

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

301 West Claude Street

September 20, 2018

11:00 a.m.

The Calcasieu Parish Library BOARD OF CONTROL met in regular session on Thursday, September 20, 2018, at 11:00 a.m., at the Central Library. Mr. Brent Cating, President, presided.

Present

Mr. Brent Cating, President
Mr. E. Brent Washington, Vice-President
Mr. Paul Arnold
Ms. Alice Danclar
Mrs. Willie Mount
Mrs. Laura Richardson
Dr. Dale Schanz
Mr. Anthony Zaunbrecher

Absent

Ms. Amanda White

Also: Ms. Marjorie Harrison, Library Director; Mr. David Comeaux, Recorder; Mrs. Karen Daigle, Recorder; Mrs. Tammy Duhon, Human Resources Assistant; Mrs. Peggy Dupuis, Business Manager; Mrs. Pamela B. Edwards, Associate Librarian for Public Services; Mrs. Loretta Gharst, Associate Librarian for Computing and Collection Services.

1. Call to Order – Mr. Cating, President.
 - a. Mr. Zaunbrecher pronounced the Invocation.
 - b. Dr. Schanz led all present in the *Pledge of Allegiance*.
 - c. All present observed a moment of silence in memory of Mr. Chad Thielen.

2. Adoption of the Agenda:

A MOTION WAS MADE BY MRS. MOUNT, SECONDED BY MR. WASHINGTON, TO ADOPT THE AGENDA, AS AMENDED. THE AGENDA WAS AMENDED TO ADD THE FOLLOWING ITEMS UNDER NEW BUSINESS:

- A. BUILDINGS AND PROPERTIES RECOMMENDATION;**
 - B. BUILDINGS AND PROPERTIES RECOMMENDATION FOR FUTURE PROJECTS; AND**
 - C. APPROPRIATE ACTION ON BIDS RECEIVED FOR A NEW MAINTENANCE VEHICLE.**
- THE MOTION PASSED UNANIMOUSLY.**

3. Public Comments of items on the agenda – there were no public comments.

4. Approval of the Minutes and Reports:

- a. Minutes of the Board of Control – July 19, 2018 –
- b. Minutes of the Buildings and Properties Committee – August 1, 2018 –
- c. Special Board Meeting – August 7, 2018 –
- d. Library Services and Policies Committee – August 9, 2018 –
- e. Personnel Committee – August 16, 2018 –
- f. Finance Committee – August 28, 2018 –

A MOTION WAS MADE BY MR. ARNOLD, SECONDED BY MR. WASHINGTON, TO APPROVE ALL OF THE MINUTES LISTED, AS PRESENTED. THE MOTION PASSED UNANIMOUSLY.

There were no public comments.

5. Director's Report/Financial Report – (see the attachments titled *Director's Report, September 2018; Report to the Board of Control, September 2018; Financial Report to the Board of Trustees, August 2018; and Summary Page-August*) – Mrs. Harrison highlighted the following items from the *Director's Report*:

- a. the final staff Strategic Planning Committee met and developed a vision, mission, and goals for the library system, based on the results of public and staff surveys. The five goals developed relate to collection, technology, customer service, programming, and facilities. Senior Staff met and refined

the goals. A draft document will be presented for consideration of adoption to the Board at the November 2018, meeting.

- b. Several staff members are on the annual city bus tour. They are presenting passengers with information on library services, programming, and the upcoming tax renewal election.
- c. The Director and Public Information Officer have been busy with speaking engagements to area organizations to present information on library services available, and the upcoming tax renewal election. More engagements are scheduled.
- d. Division reports – items discussed from the reports included:
 - 1. Water heater replacement at Epps Memorial;
 - 2. An incident of vandalism to the parking lot light poles at Moss Bluff;
 - 3. Installation and staff training on automated external defibrillators (AED's);
 - 4. Background check process for staff; and
 - 5. Article in the newspaper regarding the upcoming tax renewal.
- e. Financial Report – expenditures are at 64% through the end of August 2018.

