

Calcasieu Parish Public Library  
BOARD OF CONTROL  
MINUTES

301 West Claude Street

November 15, 2018

11:00 a. m.

The Calcasieu Parish Library BOARD OF CONTROL met in regular session on Thursday, November 15, 2018 at 11:00 a.m., at the Central Library. Mr. Brent Cating, President, presided.

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

Absent  
Ms. Alice Danclar

Also: Ms. Marjorie Harrison, Library Director; Mrs. Pamela B. Edwards, Associate Librarian for Public Services; Mrs. Loretta Gharst, Associate Librarian for Computing and Collection Services; Mrs. Peggy Dupuis, Business Manager; Mrs. Tammy Duhon, Human Resources Assistant; Mrs. Christy Comeaux, Public Information Officer; Mr. David Comeaux, Recorder; Ms. Karen Daigle, Recorder-in-Training

1. Call to Order – Mr. Cating, President
  - a. Mr. Arnold pronounced the Invocation
  - b. Mr. Zaunbrecher led all present in the *Pledge of Allegiance*

2. Adoption of the Agenda:

**A MOTION WAS MADE BY MR. ZAUNBRECHER, SECONDED BY MRS. MOUNT, TO ADOPT THE AGENDA, AS AMENDED. THE AGENDA WAS AMENDED TO ADD THE FOLLOWING ITEM UNDER NEW BUSINESS:**

**A. CONSIDERATION OF ACTION FOR THE PURCHASE OF TWO (2) NEW VEHICLES FOR USE BY THE FACILITIES MANAGEMENT DIVISION  
THE MOTION PASSED UNANIMOUSLY.**

3. Public Comments of Items on Agenda – there were no public comments,

4. Approval of the Minutes and Reports
  - a. Minutes of the Board of Control – September 20, 2018 –
  - b. Minutes of the Building and Properties Committee – September 20, 2018 –
  - c. Minutes of the Nominating Committee – October 18, 2018 –
  - d. Minutes of the Personnel Committee – November 8, 2018 – Mrs. Richardson and Dr. Schanz stated that their titles are incorrect in the minutes.

**A MOTION WAS MADE BY MR. WASHINGTON, SECONDED BY MRS. MOUNT,**

**A. TO APPROVE, AS PRESENTED, THE MINUTES OF:**

1. BOARD OF CONTROL, SEPTEMBER 20, 2018;
2. BUILDINGS AND PROPERTIES COMMITTEE, SEPTEMBER 20, 2018;
3. NOMINATING COMMITTEE OCTOBER 18, 2018; AND

**B. TO APPROVE, AS AMENDED:**

1. PERSONNEL COMMITTEE, NOVEMBER 8, 2018.

**THE MOTION PASSED UNANIMOUSLY**

**There were no public comments.**

5. Director's Reports/Financial Report – (see the attachments titled *Director's Report, October 2018; Report to the Board of Control, October 2018; Financial Report to the Board of trustees, October 2018; and Summary Page-August*) – Mrs. Harrison highlighted the following items from the *Director's Report*:

- a. Completion of Strategic Plan document
- b. Successful tax renewal election. She commended the work of Mrs. Christy Comeaux, Public Information Office, the entire staff, the Friends of the Library, and The Library Board.
- c. Land surveys of the Capital One properties are in progress. Final sale documents have not been signed.
- d. The library participated in the 1000 Trees in 1000 Days program. Trees were planted at Central, Epps Annex, Epps Memorial, Moss Bluff, Sulohur Regional, and Westlake.
- e. The Board discussed the wording in the motion from September 20, 2018 Board meeting, regarding the donation from the estate of Dr. Jack Thielen. The motion states the money will be used to build a library. The staff will research the exact wording of the motion and amend at a future meeting.
- f. Financial Report – with 83% of the year over, expenditures are at 78% through the end of October 2018,

6. Committee Reports/Upcoming Meetings: there were no Committee Reports or upcoming meetings.

7. Unfinished Business: there was no unfinished business.

8. New Business

a. Slate of Officers for 2019 –

i. Presentation of Slate of Offices for 2019 from the Nominating Committee

**A MOTION WAS MADE BY MR. ARNOLD ON BEHALF OF THE NOMINATIONS COMMITTEE TO NOMINATE THE FOLLOWING SLATE OF OFFICERS FOR 2019:**

1. MR. E. BRENT WASHINGTON, PRESIDENT;
2. MRS. LAURA RICHARDSON, VICE-PRESIDENT; AND
3. MS. MARJORIE HARRISON, SECRETARY/TREASURER.

