

**Minutes of the June 5, 2017**  
**Meeting of the West Feliciana Parish Library Board of Control**

Meeting called to order at the West Feliciana Parish Library located at 5114 Burnett Road, St. Francisville, Louisiana by Claire Mott, President of the Board @ 4:30 p.m.

The roll call showed those members present: Calvin Miller, Claire Mott, Adrian Percy, Nancy Vinci and Clara Williams. Also present: Glenna Fallin, Library Director. Absent: Meg Kendrick and Kevin Couhig, President, West Feliciana Parish Council/*ex officio* member. Board Member Rose Coats entered the meeting 7 minutes after its inception. Also in attendance were Councilman William “Bill” May and representatives from the auditing firm of Postlewaite Netterville – Mr. Rodney Combs and Steve Bearry.

The Agenda was approved upon the motion of Calvin Miller having been seconded by Adrian Percy.

Mr. Percy made a motion that the minutes from the May meeting reflect that the members of the board unanimously approved the new proposed budget conditioned upon changes that were made during that meeting were actually made prior to the presentation to the Council. His motion was seconded by Calvin Miller. Board President Claire Mott noted she did review the final draft prior to its presentation to the Council and that all changes were made. The motion then passed that the minutes be approved as so amended.

Mrs. Fallin asked the board to review the financial report prepared by the West Feliciana Finance Department. The Report prepared by Sherrel Johnson and Kathy Welch was approved unanimously upon the motion of Mr. Miller and seconded by Mr. Percy.

Taken out of order on the agenda, Mrs. Fallin introduced Mr. Combs concerning the latest audit. Mr. Combs reviewed the 51 page report and stated that there were no findings for this last year. He further added that the library was in a very good financial position. This report was accepted unanimously by the board.

**Director’s Report:** Mrs. Fallin presented the statistical reports from the previous month and advised the board of upcoming events. She informed the board that the website was under construction and that a lightning strike had affected the fire alarm module that was not covered by the surge protection system. She is also looking at finding a new copier to lease once the state procurement team selects the various state contracts.

**Old Business:** The board received copies of the printed budget passed by the Council at its last meeting.

**New Business:** President Claire Mott revised the current committee memberships under her administration since taking office upon the death of Mrs. Saint. These committees and memberships are as follows: **Finance:** Meg Kendrick, Calvin Miller and Nancy Vinci. **Policy:** Rose Coats, Claire Mott, Adrian Percy and Clara Williams. The first Policy Committee will be held June 7<sup>th</sup> at 4:45 pm at the library with proper notice required.

The item dealing with purchase of lettering was tabled. Mrs. Fallin asked that the title of employee Abe Williams be altered from Library Aide to also include “Accounts Payable

Manager” to focus on his duties and provide credibility when dealing with vendors. There would not be an increase in pay. The motion was passed unanimously.

The July meeting date was changed upon the motion of Mr. Percy with a second by Mrs. Williams to July 10, 2017 at 4:30 pm. That motion passed. The director evaluation will occur at that meeting in executive session.

Mrs. Pat Heurtin, President of the Friends of the Library presented her final Courtesy Report since her term of office is up. During the report, the power went out and the meeting was no longer being recorded. However, Mrs. Heurtin chose to continue her report until completed.

There being no further business to come before the assembled members, the meeting was adjourned.

Submitted by: Glenna Clark Fallin, Library Director