

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

301 W. Claude Street

August 24, 2023

10:00 AM

The Finance Committee of the Calcasieu Parish Public Library BOARD OF CONTROL met on Thursday, August 24, 2023, at 10:00 AM at the Central Library, Mr. Brent Cating, Chair, presided.

Present

Mr. Brent Cating – Chair
Mr. Paul Arnold
Mrs. Michelle McInnis
Mrs. Laura Richardson
Mr. Anthony Zaunbrecher, President, *ex officio*

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; and Ms. Karen Daigle, Recorder.

1. Call to Order – Mr. Brent Cating, Chair, called the meeting to order at 10:00 AM
 - a. Mr. Cating asked if there were any additions or changes to be made to the agenda. There were none.
2. Employee Compensation
 - a. Consider pay recommendations from the Personnel Committee.
 - i. Ms. Harrison explained that the Committee met in the earlier part of the month, and we presented them with our recommendation. We looked at the Consumer Price Index average and at the change for the calendar year; June 2022 to June 2023. We proposed a change to the pay structure, recommended an upgrade of one position in the pay structure, and a pay increase. The recommendation from the Committee is to shift the pay structure by three percent (3%), which includes moving the Facilities Maintenance position to a higher pay grade, and then applying a three percent (3%) cost of living increase.
 - ii. Ms. Stutes added it is an employee's market; they are demanding much more money and business cannot keep up. We have been fortunate in recruiting, but if you look at libraries though the country, they are all having trouble. Everyone, everywhere, is having trouble hiring maintenance positions. The parish raised what they are paying their maintenance workers, we would like to follow suit.

A MOTION WAS MADE BY MR. ARNOLD, SECONDED BY MRS. RICHARDSON, ACCEPT THE RECOMMENDATION FROM THE PERSONNEL COMMITTEE TO ACCEPT THE PROPOSED PAY SCALE INCREASE OF THREE PERCENT (3%) AND THE PROPOSED PAY INCREASE OF THREE PERCENT (3%) FOR COST OF LIVING FOR ALL CALCASIEU PARISH PUBLIC LIBRARY EMPLOYEES. THE MOTION CARRIED UNANIMOUSLY.

3. 2024 Budget

- a. Review the draft 2024 Budget.
 - i. Mr. Cating moved to the proposed budget, giving a brief run-down of what the numbers mean, and how they relate to one another within the budget. He drew attention to the larger amounts, explaining forty-seven point fifty-one percent (47.51%) for personnel is comparable to other parishes in the state; Capital Improvements are twenty-one percent (21%); with library operations coming to thirty-three percent (33%).
 - ii. Mr. Cating continued, looking under Capital Improvements, you can see two-point-three (2.3) million for Epps. We are waiting for FEMA to decide if the repair cost to the structure is more than fifty percent (50%) of the total value of the building. If they decide it is less, they will not pay to replace it, only to repair. We have that two-point-three (2.3) million set in the budget to cover reconstruction if FEMA will only pay for repairs.
 - iii. Ms. Harrison added that one-point four (1.4) million is the cost difference between repairing the Epps building or replacing it.
 - iv. Mr. Zaunbrecher inquired how much of the total twenty-one percent (21%) is not going to be there again next year.
 - v. Mr. Cating explained that some of it will carry over and will not be spent in 2024. We must wait for FEMA to make a decision before proceeding with the Epps library.
 - vi. Ms. Harrison stated that the reason we have not demolished the building yet is because FEMA has not made their decision. If we demolish it there will be nothing for them to be able to see if they have questions. At some point we may have to say we are going to do it ourselves and move on.
 - vii. Mr. Cating explained we are putting it in the budget to show the community that we are going to rebuild.

A MOTION WAS MADE BY MRS. MCINNIS, SECONDED BY MRS. RICHARDSON, TO RECOMMEND THE FULL BOARD ACCEPT THE PROPOSED BUDGET OF SIXTEEN MILLION FOUR-HUNDRED TWENTY-SEVEN THOUSAND FOUR HUNDRED FOURTY-FOUR DOLLARS (\$16,427,444.00) AS PRESENTED, WHICH INCLUDES A THREE PERCENT (3%) PAY SCALE INCREASE AND A THREE PERCENT (3%) PAY INCREASES FOR ALL CALCASIEU PARISH PUBLIC LIBRARY EMPLOYEES. THE MOTION CARRIED UNANIMOUSLY.

4. Fund Balance Designations

- a. Review the 2023 Fund Balance.
 - i. Ms. Harrison explained, we put that here so the committee could look at it.
 - ii. Mr. Cating explained this is an internal document, it is for the library to use as a tool when planning things. The document itself will become more important, more specific, after the Board adopts a new Strategic Plan. This is here for information, and there is no action to be taken, but as good stewards it is important to maintain.

5. Anything else to come before the committee – There was nothing.

6. Adjournment

**A MOTION WAS MADE BY MR. ARNOLD, SECONDED BY MRS. RICHARDSON, TO ADJOURN THE MEETING.
THE MEETING WAS ADJURED BY GENERAL CONSENSUS.**

The meeting adjourned at 10:36 AM

APPROVED

A handwritten signature in blue ink, appearing to read 'Marjorie Harrison', with a long horizontal flourish extending to the right.

Marjorie Harrison
Secretary