

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

301 West Claude Street

May 16, 2019

11:00 a.m.

The Calcasieu Parish Public Library BOARD OF CONTROL met in regular session on Thursday, May 16, 2019, at 11:00 a.m., at the Central Library. Mrs. Laura Richardson, Vice President, presided.

Present

Mrs. Laura Richardson, Vice President
Ms. Alice Danclar
Mrs. Michelle McInnis
Mrs. Willie Mount
Dr. Dale Schanz
Mr. Anthony Zaunbrecher

Absent

Mr. E. Brent Washington, President
Mr. Paul Arnold
Mr. Brent Cating

Also: Ms. Marjorie Harrison, Library Director; Mrs. Angela Stutes, Human Resources Director; Mrs. Tammy Duhon, Human Resources Assistant; Mrs. Loretta Gharst, Collection and Computing Services Librarian, Mrs. Peggy Dupuis, Business Office Manager; Mr. David Comeaux, Facilities Manager and Recorder; Ms. Karen Daigle, Recorder-in-training.

1. Call to Order – Mrs. Richardson, Vice President.
 - a. Mrs. Mount pronounced the invocation.
 - b. Mrs. McInnis led all present in the *Pledge of Allegiance*.
2. Adoption of the Agenda
 - a. Ms. Harrison requested Board E-mail and SharePoint site to be added to the agenda.

A MOTION WAS MADE BY MRS. MOUNT, SECONDED BY DR SCHANZ, TO ADOPT THE AGENDA AS AMENDED.

THE AGENDA WAS AMENDED TO ADD THE FOLLOWING ITEM UNDER NEW BUSINESS:

A. BOARD EMAIL AND SHAREPOINT SITE.

THE MOTION PASSED UNANIMOUSLY.

3. Public Comments of Items on Agenda – there were no public comments.
4. Approval of Minutes and Reports
 - a. Board of Control Minutes – March 21, 2019
A MOTION WAS MADE BY MRS. MCINNIS, SECONDED BY MRS. MOUNT, TO APPROVE THE MINUTES OF THE MARCH 21, 2019 BOARD OF CONTROL MEETING, AS AMENDED. THE MINUTES WERE AMENDED TO CORRECT THE DATE ON ITEM 4.a. FROM JANUARY 17, 2018 TO JANUARY 17, 2019. THE MOTION PASSED UNANIMOUSLY.

There were no public comments.

5. Director's Reports/Financial Reports – (see attached titled *Report to the Board of Control, May 2019; Financial Report to the Board of Trustees, April 2019; Summary Page APRIL; and Fund Balance*) – Ms. Harrison said the Fiscal Policy and Circulation Policy are moving along, and we hope to bring the Fiscal Policy to the Finance Committee in August, and the Circulation Policy to the Library Services and Policies Committee in September. In addition, she expanded on items in the report in response to questions from the Board.

A MOTION WAS MADE BY MRS. MOUNT, SECONDED BY MRS. MCINNIS TO ACCEPT THE DIRECTORS REPORT. THE MOTION PASSED UNANIMOUSLY.

There were no public comments.

6. Committee Reports/Upcoming Meetings – there were no committee reports of upcoming meetings
7. Unfinished Business
 - a. Capital One buildings update –
 - i. Ms. Harrison elaborated on the information provided in the board report. She said the planning is going well, with good turn-out at the community meetings. We took public input and information from each location, which will be used to help develop creative way to best serve each of the communities.
 - b. Port Wonder partnership opportunity update –
 - i. As stated in the board report, discussions continue regarding a possible partnership with the City of Lake Charles for library service at Port Wonder. A proposal was submitted to CPPL legal counsel and CPPJ Finance for review. Mayor Hunter is considering the proposal. There is no new information to report at this time.
 - c. Trustee Training, May 20, 2019
 - i. The training session on April 4, 2019, was cancelled due to inclement weather and has been rescheduled for Monday, May 20, 2019 at 11:00 AM in the Thielen Conference room on the second floor of the Central Library.
8. New Business
 - a. Declare library vehicle, 2008 Ford Expedition, as surplus
 - i. Consideration to declare the 2008 Ford Expedition, Unit L1, Asset #15583, VIN 1FMFK155XBLA58685, with mileage of 103,384, as surplus to library operations, and to authorize the Police Jury to dispose of the vehicle on the surplus government equipment auction site. (GovDeals.com)

A MOTION WAS MADE BY DR. SCHANZ, SECONDED BY MRS. MOUNT, TO DECLARE THE 2008 FORD EXPEDITION, UNIT L1, ASSET #15583, VIN 1FMFK155XBLA58685, WITH MILEAGE OF 103,384, AS SURPLUS TO LIBRARY OPERATIONS, AND TO AUTHORIZE THE POLICE JURY TO DISPOSE OF THE VEHICLE ON THE SURPLUS GOVERNMENT EQUIPMENT AUCTION SITE (GOVDEALS.COM). THE MOTION PASSED UNANIMOUSLY.

There were no public comments

- b. 2020 budget planning timeline proposal
 - i. Presentation of the proposed 2020 Budget Planning Timeline by Library Director, Marjorie Harrison.
 1. Ms. Harrison presented the *Proposed 2020 Budget Planning Timeline* explaining the proposal is similar to the timeline used last year. The Personnel Committee will meet in July to look at the salary component and put together a proposal to send to the Finance Committee. The Finance Committee will then meet in August for discussion and will bring the proposal to the September Board Meeting.
 - c. Board email and SharePoint site
 - i. Mrs. Stutes provided Microsoft Office 365 (O365) account email addresses to each of the Board members.
 1. The library has created a Library Board of Control SharePoint site specifically for the Library Board members to utilize. It will include, State Sexual Harassment Training; a link to the State Ethics Training; Board Minutes; Agendas; and other items relevant to the Board. The library will host a small O365 training after the scheduled Trustee Training on Monday, May 20, 2019.
9. Anything else to come before the Board – there was nothing else to come before the board.
 10. Suggestions for Future Agenda –
 11. Announcements/Board Round Table -

- a. Ms. Danclar, Dr. Schanz, and Mrs. Richardson thanked the staff for the reports received; the layout is easy to understand.
- b. Ms. Danclar commended Mrs. Mount, Ms. Harrison, and Mr. Arnold on their recent television appearances.
- c. Mrs. McInnis is the proud grandmother to her first grandchild.
- d. Dr. Schanz stated she may be unable to attend the Trustee Training on May 20th. Staff will request permission to video tape the workshop for those unable to attend.

12. Adjournment

A MOTION WAS MADE BY MR. ZAUNBRECHER, SECONDED BY DR. SCHANZ, TO ADJOURN THE MEETING. THE MOTION PASSED UNANIMOUSLY.

There were no public comments.

The meeting adjourned at 11:51 a.m.

**The next meeting of the Board of Control will be held:
- July 18, 2019**



Marjorie Harrison, Secretary

APPROVED: