

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

301 West Claude Street

March 16, 2017

11:00 a.m.

The Calcasieu Parish Public Library BOARD OF CONTROL met in regular session on Thursday, March 16, 2017 at 11:00 a.m. at the Central Library. Mr. Paul Arnold, President, presided.

**Present**

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

**Absent**

Ms. Amanda White

Also: Ms. Marjorie Harrison, Director; Mrs. Pamela Edwards, Associate Librarian, Public Services; Mr. David Comeaux, Facilities Manager; Mrs. Christy Comeaux, Public Information Officer; Ms. Angela Stutes, Human Resources Director; Mrs. Peggy Dupuis, Business Manager; Ms. Cathy Frank, Recorder.

Call to Order – Mr. Arnold

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

**Adoption** of the Agenda:

**No member of the public made a comment.**

**A MOTION WAS MADE BY MR. ANTHONY ZAUNBRECHER AND SECONDED BY MRS. WILLIE MOUNT, TO ADOPT THE AGENDA AS PRINTED. THE MOTION CARRIED UNANIMOUSLY.**

Public comments of items on the agenda – none

**Approval** of the minutes and reports:

**No member of the public made a comment.**

**A MOTION WAS MADE BY MR. ANTHONY ZAUNBRECHER AND SECONDED BY MRS. WILLIE MOUNT, TO APPROVE THE MINUTES OF THE JANUARY 19, 2017 BOARD MEETING AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.**

Corrections to the minutes of the Finance Committee meeting of February 16, 2017 are as follows:

- The Operating Budget's three month reserve should be \$3,000,000.
- Change Capital Reserve Projects fund from \$1,100,000 to \$2,500,000.

**No member of the public made a comment.**

**A MOTION WAS MADE BY MR. ANTHONY ZAUNBRECHER AND SECONDED BY MR. BRENT CATING, TO APPROVE THE MINUTES OF THE FINANCE COMMITTEE MEETING OF FEBRUARY 16, 2017 AS CORRECTED. THE MOTION CARRIED UNANIMOUSLY.**

## **Director's report/financial report**

**January** – Ad Valorem revenues year-to-date are \$8,307,922 or 77.55% of anticipated. Total revenues year-to-date are \$8,334,128. Total expenditures for the month for materials and resources are \$119,903 as follows:

- a. books: \$74,325
- b. video/recording: \$19,452
- c. periodical/microfilm: \$1,180
- d. electronic resources: \$24,946

**February** – Ad Valorem revenues year-to-date are \$10,346,020 or 96.6% of anticipated. Total revenues year-to-date are \$10,400,898. Total expenditures for the month for materials and resources are \$94,850 as follows:

- a. books: \$69,517
- b. video/recording: \$13,143
- c. periodical/microfilm: \$1,180
- d. electronic resources: \$11,010

Ms. Harrison presented a new revised document to reflect changes in the February 2017 budget. The revised budget of \$12,006,805 includes capital improvements of \$550,000 designated for Facilities and \$150,000 designated for Computing Services.

Two major capital improvement projects: (1) the chiller replacement project at the Sulphur library will start in April and should conclude in early June. (2) The study rooms and the lighting projects at the Moss Bluff library and the Central library will go up for bid today, preconstruction should start early June. The libraries should remain open during construction. Carpet will be installed after the Summer Reading Program.

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**Division Head Reports** – The Board received the division reports from the Administrative Staff which keeps them informed about what is going on in the library.

**Committee reports/Upcoming meetings** - None

**New Business:**

**Strategic Plan Update:** Mr. Zaunbrecher made the following comments: Page 2, Goal #1-say something about borrowing material; 1.4 – add '*where physically possible*'. Page 4, 2.6 – Sunday hours at Moss Bluff, '*is it worth what the library is paying*'?

**Report from Director on Board packet/reports to the Board:** Ms. Harrison created a survey which polled Board members about the types of reports they would like to receive; specifically, financial, statistical reports, and format organization. A Fund balance report will be included with the financial report which will show revenue and expenses compared to prior year. A statistical report will be provided quarterly on the following: library-to-go, library card sign-up, number of programs and program attendance, and door count. Reports will be aligned with the Strategic Plan's goals and organizational competencies. They will also include division projects. They will be ready for next Board meeting.

