

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

301 West Claude Street

March 15, 2018

11:00 a.m.

The Calcasieu Parish Public Library BOARD OF CONTROL met in regular session on Thursday, March 15, 2018, at 11:01 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
Ms. Alice Danclar

Absent

Mr. E. Brent Washington, Vice-President

Also: Ms. Marjorie Harrison, Library Director; Mrs. Tammy Duhon, Human Resources Assistant; Mrs. Peggy Dupuis, Business Manager; Mrs. Christy Comeaux, Public Information Officer; Mrs. Pamela Edwards, Associate Librarian, Public Services; Mrs. Loretta Gharst, Associate Librarian, Collection and Computing Services; Mr. David Comeaux, Facilities Manager; Mrs. Clare Coleman, Central Library Manager; Ms. Angela Stutes, Human Resources Director; Mrs. Megan Thomas, Central Library, Programming; Mrs. Missi Felio, Webmaster; Mr. Alberto Galan, Administrative Analyst, Police Jury; Ms. Cathy Frank, Recorder

1. Call to Order – Mr. Cating, President.
 - a. Mr. Arnold pronounced the Invocation.
 - b. Ms. White led all present in the *Pledge of Allegiance*.
2. Adoption of the Agenda: Mr. Arnold requested that under item #8 (New Business) - add item c. Recommendation from Finance Committee.

A MOTION WAS MADE BY MS. ALICE DANCLAR AND SECONDED BY MS. AMANDA WHITE, TO ADOPT THE AGENDA AS AMENDED. THE MOTION PASSED UNANIMOUSLY.

There were no public comments.

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 – January 18, 2018 – Minutes reflecting corrections were distributed.

A MOTION WAS MADE BY MRS. WILLIE MOUNT AND SECONDED BY DR. DALE SCHANZ, TO APPROVE THE MINUTES OF THE JANUARY 18, 2018 BOARD MEETING AS CORRECTED. THE MOTION PASSED UNANIMOUSLY.

There were no public comments.

2. Minutes of the Personnel Committee – January 24, 2018
3. Minutes of the Board Special Meeting - February 22, 2018

A MOTION WAS MADE BY MR. ANTHONY ZAUNBRECHER AND SECONDED BY MRS. WILLIE MOUNT, TO APPROVE THE MINUTES OF THE JANUARY 24, 2018 PERSONNEL COMMITTEE MEETING, AND THE MINUTES OF THE BOARD SPECIAL MEETING OF FEBRUARY 22, 2018. THE MOTION PASSED UNANIMOUSLY.

There were no public comments.

Director's Report/Financial Report – (see attachments entitled *Director's Report, March 2018*, and *Report to the Board of Control, March 2018*). The Strategic Planning process and timeline has been finalized. The library will conduct eleven Community Engagement Conversations (focus groups) at branches between March 19 and April 26. The library will also conduct a Strategic Planning Survey and will talk to people in the community about their needs and concerns. Mr. Alberto Galan will make a request of the C-Gov channel to make a public service announcement. Mrs. Comeaux will contact KPLC.

Ms. Harrison did an overview of the Statistical Report, January – December, 2017; it shows an increase in programming and attendance; Wi-Fi usage, online checkouts, and electronic resource use.

Unfinished Business – There was no unfinished business.

Committee Reports/Upcoming Meetings:

1. Personnel Committee - Ms. Harrison gave a summary of the Revised Employee Manual.

A MOTION WAS MADE BY MRS. WILLIE MOUNT ON BEHALF OF THE PERSONNEL COMMITTEE TO APPROVE THE REVISED EMPLOYEE MANUAL AS PRESENTED. THE MOTION PASSED UNANIMOUSLY.

There were no public comments.

2. Finance Committee - Mr. Arnold explained the Scope of Work and the Total Projected Cost of improvements to Central and Sulphur Libraries.

A MOTION WAS MADE BY MR. PAUL ARNOLD ON BEHALF OF THE FINANCE COMMITTEE TO MOVE \$1,411,805.00 FROM THE UNDESIGNATED FUND TO PUT INTO THE CAPITAL PROJECT RESERVE FUND WITH THE DESIGNATED LIST OF IMPROVEMENTS TO CENTRAL AND SULPHUR LIBRARIES PRINTED ON THE SCOPE OF WORK WORKSHEET DATED FEBRUARY 12, 2018 AND DESIGNATE \$1,250,000.00 FROM WITHIN THE CAPITAL PROJECT RESERVE FUND FOR EXPANSION PLANNED AT IOWA, VINTON, AND DEQUINCY LIBRARIES. THE MOTION PASSED UNANIMOUSLY.

There were no public comments.

Mr. Alberto Galan, Administrative Analyst, Police Jury, provided an update on property transactions with Capital One Bank.

New Business

1. The library has received the Cooperative Endeavor Agreement between the Calcasieu Parish Police Jury and the Calcasieu Parish Public Library. This is a formal agreement with the Police Jury for medical insurance benefits for the library.

A MOTION WAS MADE BY MRS. WILLIE MOUNT AND SECONDED BY MR. ANTHONY ZAUNBRECHER, TO ALLOW THE LIBRARY TO ENTER INTO A COOPERATIVE ENDEAVOR AGREEMENT BETWEEN THE CALCASIEU PARISH PUBLIC LIBRARY SYSTEM AND THE CALCASIEU PARISH POLICE JURY FOR MEDICAL INSURANCE BENEFITS FOR THE LIBRARY. THE MOTION PASSED UNANIMOUSLY.

There were no public comments.

Suggestions for future agenda items – None

Announcements/Board Round Table

1. Dr. Schanz stated that the State Social Studies fair was very successful.
2. Ms. Danclar reminded everyone of the DeQuincy Railroad Festival this weekend.

A MOTION WAS MADE BY MR. PAUL ARNOLD AND SECONDED BY DR. DALE SCHANZ, TO ADJOURN THE MEETING. THE MOTION PASSED UNANIMOUSLY.

There were no public comments.

The meeting adjourned at 12:02 p.m.

The next meeting of the Board of Trustees will be held on May 17, 2018.

APPROVED:

Marjorie Harrison, Secretary