

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

301 W. Claude Street

August 19, 2021

10:00 a.m.

The Finance Committee of the Calcasieu Parish Public Library BOARD OF CONTROL met on Thursday, August 19, 2021, at 10:00 AM at the Central Library, Mr. Brent Cating, Chair, presided.

Present

Mr. Brent Cating, Chair

Mr. Paul Arnold

Mrs. Michelle McInnis

Dr. Dale Schanz, *ex-officio*

Absent

Mrs. Willie Mount

Also: Ms. Marjorie Harrison, Library Director; Ms. Angela Stutes, Human Resources Director; Ms. Danielle McGavock, Associate Librarian for Public Services; Mr. Dwight Toland, Facilities Manager; Mrs. Peggy Dupuis, Business Office Associate; Mrs. Tammy Duhon, Human Resources Assistant; Ms. Sheryl Chaisson, Associate Librarian for Collection and Computing Services; and Ms. Karen Daigle, Recorder.

1. Call to Order – Mr. Brent Cating, Chair
 - a. Mr. Arnold pronounced the Invocation.
 - b. Ms. Harrison introduced the new members of Senior Staff, Ms. Sheryl Chaisson and Ms. Danielle McGavock.

2. Employee Compensation
 - a. Consider pay increase and pay scale recommendations from the Personnel Committee. (see attached *2022 Proposed Personnel Updated and Consumer Price Index, South Region – July 2021*)
 - i. Mr. Cating invited Marjorie Harrison to clarify the recommendation from the Personnel Committee.
 - ii. Ms. Harrison explained; we looked at several different things before making recommendations to the Personnel Committee, including the Consumer Price Index: South Region, and we compared our system with other library systems in the state. The proposal considers our changing economy, a cost-of-living increase of five point eight percent (5.8%), and the proposed federal minimum wage increase.
 - iii. Ms. Harrison concluded, we feel this year we need to not only adjust for cost-of-living, but also give a raise of three percent (3%).
 - iv. Mr. Cating stated we have a recommendation for a two-step change. One to increase base pay by six percent (6%) and one to give a three percent (3%) raise.
 - v. There was discussion.

A MOTION WAS MADE BY MR. ARNOLD, SECONDED BY MRS. MCINNIS, TO RECOMMEND TO THE BOARD, ACCEPTANCE OF THE PROPOSED PAY SCALE INCREASE OF SIX PERCENT (6%) AND THE THREE PERCENT (3%) PAY INCREASE FOR ALL CALCASIEU PARISH PUBLIC LIBRARY EMPLOYEES. THE MOTION CARRIED UNANIMOUSLY.

There were no public comments.

3. 2022 Budget

- a. Review the draft 2022 Budget. (see attached *REVENUE 2021 2022; SPENDING REQUEST SUMMARY; and 2022 Proposal*)
 - i. Mr. Cating requested an explanation of how the library comes up with the starting number, to create a proposed budget.
 - ii. Mrs. Dupuis explained, she receives the amount from the Police Jury. Once they receive the numbers from the Tax Assessor, the Police Jury puts together balances for the whole parish. We budget ninety-five percent (95%) of the projected budget to allow for differences.
 - iii. There was discussion.

A MOTION WAS MADE BY MRS. MCINNIS, SECONDED BY MR. ARNOLD, TO RECOMMEND FULL BOARD TO ACCEPT THE PROPOSED 2022 BUDGET OF \$15,583,335 AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

There were no public comments.

4. Fund Balance Designations

- a. Consider Fund Balance reallocation for future hurricane related expenses and improvements recommendation from the Buildings and Properties Committee. (see attached *FUND BALANCE 2021, dated 8/18/2021; and FUND BALANCE 2021*)
 - i. Ms. Harrison referenced the revised version of the Fund Balance, explaining it was previously updated in March to reflect changes to the balance made by the Police Jury. The recommendation is to set aside one million dollars (\$1,000,000.00) of the Capital Reserve Fund, for future hurricane related expenses and improvements, and to set aside one hundred thirty-five thousand dollars (\$135,000.00), from that amount, to dedicate to improvements at the Epps Memorial Library that are not covered by insurance.
- b. Review the 2021 Fund Balance.

A MOTION WAS MADE BY MR. ARNOLD, SECONDED BY MRS. MCINNIS, TO ACCEPT THE RECOMMENDATION FROM THE BUILDINGS AND PROPERTIES COMMITTEE AND TO MAKE A RECOMMENDATION THE FULL BOARD TO ACCEPT THE FUND BALANCE DESIGNATIONS AS PRESENTED WITH THE ADDITIONAL DESIGNATION OF ONE MILLION DOLLARS (\$1,000,000.00) FOR FUTURE HURRICANE RELATED EXPENSES AND IMPROVEMENTS TO INCLUDE ONE HUNDRED THIRTY-FIVE THOUSAND DOLLARS (\$135,000.00) DEDICATED TO THE IMPROVEMENTS AT EPPS MEMORIAL LIBRARY NOT COVERED BY INSURANCE. THE MOTION CARRIED UNANIMOUSLY

There were no public comments.

5. Anything else to come before the committee – there was nothing at this time.

6. Adjournment

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

The meeting adjourned at 10:36 AM

APPROVED



Marjorie Harrison, Secretary