

**Calcasieu Parish Public Library
BOARD OF CONTROL
REGULAR MEETING
MINUTES**

301 West Claude Street

September 19, 2019

11:00 am

The Calcasieu Parish Public Library BOARD OF CONTROL met in regular session on Thursday, September 19, 2019, at 11:00 a.m., at the Central Library. Mrs. Laura Richardson, Vice-President, presided.

Present

Mrs. Laura Richardson, Vice-President
Mr. Paul Arnold
Mr. Brent Cating
Mrs. Michelle McInnis
Mrs. Willie Mount
Dr. Dale Schanz
Mr. Anthony Zaunbrecher

Absent

Mr. E. Brent Washington, President
Ms. Alice Danclar

Also: Ms. Marjorie Harrison, Library Director; Mrs. Kayla Booth, Library Associate II, Central Library; Mr. Michael Broussard, Systems Librarian; Mrs. Jessie Cart, Systems Operator; Ms. Malak Chabkoun, System Trainer; 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; Mrs. Loretta Gharst, Associate Librarian for Computing and Collection Services; Mr. Brandon Shoumaker, Branch Manager, Carnegie and Genealogy Libraries; Mrs. Latisha Stevens, Library Associate II, Sulphur Library; and Ms. Karen Daigle, Recorder.

1. Call to Order – Mrs. Richardson, Vice-President.
 - a. Dr. Schanz pronounced the Invocation.
 - b. Mr. Zaunbrecher led all present in the *Pledge of Allegiance*.

2. Adoption of the Agenda

**A MOTION WAS MADE BY MR. ARNOLD, SECONDED BY MR. ZAUNBRECHER, TO ADOPT THE AGENDA AS PRESENTED.
THE MOTION PASSED UNANIMOUSLY.**

3. Public Comments of Items on Agenda – there were no public comments.

4. Approval of Minutes and Reports:
 - a. Minutes of the Board of Control – July 18, 2019

**A MOTION WAS MADE BY MR. ZAUNBRECHER, SECONDED BY MR. CATING, TO ACCEPT THE BOARD OF CONTROL MINUTES AS PRESENTED.
THE MOTION PASSED UNANIMOUSLY.**

- b. Minutes of the Personnel Committee – July 18, 2019

**A MOTION WAS MADE BY MR. CATING, SECONDED BY MR. ZAUNBRECHER, TO ACCEPT THE PERSONNEL COMMITTEE MINUTES AS PRESENTED.
THE MOTION PASSED UNANIMOUSLY.**

c. Minutes of the Finance Committee – August 15, 2019

A MOTION WAS MADE BY MRS. MOUNT, SECONDED BY DR. SCHANZ, TO ACCEPT THE FINANCE COMMITTEE MINUTES AS PRESENTED. THE MOTION PASSED UNANIMOUSLY.

d. Minutes of the Library Services, Resources, and Policies Committee – September 5, 2019

A MOTION WAS MADE BY MRS. MCINNIS, SECONDED BY MR. ZAUNBRECHER, TO ACCEPT THE LIBRARY SERVICE, RESOURCES, AND POLICIES COMMITTEE MINUTES AS PRESENTED. THE MOTION PASSED UNANIMOUSLY

There were no public comments.

5. Director's Report / Financial Report – Ms. Harrison stated we have been busy these past couple of months.

- a. The contract for the new Integrated Library System (ILS) has been signed, and we are moving forward with implementation; the anticipated roll-out date is January 8, 2020.
- b. The new carpet was installed in the second floor at Central; we made accommodation for patrons to be able to meet in other locations, and it turned out well.
- c. The *Fiscal Policy* has been updated, and a *Circulation Policy* has been created; both are coming before the Board today.
- d. Christy Comeaux met with Carly Searcy and Kayla Booth to create a Bulletin Board Policy which we will bring to the Board at a later date for approval.
- e. Brandon Shoumaker, Carly Searcy, and Pamela B. Edwards worked together on a grant for a Memory Lab Network which the library has been awarded.
- f. The Budget documents have been updated; Peggy Dupuis went to the budget meeting at the Police Jury, it was updated to reflect the changes announced at the meeting.

