POINTE COUPEE PARISH LIBRARY

Board of Control
Small Meeting Room of the Main Branch
201 Claiborne Street
New Roads, LA
August 12, 2026
5:30 p.m.

MEETING MINUTES

I. CALL TO ORDER

The meeting of the Pointe Coupee Parish Library Board of Control was called to order by Mrs. Grace Hebert, Board President, at 5:38 p.m.

II. ROLL CALL

Board Members Present:

- Grace Hebert, Board President
- Philomena Fontenot, Board Vice President
- Kate Roy, Board Member
- Kristi Doucet, Board Member
- Greg LaCour, Board Member

A quorum was present.

Absent: None

Administrative Personnel/Library Staff Present:

- Tyler Rockforte, Executive Director/Board Secretary
- Tiffany Brue, Deputy Librarian
- Roye Chenevert, Livonia Branch Manager
- Nicole Williams, Bookkeeper
- Ruth Oliver, Morganza Assistant Branch Manager

III. APPROVAL OF AGENDA

A motion to approve the agenda as presented was made by Mrs. Fontenot and seconded by Mrs. Doucet.

IV. APPROVAL OF PREVIOUS MINUTES – JUNE 10, 2026

A motion to approve the minutes of the June 10, 2026 meeting as presented was made by Mr. LaCour and seconded by Mrs. Fontenot.

V. PUBLIC COMMENTS

No public comments were received.

VI. DIRECTOR'S REPORT

Mrs. Rockforte presented the finalized Financial Statement for 2025 that was discussed during the June 10, 2026 meeting and a current year-to-date profit and loss statement, indicating that the library is functioning within the annual budget. Mrs. Rockforte noted a clerical error in the original budget in which telephone and internet expenses were budgeted at $3,200 instead of the intended $32,000. The error caused the expense to appear substantially over budget; however, expenditures are on track when compared to the correct $32,000 budgeted amount. The budget will be corrected accordingly. A motion to approve the statement as presented was made by Mrs. Doucet and seconded by Mrs. Roy.

Mrs. Rockforte presented the summer reading program statistics. The Board was informed of the program's participation and overall success of the following events: Magic Show on June 2-3, Water Safety on June 9-10, Princesses on June 16-17, Superheroes on June 23-24, Storytime with Ms. Happy on June 30-July 1, LSUAg: Veggie Parfaits on July 7-8, Snake ID on July 14-15, and Splash Day with the Fire Trucks (and ice cream truck) on July 21-22, with about 2,806 attendees across all branches. Additionally, Mrs. Rockforte noted that a total of about 1,056 SUN Meals boxes were distributed at the Innis and Morganza branches over the summer. It was also noted that the library staff attended all the school open houses and parent orientations across the parish to provide resources for students. A total of 24 students across the parish received backpacks filled with school supplies through the library's Back to School Raffle.

VII. PRESIDENT'S COMMENTS

The Board President noted that the budget will need to be corrected to account for the clerical error for telephone and internet.

VIII. UNFINISHED BUSINESS

No unfinished business to report.

IX. NEW BUSINESS

1. **Consideration for accessibility:** The Boad discussed options for improving accessibility at the library, including the installation of an automatic door opener and a wheelchair-accessible computer workstation. The Board expressed support for obtaining estimates and exploring available funding options. The Executive Director will obtain additional information and present options at a future meeting.
2. **Consideration for Closure for an Internal Staff Day – September 14th:** The Library Director asked the Board to consider closing the libraries for an internal Staff Day to focus on expectations, communication, and consistency across all five branches. A motion to approve the closure on September 14th was made by Mrs. Fontenot and seconded by Mrs. Roy.
3. **Vendor Contracts:** The Board discussed vendor contracts to review services and expenses.
4. **Policy Update for Meeting Room Use:** The Library Director presented an updated Meeting Room Use Policy. The Board discussed the need for the updates. A motion to approve the updated policy was made by Mrs. Doucet and seconded by Mr. LaCour.
5. **Storage Unit and Weeding of Books:** The Library Director informed the Board about the two storage units behind the main branch being emptied. It was also noted that the library staff are currently weeding out older, damaged books to make room for newer books, including the recently acquired graphic novel collection.
6. **Partnership with Historical Society:** The Board discussed the existing informal partnership with the Pointe Coupee Historical Society. The Executive Director provided an update about the proposed expansion of the partnership through digital signage. Mr. LaCour, representing the

Historical Society, presented a proposal for the library to take part with other parish entities in the purchase of a digital sign that would be used for promotional information. Under the proposal discussed, the library would contribute $2,500 in exchange for advertising opportunities on the digital sign for about 15 years. The Board discussed the benefits of partnership and the potential for increased visibility and promotion of library programs, services, and community events via the digital sign. It was noted that the details of the funding, maintenance, and use of the sign are still being discussed and have not been finalized. The Board approved the proposed $2,500 contribution, subject to the final terms of usage. A motion was made by Mr. LaCour and seconded by Mrs. Roy.

7. **Innis Library Meeting Room as Official Voting Location:** The Executive Director informed the Board that the Pointe Coupee Parish President and Clerk of Court requested the use of the Innis Library meeting room as an official voting site. The Board discussed the request and the use of the library facility for this purpose. A motion to approve the use of the building as an official voting site was made by Mrs. Fontenot and seconded Mrs. Doucet.
8. **Friends of the Library:** The Board discussed re-establishing a Friends of the Library group to help create a larger network of community members who advocate for the library and communicate the value of library services throughout Pointe Coupee Parish – through advocacy, volunteerism, fundraising, and community involvement. The Board discussed the benefits of partnering with a Friends group and expressed support for gathering more information on next steps.

   Mrs. Hebert and Mrs. Fontenot noted that they were aware of the original Friends group, but they were not aware of how the organization was structured or the current state of the group because the Friends group was never discussed in prior Library Board meetings. Mrs. Hebert noted that there is still a bank account for the Friends group, but she expressed that she was not aware of the details of the bank account.
9. **Executive Session – Executive Director:** A motion was made to enter executive session by Mrs. Roy and seconded by Mr. LaCour. The Board and the Executive Director entered executive session at 7:00 p.m. and returned to regular session at 7:57 p.m.

X. ADJOURNMENT

There being no further business, motion to adjourn the meeting was made by Mr. LaCour and seconded by Mrs. Doucet. The meeting was adjourned at 7:58 p.m.

Tyler Rockforte

Tyler Rockforte, Executive Director/Board Secretary