

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

301 W. Claude Street

May 20, 2019

11:00 a.m.

The Calcasieu Parish Library BOARD OF CONTROL met for an informal training session on Monday, May 20, 2019, at 11:00 a.m., at the Central Library.

Present

Mrs. Laura Richardson, Vice President
Mr. Brent Cating
Ms. Alice Danclar
Mrs. Michelle McInnis
Mrs. Willie Mount

Absent

Mr. E. Brent Washington, President
Mr. Paul Arnold
Dr. Dale Schanz
Mr. Anthony Zaunbrecher

Also: Ms. Marjorie Harrison, Library Director; Mrs. Angela Stutes, Human Resources Director; Mrs. Missi Felio, Webmaster; Mrs. Meg Placke, Associate State Librarian; Ms. Karen Daigle, Recorder In-Training

1. Trustee Training

- a. The State Library of Louisiana will provide board training
 - i. Mrs. Placke provided trustee training for those present; complete with PowerPoint presentation and a question and answer session.

- b. The Calcasieu Parish Public Library will provide O365 training
 - i. Mrs. Stutes and Mrs. Felio supplied present Library Board members with Microsoft Office 365 emails through the Library and instructed them how to access their new emails and the newly created Library Board of Control SharePoint site.

2. Adjournment –

The meeting adjourned at 12:25 p.m.

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

APPROVED


Marjorie Harrison, Secretary