Mr. Zaunbrecher commended staff for doing a great job on the report.

6. Committee Reports / Upcoming Meetings

- a. Personnel Committee – Dr. Schanz stated that after lengthy discussion, the committee voted to make a five percent increase recommendation to the Finance Committee.

A MOTION WAS MADE BY MR. ZAUNBRECHER, SECONDED BY MRS. MOUNT, TO ACCEPT THE PERSONNEL COMMITTEE REPORT. THE MOTION PASSED UNANIMOUSLY.

- b. Finance Committee – Mr. Cating stated the committee met on August 15th and will be coming to the board with three separate recommendations under new business.

A MOTION WAS MADE BY MR. ZAUNBRECHER, SECONDED BY MRS. MCINNIS, TO ACCEPT THE FINANCE COMMITTEE REPORT. THE MOTION PASSED UNANIMOUSLY

- c. Library Services, Resources, and Policies Committee – Mrs. Mount stated the committee met and reviewed the Circulation Policy.

A MOTION WAS MADE BY MR. CATING, SECONDED BY MR. ARNOLD, TO ACCEPT THE LIBRARY SERVICES, RESOURCES, AND POLICIES COMMITTEE REPORT. THE MOTION PASSED UNANIMOUSLY.

- d. Buildings and Properties Committee – There was nothing to report.
- e. Nominating Committee (set date) – Mr. Cating will set up a meeting, in October, to select a slate of officers to bring to the November Board Meeting.

7. Unfinished Business

- a. Capital One buildings update – We spoke with Denelle Wrightson, and received a furniture proposal, which included budget estimates for the furniture. David Brossett then arranged diagrams of the furniture on the floor plan for placement. A trip was planned to visit the Libraries and Children's Museum in Houston in August; Janet Jordy, DeQuincy Manager, and Pamela Edwards, Associate Librarian for Public Services were unable to attend. Marjorie Harrison, Cornell Thomas, Iowa Manager, and Jared Lessard, Fontenot Manager, said they saw some good ideas. Another trip is planned in Louisiana.

8. New Business

a. Salaries

- i. Recommendation from Finance Committee regarding salaries. – The committee met on August 15, 2019, and after much discussion about the economy; the projected cost of living increase; the proposed budget; what libraries of comparable size are paying; and being sensitive to how the public funds are spent; voted to recommend to the Board a four percent (4%) salary increase to all employees.

A MOTION WAS MADE BY MR. CATING ON BEHALF OF THE FINANCE COMMITTEE TO RECOMMEND TO THE FULL BOARD TO GIVE A FOUR PERCENT (4%) SALARY INCREASE TO ALL EMPLOYEES BEGINNING JANUARY 1, 2020.

THE MOTION PASSED. VOTING IN FAVOR WERE MR. ARNOLD, MR. CATING, MRS. MCINNIS, MRS MOUNT, AND MR. ZAUNBRECHER. DR. SCHANZ ABSTAINED.

b. 2020 Proposed Operating Budget

- i. Recommendation from Finance Committee regarding proposed budget. – The proposed budget was discussed; including the continued need to fund the three new branches through the operational budget.

A MOTION WAS MADE BY MR. CATING ON BEHALF OF THE FINANCE COMMITTEE TO RECOMMEND TO THE FULL BOARD TO ACCEPT THE PROPOSED 2020 OPERATING BUDGET IN THE AMOUNT OF \$12,240,809.00 THAT INCULDES A FOUR PERCENT (4%) INCREASE IN PAY.

THE MOTION PASSED UNANIMOUSLY

c. Fiscal Policy

- i. Recommendation from the Finance Committee to adopt updated Fiscal policy. – The Fiscal Policy and Procedure Manual was created in 2012, and the library has been operating with it since that time. There were things in the manual which were no long appropriate; staff went through and updated the policy. If there is an audit, we have a policy that reflects the way things are done and why.

A MOTION WAS MADE BY MR. CATING ON BEHALF OF THE FINANCE COMMITTEE TO RECOMMEND TO THE FULL BOARD TO ADOPT THE UPDATED FISCAL POLICY AND PROCEDURE MANUAL TO BE PLACED AS THE OFFICIAL FISCAL POLICY REPLACING THE 2012 POLICY.

THE MOTION PASSED UNANIMOUSLY

d. Circulation Policy

- i. Recommendation from the Library Services, Resources, and Policies Committee to adopt the Circulation Policy. – Mrs. Mount stated the library staff did a good job and the committee was impressed with the how thorough they were. Questions were asked of staff, and there was discussion about the new item limits and the potential impact going to a fine free model might have on the budget.

A MOTION WAS MADE BY MRS. MOUNT ON BEHALF OF THE LIBRARY SERVICES, RESOURCES, AND POLICIES COMMITTEE TO RECOMMEND TO THE FULL BOARD TO ADOPT THE CIRCULATION POLICY AS PRESENTED. THE MOTION PASSED UNANIMOUSLY.

e. Surplus Equipment

- i. Consideration to declare equipment as surplus to library operations and to authorize the Police Jury to dispose of it at auction in October.

A MOTION WAS MADE BY MR. CATING, SECONDED BY MRS. MCINNIS, TO DECLARE THE EQUIPMENT AS SURPLUSE TO LIBRARY OPERATIONS AND TO AUTHORIZE THE POLICE JURY TO DISPOSE OF IT AT AUCTION IN OCTOBER. THE MOTION PASSED UNANIMOUSLY.

f. Procurement Policy Adoption

- i. Authorization to adopt the CPPJ's Procurement Policy as amended in 2019.
 - 1. Ms. Harrison explained there was a change to the Procurement Policy from the Police Jury. The primary change was the threshold for purchasing went from \$3,000.00 to \$5,000.00. If we formally adopt it, the board chairman will need to sign a form from the PJ stating we have.

A MOTION WAS MADE BY MRS. MOUNT, SECONDED BY MR. ZAUNBRECHER, TO ACCEPT THE PROCUREMENT POLICY ADOPTION. THE MOTION PASSED UNANIMOUSLY.

There were no public comments.

9. Suggestions for Future Agenda Items –

- a. Mrs. McInnis said she noticed the Moss Bluff roof was still leaking.
 - i. Mr. Comeaux said the roof contractor looked at the roof; he recommended some repairs and believes the roof is not the cause, it is the windows. We will get the glass contractor over there to have a look, it is possible the windows need to be resealed. We will do this through an RFQ; both Moss Bluff and Carnegie will be done on one RFQ.
- b. Mrs. Richardson asked if anything new has come about for Port Wonder.
 - i. Ms. Harrison said Kelly Fontenot at the Police Jury sent us a Cooperative Endeavor Agreement to review and revise. The PJ created the CEA for their partnership with the city at Port Wonder. We also need to work with Mr. Kleinschmidt. We haven't heard anything new from Mayor Hunter.
- c. Mr. Zaunbrecher recommended we re-invite our Police Jury Liaison once they have been appointed to let them know they are welcome.

10. Announcements / Board Round Table

- a. Mr. Arnold appreciated how well Margie handled the situation with the censorship letter.
 - i. Ms. Harrison said it was a joint effort between herself and Christy.
- b. Mr. Cating recently visited the library in Ketchum Idaho. He was impressed by the library and how it is funded. Mr. Cating suggested visiting other libraries when going to other cities.

- c. Mr. Zaunbrecher commended Margie and thanked her for speaking at the Calcasieu Cameron Retired Teachers Association Luncheon. He also thanked the Friends of the Library for coming and speaking.
- d. Mrs. Richardson thanked the library staff for doing a fabulous job.

11. Adjournment

**A MOTION WAS MADE BY MR. CATING, SECONDED BY DR. SCHANZ, TO ADJOURN.
THE MOTION PASSED.**

There were no public comments.

The meeting adjourned at 12:00 pm

**The next meeting of the Board of Control will be held:
-November 21, 2019**

APPROVED



Marjorie Harrison, Secretary