

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

301 West Claude Street

September 21, 2017

11:00 a.m.

The Board of Control of the Calcasieu Parish Public Library met on Thursday, September 21, 2017 at 11:00 a.m. at the Central Library. Mr. Brent Cating, Vice President, presided.

**Present**

Mr. Brent Cating, Vice – President  
Mr. E. Brent Washington  
Mr. Anthony Zaunbrecher  
Dr. Dale Schanz  
Mrs. Willie Mount  
Ms. Alice Danclar  
Mrs. Laura Richardson

**Absent**

Mr. Paul Arnold, President  
Ms. Amanda White

Also, Ms. Marjorie Harrison, Director; Mrs. Pamela Edwards, Associate Librarian for Public Services; Mrs. Peggy Dupuis, Business Manager; Ms. Angela Stutes, Human Resources Director; Mrs. Clare Coleman, Manager, Central Library; Ms. Arica Koop, Programming, Central Library; Mrs. Christy Comeaux, Public Information Officer; Mrs. Missi Felio, Webmaster; Mr. Stephen K. Lyons, Lyons Insurance, Inc.; Ms. Cathy Frank, Recorder.

**Call to Order – Mr. Cating**

Mrs. Mount pronounced the Invocation; Mr. Zaunbrecher led all present in the *Pledge of Allegiance*.

**Adoption** of the Agenda: Addition to agenda – Under New Business, approval of 2018 calendar.

**No member of the public made a comment.**

**BY GENERAL CONSENSUS, THE AMENDED AGENDA WAS ADOPTED.**

**No member of the public made a comment.**

**A MOTION WAS MADE BY MR. E. BRENT WASHINGTON AND SECONDED BY MR. ANTHONY ZAUNBRECHER, TO APPROVE THE MINUTES OF THE BOARD OF CONTROL MEETING OF JULY 20, 2017 AS CORRECTED. THE MOTION CARRIED UNANIMOUSLY.**

**No member of the public made a comment.**

**THE MOTION MADE ON BEHALF OF THE FINANCE COMMITTEE ON AUGUST 17, 2017 WAS CORRECTED TO READ AS FOLLOWS:**

**A MOTION WAS MADE BY MR. ANTHONY ZAUNBRECHER AND SECONDED BY MRS. WILLIE MOUNT, TO RECOMMEND TO THE FULL BOARD TO ADOPT THE PROPOSED OPERATING BUDGET FOR 2018 IN THE AMOUNT OF \$11,300,078.00. THE MOTION CARRIED UNANIMOUSLY.**

**A MOTION WAS MADE BY MRS. WILLIE MOUNT AND SECONDED BY MR. E. BRENT WASHINGTON, TO APPROVE THE MOTION AS CORRECTED. THE MOTION CARRIED UNANIMOUSLY.**

No member of the public made a comment.

**A MOTION WAS MADE BY MRS. WILLIE MOUNT AND SECONDED BY MS. ALICE DANCLAR, TO APPROVE THE MINUTES OF THE BUILDINGS AND PROPERTIES COMMITTEE MEETING OF AUGUST 21, 2017 AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.**

**Committee reports/upcoming meetings:**

**Finance Committee** – Mrs. Mount reviewed the financial report of August 2017. Total revenues received - \$959,091.00; expenditures year to date - \$7,191,440.00.

**Buildings and Properties Committee** – Mr. Zaunbrecher – The Buildings and Properties Committee has been discussing upgrades to the DeQuincy, Iowa, and Fontenot libraries. Ms. Harrison along with Ms. Danclar, Mr. Zaunbrecher and Mr. Arnold met with Mayor Henagan of DeQuincy who supports the goals of the library. The committee is looking at partnerships with people who live in surrounding areas of these libraries; however, no decisions have been made.