6. Committee Reports/Upcoming Meetings:

- a. Building and Properties Committee – Mr. Zaunbrecher – the Committee met prior to the Board meeting to discuss future projects. The purchase of the Capital One Bank buildings in DeQuincy, Iowa, and Vinton are in progress. The Library does not have possession of the properties at this time.
- b. Library Services and Policies Committee – Mr. Washington – the Committee met on August 9th, to discuss the new Code of Conduct policy. Minor revisions were recommended. He commended the staff for their work on the new policy.
- c. Personnel Committee – Mr. Washington – the Committee met on August 16th to consider a cost-of-living adjustment in the 2019 Operating Budget. The Committee is scheduled to meet on November 8, 2018, at 1:30 p.m. to discuss the evaluation of the Library Director.
- d. Finance Committee – Mr. Arnold – the Committee met on August 28th to review the proposed 2019 Operating Budget, including a salary increase for all staff.
- e. Nominations Committee – Mr. Arnold will set a date for the Committee to meet to discuss the slate of officers for 2019.

7. Unfinished Business: there was no unfinished business.

8. New Business:

a. Salaries and pay structure –

- i. recommendation from Finance Committee regarding salaries and pay structure.

A MOTION WAS MADE BY MR. ARNOLD ON BEHALF OF THE FINANCE COMMITTEE TO RECOMMEND TO THE FULL BOARD TO GIVE EACH LIBRARY EMPLOYEE A THREE PERCENT (3%) SALARY INCREASE BEGINNING JANUARY 1, 2019. AFTER DISCUSSION, THE MOTION PASSED UNANIMOUSLY.

A MOTION WAS MADE BY MR. ARNOLD ON BEHALF OF THE FINANCE COMMITTEE TO RECOMMEND TO THE FULL BOARD TO SHIFT THE PAY STRUCTURE TWO PERCENT (2%), EFFECTIVE JANUARY 1, 2019. AFTER DISCUSSION, THE MOTION PASSED UNANIMOUSLY.

- b. 2019 proposed operating budget (see attachment titled *Activity Spending Request Summary and Library Fund Grand Total*) –

- i. recommendation from Finance Committee regarding proposed budget.

A MOTION WAS MADE BY MR. ARNOLD ON BEHALF OF THE FINANCE COMMITTEE TO RECOMMEND TO THE FULL BOARD TO ACCEPT THE PROPOSED 2019 OPERATING BUDGET IN THE AMOUNT OF \$11,448,990. THE MOTION PASSED UNANIMOUSLY.

- c. Code of Conduct policy (see attachment titled *Code of Conduct – Final Draft – 8/9/2018*) –

- i. recommendation from the Library Services and Policies Committee to adopt new *Code of Conduct* policy.

A MOTION WAS MADE BY MR. WASHINGTON ON BEHALF OF THE LIBRARY SERVICES AND POLICIES COMMITTEE TO RECOMMEND TO THE ENTIRE BOARD TO ACCEPT THE CODE OF CONDUCT POLICY AND TO AMEND THE LAST SENTENCE OF

THE FIRST PARAGRAPH TO READ AS FOLLOWS: THESE RULES APPLY TO ALL BUILDINGS, INTERIOR AND EXTERIOR, AND ALL GROUNDS CONTROLLED AND OPERATED BY THE CALCASIEU PARISH PUBLIC LIBRARY AND TO ALL PERSONS ENTERING IN OR ON THE PREMISES, INCLUDING STAFF. THE MOTION PASSED UNANIMOUSLY.

- d. Surplus equipment (see attachment titled *2018 CCS Surplus Equipment for PJ Auction*) -

- i. consideration to declare list of equipment surplus.

A MOTION WAS MADE BY MRS. MOUNT, SECONDED BY MRS. RICHARDSON TO DECLARE THE ITEMS LISTED ON THE ATTACHED DOCUMENT TITLED 2018 CCS SURPLUS EQUIPMENT FOR PJ AUCTION, AS SURPLUS TO LIBRARY OPERATIONS. THE MOTION PASSED UNANIMOUSLY.

- e. Donation from the estate of Jack E. Thielen -

- i. consideration to accept gift from the Jack E. Thielen estate - (see attached email from Shannon Patin of Morgan Stanley Wealth Management.)

