

Calcasieu Parish Public Library
Revised BOARD OF CONTROL MINUTES

301 W. Claude Street

August 18, 2011

11:00 a.m.

The Calcasieu Parish Public Library BOARD OF CONTROL met in regular session on Thursday, August 18, 2011 at 11:00 a.m. at the Central Library. Mrs. Joyce Buttross, President, presided.

Present

Mrs. Joyce Buttross, President
Mr. Brent Cating, Vice President
Mrs. Mary Frohn
Dr. Dale Schanz
Mrs. Laura Richardson
Mr. Paul Arnold
Mr. William Fetner
Dr. Charles Mackey, Police Jury Liaison

Absent

Mr. E. Brent Washington
Mr. Anthony Zaunbrecher

Also: Mr. Michael Sawyer, Director; Mr. Robert Kleinschmidt, Legal Counsel; Mrs. Loretta Gharst, Associate Librarian for Collection and Computer Services; Mrs. Peggy Dupuis, Business Manager; Mrs. Judy Davidson, Public Information Officer; Mr. Jeff Kudla, Architect; Mrs. Esther Pennington, Branch Manager, Sulphur Regional Library; Ms. Angela Stutes, Human Resources Director; Ms. JoAnn Culligan, Patron; and Ms. Cathy Frank, Recorder.

Call to Order – Mrs. Buttross

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

Adoption of the Agenda: The following revisions to the agenda were proposed:

Old Business – Add #6 – Policies and Procedures Update; Add #7 – Ad Hoc Library Foundation Committee
Add #8 – Gifts to the Library

No member of the public made a comment.

BY GENERAL CONSENSUS, THE PROPOSED REVISIONS WERE ADDED TO THE AGENDA; NAMELY, UNDER OLD BUSINESS, ADD #6 – POLICIES AND PROCEDURES UPDATE; ADD #7 – AD HOC LIBRARY FOUNDATION COMMITTEE; ADD #8 – GIFTS TO THE LIBRARY.

No member of the public made a comment.

BY GENERAL CONSENSUS, THE AGENDA WAS ADOPTED AS AMENDED.

Public Comments of Items on Agenda - None

Approval of Minutes and Reports

No member of the public made a comment.

BY GENERAL CONSENSUS, THE MINUTES OF THE JULY 21, 2011 BOARD OF CONTROL MEETING WERE ADOPTED AS AMENDED.

No member of the public made a comment.

BY GENERAL CONSENSUS, THE MINUTES OF THE JULY 21, 2011 RETREAT COMMITTEE OF THE BOARD OF CONTROL WERE ADOPTED AS WRITTEN.

No member of the public made a comment.

BY GENERAL CONSENSUS, THE MINUTES OF THE AUGUST 12, 2011 PERSONNEL COMMITTEE OF THE BOARD OF CONTROL WERE ADOPTED AS WRITTEN.

Architect Update – Mr. Jeff Kudla, Architect – Moss Bluff Project – The Parish has agreed to participate in funding the front drive through at the Moss Bluff library. Revisions to the bid documents have been cleared with Mr. Dean Kelly, Project Manager, for the Parish Facilities Department, and are now ready for bid. The Police Jury will advertise for three weeks after which a pre-bid conference will be held.

Director's Report/Financial Report

A couple who are members of Friends of the Library from Groves, Texas, visited Central library and gave very positive comments on the Library Champion yard signs. Mrs. Coleman gave them a tour of the library. They were very impressed with the Smart Table.

Friends of the library have been granted the 501(c)(3) status. Through the efforts of Ms. Gaines, Grants Coordinator, the library has received a grant to host the *Lincoln: The Constitution and the Civil War* traveling exhibition.

The Author dinner will be held at 6:00 p.m. on Tuesday, October 18th at Pats of Henderson Restaurant. Featured speaker will be Mr. Keagan LeJeune; the topic will be the Grabow Incident of 1912. Board members are invited to attend at the library's expense. Spouses are invited at their own expense.

While visiting the new Chick-Fil-A on opening day, Mr. Sawyer met the owner/manager, David Griffin, and found that he is very passionate about reading. He would like to become a library partner and participate in library programs.

The Iowa Arts and Crafts Festival will be held on Saturday, August 27th beginning at 9:00 a.m. Author and Illustrator, Mike Artell, will be at the Festival and will visit several library branches.

Mr. Sawyer along with Senior Staff has put together a Pilot Course List which includes core classes that will be offered to library staff as an opportunity to review and update their knowledge about the library system.

The library is upgrading its fiber optics. The Sulphur upgrade will take place on Labor Day, September 5th. The Westlake branch will be closed for the upgrade and the Board will be notified of the date and time of closure.

Mr. Sawyer reminded Board members who have not had their pictures taken for the library reading roster to do so as soon as possible.

The library expenditures for materials are below the percentage for August because the invoices for these items have not yet been received.

BTOP (Broadband Technology Opportunity Program). Laptop computers can be checked out beginning September 1. Patrons cannot download anything into the laptops. The policy allows patrons to keep the laptop for seven days. The laptop includes a GPS system and is activated when a police report is filed.

July – Ad Valorem revenues collected year-to-date are \$8,328,879 or 99.67% of anticipated. Total revenues year-to-date are \$8,560,830. Total expenditures year-to-date for materials and resources are \$401,523 as follows:

- a. Books: \$190,713
- b. Video/Recording: \$116,952
- c. Periodical/Microfilm: \$13,476
- d. Electronic Resources: \$80,381

Division Heads' Report – The 2012 Decentralized Arts Grant is a grant that is obtained through the Arts and Humanities Council. It helps to offset the Summer Reading Program. The library received \$2200.00 this summer.

