

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

301 West Claude Street

March 21, 2019

11:00 a.m.

The Calcasieu Parish Library BOARD OF CONTROL met in regular session on Thursday, March 21, 2019, at 11:00 a.m., at the Central Library. Mr. E. Brent Washington, President.

Present

Mr. E. Brent Washington, President
Mrs. Laura Richardson, Vice-President
Mr. Paul Arnold
Mr. Brent Cating
Ms. Alice Danclar
Mrs. Michelle McInnis
Mrs. Willie Mount
Dr. Dale Schanz

Absent

Mr. Anthony Zaunbrecher

Also: Ms. Marjorie Harrison, Library Director; Mr. Mike Broussard, Systems Librarian; Ms. Karen Daigle, Recorder-in-Training; Ms. Angela Stutes, Human Resources Director; Mrs. Tammy Duhon, Human Resources Assistant; Mrs. Peggy Dupuis, Business Manager; Mrs. Pamela B. Edwards, Associate Librarian for Public Services; Mrs. Missi Felio, Webmaster; Mrs. Loretta Gharst, Associate Librarian for Computing and Collection Services; Mrs. Carly Searcy, Central Library Branch Manager; Mrs. Kayla Booth, Central Library Collection Supervisor.

1. Call to Order – Mr. Washington, President.
 - a. Dr. Schanz pronounced the Invocation.
 - b. Mrs. Richardson led all present in the *Pledge of Allegiance*.

2. Adoption of the Agenda:

A MOTION WAS MADE BY MR. ARNOLD, SECONDED BY MS. DANCLAR, TO ADOPT THE AGENDA, AS PRESENTED. THE MOTION PASSED UNANIMOUSLY.

3. Public Comments of items on the agenda – there were no public comments.

4. Approval of the Minutes and Reports:

- a. Board of Control Minutes – January 17, 2019 –

A MOTION WAS MADE BY MRS. MCINNIS, SECONDED BY DR. SCHANZ, TO APPROVE THE MINUTES OF THE JANUARY 17, 2019 BOARD OF CONTROL MEETING, AS PRESENTED. THE MOTION PASSED UNANIMOUSLY.

There were no public comments.

5. Director's Report/Financial Report – (see the attachments titled *Director's Report, March 2019; Report to the Board of Control, March 2019; Financial Report to the Board of Trustees, Feb 2019; Summary Page FEBRUARY; Fund Balance March 2019*) – Ms. Harrison highlighted the following items from the *Director's Report*:

- a. input sessions planned for IOWA, DeQuincy, and Vinton;
- b. moving forward with parking lot work at Hayes;
- c. pre-bid conference held for the Sulphur and Central roof project. Bids will be opened on April 16th. Construction should begin in early summer.
- d. Virtual Reality programs are scheduled at all branches.
- e. Financial report:
 - i. the total operating budget is higher because money has been transferred to operating for the Central and Sulphur Roof project, back flow preventers, and Capital One renovations.
 - ii. the opening balance of the fund balance is lower because \$135,391.00 was spent on the purchase of the Capital One buildings in 2018.

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

7. Unfinished Business:

- a. Capital One buildings update – Ms. Harrison – April 1-3, Denelle Wrightson will visit, and facilitate community and staff input meetings. A concept design with cost estimates and furniture ideas will be developed from this input. After that, construction drawings and documents will be completed. Trustees are invited to attend the community input meetings.
- b. Port Wonder partnership opportunity update – staff and Trustees met with Mayor Hunter. A branch library cannot be included in the project. Another meeting is scheduled to discuss the library's participation in the project. Legal counsel says that he will okay participation if our auditor approves the participation.
- c. 2019 vehicle approvals –
 - i. Consideration to request the Calcasieu Parish Police Jury advertise for bids for a new mid-size SUV and to authorize the Director to make a recommendation on the purchase after bids are received.

A MOTION WAS MADE BY MRS. MOUNT, SECONDED BY MRS. MCINNIS, TO REQUEST THE CALCASIEU PARISH POLICE JURY ADVERTISE FOR BIDS FOR A NEW MID-SIZE SUV, AND TO AUTHORIZE THE DIRECTOR TO MAKE A RECOMMENDATION ON THE PURCHASE AFTER BIDS ARE RECEIVED. THE MOTION PASSED UNANIMOUSLY.

