

Calcasieu Parish Public Library
BOARD OF TRUSTEES

Revised MINUTES

301 West Claude Street

January 18, 2018

11:00 a.m.

The Calcasieu Parish Public Library BOARD OF CONTROL met in regular session on Thursday, January 18, 2018, at 11:00 a.m., at the Central Library. Mr. Brent Cating, President, presided.

Present

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

Absent

Mr. E. Brent Washington, Vice-President
Ms. Alice Danclar

Also: Ms. Marjorie Harrison, Library Director; Mrs. Kayla Booth, Central Library; Mrs. Clare Coleman, Branch Manager Central Library; Mrs. Christy Comeaux, Public Information Officer; Mrs. Loretta Gharst, Associate Librarian for Public Services; Ms. Angela Stutes, Human Resources Director; and Mr. David Comeaux, Recorder.

1. Call to Order – Mr. Arnold, President.
 - a. Mrs. Mount pronounced the Invocation.
 - b. Ms. White led all present in the *Pledge of Allegiance*.
2. Pass the Gavel – Mr. Arnold
 - a. President – Mr. Cating
 - b. Vice-President – Mr. Washington
 - c. Secretary - Ms. Harrison
3. Adoption of the Agenda: Mr. Arnold requested that item #8 (Unfinished Business) and item #9 (New Business) be moved to after item #3 (Adoption of the Agenda).

A MOTION WAS MADE BY MR. PAUL ARNOLD AND SECONDED BY MR. ANTHONY ZAUNBRECHER, TO ADOPT THE AGENDA AS AMENDED. THE MOTION PASSED UNANIMOUSLY.

There were no public comments.

4. Public Comments of items on the agenda – there were no public comments.
5. Approval of the Minutes and Reports:
Minutes of the Board of Control – November 16, 2017 –
A MOTION WAS MADE BY MRS. WILLIE MOUNT AND SECONDED BY MR. ANTHONY ZAUNBRECHER, TO APPROVE THE MINUTES OF THE NOVEMBER 16, 2017, BOARD MEETING AS PRESENTED. THE MOTION PASSED UNANIMOUSLY.

There were no public comments.

6. Director's Report/Financial Report – (see two attachments entitled *Director's Report, January, 2018*, and *Report to the Board of Control, January 2018*) – the financial report was not available at the time of the meeting. When staff receives the report, it will be e-mailed to all Trustees.
 - a. There are some upcoming policy issues that will need to go before a By-laws and Policies Meeting; ex. Code of Conduct policy, Circulation policy, Electronic Resources and Use policy.
 - b. The date of completion for the Moss Bluff and Central library projects will be mid-February.

- c. Faces of our Community program (January 29th from 6pm-8pm) will function similar to the Human Library. Focus theme is Franklin D. Roosevelt's Four Freedoms Speech; speech, religion, fear, and want.
7. Committee Reports/Upcoming Meetings:
- a. The Personnel Committee is working on scheduling a meeting to complete the review of the Employee Manual.
 - b. The Buildings and Properties Committee is working on scheduling a meeting sometime in February.
8. Unfinished Business
- a) Rotation of President/Vice President
 - i. 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.
 - ii. 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.

A MOTION WAS MADE BY MS. AMANDA WHITE AND SECONDED BY MR. ANTHONY ZAUNBRECHER, THAT ANYONE WHO ACCEPTS A SECOND TERM ON THE BOARD WILL AGREE, IF ASKED BY THE NOMINATING COMMITTEE, TO BE PLACED IN THE ROTATION TO BE ELECTED PRESIDENT OR VICE-PRESIDENT OF THE BOARD. DR. SCHANZ AND MRS. RICHARDSON VOTED AGAINST THE MOTION. THE MOTION PASSED.

There were no public comments.

The Board will amend the by-laws under Article Six (6), Officers and their Duties, Section number five (5), to state that reappointment to the Board is conditional upon the Trustee agreeing to serve as President and Vice-President if asked by the Nominating Committee.

9. New Business
- a. Standing Committee Assignments
 - i. Committee Assignments will remain the same for 2018. The only difference is that Mr. Arnold will chair the Finance Committee and the Nominating Committee.
 - ii. As President, Mr. Cating will serve as ex-officio on all committees.
 - b. Strategic Planning Committee
 - i. Mrs. Harrison asked that two trustees be a part of the library's Strategic Planning this year.
 - ii. Mr. Zaunbrecher and Mrs. Mount volunteered to participate; other Board members are invited to participate as well.
 - c. Discussion and possible consideration relating to renewal of library's property tax.
 - i. Parish Administrator, Mr. Bryan Beam, is asking the Board to discuss renewing the library maintenance tax for a possible upcoming election.
 - ii. The Board determined that the current rate of 5.99% is sufficient based on the current budget, political and economic climate.

A MOTION WAS MADE BY MR. PAUL ARNOLD AND SECONDED BY DR. DALE SCHANZ, TO CONTACT PARISH ADMINISTRATOR, MR. BRYAN BEAM, TO RENEW THE LIBRARY MAINTENANCE TAX AT THE CURRENT RATE OF 5.99% FOR THE NEXT TEN YEARS. THE MOTION PASSED UNANIMOUSLY.

There were no public comments.

- d. Discussion relating to possible partnership with CPSP regarding Virtual Library Cards for Students
 - i. The purpose of this discussion is to partner with the Calcasieu Parish School Board to provide access for students to use their student Identification cards as identification to access resources at the library.
 - ii. By general consensus, the Board agreed to pursue this partnership.

10. **Suggestions for future agenda items – None**

11. Mr. Arnold expressed appreciation to Board and staff for their cooperation during the past year. Mr. Zaunbrecher wants to know how much stock should be put into Statistical report. Mrs. Gharst stated that the library database is cleaned up monthly; otherwise the number of users would be inaccurate. Data collection is required by the federal government. If numbers are far different from previous year, an explanation is required – Mrs. Harrison.

12. Adjournment

A MOTION WAS MADE BY MR. PAUL ARNOLD AND SECONDED BY MRS. WILLIE MOUNT, TO ADJOURN THE MEETING. THE MOTION PASSED UNANIMOUSLY.

There were no public comments.

The meeting adjourned at 12:08 p.m.

**The next meeting of the Board of Trustees will be held:
- March 15, 2018**

APPROVED:

Marjorie Harrison, Secretary