

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

301 West Claude Street

January 17, 2019

11:00 a.m.

The Calcasieu Parish Library BOARD OF CONTROL met in regular session on Thursday, January 17, 2019, at 11:00 a.m., at the Central Library. Mr. Brent Cating, Past-President, and Mr. E. Brent Washington, President-elect, presided.

Present  
Mr. E. Brent Washington, President  
Mrs. Laura Richardson, Vice-President  
Mr. Paul Arnold  
Mr. Brent Cating  
Ms. Alice Danclar  
Mrs. Michelle McInnis  
Mrs. Willie Mount  
Mr. Anthony Zaunbrecher

Absent  
Dr. Dale Schanz

Also: Ms. Marjorie Harrison, Library Director; Mr. David Comeaux, Recorder; Mrs. Christy Comeaux, Public Information Officer; Mrs. Karen Daigle, Recorder-in-Training; Mrs. Tammy Duhon, Human Resources Assistant; Mrs. Peggy Dupuis, Business Manager; Mrs. Pamela B. Edwards, Associate Librarian for Public Services.

1. Call to Order – Mr. Cating, President.
  - a. Mr. Arnold pronounced the Invocation.
  - b. Mrs. Richardson led all present in the *Pledge of Allegiance*.
2. Pass the gavel and name officers – Mr. Cating –
  - a. stated that it was his pleasure to serve as President, and thanked the Committees and Committee Chairmen for their hard work during his term.
  - b. welcomed the newest Board member, Mrs. Michelle McInnis.
  - c. presented new officers – Mr. E. Brent Washington, President; Mrs. Laura Richardson, Vice-President; and Ms. Marjorie Harrison, Secretary.
  - d. Mr. Washington took the gavel and presided over the rest of the meeting. He thanked Mr. Cating for his service as President.

3. Adoption of the Agenda:

**A MOTION WAS MADE BY MR. ARNOLD, SECONDED BY MR. ZAUNBRECHER, TO ADOPT THE AGENDA, AS PRESENTED. THE MOTION PASSED UNANIMOUSLY.**

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

5. Approval of the Minutes and Reports:

- a. Board of Control – November 15, 2018 –

**A MOTION WAS MADE BY MR. ZAUNBRECHER, SECONDED BY MS. DANCLAR, TO APPROVE THE MINUTES OF THE NOVEMBER 15, 2018 BOARD OF CONTROL MEETING, AS PRESENTED. THE MOTION PASSED UNANIMOUSLY.**

There were no public comments.

- b. Buildings and Properties Committee – January 7, 2019 –

**A MOTION WAS MADE BY MR. ZAUNBRECHER, SECONDED BY MR. ARNOLD, TO ACCEPT THE MINUTES OF THE JANUARY 7, 2019 BUILDINGS AND PROPERTIES COMMITTEE, AS PRESENTED. THE MOTION PASSED UNANIMOUSLY.**

