

**Calcasieu Parish Public Library
FINANCE COMMITTEE
Minutes**

301 West Claude Street

August 15, 2019

10:00 a.m.

The Finance Committee of the Calcasieu Parish Public Library BOARD OF CONTROL met on Thursday, August 15, 2019 at 9:30 a.m., at the Central Library. Mr. Brent Cating, Chair, presided.

Present
Mr. Brent Cating, Chair
Mr. Paul Arnold
Mrs. Laura Richardson
Mr. Anthony Zaunbrecher

Absent
None

Also: Ms. Marjorie Harrison, Library Director; Mrs. Christy Comeaux, Public Information Officer; Mr. David Comeaux, Facilities Manager; Mrs. Peggy Dupuis, Business Office Associate; Mrs. Pamela B. Edwards, Associate Librarian for Public Services; Mrs. Missi Felio, Webmaster; and Ms. Karen Daigle, Recorder.

1. Call to Order – Mr. Brent Cating, Chair

2. Adoption of Agenda

A MOTION WAS MADE BY MR. ARNOLD, SECONDED BY MRS. RICHARDSON, TO ACCEPT THE AGENDA.

THE MOTION PASSED UNANIMOUSLY

There were no public comments.

3. Review updated Fiscal Policy – Mr. Cating stated the *Fiscal Policy and Procedures Manual* was created in 2012 and has not been revised or updated since it was adopted. Staff have revised it to more accurately reflect the practices currently in place, verbiage corrections, and additions to comply with changes to state laws. There was discussion about the revisions with library staff answering questions.

A MOTION WAS MADE BY MR. ZAUNBRECHER, SECONDED BY MRS. RICHARDSON, TO PRESENT THE FISCAL POLICY AND PROCEDURE MANUAL TO THE FULL BOARD AT THE SEPTEMBER MEETING, WITH THE FOLLOWING CHANGES:

A: SECTION 2.2; CHANGE OPERATING BANKS TO OPERATING PETTY CASH BANKS

B: SECTION 2.5; CHANGE PATRONS TO PATRON'S

C: SECTION 3.2.b; CHANGE COMMITTED TO DESIGNATED

D: SECTION 8.2; REMOVE PARTIAL UNDERLINE

E: SECTION 9.1; CHANGE AAPERSON TO A PERSON

THE MOTION PASSED UNANIMOUSLY

There were no public comments.

Ms. Harrison thanked Peggy Dupuis for her work on the policy revision.

Mrs. Dupuis thanked David Comeaux for his assistance with formatting.

Mr. Cating recommended administrative staff send the updated *Fiscal Policy and Procedures Manual* to the Library Board of Control for review prior to the September 19, 2019 meeting.

4. Consider salary increase recommendation from the Personnel Committee – Ms. Harrison indicated the Personnel Committee recommended a raise of five percent (5%) to all employees; each member of the Finance Committee was given the same information previously given to the Personnel Committee, including: *Consumer Price Index, South Region;* and *Yearly Comparison of Salary Increase*. There was discussion of the current economic climate.

**A MOTION WAS MADE BY MR. ARNOLD, SECONDED BY MRS. RICHARDSON,
TO RECOMMEND FOUR PERCENT (4%) ACROSS THE BOARD INCREASES.
THE MOTION PASSED UNANIMOUSLY**

There were no public comments

5. Review the 2020 draft Budget – Members of the Committee reviewed the 2020 draft Budget as presented by Ms. Harrison, and asked questions of library senior staff.

**A MOTION WAS MADE BY MR. ZAUNBRECHER, SECONDED BY MR. ARNOLD,
TO ACCEPT THE PROPOSED 2020 BUDGET OF \$12,240,809 THAT INCLUDES A
FOUR PERCENT (4%) INCREASE IN PAY.
THE MOTION PASSED UNANIMOUSLY**

There were no public comments.

The Committee approved proposal will go before the Full Board at the September 19, 2019 Library Board of Control Meeting.

6. Anything else to come before the committee – there was no additional business
7. Adjournment

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

There were no public comments.

The meeting adjourned at 11:19 a.m.

ACCEPTED:


Marjorie Harrison, Secretary