**Director's report/financial report:**

Ms. Harrison presented the new format of the Quarterly Statistical Report. It presents a year-to-date report of how the library is doing and compares year to date to the prior year. The Sulphur boiler/chiller project should be completed in the next couple of weeks. The study room project at Central and Moss Bluff is delayed due to materials that need to be received prior to completion. Two chillers have been ordered for this project. Landscaping has been completed at all libraries. The Electronic Resources Committee is reviewing new resources and databases for the library. Library staff created and marketed a webpage for resources related to hurricane Harvey. A one cash drawer concept with one person handling money has been put in place at Central library; also, the library is utilizing the self-check machines that can take money as well. Core values have been implemented and will be launched at Staff Development Day on October 6 at the Lake Charles Civic Center.

**New Business:**

**2018 Budget:** The Finance Committee made a recommendation to the Board based on the amount of \$11,306,805.70 previously given by the Parish. The new revised amount is \$11,336,781.00.

Based on this new information, the following motion was made:

No member of the public made a comment.

**A MOTION WAS MADE BY MR. ANTHONY ZAUNBRECHER AND SECONDED BY MRS. LAURA RICHARDSON, TO CORRECT THE RECOMMENDATION BY THE FINANCE COMMITTEE TO REFLECT THE NEW AMOUNT OF \$11,336,781.00 RATHER THAN THE PREVIOUS AMOUNT OF \$11,306,805.70 GIVEN BY THE PARISH. THE MOTION CARRIED UNANIMOUSLY.**

No member of the public made a comment.

**A MOTION WAS MADE BY MRS. WILLIE MOUNT ON BEHALF OF THE FINANCE COMMITTEE TO RECOMMEND TO THE FULL BOARD TO APPROVE A FIVE PERCENT (5%) SALARY ADJUSTMENT INCREASE FOR LIBRARY STAFF. THE MOTION CARRIED UNANIMOUSLY.**

**2018 Calendar:**

No member of the public made a comment.

**A MOTION WAS MADE BY MRS. WILLIE MOUNT AND SECONDED BY MRS. LAURA RICHARDSON, TO ADOPT THE 2018 CALENDAR FOR THE CALCASIEU PARISH PUBLIC LIBRARY. THE MOTION CARRIED UNANIMOUSLY.**

**Slate of Officers:**

**No member of the public made a comment.**

**A MOTION WAS MADE BY DR. DALE SCHANZ AND SECONDED BY MRS. LAURA RICHARDSON, TO ACCEPT THE SLATE OF OFFICERS FOR 2018 AS FOLLOWS: A. MR. BRENT CATING, PRESIDENT; B. MR. E. BRENT WASHINGTON, VICE-PRESIDENT; AND C. MS. MARJORIE HARRISON, SECRETARY. THE MOTION CARRIED UNANIMOUSLY.**

**Author dinner - Libraries Southwest Author dinner - October 17, 2017 at 5:00 p.m. at Treasures of Marilyn.** Featured speaker will be Curt Iles. All trustees and their guest are invited to attend.

**Surplus items –** The list of surplus items included in the Board packet consist of old/damaged computer equipment.

**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 ATTACHED LIST AS SURPLUS AND PLACE THEM ON THE GOVDEALS.COM AUCTION SITE. THE MOTION CARRIED UNANIMOUSLY.**

**Library mascot –** A contest was opened to the community and staff to choose the Library mascot. The top six winners were presented to the Board who chose the white pelican as the Library mascot.

**Anything else to come before the Board –** A film by Mr. Zachery Richard, Louisiana Cajun, Poet, and Songwriter will be featured at the Ben Mount theatre in Central School on October 12, at 6:30 p.m. **Mr. Zaunbrecher** expressed that the library has been very helpful in putting it on. **Ethics** training is due by December 31, 2017.

**Suggestions for future agenda items –** Discuss Board members serving as President/Vice-President in rotation.

**Adjournment:**

**No member of the public made a comment.**

**A MOTION WAS MADE BY MR. E. BRENT WASHINGTON AND SECONDED BY DR. DALE SCHANZ, TO ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.**

The meeting adjourned at 12:05 p.m. The next meeting of the Board of Control is November 16, 2017.

Approved:  Ms. Marjorie Harrison, Secretary