

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

301 West Claude Street

May 17, 2018

11:00 a.m.

The Calcasieu Parish Public Library BOARD OF CONTROL met in regular session on Thursday, May 17, 2018 at 11:00 a.m. at the Central Library. Mr. Brent Cating, President, presided.

**Present**

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

**Absent**

Mr. E. Brent Washington, Vice-President  
Mr. Paul Arnold  
Mrs. Willie Mount

Also: Ms. Marjorie Harrison, Library Director; Mrs. Loretta Gharst, Associate Librarian for Collection and Computer Services; Mrs. Tammy Duhon, Human Resources Assistant; Mrs. Christy Comeaux, Public Information Officer; Mr. David Comeaux, Facilities Manager; Mrs. Missi Felio, Webmaster; Ms. Cathy Frank, Recorder

1. **Call** to Order – Mr. Cating, President
  - a. Mr. Zaunbrecher pronounced the Invocation.
  - b. Ms. Danclar led all present in the *Pledge of Allegiance*.
2. **Adoption** of the Agenda: Addition to agenda – Dr. Schanz requested that - Under New Business, add item d. Policy changes and fees.

**A MOTION WAS MADE BY MS. AMANDA WHITE AND SECONDED BY MS. ALICE DANCLAR, TO ADOPT THE AGENDA AS AMENDED. THE MOTION PASSED UNANIMOUSLY.**

**There were no public comments.**

Public Comments of items on the agenda – None.

**Approval** of the Minutes and Reports:

1. Minutes of the Finance Committee meeting – March 15, 2018 –  
**A MOTION WAS MADE BY DR. DALE SCHANZ AND SECONDED BY MRS. LAURA RICHARDSON, TO APPROVE THE MINUTES OF THE MARCH 15, 2018 FINANCE COMMITTEE MEETING AS PRESENTED. THE MOTION PASSED UNANIMOUSLY.**

**There were no public comments.**

2. Minutes of the Board meeting – March 15, 2018 -  
**A MOTION WAS MADE BY MR. ANTHONY ZAUNBRECHER AND SECONDED BY MRS. AMANDA WHITE, TO APPROVE THE MINUTES OF THE MARCH 15, 2018 BOARD MEETING. THE MOTION PASSED UNANIMOUSLY.**

**There were no public comments.**

**Director's Report/Financial Report** – (See attached three reports entitled *Directors Report, May, 2018, Report to the Board of Control, May 2018, and First Quarter Statistics, January – March, 2018*). Community engagement conversations have been completed at all branches. 565 people completed the Strategic Planning Survey. The Code of Conduct Policy and the Circulation Policy will be presented to the Library Policies and Resources Committee upon completion. The Capital One agreement has been submitted to the Police Jury. The library will be meeting with Mr. Alberto Galan, Administrative

Analyst, Police Jury, to put together a presentation for the Police Jury in an effort to get the other two purchases approved. Program attendance is slightly down because rules have changed regarding background checks at various facilities. Although all library Staff has had background checks, Baton Rouge and day care facilities have changed the way background checks are completed; the library is working on a way to get them completed. The Board would like to see the Fund Balance Report added at the bottom of the financial sheet.

**Unfinished Business** - There was no unfinished business.

**Committee Reports/Upcoming Meetings:** None

#### **New Business**

1. Budget Timeline – (See attached entitled *2019 Budget Planning Timeline*). The Personnel Committee will meet in June, 2018 to look at salaries; the Finance Committee will meet to look at the total budget in July, 2018 and the full Board will meet on July 19, 2018.
2. Strategic Planning – (See attached *Strategic Planning Timeline*). The first of several Strategic Planning sessions consisting of 30 library staff members will be held in June. Discussion will include results from the Strategic Planning Survey, feedback from community groups, library trends, and library data. Director and staff have identified 35 different community affiliations that will participate in an upcoming community retreat. Two Board of Trustee/Liaison members will also participate. All information will then be presented to the full Board in September.
3. Tax Renewal – (See attached *Draft Marketing Plan for 2018 Library Tax Renewal*). The Police Jury has approved that the library tax renewal will be on the ballot for November 6, 2018. Director and staff will put together a marketing plan for the tax renewal which will include the Annual report/Financial report, what the library has accomplished accompanied by factual data. Also included will be a fact sheet, including questions and answers about the tax proposition. The library is working with C-Gov to put together a video presentation regarding the tax renewal.
4. Policy changes/fees – Dr. Schanz read a letter she received from an anonymous person. A meeting of the Policies committee will be scheduled to address items in the letter.

**Suggestions** for future agenda items: **Ms. Danclar** announced that the Love Community Mission will have its' sixth annual affair at the Railroad Museum in DeQuincy. Everyone is invited to attend. **Ms. White** has created a Business Community calendar which covers all community events for all fiveParishes.

**Dr.Schanz** commented on the beauty of the login page of the library website. **Mrs. Richardson** commended the Director and library staff on all the work it is doing. **Mr. Zaunbrecher** commented on the cleanliness of the library and the image it portrays to the public; Mr. ChadThielen, former Board President, passed away and left the library \$100,000 in his will; it must be used within 10 years. **Mr. Cating** said that the library newsletter is a big hit among his neighbors; also, he attended a retirement party for a library employee and was glad to see the support of staff and the community.

#### **Adjournment:**

**A MOTION WAS MADE BY MR. ANTHONY ZAUNBRECHER AND SECONDED BY DR. DALE SCHANZ, TO ADJOURN THE MEETING. THE MOTION PASSED UNANIMOUSLY.**

**There were no public comments.**

The meeting adjourned at 12:03 p.m.

The next meeting of the Board of Trustees will be held on July 17, 2018.

APPROVED:

Marjorie Harrison, Secretary