POINTE COUPEE PARISH LIBRARY

Board of Control
Large Meeting Room of the Main Branch
201 Claiborne Street
New Roads, LA
October 14, 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. Philomena Fontenot, Board Vice President, at 5:32 P.M.

II. ROLL CALL

Board Members Present:

- Philomena Fontenot, Board Vice President/Presiding Officer
- Kate Roy, Board Member
- Kristi Doucet, Board Member
- Greg LaCour, Board Member
- Catherine Rachal, Board Member
- Charlene Bonnette, Board Member
- Major Thibaut, Ex-Officio Board Member

A quorum was present.

Absent: None

Administrative Personnel:

- Tyler Rockforte, Executive Director/Board Secretary
- Tiffany Brue, Deputy Librarian

III. APPROVAL OF AGENDA

A motion to approve the agenda as presented was made by Mrs. Roy and seconded by Mr. LaCour.

IV. APPROVAL OF PREVIOUS MINUTES – AUGUST 12, 2026

A motion to approve the minutes of the August 12, 2026 meeting as presented was made by Mr. LaCour and seconded by Mrs. Doucet.

V. FINANCIAL REPORT

Mrs. Rockforte presented a year-to-date profit and loss report through September 30, explaining why certain line items were over or under the expected 75% for the year. Mrs. Rockforte noted that the Other Salaries & Wages line item was 138.81% due to the deputies' pay increase that was effectuated as of June 2026. She explained that the Telephone and Internet line item still reflected an inflated percentage due to a clerical error in the original budget, which will be revised and reviewed at the next Board meeting. Mrs. Rockforte also explained coding changes for a few lines items that accounted for their overages and underages. Current account balances were also presented.

VI. DIRECTOR'S REPORT

New Board Members Mrs. Rockforte introduced the newest Board Members: Mrs. Rachal, Mrs. Bonnette, and Mr. Thibaut.

Officers The Board discussed that Mrs. Fontenot will act as the Presiding Officer until the beginning of 2027, at which time the Board will further discuss the Board Officers.

Board Certifications Mrs. Rockforte stated that the Board will need to complete the required annual training on Ethics, Sexual Harassment, and Cybersecurity.

Staff Day Mrs. Rockforte provided the following summary:

The Staff Day held on September 14 was a success! The agenda included several important training and administrative topics, including FMLA, ADA, and FLSA regulations and guidelines, records retention schedules for library materials, library policies and procedures, and committee responsibilities. Staff also participated in discussions and activities designed to strengthen relationships among employees and encourage collaboration across the library's five locations.

Individual Branch Review and Updates Mrs. Rockforte outlined recent repairs, updates, and programming, as well as upcoming programs, for all five library branches. Mrs. Rockforte noted that the COVID barrier was removed from the New Roads circulation desk. New water fountains were placed in the New Roads and Livonia branches. Some of the repairs included A/C work in New Roads and Morganza, generator repair in Innis, and enhanced security in Morganza and Julian Poydras. Mrs. Rockforte also noted that there are several events and programs happening at each of the libraries. Mrs. Roy mentioned that Sarah Biggs, a library employee, joined the Pointe Coupee Parish School Board Nutrition Program to read to the children who attended their Pumpkin Patch event. Mrs. Fontenot expressed her excitement about the Pumpkin Decorating Contest happening at the end of October and upcoming Mahjong events and classes. Upcoming library events can be found in the Pointe Coupee Newsletter as well as on the library's Facebook page.

Statistics Mrs. Rockforte reviewed the statistics by branch through September 30th. Mrs. Rockforte also presented the totals across all branches. The circulation total, which is the total number of items either checked out or used in-house, was 13,939. The total number of programs was 824 with the attendee total being 13,960. Library visits totaled 26,622. The total computer sessions were 41,799, total Wifi sessions were 645,464, and the total Facebook views were 1,847,046.

VII. UNFINISHED BUSINESS

Consideration for Accessibility Mrs. Rockforte explained that the automatic door opener and a wheelchair-accessible computer workstation will need to be tabled until next year.

Vendor Contracts Mrs. Rockforte explained that certain vendors are still being evaluated.

Innis Library Meeting Room as Official Voting Location The Meeting Room at the Innis location will serve as the official voting location. Mrs. Roy stated that Betty Franklin, the existing poll worker, confirmed that she will continue serving at the Innis library location.

VIII. NEW BUSINESS

Consideration of Proposed Amendment of Section 5.2 of the Classification and Compensation Policy Mrs. Rockforte proposed an amendment to Section 5.2 primarily to change the payroll frequency from monthly to biweekly, effective January 1, 2027. A motion to adopt the Resolution to Amend Section 5.2 of the Library Policy Manual was made by Mrs. Roy and seconded by Mr. Thibaut.

Yeas: Fontenot, Roy, Doucet, Bonnette, LaCour, Rachal, and Thibaut.
Nays: None
Abstentions: None
Absent: None

Consideration of Proposed Amendment of the Bylaws for the Pointe Coupee Parish Library Board of Control Mrs. Rockforte proposed an amendment to the Board bylaws to make several updates. Mrs. Rockforte explained that the primary goal of the proposed amendment was to remove some of the procedural specificity to allow for more flexibility while maintaining compliance with the applicable laws. Mr. LaCour proposed the idea of establishing an Executive Committee for the Board and explained some of the benefits of doing so. A motion to adopt the Resolution to Amend and Restate the Board Bylaws as presented was made by Mr. Thibaut and seconded by Mrs. Fontenot. Mrs. Fontenot advised the Board to review the proposed Resolution and consider any potential changes, including the addition of the Executive Committee. Voting was tabled for a future meeting.

Proposal for Car Show at the Innis Branch on Sunday, November 15 A proposal packet written by Larry Rabalais was presented to the Board. Larry Rabalais presented his proposal for a car show at the Innis library meeting room and explained the benefits to the community. He stated that the new proposed date would be Sunday, November 15. The Board members expressed their support for the event, pending that all the details are worked out before then. A motion to approve the car show was made by Mrs. Roy and seconded by Mr. LaCour. The Board thanked Mr. Rabalais for his presentation and wished him luck with the car show.

IX. BOARD ANNOUNCEMENTS

Mr. Thibaut shared a letter that he received about Dolly Parton's Imagination Library, a program created to deliver children a free book every month until their fifth birthday. Mrs. Rockforte noted that the program is sponsored locally by the Pointe Coupee Early Childhood Coalition and that the library was actively providing resources to help parents register their children for the program.

X. PUBLIC COMMENTS

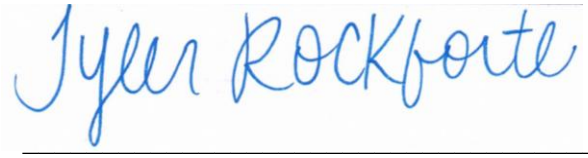
Michael Derson – Deputy Derson stated that a deputy and a marked unit with lights on will need to be present for the car show in Innis because the parking lot for the event will require crossing the street.

RoyeLynn Chenevert – Mrs. Chenevert, a 20+ year library employee, stated that it has been nice working with everyone. She also stated that all the branches have been promoting Dolly Parton's

Imagination Library. She said that all the libraries are trying to reach as many people as possible, which is reflected in the statistics. Mrs. Chenevert also stated that she was excited that the library will be doing more outreach with the schools again.

XI. ADJOURNMENT

There being no further business, a motion to adjourn the meeting was made by Mr. LaCour and seconded by Mrs. Doucet. The meeting was adjourned at 6:55 P.M.



Tyler Rockforte, Executive Director/Board Secretary