

**Calcasieu Parish Public Library
BOARD OF TRUSTEES
MINUTES**

301 West Claude Street

January 19, 2017

11:00 a.m.

The Calcasieu Parish Public Library BOARD OF CONTROL met in regular session on Thursday, January 19, 2017 at 11:00 a.m. at the Central Library. Mr. Paul Arnold, President, presided.

Present
Mr. Paul Arnold - President
Mr. Brent Cating, Vice-President
Mrs. Willie Mount
Ms. Alice Danclar
Mrs. Laura Richardson
Dr. Dale Schanz
Mrs. Amanda White
Mr. Anthony Zaunbrecher

Absent
Mr. E. Brent Washington

Also: Mrs. Marjorie Harrison, Director; Mrs. Pamela Edwards, Associate Librarian, Public Services; Mrs. Loretta Gharst, Associate Librarian, Collection and Computing Services; Mr. David Comeaux, Facilities Manager; Ms. Angela Stutes, Human Resources Director; Mrs. Peggy Dupuis, Business Manager; Mrs. Christy Comeaux, Public Information Officer; Ms. Cathy Frank, Recorder.

Call to Order – Mr. Zaunbrecher

Passing of gavel – Mr. Zaunbrecher passed the gavel to the new Board president, Mr. Paul Arnold. Mr. Arnold expressed appreciation to Mr. Zaunbrecher and presented him with a Certificate of Service award from the Board of Control.

Mrs. Mount pronounced the Invocation. Mrs. White led all present in the *Pledge of Allegiance*.

Adoption of the Agenda: Additions to agenda

Under new business: - (1) Discussion related to policy committee; (2) Review current format of information presented at Board meetings.

A MOTION WAS MADE BY MR. BRENT CATING AND SECONDED BY MR. ANTHONY ZAUNBRECHER, TO ADOPT THE AGENDA AS AMENDED. THE MOTION CARRIED UNANIMOUSLY.

Public comments of items on the agenda – none

Approval of the minutes and reports:

No member of the public made a comment.

A MOTION WAS MADE BY MRS. WILLIE MOUNT AND SECONDED BY MRS. LAURA RICHARDSON, TO APPROVE THE MINUTES OF THE NOVEMBER 17, 2016 BOARD MEETING AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

Director's report/financial report

December – Ad Valorem revenues year-to-date are \$10,540,408 or 101.45% of anticipated. Total revenues year-to-date are \$10,983,768. Total expenditures for the month for materials and resources are \$248,259 as follows:

- a. books: 101,526
- b. video/recording: \$69,705
- c. periodical/microfilm: \$35,785
- d. electronic resources: \$41,243

Mrs. Harrison and senior staff are going through the employee manual; target date for completion is the end of April. Also under review is the fiscal policy and procedures manual. A committee has been formed to review the meeting room policy.

The City of Lake Charles' Leadership Team for Community Diversity and Inclusion, and the Interfaith Group will be hosting a symposium called Inclusion and Diversity 2017; working together for a better future. Mrs. Harrison has been asked to sit on a panel discussion for this event. The library will be providing a visual exhibit highlighting its many resources, services and programs.

The year 2016 ended below budget primarily because of personnel changes, capital improvement projects that have not been completed, insurance costs, and technical projects. The annual report and the Strategic Plan will be discussed at the March 16th Board meeting.

Mr. Arnold presented the 2017 Slate of Committee appointments. Dr. Schanz and Mr. Arnold were both re-appointed to the library Board for another five-year term at the January 5, 2017 Police Jury meeting.

Division Head Reports – The Board received the division reports from the Administrative Staff, which keeps them informed about what is going on in the library.

Committee reports/Upcoming meetings - None

New Business:

- **Committee Assignments** – Mr. Arnold presented the 2017 Slate of Committee appointments. Dr. Schanz has been re-assigned to the Personnel Committee and Mrs. White has been re-assigned to the Library Services and Resources Committee.
- **Discussion** related to policies committee – Instead of creating another committee for policies, Mr. Cating suggested that the word 'policies' be added to the Library Services and Resources Committee.

No member of the public made a comment.

A MOTION WAS MADE BY MR. BRENT CATING AND SECONDED BY MRS. WILLIE MOUNT, THAT THE DIRECTOR, MRS. MARJORIE HARRISON, SUGGESTS ADDITIONAL DUTIES AND RESPONSIBILITIES RELATED TO THE ADDITION OF THE WORD 'POLICIES' TO THE LIBRARY SERVICES AND RESOURCES COMMITTEE, AND RELAY THEM TO THE BOARD AT THE MARCH 16TH MEETING. THE MOTION CARRIED UNANIMOUSLY.

- **Designate** excess 2016 funds to Capital Improvements for 2017 – After much discussion, the following motion was made:

No member of the public made a comment.

A MOTION WAS MADE BY MR. BRENT CATING AND SECONDED BY MRS. WILLIE MOUNT, TO
(1) DESIGNATE \$550,000 TO CAPITAL IMPROVEMENTS FOR 2017;
A. \$400,000 TO COVER APPROVED 2017 PROJECTS (STUDY ROOMS, CHILLERS, ETC.)
B. \$150,000 CARRY OVER FOR CARPET REPLACEMENT PROJECTS AT CENTRAL
(2) DESIGNATE \$150,000 TO COLLECTION AND COMPUTING SERVICES FOR OFFICE
FURNITURE AND EQUIPMENT FOR VIRTUAL DESKTOP PROJECT.
THE MOTION CARRIED UNANIMOUSLY.

- **Declare** pick-up truck as surplus and sell on GovDeals.com

No member of the public made a comment.

A MOTION WAS MADE BY MRS. WILLIE MOUNT AND SECONDED BY MR. ANTHONY ZAUNBRECHER, TO DECLARE THE 2008 FORD F-150 XL SUPER DUTY TRUCK AS SURPLUS AND PLACE ON GOVDEALS.COM. THE MOTION CARRIED UNANIMOUSLY.

- **Review** current format of information presented at Board meetings – Mr. Cating asked the director, Mrs. Harrison, to poll members of the Board to find out what items in the Board packet are needed or not needed, and what items need to be modified or deleted. Also, an update every six months on what the library has accomplished in the Strategic Plan.

Suggestions for future agenda items – Mrs. Harrison will present a report on the Strategic Plan and changes in the format of Board meetings. The Finance Committee will schedule a meeting in February to discuss the budget and fund balance. Upon completion, Mrs. Harrison will send the Annual Statistical Data to the Board electronically.

Announcements/Board round table – Mrs. Mount announced that she has been named chairman of the Sesquicentennial Committee and commended the library for their participation at their first committee meeting. Ms. Danclar thanked Mr. Cating for the help he gave with the train at the DeQuincy library. She is in the process of getting other organizations to purchase a train.

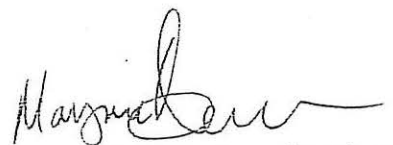
No member of the public made a comment.

A MOTION WAS MADE BY MRS. WILLIE MOUNT AND SECONDED BY MR. BRENT CATING, TO ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

The meeting adjourned at 11:50 a.m.

The next meeting of the Board of Control will be held on March 16, 2017.

APPROVED:



Mrs. Marjorie Harrison, Secretary