Mr. Cating suggested that expenditures by division and expenditures by materials be eliminated from the financial report.

**Proposed revision-By Laws:**

**No member of the public made a comment.**

**A MOTION WAS MADE BY MR. BRENT CATING AND SECONDED BY MRS. WILLIE MOUNT, TO AMEND THE BY-LAWS TO INCLUDE UNDER COMMITTEES, THE ADDITION OF 'POLICIES**

**COMMITTEE' TO THE LIBRARY SERVICES AND RESOURCES COMMITTEE ALONG WITH SUGGESTED CHANGES. (ATTACHED). THE MOTION CARRIED UNANIMOUSLY.**

**Fund** balance designations: Discussion regarding allocation of the Capital Reserve Fund as follows:

- Move \$700,000 into the 2017 Operating Budget
- Increase Insurance from \$675,000 to \$1,000,000
- Raise the Capital Project Reserve Fund to \$2,500,000
- Change the Catastrophic And Operating Reserve to \$3,000,000 leaving \$1,900,000 in the Undesignated Reserve fund

**No member of the public made a comment.**

**A MOTION WAS MADE BY MR. BRENT CATING ON BEHALF OF THE FINANCE COMMITTEE TO APPROVE THE ABOVE CHANGES TO THE CAPITAL RESERVE FUND. THE MOTION CARRIED UNANIMOUSLY.**

**Board** Correspondence: Any correspondence coming from the public to the Board will be forwarded to the Director, Ms. Harrison, secretary of the Board; if there is anything that cannot resolved, she will forward it to the Board President who will make the decision whether or not to bring the correspondence to the full Board.

**Cooperative** Endeavor Agreement with City of Lake Charles for Outreach Services at Transit Center.

**No member of the public made a comment.**

**A MOTION WAS MADE BY MR. BRENT CATING AND SECONDED BY MRS. WILLIE MOUNT, TO ALLOW THE LIBRARY TO ENTER INTO A COOPERATIVE ENDEAVOR AGREEMENT WITH THE CITY OF LAKE CHARLES AND AUTHORIZE BOARD PRESIDENT, MR. PAUL ARNOLD, TO SIGN THE AGREEMENT IN REGARD TO OUTREACH SERVICES AT THE TRANSIT CENTER. THE MOTION CARRIED UNANIMOUSLY.**

**Cooperative** Endeavor Agreement with Calcasieu Parish Police Jury for use of space at Sulphur Regional library for LiHEAP (low income home energy assistance program) services at no charge.

**No member of the public made a comment.**

**A MOTION WAS MADE BY MR. E. BRENT WASHINGTON AND SECONDED BY MRS. LAURA RICHARDSON, TO ALLOW THE LIBRARY TO ENTER INTO A COOPERATIVE ENDEAVOR AGREEMENT WITH THE CALCASIEU PARISH POLICE JURY AND AUTHORIZE THE LIBRARY DIRECTOR, MS. MARJORIE HARRISON, TO SIGN THE AGREEMENT IN REGARD TO USE OF SULPHUR REGIONAL LIBRARY FOR LIHEAP SERVICES AT NO CHARGE. THE MOTION CARRIED UNANIMOUSLY.**

Legal Counsel, Mr. Robert Kleinschmidt, has reviewed and given his authorization for the Board to execute these agreements.

**Anything** else to come before the Board: Former president, Mr. Zaunbrecher, will write a letter evaluating Ms. Harrison's first six months as library Director.

**Suggestions** for future agenda items: Ms. Harrison will have the policy updates by the next Board meeting on May 18, 2017 after all adjustments have been made.

**Announcements/Board Round Table:** The Board recognized Mrs. Mount for being named Chairperson of the Sesquicentennial Committee. Mrs. Mount thanked the Board and said that the library staff is playing a key role in this endeavor.

Ms. Harrison will speak with Mr. Kip Texada, Executive Director of Ward Three Recreation Center, regarding a joint venture with the library.

**Adjournment**

**No member of the public made a comment.**

**A MOTION WAS MADE BY MR. BRENT CATING AND SECONDED BY MR. E. BRENT WASHINGTON TO ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.**

The meeting adjourned at 12:15 p.m.

The next meeting of the Board of Control will be held on May 18, 2017.

APPROVED:

Ms. Marjorie Harrison, Secretary