There were no public comments.

8. New Business:

- a. Integrated Library System (ILS) request for proposal
 - i. Consideration to request the Calcasieu Parish Police Jury advertise for bids for a new ILS – Mrs. Gharst and Mr. Broussard – ILS is the software used to check out materials, register patrons, send out notices, prepare reports and statistics, and the library catalog. The purchase of an ILS takes around eighteen months, from start to finish. The contract with the current vendor expires January 31, 2020. We have used the current vendor for twenty years.

A MOTION WAS MADE BY MR. ARNOLD, SECONDED BY MRS. RICHARDSON, TO REQUEST THE CALCAISEU PARISH POLICE JURY ADVERTISE FOR BIDS FOR A NEW INTEGRATED LIBRARY SYSTEM (ILS). THE MOTION PASSED UNANIMOUSLY.

There were no public comments.

- b. Cooperative Endeavor Agreement (CEA)
 - i. consideration to enter a CEA with the Calcasieu Parish Police Jury Department of Public Works for improvement to the Hayes and Warehouse parking lots (see attached titled *Cooperative Endeavor Dept. Public Works 2019*). – the work included will be to remove the cattle guard and adding limestone at Hayes, and adding limestone at the warehouse.

A MOTION WAS MADE BY MRS. MOUNT, SECONDED BY MRS. RICHARDSON, TO ENTER INTO A CEA WITH THE CALCASIEU PARISH POLICE JURY DEPARTMENT OF PUBLIC WORKS FOR IMPROVEMENT TO THE HAYES AND WAREHOUSE PARKING LOTS, AND TO AUTHORIZE THE LIBRARY DIRECTOR TO SIGN THE DOCUMENTS. THE MOTION PASSED UNANIMOUSLY.

There were no public comments.

- c. Surplus items
 - i. Consideration to declare items as surplus to be sold at the Calcasieu Parish Police Jury auction (see attached titled *Surplus Items Spring 2019*).

A MOTION WAS MADE BY DR. SCHANZ, SECONDED BY MRS. MOUNT, TO DECLARE ITEMS AS SURPLUS TO BE SOLD AT THE CALCASIEU PARISH POLICE JURY AUCTION. THE MOTION PASSED UNANIMOUSLY.

There were no public comments.

- d. Central Library Earth Day Celebration Photography Contest
 - i. Introduction to the contest by Central Branch Manager, Carly Searcy, with an invitation to judge the entries after the Board meeting. An Earth Day celebration will be held at Central Library on April 13th. Mrs. Searcy asked that Trustees judge the photos to pick a winner. The photos will be displayed in the Central Library.
 - c. Trustee Training, April 4, 2019
 - i. The State Library will provide a training session for the Library Board on Thursday, April 4, 2019 at 1:00 p.m. in the Thielen Conference room on the second floor of the Central Library. Ms. Harrison ask that if anyone had a particular topic they would like to have addressed to let her know.
9. Anything else to come before the Board – there was no other business brought up to the Board.
- a. Ms. Harrison presented the statistical report for 2018 (see attached titled *Quarterly Statistics Report January – December 2018*)
 - b. Summary page of the new Strategic Plan (see attached titled *Strategic Plan 2019 -2023*)
10. Suggestions for future agenda –
- a. Capital One buildings update.
 - b. Port Wonder partnership opportunity update.
11. Announcements/Board Round table –
- a. Mrs. Mount – Happy Spring.
 - b. Dr. Schanz – Social Studies and Science Fair complete.
 - c. Mr. Washington – commend Central Library staff.
12. Adjournment -
A MOTION WAS MADE BY MRS. MOUNT, SECONDED BY DR. SCHANZ, TO ADJOURN THE MEETING. THE MOTION PASSED UNANIMOUSLY.

There were no public comments.

The meeting adjourned at 11:45 a.m.

**The next meeting of the Board of Trustees will be held:
- May 16, 2019**

APPROVED:


Marjorie Harrison, Secretary