A MOTION WAS MADE BY MR. ZAUNBRECHER, SECONDED BY MRS. MOUNT, TO ACCEPT A DONATION OF FUNDS FROM DR. JACK E. THIELEN FOR THE PURPOSE OF BUILDING A LIBRARY LOCATED AT MORGANFIELD, AND TO AUTHORIZE MARJORIE HARRISON, LIBRARY DIRECTOR, TO SIGN THE IRA DISTRIBUTION FORM. THE MOTION PASSED UNANIMOUSLY.

- f. Act 270 - preventing sexual harassment -

- i. requires all public library board members and employees to have annual training on preventing sexual harassment. This training will be like the annual Ethics Training that is required by state law. The training will be available online, as well as at one of the Staff Development Day workshops. No action is necessary on this item.

- g. Buildings and Properties Committee recommendation -

A MOTION WAS MADE BY MR. ZAUNBRECHER ON BEHALF OF THE BUILDINGS AND PROPERTIES COMMITTEE, TO RECOMMEND TO THE BOARD TO ALLOCATE, FROM THE GENERAL CAPITAL FUND OF \$1,066,850:

A. \$200,000 FOR THE BACK-FLOW PREVENTERS; AND

B. \$10,000 TO CORRECT THE ADA PARKING AND RESTROOM ISSUE AT HAYES.

Mr. Zaunbrecher stated that both items are requirements of the state and federal law. The new balance of the General Capital Reserve after these allocations is \$856,805.

THE MOTION PASSED UNANIMOUSLY.

- h. Building and Properties recommendation for future projects -

A MOTION WAS MADE BY MR. ZAUNBRECHER ON BEHALF OF THE BUILDINGS AND PROPERTIES COMMITTEE TO RECOMMEND TO THE BOARD TO DIRECT THE ADMINISTRATIVE STAFF TO BEGIN THE PROCESS OF DETERMINING ESTIMATES ON THE RENOVATIONS OF THE THREE CAPITAL ONE BANK BUILDINGS, TO INCLUDE THE HIRING OF AN ARCHITECT WHO SPECIALIZES IN LIBRARY DESIGN. THE MOTION PASSED UNANIMOUSLY.

- i. Appropriate action on bids received for a new maintenance vehicle - sealed bids for the purchase of a new maintenance vehicle were opened by the Police Jury on September 6, 2018. The low bid of \$38,305 was received from Bolton Ford.

A MOTION WAS MADE BY DR. SCHANZ, SECONDED BY MRS. RICHARDSON, TO RECOMMEND THAT THE POLICE JURY ACCEPT THE LOW BID OF \$38,305 FROM BOLTON FORD FOR THE PURCHASE OF A NEW MAINTENANCE VEHICLE. THE MOTION PASSED UNANIMOUSLY.

9. Suggestions for future agenda items:

- a. presentation of the Strategic Plan at the November Board meeting;
- b. nomination of a slate of officers for 2019;
- c. update on the purchase of the Capital One Bank buildings in DeQuincy, Iowa, and Vinton;
- d. regular updates on the library's involvement in the Morganfield development in southeast Lake Charles.

10. Announcements/Board Round Table -

- a. Mrs. Danclar – mentioned a possible partnership between the library and the Southwest law Center.
- b. Mr. Zaunbrecher -requested that the Director send a letter of condolence to the family of Mr. Chad Thielen, on behalf of the Library Board and Staff.
- c. Ms. Harrison introduced Mrs. Karen Daigle. Mrs. Daigle has been promoted to the position of Administrative Assistant. She will be replacing Mrs. Cathy Frank, and will serve as Recorder for the Library Board.
- d. The Friends of the Library have scheduled their first meeting for the campaign for the upcoming tax election. The meeting will be held on October 1, 2018, at 5:30 p.m. All Trustees are invited to attend. Further, all Trustees are invited to submit additional names of members of the public who may wish to participate in the campaign.

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

There were no public comments.

The meeting adjourned at 11:53 a.m.

**The next meeting of the Board of Trustees will be held:
- November 15, 2018**



Marjorie Harrison, Secretary

APPROVED: