

Calcasieu Parish Public Library
BOARD OF CONTROL
Revised **MINUTES**

301 West Claude Street

January 20, 2011

11:00 a.m.

The Calcasieu Parish Public Library BOARD OF CONTROL met in regular session on Thursday, January 20, 2011 at 11:10 a.m. at the Central Library. Mr. William Fetner, President, presided.

Present

Mr. William Fetner, President
Mrs. Joyce Buttross, Vice President
Mrs. Mary Frohn
Mrs. Laura Richardson
Mr. Paul Arnold
Mr. Brent Cating
Mr. Tony Zaunbrecher
Dr. Dale Schanz
Mr. Brent Washington

Absent

Mr. Terry Manuel, Legal Counsel
Dr. Charles Mackey, Police Jury Liaison

Also: Mr. Michael Sawyer, Director; Mr. Gary Hightower, Human Resources Director; Mrs. Pamela B. Edwards, Associate Librarian for Public Services; Mrs. Esther Pennington, Branch Manager, Sulphur Regional Library; Mrs. Judy Davidson, Public Information Officer; Mrs. Peggy Dupuis, Business Manager; Mr. David Comeaux, Facilities Manager; Mrs. Missi Felio, Webmaster; Mrs. Vickie Staton, Branch Manager, Moss Bluff Library; Ms. Ann Cobb, Patron; Ms. Cathy Frank, Recorder

Call to Order – Mr. Fetner

Mr. Cating pronounced the invocation and Mr. Fetner led all present in the *Pledge of Allegiance*.

No member of the public made a comment.

Slate of Officers-2011

A MOTION WAS MADE BY MR. FETNER AND SECONDED BY MRS. RICHARDSON, TO ACCEPT THE SLATE OF OFFICERS FOR THE 2011 YEAR WHICH IS AS FOLLOWS: MRS. JOYCE BUTTROSS AS PRESIDENT, MR. BRENT CATING AS VICE-PRESIDENT, AND MR. MICHAEL SAWYER AS SECRETARY. THE MOTION CARRIED UNANIMOUSLY.

Passing of the gavel – Mr. Fetner passed the gavel to the new Board president, Mrs. Joyce Buttross. Mrs. Buttross expressed appreciation to Mr. Fetner for his leadership and service to the Board giving his time and expertise to make our library system what it is today. She thanked each member of the Board, Dr. Mackey and Mr. Manuel for their time, interest and service to the library. Mrs. Buttross also thanked Mr. Sawyer along with the staff for their hours of service and work given to our library system

Adoption of the Agenda:

No member of the public made a comment.

A MOTION WAS MADE BY MR. ZAUNBRECHER AND SECONDED BY DR. SCHANZ, TO ADOPT THE AGENDA AS PRINTED. THE MOTION CARRIED UNANIMOUSLY.

Public Comments of items on agenda - None

Approval of Minutes and Reports

No member of the public made a comment.

A MOTION WAS MADE BY MR. ARNOLD AND SECONDED BY MR. ZAUNBRECHER, TO APPROVE THE MINUTES OF NOVEMBER 17, 2010, WITH THE FOLLOWING SUBSTITUTION, (PAGE THREE REGARDING MOSS BLUFF PARKING LOT).

MRS. BUTTROSS ASKED THAT THE BUILDINGS AND PROPERTIES COMMITTEE MEET TO PRIORITIZE THE NEEDS THAT THE COMMITTEE HAS FOUND FOR EACH OF OUR LIBRARIES AND TO PRESENT THIS TO THE BOARD. MRS. BUTTROSS ALSO ASKED THAT A STUDY BE MADE TO SEE IF ADDITIONAL LAND IS NEEDED BEHIND THE MOSS BLUFF LIBRARY IN ORDER TO HAVE ADDITIONAL PARKING AND A WAY FOR PATRONS TO EXIT THE PARKING LOT DRIVING FORWARD TO RELIEVE A SITUATION WHICH IS NOW A LIABILITY TO OUR PATRONS AND TO THE LIBRARY.

THE MOTION CARRIED UNANIMOUSLY.

Director's Report

December – Ad Valorem revenues collected year-to-date are \$7,414,003. or 102.71% of anticipated. Total revenues year-to-date are \$7,810,270. Total expenditures year-to-date for materials and resources are \$873,378 as follows:

- a. Books: \$453,631
- b. Video/Recording: \$214,864
- c. Periodicals and Microfilm: \$50,006
- d. Electronic Resources: \$154,877

The final year-end report shows that the library received \$195,000.00 more than was projected in Ad Valorem taxes. Overall, \$198,000.00 remains in the budget. As part of the budget last year, \$205,000.00 was allocated from the fund balance to the operating budget and this amount was not used and will remain in the fund balance. Because the division heads, Mrs. Edwards, Mrs. Gharst, and Mr. Comeaux, were so conscientious regarding the budget, operational revenues over expenses are \$289,613.00 and will be put back into the fund balance. The total fund balance for 2010 is \$2,386,498.29 which is an increase from last year's balance. Designated deductibles including insurance, replacement of pipes, and the draw to balance the 2011 budget amounted to \$916,288.00. The remaining undesignated balance is \$1,470,210.29.

The Board questioned the overage in Administrative costs in the financial report. Mrs. Dupuis explained that most of it is attorney fees. Mrs. Buttross requested that Mrs. Dupuis give the Finance Committee a breakdown of what the overage represents.

A letter was received from an out-of state patron who complimented the Genealogy staff for the help he received while researching his family history. He commented that their service was "the most extensive help he has received in four states".

The Southwest Louisiana Genealogy Society has "Show and Tell" each January. Mr. Sawyer was invited to give an update on his family history and thus far he has found twelve different spellings of his last name.

The Police Jury has hired Mrs. Christina Joyce Wilson, as the Director of Human Resources. She will begin working this week with Mrs. Heisser who will be retiring on February 11, 2011. The Director of Mosquito Control, Mr. Terracina, will also be retiring.

The library has hired Ms. Jamie Gaines as Grants Coordinator/Support Group liaison to the Friends Group. She will begin working part time, Monday through Friday, 8:00 a.m. to 12:00 p.m. on January 24, 2011 as part of the PR department and will be introduced at the Board meeting in February.

Staff Development day will be held on April 29, 2011. Topics of discussion will be security presented by Warren Graham, a former security guard for Charlotte Mecklenburg County Library; and improved communication presented by Mike Papania, 'Coaching for Success'. The event will take place in Sulphur at the Post Oak Pavilion.

The library sent a letter out to all school principals in Calcasieu Parish including Parochial and Home Schools regarding free online tutoring at HomeworkLA.org which is available for every kindergarten through 12th grade student. An article regarding this resource was featured in the American Press dated January, 19, 2011.

The usage of PCs in the library has gone up 12% and circulation went up 6%. This is the second highest in circulation since 1999. Usage of WI FI has almost tripled from two years ago. There was also a much higher increase in program attendance.

The library has received a request from Phelps Correctional Center in Beauregard Parish to do outreach programs. Mrs. Edwards said that it is not the general inmate population that the library is reaching out to, but to those inmates who are migrating back into the community. Mr. Zaunbrecher said that we should be regional in our thinking and suggested that the Calcasieu Parish library contact the Beauregard Parish library about working together in such outreach programs.

The library will be featured on the cover of the yellow pages of the phone book this year. The picture was taken by American Press photographer, Brad Puckett. Mr. Sawyer will be arranging a press conference to talk about it in February.

The mayor has reappointed Mr. Washington and Mr. Cating to the library Board. Both terms will expire in January, 2016.

Mrs. Felio, webmaster, gave a brief presentation about what has been accomplished on the library facebook page. A Social Networking Committee consisting of five staff members has been created to determine how the facebook page would look, how to set up some of the products, and also rules of posting. The facebook page is linked to both Goggle and Bing and Mrs. Felio is still working on the link for Yahoo. Only committee members can post to the library facebook page and patrons can make comments, but they are prohibited from posting anything on the library facebook page. Although staff may not be on the committee, they do have the opportunity to interact and make comments. The facebook page has been enabled for one month and already has 130 fans. There are several 'how to' tutorials that will help facebook users learn how to navigate through the page. There is a disclaimer on the library website and on the library facebook page letting patrons know that pictures of children are being taken at library programs and could be posted on the internet.

Committee Reports/Upcoming Meetings

Mrs. Buttross complimented Mrs. Gharst for the wonderful article that she wrote which appeared in the December issue of *Computers in Libraries*.

A joint meeting of the Finance Committee and the Buildings and Properties Committee was held prior to the Board meeting on today.

No member of the public made a comment.

A MOTION WAS MADE BY MR. CATING ON BEHALF OF THE COMMITTEE TO ESTABLISH A 650 FOOT FENCE AT THE SULPHUR REGIONAL LIBRARY AROUND THE EAST, WEST AND NORTH BOUNDARIES. THE FENCE IS TO BE EIGHT FEET IN HEIGHT, MADE OF TREATED PINE USING METAL POST, SHADOWBOX DESIGN. UNDERBRUSH ALONG THE PERIMETER OF THE PROPERTY WILL BE CLEANED UP AND LOW HANGING LIMBS WILL BE TRIMMED. TOTAL COST OF THE FENCE AND CLEANING NOT TO EXCEED \$15,000.00. THE LABOR WILL BE PROVIDED BY THE LIBRARY STAFF. THE MOTION PASSED UNANIMOUSLY.

Old Business –Friends of the Library 501(c)(3) – Mrs. Davidson reported that annual financial reports for three prior years have been assembled. The branch managers are waiting to receive their end of the year bank statements so that the annual report for 2010 can be assembled. As soon as all are received, Mrs. Davidson will be getting with Mr. Cating to submit a final report for the 501(c)(3) application. Each branch of the library has a separate Friend’s organization, but it has only one legal entity which is the Calcasieu Chapter. The library is only giving assistance in obtaining the 501(c)(3) status.

New Business:

No member of the public made a comment.

A MOTION WAS MADE BY MR. ARNOLD AND SECOND BY MR. CATING, TO APPROVE THE FOLLOWING ACTION TAKEN BY THE BOARD PRESIDENT: SIGN THE COOPERATIVE ENDEAVOR AGREEMENT BETWEEN THE LIBRARY AND THE CALCASIEU PARISH POLICE JURY; AND SIGN THE PURCHASING AGENT DESIGNATION RESOLUTION. THE MOTION CARRIED UNANIMOUSLY.

No member of the public made a comment.

A MOTION WAS MADE BY MR. CATING AND SECONDED BY MR. ARNOLD, TO ADOPT THE AMENDED AND RESTATED SECTION 125 FLEXIBLE BENEFITS PLAN (CAFETERIA PLAN) WITH THE CALCASIEU PARISH POLICE JURY AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

No member of the public made a comment.

A MOTION WAS MADE BY MR. ARNOLD AND SECONDED BY MRS. FROHN, TO CHANGE THE MARCH BOARD MEETING FROM THURSDAY, MARCH 17, 2011 AT 11:00 A.M. TO TUESDAY, MARCH 15, 2011 AT 11:00 A.M. BECAUSE OF THE LOUISIANA LIBRARY CONFERENCE BEGINNING ON WEDNESDAY, MARCH 16, 2011. THE MOTION CARRIED UNANIMOUSLY.

The Board is invited to attend the Louisiana Library Conference at the library’s expense.

Business after hours – On February 17th, the library will host ‘Business After Hours’ from 5:30 p.m. to 7:30 p.m. The Chamber of Commerce will be signing in guests and offering many opportunities for networking. The cost is \$1.00 and a business card to get in and the cards will be used to draw for door prizes. The library will offer tours and showcase programs and the various computer services offered by the library. Friends of the Library will host this event and will be available to sign up new library partners.

Intern – Dr. Kurth has asked the library to allow an undergraduate student, Ms. Loan Tran, of McNeese State University, to work as an intern at the library to study non-public funding of public libraries. Ms. Tran has to fulfill 150 hours of research for three credit hours and will be researching how bringing different services to the library would allow for more community involvement. Ms. Tran will be working under Mrs. Davidson.

No member of the public made a comment.

A MOTION WAS MADE BY MR. ZAUNBRECHER AND SECONDED BY MR. ARNOLD, TO GO INTO EXECUTIVE SESSION TO DISCUSS THE DIRECTOR’S SALARY PURSUANT TO L.R.S. §42:6.1(A)(1). THE MOTION CARRIED UNANIMOUSLY.

Mr. Sawyer was notified 24 hours in advance of this meeting. Also he has a right to have this discussion in open session. Mr. Sawyer waived that right and allowed the Board to continue in executive session.

Executive session began at 12:21 p.m.

No member of the public made a comment.

A MOTION WAS MADE BY MR. WASHINGTON AND SECONDED BY MR. ZAUNBRECHER, TO RE-CONVENE IN REGULAR SESSION. THE MOTION CARRIED UNANIMOUSLY.

Executive session re-convened at 12:49 p.m.

Suggestions for future agenda items: Mrs. Frohn suggested a review of job descriptions. The next meeting of the Board will be on Monday, January 24, 2011 at 1:00 p.m.

Announcements/Board Round Table – Mrs. Frohn referred to an article from the Wall Street Journal regarding libraries inventing themselves as the media related community meeting room whereas in the past it was a safe haven for books.

Dr. Schanz attended a meeting in which the mayor of Sulphur was present at the Sulphur library. He was asking for input from the area as to what people are looking for when they move to Sulphur. The results showed that they are looking primarily for parks and recreation, libraries, and the school system.

Adjournment

No member of the public made a comment.

A MOTION WAS MADE BY DR. SCHANZ AND SECONDED BY MRS. RICHARDSON, TO ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

The meeting adjourned at 1:54 p.m.

Approved:

Michael Sawyer, Secretary