**THE MOTION PASSED UNANIMOUSLY**

b. Library Director's annual performance appraisal –

i. Recommendation from Personnel Committee on the Library Director Marjorie Harrison's performance appraisal – Mrs. Mount – the Committee met on November 8<sup>th</sup> to conduct the appraisal using the new Performance Pro software. The software is very thorough and an improvement on previous appraisal systems.

**A MOTION WAS MADE BY MRS. MOUNT ON BEHALF OF THE PERSONNEL COMMITTEE TO ACCEPT THE PERFORMANCE APPRAISAL OF THE LIBRARY DIRECTOR OF FOUR (4) – HIGHLY EFFECTIVE. THE MOTION PASSED UNANIMOUSLY**

c. 2019-2023 Strategic Plan Proposal.

i. Consideration to adopt the new Strategic Plan – Ms. Harrison presented a Power Point overview of the Strategic Planning process and the proposed plan (see attached titled *Board 2019 – 2022 Strategic Plan Presentation*)

**A MOTION WAS MADE BY MR. WASHINGTON, SECONDED BY MRS. RICHARDSON TO ADOPT THE 2019-2023 STRATEGIC PLAN, WITH MINOR CHANGES DISCUSSED. THE MOTION PASSED UNANIMOUSLY.**

d. 2019 Proposed Library Calendar

i. Consideration to accept the 2019 Library Calendar (see attached titled *(Calcasieu Parish Public Library, 2019 Calendar)* – Ms. Harrison – Board and Top Brass meetings have been added to the calendar. All Holidays listed are the same as outlined in the Employee Manual.

**A MOTION WAS MADE BY MR. WASHINGTON, SECONDED BY MS. WHITE TO ACCEPT THE 2019 LIBRARY CALENDAR AS PRESENTED. THE MOTION PASSED UNANIMOUSLY.**

e. Appropriate action on the purchase of two (2) new vehicles in 2019.

**A MOTION WAS MADE BY MR. ZAUNBRECHER, SECONDED BY MR. WASHINGTON TO REQUEST THAT THE POLICE JURY ADVERTISE FOR BIDS FOR A NEW CARGO/MAINTENANCE VAN FOR USE BY FACILITIES MANAGEMENT, AND TO AUTHORIZE THE DIRECTOR TO MAKE A RECOMMENDATION ON THE PURCHASE AFTER BIDS ARE RECEIVED. THE MOTION PASSED UNANIMOUSLY.**

**A MOTION WAS MADE BY MR. ZAUNBRECHER, SECONDED BY MS. WHITE TO APPROVE THE PURCHASE OF A 2018 OR NEWER MID-SIZED SPORT UTILITY VEHICLE, PER THE SPECIFICATION AND LOW BID RECEIVED FROM BOLTON FORD (Bid number DB-2019-CPPJ-127, DATED APRIL 9, 2018). THE MOTION PASSED UNANIMOUSLY.**

9. Suggestions for Future Agenda

- a. Clarify wording of the motion from the September 20, 2018 Board Meeting minutes regarding the donations from the estate of Dr. Jack Thielen.

10. Announcements/Board Round Table –

- a. Mr. Washington thanked the staff for sending out the Strategic Plan early for time to review prior to approval.
- b. Ms. White thanked the staff for the Read Posters.
- c. Mr. Cating thanked all the Committee Chairs for 2018 for their work with everything going on this year.

**A MOTION WAS MADE BY MRS. MOUNT, SECONDED BY MS. WHITE, TO ADJURN THE MEETING. THE MOTION PASSED UNANIMOUSLY.**

**There were no public comments.**

The meeting adjourned at 12:18 p.m.

**The next meeting of the Board of Control will be held:  
-January 17, 2019**

APPROVED:

  
Marjorie Harrison, Secretary