

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

301 West Claude Street

July 20, 2017

11:00 a.m.

The Board of Control of the Calcasieu Parish Public Library met on Thursday, July 20, 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
Mr. E. Brent Washington
Mr. Anthony Zaunbrecher
Dr. Dale Schanz
Mrs. Willie Mount
Ms. Alice Danclar

Absent

Mrs. Laura Richardson
Ms. Amanda White

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

Call to Order – Mr. Arnold

Mr. Zaunbrecher pronounced the Invocation; Mrs. Mount led all present in the *Pledge of Allegiance*.

Adoption of the Agenda: The following addition to the agenda was proposed:
Under New Business – Personnel Committee – review employee manual

No member of the public made a comment.

A MOTION WAS MADE BY MRS. WILLIE MOUNT AND SECONDED BY MR. BRENT CATING, TO AMEND THE AGENDA TO ADD UNDER NEW BUSINESS: THE PERSONNEL COMMITTEE WILL REVIEW THE EMPLOYEE MANUAL. THE MOTION CARRIED UNANIMOUSLY.

No member of the public made a comment.

A MOTION WAS MADE BY MRS. WILLIE MOUNT AND SECONDED BY MR. ANTHONY ZAUNBRECHER, TO APPROVE THE AMENDED AGENDA. THE MOTION CARRIED UNANIMOUSLY.

No member of the public made a comment.

A MOTION WAS MADE BY MR. BRENT CATING AND SECONDED BY MRS. WILLIE MOUNT, TO APPROVE THE MINUTES OF THE BOARD OF CONTROL MEETING OF MAY 18, 2017 AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

No member of the public made a comment.

A MOTION WAS MADE BY MRS. WILLIE MOUNT AND SECONDED BY

MR. ANTHONY ZAUNBRECHER, TO APPROVE THE MINUTES OF THE PERSONNEL COMMITTEE MEETING OF THE BOARD OF CONTROL ON JULY 12, 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. Legal Counsel, Mr. Klienschmidt, has reviewed the revised Employee Manual that will be presented to the Personnel Committee at its next scheduled meeting. The library has acquired a new software called *Performance Pro*, a performance review process. The staff is becoming familiar with all aspects of the new software; it should be ready to implement by the first of the year. Mr. Washington recommended that portals be assigned for professional development and improvement of any deficiencies in an employee's evaluation. Mr. Zaunbrecher concurred with this recommendation and said that this should be a strong component of the new system.

Drawings of the library mascot have been narrowed down to the top five. Mrs. Comeaux will refine the drawings to allow the Board to choose from the final selections.

A full report of preliminary statistics of the Summer Reading Program and the Quarterly Statistics report will be available for the next Board meeting. Ms. Harrison will arrange staff reports according to importance and will prioritize information within the goal of the Strategic Plan.

Committee reports/Upcoming meetings:

Personnel Committee – Mrs. Mount recommended to the Finance Committee to reconsider the motion made by the Personnel Committee.

No member of the public made a comment.

A MOTION WAS MADE BY MRS. WILLIE MOUNT AND SECONDED BY DR. DALE SCHANZ, THAT THE MOTION MADE BY THE PERSONNEL COMMITTEE ON JULY 12, 2017 TO THE FINANCE COMMITTEE RECOMMENDING A 5% SALARY ADJUSTMENT INCREASE FOR LIBRARY STAFF, CURRENTLY DEFINED AS COST OF LIVING ADJUSTMENT BE REDEFINED, CLEARLY DEFINING WHAT THAT INCREASE IS. THE MOTION CARRIED UNANIMOUSLY.

Nominations Committee – Mr. Zaunbrecher will schedule a meeting of the Nominating Committee before the September 21 Board meeting.

Finance Committee - Mr. Cating will be meeting with Finance Committee members on Thursday, August 17 at 2:00 p.m.

Old Business – Ms. Harrison met with Mr. Bryan Beam, Parish Administrator, to begin conversations with city officials regarding partnerships and expansion opportunities in DeQuincy, South Lake Charles, Iowa, and Vinton.

New Business:

Motion to surplus items on enclosed list:

No member of the public made a comment.

A MOTION WAS MADE BY MR. BRENT CATING AND SECONDED BY MR. E. BRENT WASHINGTON, TO DECLARE THE ATTACHED ITEMS AS SURPLUS AND PLACE THEM ON THE GOVDEALS.COM AUCTION SITE. THE MOTION CARRIED UNANIMOUSLY.

Suggestions for future agenda items – Ms. Harrison will send a draft of the Employee Manual to the Personnel Committee; Mrs. Mount will schedule a committee meeting thereafter.

Announcements/Board Round Table - **Mrs. Mount** expressed her appreciation for the help that the Sesquicentennial Committee received from library staff and said that they were the main contributors to its success. **Mr. Cating** commented that his adult neighbor who participated in the Summer Reading Program would like a yard sign; it is not just for children but for adults also. Both **Dr. Schanz** and **Mr. Washington** expressed that library staff did a phenomenal job setting up the meeting rooms for two separate events in which they participated. **Mr. Zaunbrecher** is on the Board of Codofil (Council for the Development of French in Louisiana). The organization will be celebrating its 50th anniversary and will premiere a film by Zachery Richard, Louisiana Cajun, Poet, and Songwriter. The film is 70% in French.

.Adjournment:

No member of the public made a comment.

A MOTION WAS MADE BY MR. E. BRENT WASHINGTON AND SECONDED BY MRS. WILLIE MOUNT, TO ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

The meeting adjourned at 11:55 a.m. The next meeting of the Board of Control is September 21, 2017.

Approved:

Ms. Marjorie Harrison, Secretary