

Calcasieu Parish Public Library
BOARD OF TRUSTEES
MINUTES

301 West Claude Street

July 19, 2018

11:00 a.m.

The Calcasieu Parish Public Library BOARD OF CONTROL met in regular session on Thursday, July 19, 2018 at 11:00 a.m. at the Central Library. Mr. Brent Cating, President, presided.

Present

Mr. Brent Cating, President
Mr. Anthony Zaunbrecher
Ms. Amanda White
Mrs. Laura Richardson
Mr. Paul Arnold
Mrs. Willie Mount

Absent

Mr. E. Brent Washington, Vice-President
Ms. Alice Danclar
Ms. Dale Schanz

Also: Ms. Marjorie Harrison, Library Director; Mr. Antonio Galan, Administrative Analyst, Calcasieu Parish Police Jury; Mrs. Loretta Gharst, Associate Librarian for Collection and Computer Services; Mrs. Pamela Edwards, Associate Librarian for Public Services; Mrs. Peggy Dupuis, Business Manager; Ms. Angela Stutes, Human Resources Director; 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. Mrs. Mount pronounced the Invocation.
 - b. Mr. Arnold led all present in the *Pledge of Allegiance*.
2. **Adoption of the Agenda:** Addition to agenda – Under New Business, add surplus item – 2010 E-250 Cargo Van, Unit # L18, Asset #16840, VIN 1FTSS3EL8AD04931

A MOTION WAS MADE BY MRS. WILLIE MOUNT AND SECONDED BY MR. PAUL ARNOLD, TO ADOPT THE AGENDA AS AMENDED. THE MOTION PASSED UNANIMOUSLY.

There were no public comments.

3. Public Comments of items on the agenda – None.
4. **Approval of the Minutes and Reports:**
 - a. Minutes of the Board of Control meetings – May 17, 2018 and January 18, 2018 –

A MOTION WAS MADE BY MRS. WILLIE MOUNT AND SECONDED BY MS. AMANDA WHITE, TO APPROVE THE MINUTES OF THE JANUARY 18, 2018 BOARD MEETING AND THE MINUTES OF THE MAY 17, 2018 BOARD MEETING AS PRESENTED. THE MOTION PASSED UNANIMOUSLY.

There were no public comments.

5. **Director's Report/Financial Report** – (See attached reports entitled *Director's Report, July, 2018, Report to the Board of Control, July, 2018*). The Strategic Planning Workshop made up of community organizations, staff and two trustees, Mr. Zaunbrecher and Mr. Cating, was held on July 17. The staff Strategic Planning Committee will meet again in August. The study room project is completed at Central and Moss Bluff. The furniture at the Moss Bluff library was donated as a memorial gift by the family of a former staff member of that library. The first story time held at River Bluff Park went well. The Maplewood Commons had a ribbon cutting and recognized Jayme Champayne, Outreach Librarian, who will maintain the *Little Free Library* there. The Annual Report includes a fact sheet regarding the tax renewal.

- 6. Committee Reports/Upcoming Meetings –
 - a. The Personnel Committee will meet on July 24th at 1:00 p.m.
 - b. The Finance Committee will schedule a meeting thereafter.
 - c. The Buildings and Properties Committee will meet at a later date.
- 7. Unfinished Business –
 - a. Address the purchase of Capital One properties in Vinton, DeQuincy, and Iowa.

The Board has received additional information from Mr. Dean Kelly, Facilities Manager, regarding purchase of properties from Capital One. The Buildings and Properties Committee will meet before making any presentation to the full Board. Mr. Galan, Administrative Analyst, reported that the improvement estimates for buildings are very conservative. No action is necessary to move forward on the purchase of the building for the Iowa Branch. A closing has been scheduled for this purchase.

- 8. New Business
 - a. Review updated 2018 Fund Balance designations –

A MOTION WAS MADE BY MR. PAUL ARNOLD AND SECONDED BY MR. ANTHONY ZAUNBRECHER, TO CHANGE THE UNDESIGNATED CAPITAL RESERVE FUND BALANCE NAME TO GENERAL CAPITAL RESERVE FUND BALANCE, AND MOVE \$700,000.00 FROM THE UNDESIGNATED BALANCE TO THE NEW GENERAL CAPITAL RESERVE FUND. THE MOTION PASSED UNANIMOUSLY.

There were no public comments.

This money will be set aside for capital projects.

- b. Report on progress of 2018 Strategic Planning – Mr. Zaunbrecher reported that there were a variety of organizations represented at the Strategic Planning Workshop, and the people they represented had many good ideas. He commended the staff on the preparation of the workshop and how smoothly everything went.
- c. Declare scan pro equipment and cargo van as surplus -

A MOTION WAS MADE BY MRS. WILLIE MOUNT AND SECONDED BY MR. ANTHONY ZAUNBRECHER, TO DECLARE THE FOLLOWING ITEMS AS SURPLUS:

ITEM	EQUIPMENT	ASSET	MAKE	MODEL	MODEL NAME	SERIAL NUMBER
11055	VIEWER SCANNER	18138	E-IMAGE DATA	MSPGDY-SP7	SCANPRO	80007
11056	MONITOR		VIEWSONIC	VS12996	VA2431WM	RPX112321527
06045	PC	14351	DELL	520	OPTIPLEX	BDHB581
L18	CARGO VAN	16840		E-350	FORD	VIN 1FTSS3EL8AD04931

THE MOTION PASSED UNANIMOUSLY.

There were no public comments.

- d. Consider entering into a joint service agreement with the Lake Charles Police Dept. to facilitate the sale of equipment.

A MOTION WAS MADE BY MRS. WILLIE MOUNT AND SECONDED BY MR. PAUL ARNOLD, TO GIVE AUTHORITY TO THE DIRECTOR, MS. MARJORIE HARRISON, TO ENTER INTO A COOPERATIVE ENDEAVOR AGREEMENT WITH THE LAKE CHARLES POLICE DEPARTMENT FOR THE ACQUISITION OF PROPERTIES NOTED ABOVE. THE MOTION PASSED UNANIMOUSLY.

There were no public comments.

e. Correspondence – Letter of support for library's tax renewal – the library has received a letter of support for the library tax renewal from Mayor Nic Hunter. There was discussion about the Library tax in Lafayette which did not pass and an outside group that may have been involved. Ms. Harrison will follow up on this.

9. **Suggestions** for future agenda items: **Mrs. Richardson** asked about a library policy regarding noise levels in the library. Ms. Harrison said that the library has a Code of Conduct Policy that addresses noise in the library. Staff will be meeting to update that policy that will be presented to the Policies committee.

10. **Announcements/Board Round Table** – **Ms. White** – has finished renovation of the Southwest Louisiana Alliance website; **Mrs. Mount** commented that she was glad to hear of the community input and the success of the Strategic Planning Workshop; this will benefit the tax renewal; **Mr. Arnold** – Service Corps of Retired Executives (SCORE) will partner with the East Baton Rouge Library to explain assets and resources available for any small business person. **Mrs. Richardson** commented that she enjoys reading the publicity about the library; she also enjoys seeing her former students who participate in library programs. **Mr. Zaunbrecher** commented on the quality of Pierre's costume (our library mascot).

11. Adjournment:

BY GENERAL CONSENSUS, THE BOARD MEETING WAS ADJOURNED.

There were no public comments.

The meeting adjourned at 11:59a.m.

The next meeting of the Board of Trustees will be held on September 20, 2018.

APPROVED:


Marjorie Harrison, Secretary