**There were no public comments.**

6. Director's Report/Financial Report – (see the attachments titled *Director's Report, January 2019; Report to the Board of Control, January 2019; Financial Report to the Board of Trustees, Dec 2019; Summary Page DECEMBER; and December 2018 Fund balance*) – Ms. Harrison highlighted the following items from the *Director's Report*:
  - a. expenditures from the 2018 Operating budget were \$11,953,328.00, or 99.61%.
  - b. purchase of the camera system upgrade, and the Capital One buildings came out of the operating budget. The Police Jury Finance Division added a line item for the building purchases (57200). There is no change in the Fund Balance.
  - c. December was a quiet month, with some special programming.
  - d. Division reports to the Board are now formatted according to the new Strategic Plan. Items highlighted from the Division reports included:
    - i. request for proposals for a new integrated library system is in progress, and may be available for action at the March Board meeting.
    - ii. staff are identifying task force members for the Strategic Plan goals and objectives.
    - iii. a cooperative endeavor agreement is in progress for the removal of the cattle guards at the Hayes Library.
    - iv. performance appraisals for staff are due at the end of January.
    - v. as mention previously, equipment cost for security camera upgrades were expended from the 2018 operating budget. The cabling for the upgrades will be expended from the 2019 budget.
    - vi. proctoring of test include McNeese students and state exams. Study rooms are used with testing monitored by staff.
7. Committee Reports/Upcoming Meetings:
  - a. Next Board meeting – March 21, 2019.
  - b. Building and Properties – Mr. Zaunbrecher – the Committee met on January 7<sup>th</sup> to discuss the Library's participation in the Port Wonder project. The consensus of the Committee was that the Library wants to participate, but there is not enough information available at this time to determine the type of presence. Also, the renovations to the new Capital One buildings are a higher priority. Our presence at Port Wonder is contingent on completion of renovations to the buildings. The Committee directed Ms. Harrison to contact officials leading the project to gather additional information needed.
8. Unfinished Business:
  - a. Capital One buildings update – Ms. Harrison – closing date on the three properties was Thursday, December 20<sup>th</sup>. Staff will pick up the keys from the Police Jury on January 18<sup>th</sup>, and visit the properties. Ms. Harrison will contact Mrs. Denelle Wrightson, an Architect who specializes in Library Design. She has worked with CPPL in the past.
9. New Business:
  - a. Committee Assignments (see attached titled *2019 Committee Assignments*) – Mr. Washington reviewed Committee assignments.
  - b. Clarify wording of the motion from the September 20, 2018 Board meeting minutes regarding donations from the estate of Dr. Jack Thielen (see attached titled *9.b. Clarify wording of the motion from the September 20, 2018 Board Meeting*) – Ms. Harrison – the tape of the meeting was reviewed. A correspondence was discussed at the meeting stating that the donation was to be used for a library in Morganfield. In a meeting with Mr. Thielen, it was understood by all present that the Library may be able to co-locate in the development, but not build a new building. This was also confirmed in correspondence with the firm (Morgan Stanley) handling the donation. The Board directed Ms. Harrison to draft a letter of clarification to the Thielen family and Morgan Stanley. Further, the Board authorized Ms. Harrison to sign the document from Morgan Stanley. The Police Jury will place the donated funds in a consolidated reserve account.
  - c. Port Wonder partnership opportunity – Ms. Harrison – staff developed a list of ideas for the project. The Committee agreed that the Library's presence should be a combination "maker space with a science/Louisiana theme. Legal counsel recommends a quid pro quo cooperative endeavor agreement. A meeting with Mayor Hunter is scheduled for January 30, 2019. He was informed that the Board will be ready to take action at the March meeting. Staff is gathering information

from other libraries who are involved in similar projects. The design of the project will address the issue of patrons of the library section of the project cannot, and will not have to pay admission to use library resources. The Board commended staff on their work to date on this project.

10. Anything else to come before the Board – there was no other business brought up to the Board.
11. Suggestions for future agenda –
  - a. Updates on the renovations to the Capital One buildings – this item will be included in Unfinished Business on future agendas. Ms. Harrison stated that the Architect will visit the three sites, as part of the design process. Board members will be invited to attend design meetings, but design will be left up to the Architect and Library Staff.
12. Announcements/Board round table –
  - a. Mr. Arnold asked when the Ethics training would be held. Staff stated it is scheduled for the October Staff Development Day.
  - b. Mr. Cating commended the Lady Chops program held at Central recently.
  - c. Mrs. Richardson wished everyone a happy and prosperous New Year.
  - d. Mr. Washington commended the staff at Central. The staff was very helpful and accommodating.

13. Adjournment -

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

**There were no public comments.**

The meeting adjourned at 11:48 a.m.

**The next meeting of the Board of Trustees will be held:  
- March 21, 2019**

APPROVED:



Marjorie Harrison, Secretary