

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

301 West Claude Street

May 18, 2017

11:00 a.m.

The Board of Control of the Calcasieu Parish Public Library met on Thursday, May 18, 2017 at 11:00 a.m. at the Central Library. Mr. Brent Cating, Vice-President, presided.

Present

Mr. Brent Cating, Vice - President
Mr. E. Brent Washington
Mr. Anthony Zaunbrecher
Dr. Dale Schanz
Mrs. Laura Richardson
Ms. Amanda White
Ms. Alice Danclar

Absent

Mrs. Willie Mount
Mr. Paul Arnold, President

Also, Ms. Marjorie Harrison, Director; Ms. Angela Stutes, Human Resources Director; Mrs. Pamela Edwards, Associate Librarian for Public Services; Mrs. Peggy Dupuis, Business Manager; Mr. David Comeaux, Facilities Manager; Mrs. Christy Comeaux, Public Information Officer; Mrs. Missi Felio, Webmaster; Mrs. Clare Coleman, Manager, Central Library; Ms. Cathy Frank, Recorder.

Call to Order – Mr. Cating

Dr. Schanz pronounced the Invocation; Mrs. Richardson led all present in the *Pledge of Allegiance*.

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

Under New Business: (1) Procurement of Security Cameras & New Roofs at Sulphur Regional and Central Libraries; (2) Review of Director's evaluation by Outgoing President, Mr. Zaunbrecher;(3) Landscaping at all Library Branches

No member of the public made a comment.

A MOTION WAS MADE BY MR. E. BRENT WASHINGTON AND SECONDED BY MS. ALICE DANCLAR, TO AMEND THE AGENDA TO INCLUDE THE FOLLOWING ADDITIONS UNDER NEW BUSINESS: (1) PROCUREMENT OF SECURITY CAMERAS AND NEW ROOFS AT SULPHUR REGIONAL LIBRARY AND CENTRAL LIBRARY; (2) REVIEW OF DIRECTOR'S EVALUATION BY OUTGOING PRESIDENT, MR. ANTHONY ZAUNBRECHER; (3) LANDSCAPING AT ALL LIBRARIES. THE MOTION CARRIED UNANIMOUSLY.

No member of the public made a comment.

A MOTION WAS MADE BY MR. ANTHONY ZAUNBRECHER AND SECONDED BY MR. E. BRENT WASHINGTON, TO APPROVE THE MINUTES OF THE MARCH 16, 2017 BOARD MEETING AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

No member of the public made a comment.

A MOTION WAS MADE BY MR. ANTHONY ZAUNBRECHER AND SECONDED BY MRS. LAURA RICHARDSON, TO APPROVE THE MINUTES OF THE BUILDINGS AND PROPERTIES COMMITTEE MEETING OF APRIL 27, 2017 AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

No member of the public made a comment.

A MOTION WAS MADE BY MRS. LAURA RICHARDSON AND SECONDED BY MS. ALICE DANCLAR, TO APPROVE THE MINUTES OF THE LIBRARY SERVICES, RESOURCES, AND POLICIES COMMITTEE MEETING OF MAY 11, 2017 AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

Director's report/financial report

Ms. Harrison reported that the library is on target with the budget as planned. She presented a new style of her report as aligned with the Strategic Plan. The library received an award for 'Organization for the Year' from the Southwest Louisiana Convention and Visitor's Bureau. Ms. Harrison met with Ward 3 Recreation Manager, Mr. Kip Texada, who is very interested in a possible partnership with the library. Ms. Harrison will tour the facility and learn more about programs within the next few weeks. Landscape Management began landscape cleanup at Central; seasonal flowers will be added after the sprinkler system is fixed.

The Sulphur Boiler and Chiller project is complete. The library has accepted bids for the Moss Bluff and Central library study rooms' project; pre-construction will begin on June 2nd. Roof assessments at Central, Sulphur Regional, Moss Bluff, and Epps Annex are complete; an inspection report and recommendations are in progress; bids were higher than originally estimated.

Epps hosted a NEH (National Endowment for the Humanities) grant program, *Generations of Struggle*, which was received very well by patrons.

The library is in the testing phase of doing a Quarterly Statistical Report. Mrs. Comeaux is putting the final layout together. Revisions to the Facilities Meeting Room policy have been finalized and handouts are in progress.

Mrs. Edwards has completed acquisition of staff copiers for Central, Sulphur, Moss Bluff and Epps Annex.

Ms. Harrison and Mrs. Dupuis are updating the library's fiscal policy and looking at a more secure way of handling monies collected at each branch. The library is looking at and will seek External Partnerships who will support the Strategic Plan. The library has selected Performance Pro Software for its performance management system; implementation will begin soon.

Committee reports/Upcoming meetings

Buildings and Properties Committee - Mr. Zaunbrecher –The Committee met on April 27, 2017 and reviewed the current Fund Balance. The library has an insurance deductible of \$1,000,000; there is \$3,000,000 in the Fund Balance for Catastrophic and Operating Reserve; and \$1,900,000 in Undesignated Funds. The Committee would like to recommend to the Board to move from CARC (Calcasieu Association of Retarded Citizens) and join the Police Jury's contract with Landscape Management Services for regular maintenance of grounds at all libraries at a projected savings of \$10,000.00 per year.

Future work of the Committee includes focusing on Vinton, Dequincy, and Iowa with discussions of Hayes and other branches regarding single bathrooms. The Library community in Iowa is growing fast, the branch is too small for a meeting room, and there is no adequate parking. Mr. Zaunbrecher has spoken with Mr. Natali who owns a huge building at the Iowa Mall. Mr. Zaunbrecher discussed with him the idea of leasing or renting space as a storefront library. The Committee will speak to the mayor of Iowa about this venue.