Committee Report – Retreat Committee – The Retreat which includes the Board and the Senior Staff has been scheduled for October 4th.

Old Business

Approval of lowest bid of new vehicle – Mr. Comeaux – There is no State contract bid for new vehicles.

No member of the public made a comment.

A MOTION WAS MADE BY DR. SCHANZ AND SECONDED BY MR. ARNOLD, TO ACCEPT THE RESPONSIBLE BID OF \$52,391.00 FROM ATTERBERY TRUCK SALES FOR A NEW VEHICLE. THE MOTION CARRIED UNANIMOUSLY.

Network Outlets Update – The library is awaiting a report from the State library.

Sulphur Soil – This issue will be resolved the week of Monday, August 22nd.

Personnel Committee Update – Mrs. Frohn – The library is required to participate in the Police Jury's health insurance, general liability, and workman's compensation. The library cannot choose its own vendors for these benefits.

The issue of productivity was discussed and the committee learned that over a period of time through attrition, the library is working toward the reduction in personnel. The Personnel Committee will meet again on October 11th at 9:30 a.m. to discuss progress of recommendations made to the Director.

Moss Bluff Carpet Update – The Police Jury will put this issue on their calendar for bids.

Policies and Procedures – Mr. Cating – In following the Strategic Plan, the Finance Committee will meet with Senior Staff to determine the specifics of creating written policies and procedures for the library. The plan will involve what the library does with reserves, its process of budgeting, and procedures to monitor the budget. When the plan is finalized, the results will be presented to the full Board for their approval.

Ad Hoc Library Foundation Committee – This committee will be reinstated and will consist of Mrs. Frohn, Mrs. Buttross, Mr. Cating, and Mr. Zaunbrecher, Chairman. It will address issues about gifts to the library, naming rooms, etc.

Gifts to the Library – The library will be receiving benches and a sun dial from the family of Mr. Butch Roberts. Mr. Roberts was a former, long time employee of the library.

No member of the public made a comment.

A MOTION WAS MADE BY MR. CATING AND SECONDED BY MRS. RICHARDSON, TO ACCEPT THE GIFTS OF BENCHES AND A SUN DIAL FROM THE FAMILY OF MR. BUTCH ROBERTS, A FORMER, LONG TIME EMPLOYEE OF THE LIBRARY. THE MOTION CARRIED UNANIMOUSLY.

New Business

Date due slip – Dr. Schanz tabled this discussion until further notice.

Challenged material policy – There is a formal procedure in the library's Policy and Procedures book which explains how a patron would proceed to challenge library material. It also includes the library Bill of Rights.

Friends group – Presently, the library is selling books in two ways: 1) Materials withdrawn by staff are sold by Better World Books and the proceeds are donated to the friends. 2) Materials that Better World Books do not sell are donated to the Friends of the Library who sell the books, keep the proceeds, and donate the proceeds back to the library.

Mrs. Kelly Fontenot, Internal Review Specialist, has advised the library that anything it is selling must be declared surplus. There is an exemption in the law that allows the Webster Parish library, subject to the Webster Parish Library Board of Control, to sell books and remit the proceeds to the Webster Parish Library Board of Control to be used exclusively for the maintenance, operation, and support of the Webster Parish Library, (La.R.S. §25:151(B)(3); and (La.R.S. §25:151(C)(2)). Mr. Kleinschmidt suggested that the library request a similar exemption from the legislature.

There is a need for a Cooperative Endeavor Agreement between the Library, the Parish, and the Friends of the Library.

No member of the public made a comment.

A MOTION WAS MADE BY MR. CATING AND SECONDED BY MRS. FROHN, THAT IF THE LIBRARY STAFF SELLS THE BOOKS, ALL PROCEEDS FROM THE SALE OF THOSE BOOKS SHOULD COME BACK TO THE LIBRARY. VOTING FOR THE MOTION WERE MR. CATING, DR. MACKEY, MRS. BUTTROSS, MRS. RICHARDSON, MRS. FROHN, AND MR. ARNOLD. VOTING AGAINST THE MOTION WERE DR. SCHANZ AND MR. FETNER. (6 – 2)

No member of the public made a comment.

A MOTION WAS MADE BY MRS. FROHN AND SECONDED BY DR. SCHANZ, TO DECLARE THAT ALL MATERIALS REMOVED FROM THE LIBRARY'S COLLECTION, AND ANY DONATION THAT IS NOT PUT INTO THE LIBRARY'S COLLECTION BE DECLARED SURPLUS. 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 PURSUE AN EXEMPTION FROM THE LEGISLATURE SIMILAR TO THAT OF THE WEBSTER PARISH LIBRARY; LA.R.S. §25:151(B)(3) and LA.R.S. §25:151(C)(2). THE MOTION CARRIED UNANIMOUSLY.

Mr. Sawyer will meet with the Senior Staff to address any problems that may arise regarding library book sales and establish solutions.

Meeting date for Finance and Joint Finance/Personnel Committees – The Finance Committee will meet on August 23, 2011 at 9:00 a.m. and a Joint Meeting of the Finance and Personnel Committees will meet thereafter at 9:30 a.m.

Suggestions for future agenda items: None

Announcements/Board Round Table: The children's area of the Central library needs additional lights.

Mr. David Walker is a former Sulphur High School All-State Quarterback. He has written a book and will have a book signing at the Sulphur Regional Library on Saturday, August 20, 2011 from 10:00 a.m. to 2:00 p.m.

Adjournment

No member of the public made a comment.

BY GENERAL CONSENSUS, THE MEETING OF THE BOARD OF CONTROL WAS ADJOURNED.

The meeting adjourned at 12:26 p.m.

The next two Board meetings: September 15, 2011 and October 20, 2011

Approved:

Michael Sawyer, Secretary