

**Calcasieu Parish Public Library
FINANCE COMMITTEE
MINUTES**

301 W. Claude Street

February 17, 2020

10:00 a.m.

The Finance Committee of the Calcasieu Parish Public Library BOARD OF CONTROL met on Monday, February 17, 2020 at 10:00 a.m., at the Central Library. Mr. Brent Cating, Chair, presided.

Present
Mr. Brent Cating
Mr. Paul Arnold
Mrs. Willie Mount
Mr. Anthony Zaunbrecher

Absent
Mrs. Laura Richardson; *ex-officio*

Also: Ms. Marjorie Harrison, Library Director; Mr. David Comeaux, Facilities Manager; Mrs. Peggy Dupuis, Business Office Associate; Mrs. Pamela E. Edwards, Associate Librarian for Public Services; Mrs. Loretta Gharst, Associate Librarian for Computing and Collections; and Ms. Karen Daigle, Recorder.

1. Call to Order – Mr. Cating
 - a. Request to add a Review of Buildings and Properties Committee to the agenda.

A MOTION WAS MADE BY MRS. MOUNT, SECONDED BY MR. ARNOLD, TO ACCEPT THE AGENDA, AS AMENDED TO ADD:

**3. REVIEW OF BUILDINGS AND PROPERTIES COMMITTEE
THE MOTION PASSED UNANIMOUSLY**

2. 2020 Fund Balance
 - a. Review and revise Fund Balance designations – (see attached *Fund Balance 2020 and Vinton, Iowa, and DeQuincy Library Project*)
 - i. Changes to the Fund Balance are within the Capital Project Reserve Fund. At the end of 2019 we added \$82,109.00 to the Fund Balance, giving us a beginning balance of \$9,558,524.00. Insurance Deductible and Catastrophic and Operating Reserve designations are the same. Capital Project Reserve Fund includes projected expenses for existing and future projects. There was discussion.

**A MOTION WAS MADE BY MR. ARNOLD, SECONDED BY MR. ZAUNBRECHER, TO APPROVE THE REALLOCATION OF THE FUND BALANCE.
THE MOTION PASSED UNANIMOUSLY**

3. Review of Buildings and Properties Committee
 - a. Mr. Zaunbrecher gave an overview of plans stating every branch manager is happy with what the architect and the library designer have recommend. The Committee was satisfied with what Mr. Brossett presented and recommend to the Finance Committee moving forward with the renovations. There was a discussion.

**A MOTION WAS MADE BY MR. ARNOLD, SECONDED BY MRS. MOUNT, TO APPROVE THE RECOMMENDATION FROM THE BUILDINGS AND PROPERTIES COMMITTEE TO ACCEPT THE PROPOSAL TO MOVE FORWARD WITH THE RENOVATIONS FOR THE LIBRARY BRANCHES LOCATED IN VINTON, IOWA, AND DEQUINCY.
THE MOTION PASSED UNANIMOISLY**

Mr. Brossett will be asked to come to the next BOARD OF CONTROL meeting to present the Design packages and estimates to the full board.

4. Anything else to come before the committee – there was nothing else.
5. Adjournment

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

The meeting adjourned at 10:21 a.m.

ACCEPTED



Marjorie Harrison, Secretary