Mr. Zaunbrecher is recommending to the full Board that the staff be given authority to investigate and spend \$100,000 for security camera upgrades; set aside \$200,000 for a new roof at the Sulphur Regional Library and \$250,000 for a new roof at the Central Library, monies to come from the Designated Fund balance. Of the \$2,500,000, the committee is asking the Board to vote on \$550,000. When the Board addresses new roofs under New Business, the committee may choose to amend the motion due to new information.

Library Services, Resources and Policies Committee – Ms. White discussed Revisions to Meeting Room Facilities Policy and recommended to the Full Board to approve attached revisions which have been approved by

legal counsel. The Employee Manual was also discussed and the committee will meet at a later date to discuss and clarify revisions to the manual.

New Business:

Adoption of Grants Policy – The Policy Jury has revised their Grants policy. As a subdivision of the Calcasieu Parish Police Jury, they have asked the library to adopt the same policy and follow the guidelines and rules of the Police Jury should the library ever receive federal grants.

No member of the public made a comment:

A MOTION WAS MADE BY MR. E. BRENT WASHINGTON AND SECONDED BY MR. ANTHONY ZAUNBRECHER, TO ADOPT THE REVISED GRANTS POLICY OF THE CALCASIEU PARISH POLICE JURY. MR. PAUL ARNOLD, BOARD PRESIDENT, WILL SIGN THE AGREEMENT IN COMPLIANCE WITH THE GRANTS POLICY. THE MOTION CARRIED UNANIMOUSLY.

Bid for Magazines – The library requested bids from library vendors for magazine subscriptions and received the lowest bid from W. T. Cox, who will provide the most magazine subscriptions at the lowest cost.

No member of the public made a comment:

A MOTION WAS MADE BY MS. AMANDA WHITE AND SECONDED BY MRS. LAURA RICHARDSON, TO ACCEPT THE LOWEST BID FOR MAGAZINE SUBSCRIPTIONS FROM W. T. COX, A LIBRARY VENDOR, FOR THE NEXT YEAR. THE MOTION CARRIED UNANIMOUSLY.

Revisions to Meeting Facilities Policy:

No member of the public made a comment:

A MOTION WAS MADE BY MRS. LAURA RICHARDSON AND SECONDED BY MR. E. BRENT WASHINGTON, TO ADOPT THE REVISIONS TO THE MEETING ROOM FACILITIES POLICY. THE MOTION CARRIED UNANIMOUSLY.

Procurement of Security Cameras and New Roofs at Sulphur Regional and Central Libraries:

No member of the public made a comment:

A MOTION WAS MADE BY MR. ANTHONY ZAUNBRECHER ON BEHALF OF THE BUILDINGS AND PROPERTIES COMMITTEE, TO PROCEED WITH SEEKING BIDS FOR THE PROCUREMENT OF SECURITY CAMERA UPGRADES AT THE ESTIMATED COST OF \$100,000.00; MONIES TO COME OUT OF THE FUND BALANCE. THE MOTION CARRIED UNANIMOUSLY.

No member of the public made a comment:

A MOTION WAS MADE BY MS. AMANDA WHITE AND SECONDED BY DR. DALE SCHANZ, TO AMEND THE MOTION OF THE BUILDINGS AND PROPERTIES COMMITTEE MADE ON APRIL 27, 2017, TO INCREASE THE AMOUNT COMING OUT OF THE RESERVE FUND FOR THE PROCUREMENT OF NEW ROOFS AT SULPHUR REGIONAL LIBRARY AND CENTRAL LIBRARY FROM \$450,000 TO 1,150,000.00 AND TO GIVE PRIORITY TO THE MOST URGENT NEED. THE MOTION CARRIED UNANIMOUSLY.

Landscaping at all library branches:

No member of the public made a comment:

A MOTION WAS MADE BY MS. AMANDA WHITE AND SECONDED BY MR. E. BRENT WASHINGTON, TO JOIN THE POLICE JURY'S CONTRACT WITH LANDSCAPE MANAGEMENT SERVICES; AND APPROVE UP TO \$75,000.00 TO COME OUT OF THE RESERVE FUND TO UPGRADE LANDSCAPING AT ALL LIBRARY BRANCHES. VOTING IN FAVOR OF THE MOTION WAS MR. BRENT CATING, MR. E. BRENT WASHINGTON, MRS. LAURA RICHARDSON, MR. ANTHONY ZAUNBRECHER, MS. ALICE DANCLAR, AND MS. AMANDA WHITE. VOTING AGAINST THE MOTION WAS DR. DALE SCHANZ. THE MOTION CARRIED.

Review of Director's evaluation by outgoing president:

No member of the public made a comment:

A MOTION WAS MADE BY MR. E. BRENT WASHINGTON AND SECONDED BY MRS. LAURA RICHARDSON, TO APPROVE THE DIRECTOR'S EVALUATION MADE BY OUTGOING PRESIDENT, MR. ANTHONY ZAUNBRECHER. THE MOTION CARRIED UNANIMOUSLY.

Suggestions for future agenda items: The Library Services, Resources, and Policies Committee will have a report for the full Board at its next meeting on July 20, 2017. The Personnel Committee will schedule a meeting at a future date to evaluate the Director, and recommend raises for 2018 as the budget is prepared.

Announcements/Board Round Table: Mr. Cating stated that he and his wife had great interaction with a library staffer who took the time to share her knowledge and recommend books that interest them.

Adjournment:

No member of the public made a comment:

A MOTION WAS MADE BY MR. E. BRENT WASHINGTON AND SECONDED BY DR. DALE SCHANZ, TO ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

The meeting adjourned at 12:13 p.m. The next meeting of the Board of Control will be held on July 20, 2017.

Approved:

Ms. Marjorie Harrison, Secretary