Banking Information*

It was moved by Mrs. Fontenot and seconded by Mrs. Roy to accept as presented. Motion carried.

*j. Capital Assets*

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

*k. Cards*

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

*l. Sexual Harassment*

It was moved by Mrs. McCoy and seconded by Mrs. Roy to accept as presented. Motion carried.

*m. Debt Management*

It was moved by Mrs. Fontenot and seconded by Mrs. Roy to accept as presented. Motion carried.

*n. Contracting & Purchasing*

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

*o. Ethics*

It was moved by Mrs. Roy and seconded by Mrs. Fontenot to accept as presented. Motion carried.

*p. Fuel*

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

*q. Travel and Expense Reimbursement*

It was moved by Mrs. Roy and seconded by Mrs. McCoy to accept as presented. Motion carried.

*r. Information Technology*

It was moved by Mrs. Fontenot and seconded by Mrs. Roy to accept as presented. Motion carried.

**Approval of 2024 Closures and Board Schedule**

It was moved by Mrs. Fontenot and seconded by Mrs. Roy to accept the 2024 Closures as presented. Motion carried.

It was moved by Mrs. McCoy and seconded by Mrs. Roy to accept the 2024 Library Board of Control Schedule. Motion carried.

**Harvest Festival Closure – New Roads**

It was moved by Mrs. Fontenot and seconded by Mrs. McCoy to close the New Roads Library during the 2023 Harvest Festival. Motion carried.

**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 6:56 pm. The next scheduled meeting of the Pointe Coupee Parish Library Board of Control will be Wednesday November 8, 2023. The Budget Hearing will begin at 5:00pm on this date followed by the General Business meeting.

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Melissa Hymel, Secretary

November 8, 2023