

**Jefferson Davis Parish Library  
Board of Control  
Regular Meeting Minutes**

118 W. Plaquemine St.

August 20, 2018

8 a.m.

The Jefferson Davis Parish Library Board of Control met for a regular meeting.

**Call to Order** – Marcia Pfeiffer-President, presided. Mrs. Pfeiffer called roll as follows:

Present	Absent
Marcia Pfeiffer– President	Elliot Cassidy-Vice President
Brenda DeWolf-Treasurer	John Marceaux
Vera Abraham	
Loma Bertrand	
Ramona Hardee	
Gwen Landry	

Also present were Linda Corbello, JDPL Director, Tiffany Theunissen, Financial Representative and Michael Gillespie, CPA.

**Adoption of the Agenda:**

A motion was made by Vera Abraham and seconded by Brenda DeWolf to adopt the agenda. The motion carried unanimously. No member of the public made a comment.

**Approval of the Minutes:**

A motion was made by Vera Abraham and seconded by Brenda DeWolf to approve the minutes of the June 18, 2018 Board of Control meetings as presented. The motion carried unanimously. No member of the public made a comment.

**Auditor’s Summary:** Michael Gillespie, CPA presented: Annual Financial Statements for Year Ended December 31, 2017, Communication with Those Charged with Governance and Independent Accountant’s Report on Applying Agreed-Upon Procedures. A new Purchase Order policy needs to be set to increase the minimum amount for this requirement.

**Director’s Report/Financial Report:** Dr. Linda Corbello presented Board Members with packets of information including monthly reports for June and July, updated Board of Control member list and Board of Control Committees. FEMA may be reimbursing the library in the amount of approximately \$22,000, but the time for reimbursement cannot be determined at this time. Dr. Linda Corbello also welcomed new members Ramona Hardee and Gwen Landry. All members received updated information for the Red Binder entitled Employee Handbook. Tiffany Theunissen followed with an update on financial reports, forthcoming budget revisions and capital improvements.

**Unfinished Business:**

No unfinished business.

**Committee Reports:** None.

**New Business:**

A reminder was made regarding yearly Ethics Training. Board Members may go online to complete training or attend the training that will be forthcoming at Jefferson Davis Police Jury.

Loma Bertrand made a motion to set Secretary Iris Holland's hours to 32 (thirty-two) per week. Vera Abraham seconded the motion. All approved. It was also announced the Virginia Legros will be given a 27 hour work week to assist in secretarial work.

An announcement was made by Dr. Linda Corbello that the Salary Committee and the Building Committee will have to meet in the near future. Some ideas and issues need to be addressed.

**Adjournment:**

With no further comments made by public, a motion was made by Ramona Hardee and seconded by Gwen Landry to adjourn the meeting. The motion carried unanimously.

The meeting adjourned at approximately 9:35 a.m.

The next Board of Control Meeting was previously scheduled for October 15, 2018 at 8 a.m. at Jennings Headquarters. However, a quorum will not be available. We will need a quorum for this meeting since we will be presenting the revised budget for 2018 and the new 2019 proposed budget. October 22, 2018 will be the date of the next meeting.

**Linda LeBert-Corbello**  
**Secretary**

**Marcia Pfeiffer**  
**President**