

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

118 W. Plaquemine St.

Monday, October 29, 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**

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

**Absent**

Loma Bertrand

Also present were Linda Corbello, JDPL Director; Clare Coleman, JDPL incoming Director; Tiffany Theunissen, JDPL Bookkeeper and Iris Hollier Holland, JDPL Secretary

**Invocation** – Vera Abraham led the invocation.

A motion was made by John Marceaux and seconded by Gwen Landry to move into executive session. The motion carried unanimously. No member of the public made a comment.

A motion was made by Gwen Landry and seconded by Ramona Hardee to move out of executive session and into regular session. The motion carried unanimously. No member of the public made a comment.

**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 Elliott Cassidy to approve the minutes of the August 20, 2018 Board of Control meeting as presented. The motion carried unanimously. No member of the public made a comment.

**Director’s Report:** Board Members received packets of information including monthly reports and other handouts. Dr. Linda Corbello gave her report, followed by Mrs. Clare Coleman, the incoming Director.

**Financial Report:** Tiffany Theunissen gave an update on financial reports.

A motion was made by Brenda DeWolf and seconded by Ramona Hardee to accept the Budget Revisions for 2018. The motion carried unanimously. No member of the public made a comment.

A motion was made by John Marceaux and seconded by Gwen Landry to accept the Proposed 2019 Budget for public review with a modification regarding a chair lift for the basement. The motion carried unanimously. No member of the public made a comment.

**Unfinished Business: None**

**Committee Reports:** The Finance Committee met on October 10, 2018. A discussion was held during the Executive Session regarding a budget recommendation made by the Finance Committee.

**New Business:**

Board of Control members present were reminded to complete their Ethics training.

A motion was made by Brenda DeWolf and seconded by Gwen Landry to approve the surplus assets list. The motion carried unanimously. No member of the public made a comment.

A motion was made by Elliott Cassidy and seconded by Gwen Landry to approve changes of wording on page 81 of the Employee Handbook with regards to Dress Code. Blue jeans will now be allowed on Casual Fridays and Saturdays as long as they are professional in appearance. Colored jeans will be allowed any day of the week as long as they are professional in appearance. The motion carried unanimously. No member of the public made a comment.

A motion was made by Elliott Cassidy and seconded by John Marceaux to approve changes of wording on page 82 of the Employee Handbook with regards to purchase orders including what requires a purchase order, what does not require a purchase order and the amount of purchase order must exceed \$100. The motion carried unanimously. No member of the public made a comment.

**Adjournment:**

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

The meeting adjourned at approximately 8:45 a.m.

The next Board of Control Meeting is scheduled on December 3, 2018 at 8 a.m. at Jennings Headquarters.

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

**Marcia Pfeiffer**  
**President**