

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

301 West Claude Street

November 16, 2017

11:00 a.m.

The Calcasieu Parish Library BOARD OF CONTROL met in regular session on Thursday, November 16, 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
Mr. E. Brent Washington
Ms. Amanda White
Mr. Anthony Zaunbrecher

Absent
Ms. Alice Danclar
Mrs. Willie Mount
Mrs. Laura Richardson
Dr. Dale Schanz

Also: Mrs. Marjorie Harrison, Director; Mrs. Christy Comeaux, Public Information Officer; and Mr. David Comeaux, Recorder.

Call to Order – Mr. Arnold

Mr. Cating pronounced the Invocation. Mr. Washington led all present in the *Pledge of Allegiance*.

Adoption of the Agenda:

A MOTION WAS MADE BY MR. WASHINGTON, SECOND BY MS. WHITE, TO ADOPT THE AGENDA, AS PRESENTED. THE MOTION PASSED UNANIMOUSLY.

Public Comments of items on the agenda – there were no public comments.

Approval of the Minutes and Reports:

1. Minutes of the Board of Control – September 21, 2017 –

A MOTION WAS MADE BY MR. CATING, SECOND BY MR. WASHINGTON, TO APPROVE THE MINUTES OF THE SEPTEMBER 21, 2017, BOARD MEETING, AS PRESENTED. THE MOTION PASSED UNANIMOUSLY.

There were no public comments.

2. Report of the Personnel Committee – November 11, 2017 –

A MOTION WAS MADE BY MR. CATING, SECOND BY MR. ZAUNBRECHER, TO ACCEPT THE REPORT OF THE NOVEMBER 11, 2017, MEETING OF THE PERSONNEL COMMITTEE MEETING, AS PRESENTED. THE MOTION PASSED UNANIMOUSLY.

There were no public comments.

Procedural clarification:

1. If any member of the public has comments on items on the agenda, they will need to fill out the form that will be on a table in the front of the room.
2. If any member of the public has comments on items not on the agenda, the item will:
 - a. Be placed under New Business;
 - b. Be placed under Suggestions for Future Agenda items; or
 - c. Be referred to a committee.
3. The call for public comment will occur before each vote on a motion.
4. In the future, agenda items will be numbered.

Director's Report/Financial Report – (see attached entitled *Director's Report, November, 2017*) -

September - Ad valorem revenues collected year-to-date are \$10,723,791.45, or 100.1% of anticipated. Total revenues year-to-date are \$11,075,980.51. Total expenditures for the month for materials and resources are \$207,732.11, as follows:

- a. books: \$;109,703
- b. videos and recordings: \$20,273;
- c. periodicals and microfilm: \$41,899; and
- d. electronic resources: \$35,856.

October - Ad valorem revenues collected year-to-date are \$10,731,634.39, or 100.2% of anticipated. Total revenues year-to-date are \$11,106,622.02. Total expenditures for the month for materials and resources are \$132,259.36, as follows:

- a. books: \$82,174;
- b. videos and recordings: \$26,692;
- c. periodicals and microfilm: \$10,728; and
- d. electronic resources: \$12,572.

Board Report – the Board received a monthly report of system activities aligned with the strategic plan. (see attached entitled *Report to the Board of Control, November 2017*).

Committee Reports/Upcoming Meetings:

1. Personnel Committee, November 11, 2017 – Mr. Arnold stated that the Committee requested revisions to the following items in the proposed policy:
 - a. 1.1 Administration of Library Human Resources Manual
 - b. 3.4. Nepotism
 - c. 3.5. Hiring processes
 - d. 3.6. New hires or Introductory period
 - e. 4.16. Social media

Mrs. Harrison will confer with Legal Counsel on the proposed revisions. All Committee members will receive a copy of the revisions, and another meeting will be scheduled.

Unfinished Business: there was no unfinished business.

New Business

1. Rotation of President/Vice President – see Items #1 and #2 under *Suggestions for future agenda items*.
2. Surplus Items – (see attached entitled *Items for consideration for surplus, November 16, 2017*).
A MOTION WAS MADE BY MR. CATING, SECOND BY MR. WASHINGTON, TO DECLARE THE ITEMS ON THE LIST AS SURPLUS, AND TO DISPOSE OF THE ITEMS ACCORDING TO STATE LAW. THE MOTION PASSED UNANIMOUSLY.

There were no public comments.

Suggestions for future agenda items -

1. Consider amending the by-laws to state that any new appointments to the Board will agree to enter the rotation to serve as President and Vice-President.
2. Consider amending the by-laws to state that reappointment to the Board is conditional upon the Trustee agreeing to serve as President and Vice-President.

Announcements/Board Round Table –

1. Mr. Arnold commended the staff for the work on the new meeting room policy, documents and brochures.
2. Ms. White stated that she has been invited to join the Friends of the Library Advisory Council.
3. Mr. Cating commended Central Library staff on their assistance with selecting materials.
4. Mr. Cating stated that the Libraries Southwest Author Dinner was very good.
5. Mr. Washington commended Mrs. Armajeane Declouet for being awarded the 2017 Lynda Carlberg Service Award.

6. Mr. Zaunbrecher thanked the Library Staff for their participation with the premier of the Zachary Richard film, *Cajun Heart*, held at Central School in Lake Charles. Staff assisting were Christy Comeaux; Marjorie Harrison, Pamela B. Edwards, and Danielle McGavock.
7. Mr. Arnold commended Libraries Southwest for the recent Author Dinner.
8. Mr. Arnold stated he was happy to have served as President of the Library Board.

A MOTION WAS MADE BY MR. WASHINGTON, SECOND BY MR. CATING, TO ADJOURN THE MEETING. THE MOTION PASSED UNANIMOUSLY.

There were no public comments.

The meeting adjourned at 12:01 p.m.

**The next meeting of the Board of Trustees will be held:
- January 18, 2018**

APPROVED:



Marjorie Harrison, Secretary