

**Calcasieu Parish Public Library
BOARD OF CONTROL
FINANCE COMMITTEE
MINUTES**

301 W. Claude Street

August 18, 2022

10:00 a.m.

The Finance Committee of the Calcasieu Parish Public Library BOARD OF CONTROL met on Thursday, August 18, 2022, at 10:00 AM at the Central Library. Mr. Brent Cating, Chair, presided.

Present
Mr. Brent Cating, Chair
Mr. Paul Arnold
Mrs. Laura Richardson
Mr. Anthony Zaunbrecher

Absent
None

Also: Ms. Marjorie Harrison, Library Director, Ms. Sheryl Chaisson, Associate Librarian for Collection and Computing Services; Mrs. Peggy Dupuis, Business Office Associate; Ms. Danielle McGavock, Associate Librarian for Public Services; Ms. Angela Stutes, Human Resources Director; Mr. Dwight Toland, Facilities Manager; Ms. Karen Daigle, Recorder.

1. Call to Order – Mr. Brent Cating, Chair

2. Employee Compensation

- a. Consider pay recommendations from the Personnel Committee. – (see attached *Consumer Price Index, South Region – June 2022; and 2023 Proposed Personnel*)
 - i. Mr. Cating clarified, the recommendation from the Personnel Committee is to accept the proposed pay scale increase of six percent (6%) and the proposed pay increase of three percent (3%) for cost of living to all Calcasieu parish public library employees.
 - ii. Ms. Harrison explained, library staff looked at a variety of things before making their recommendation to the Personnel Committee including the Consumer Price Index for the South Region and how the library's pay compares to other places around us. We have positions we haven't been able to fill, because people are taking other jobs that pay more. We would like to move the pay scale forward. Six percent (6%) came from looking at how we would be able to meet the fifteen dollars (\$15.00) per hour minimum wage that could be coming. Moving the pay scale would help us get closer.
 - iii. Ms. Harrison continued; the three percent (3%) would be for those who have stayed with the library through the past few years. We felt current staff should benefit as well. When you add those percentages, it comes to a total of nine percent (9%) which is in line with the increase shown by the Consumer Price Index for this region.

A MOTION CAME FROM THE PERSONNEL COMMITTEE TO ACCEPT THE PROPOSED PAY SCALE INCREASE OF SIX PERCENT (6%) AND THE PROPOSED PAY INCREASE OF THREE PERCENT (3%) FOR COST OF LIVING FOR ALL CALCASIEU PARISH PUBLIC LIBRARY EMPLOYEES.

THE MOTION CARRIED UNANIMOUSLY.

- iv. The Budget Motion will include the six percent (6%) pay scale increase and the three percent (3%) pay increase as recommended.

3. 2023 Budget

- a. Review the draft 2023 Budget. (see attached *REVENUE 2022 | 2022 Revised PJ | 2023; Library Fund Grand Total*; and *SPENDING REQUEST SUMMARY*)
 - i. Mr. Cating explained the first things listed are for personnel, which was just approved, so the committee will move on to the next items. The floor was opened for discussion.
 - ii. The discussion included: the increased price of basic supplies and materials, the cost differences between physical and digital media, meeting patron needs, and finding more efficient ways of getting things done.

**A MOTION WAS MADE BY MR. ZAUNBRECHER, SECONDED BY MRS. RICHARDSON, TO RECOMMEND THE FULL BOARD ACCEPT THE PROPOSED 2023 BUDGET OF \$15,338,287.00 AS PRESENTED, WHICH INCLUDES A SIX PERCENT (6%) PAY SCALE INCREASE AND A THREE PERCENT (3%) PAY INCREASE FOR ALL CALCASIEU PARISH PUBLIC LIBRARY EMPLOYEES.
THE MOTION CARRIED UNANIMOUSLY.**

There were no public comments.

4. Fund Balance Designations

- a. Review the 2022 Fund Balance (see attached *Fund Balance 2022*)
 - i. Mr. Cating explained, the Fund Balance is an internal document used as a way to designate funds. He then asked if there was any discussion about officially designating the funds as listed?
 - ii. Ms. Harrison requested an increase in the designation for Future Hurricane Related Expenses and Improvements, by moving five hundred thousand dollars (\$500,000.00) from the General Capital Reserve Fund Balance.
 - iii. There was discussion.

**A MOTION WAS MADE BY MRS. RICHARDSON, SECONDED BY MR. ZAUNBRECHER, TO RECOMMEND TO THE FULL BOARD TO CHANGE THE DESIGNATION FOR FUTURE HURRICANE RELATED EXPENSES AND IMPROVEMENTS TO ONE POINT FIVE MILLION DOLLARS (\$1,500,000.00), AND THE GENERAL CAPITAL RESERVE FUND TO FIVE MILLION ELEVEN THOUSAND ONE HUNDRED FORTY-ONE DOLLARS (\$5,011,141.00).
THE MOTION CARRIED UNANIMOUSLY.**

There were no public comments.

5. Anything else to come before the committee – there was nothing at this time.

6. Adjournment

**A MOTION WAS MADE BY MR. ARNOLD, SECONDED BY MR. ZAUNBRECHER, TO ADJOURN THE MEETING.
THE MOTION CARRIED UNANIMOUSLY.**

The meeting adjourned at 10:58 AM

APPROVED


Marjorie Harrison, Secretary