

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

301 W. Claude Street

March 17, 2022

11:15 a.m.

The Calcasieu Parish Public Library BOARD OF CONTROL met on Thursday, March 17, 2021, at 11:15 AM, at the Central Library. Mr. Brent Cating presided.

Present

Mr. Brent Cating
Mr. Paul Arnold
Ms. Alice Danclar
Mrs. Michelle McInnis
Mrs. Laura Richardson
Dr. Dale Schanz
Mr. E. Brent Washington

Absent

Mrs. Willie Mount, President
Mr. Anthony Zaunbrecher, Vice President

Also: Ms. Marjorie Harrison, Library Director; Mrs. Christy Comeaux, Public Information Officer; Ms. Sheryl Chaisson, Associate Librarian for Collections and Computing Services; Mrs. Peggy Dupuis, Business Office Associate; Ms. Danielle McGavock, Associate Librarian for Public Services; Mr. Tommy Quirk, Legal Liaison; Mrs. Angela Stutes, Human Resources Director; Mr. Dwight Toland, Facilities Manager; Ms. Denelle Wrightson, Library Planning and Design Architect; and Ms. Karen Daigle, Recorder.

1. Call to Order – Mr. Cating
 - a. Mr. Arnold pronounced the Invocation.
 - b. Ms. Danclar led all present in the *Pledge of Allegiance*.
2. Naming of the Officers
 - a. Mr. Cating presented the new slate of officers.
 - i. Mrs. Willie Mount, President
 - ii. Mr. Anthony Zaunbrecher, Vice President
 - iii. and Ms. Marjorie Harrison, Secretary.
3. Adoption of the Agenda

**A MOTION WAS MADE BY MRS. RICHARDSON, SECONDED BY MR. ARNOLD, TO
ADOPT THE AGENDA AS PRESENTED.
THE MOTION CARRIED UNANIMOUSLY**

4. Public Comments of Items on Agenda – There were no public comments.
5. Approval of Minutes and Reports
 - a. Board of Control Minutes – November 18, 2021
 - b. Nominating Committee Minutes – November 18, 2021

**A MOTION WAS MADE BY MRS. MCINNIS, SECONDED BY MRS. RICHARDSON, TO
ACCEPT THE MINUTES AS PRESENTED.
THE MOTION CARRIED UNANIMOUSLY.**

6. Director's Reports/Financial Reports – (see attached *Report to the Board of Control March 2022; Fund Balance 2022; Monthly Statistical Summary DECEMBER 2021; Monthly Statistical Summary FEBRUARY 2022; Door Count and Public Computer Use; Repair and Renovation Cost; Library Repairs and Renovations*)

- a. Margie began, we have a few big highlights, one of them being Denelle Wrightson is here with us. She is the architect design consultant we are working with to update the aesthetics in our facilities. We looked at Sulphur and Moss Bluff yesterday, and today we are doing the Carnegie/Genealogy building and Central. Denelle is here to talk about what she does, and to get input from the Board.
- b. You received the Fund Balance for 2022 in the packet; we brought over the ending balance into the new Fund Balance. The Fund Balance has not been officially approved by the Finance Committee at this time, but we would like to designate more funds to the Catastrophic and Operating Reserve in order to have a four (4) month reserve.
- c. Central Library has resumed regular operating hours, with a change to the time the branch is open on Sunday. Previously, the branch was open from 2:00 pm to 6:00 pm; we are trying 1:00 pm to 5:00 pm to see how it works out.
- d. The branches are starting to have more in person programming. We recently held a Dr. Seuss program with over two hundred (200) kids in attendance.
- e. The Buildings and Properties Committee met, and Mrs. McInnis will have their report. We have a new chart, at the last meeting there was input about updating the information we provide more often. The new chart includes contractor names, estimated start dates, et cetera.
- f. Mr. Cating commented, there was a complaint in the fall about the library not doing enough to reach out, but we are doing a lot. We're not telling the public they have to come see us, we're going out to see them.
 - i. Ms. Harrison explained once the new Outreach vehicle is purchased, we will be able to do even more out in the communities.
- g. Mrs. Richardson asked if the extensive damages to the Epps Memorial Library, the most recently built facility, had to do with its construction.
 - i. Mr. Toland explained it was the type of construction; it was not built in the same way traditional commercial property would have been built.
 - ii. Mr. Washington added it looked like a lot of the newer houses sustained more damage than a lot of the older ones.

7. Committee Reports/Upcoming Meetings

- a. Buildings and Properties Committee Report
 - i. Mrs. McInnis reported, the Committee met on Thursday, March 10th at 9 am, and were given branch by branch updates. Each branch was discussed; the Repair and Renovation cost sheet was looked over in detail. The handouts were very neatly organized, showing which damages were caused by the hurricanes, which ones were pre-hurricane, et cetera. Mrs. McInnis commended library staff on compiling a report that is both very extensive and easy to read and understand.
 - ii. The Committee also heard from Mr. David Brossett, Architect for Library Renovations and Hurricane Repairs, who brought his design ideas for the Epps Memorial branch rebuild. We asked Mr. Brossett to make some changes to the exterior design, so we are not coming to the Board with that recommendation today.

A MOTION WAS MADE BY MRS. MCINNIS, ON BEHALF OF THE BUILDINGS AND PROPERTIES COMMITTEE, TO RECOMMEND THE FULL BOARD ACCEPT THE PROPOSED REPAIR AND RENOVATIONS SCHEDULE AS PRESENTED, EXCLUDING THE EPPS MEMORIAL LIBRARY REBUILD. THE MOTION CARRIED UNANIMOUSLY.

- iii. Ms. Harrison added, the Iowa bids came in and we have updated the information on the sheet. We have signed the lease for storefront space on Thompson Street next to the donut shop, as the temporary location for the Iowa Public Library. The library will close for about a week for the move and will reopen in the temporary location on April 1, 2022. We have also signed the lease for a climate-controlled building to use in place of the Warehouse while the demolition and construction is taking place. The collections from the closed branches will be housed there as well.
- iv. We do not know what we will do for Epps Memorial once work begins; we are unsure if we will have to move the portable building off the property or if we will have a temporary location. We will be expanding Epps Memorial's parking into the lot where the Annex currently sits. During construction, we will have various Pop-Up Libraries to do our best to continue to provide services to areas where libraries are under construction

8. Unfinished Business

a. Capital One buildings update –

- i. Ms. Harrison, said Vinton is looking great, they are on schedule.
- ii. Mr. Toland explained, the demolition has been done on the inside of the building for the new roof to be put on. They have framed all the interior walls; the plumbing and electrical rough-in is done; they are moving along fantastically.
- iii. DeQuincy they just started doing the abatement and interior demolition, there are some asbestos issues they must address. The interior demolition is mostly complete. They'll do the abatement and then they'll start. The roofers are scheduled, and they are moving forward.
- iv. Both are doing very well and are on or ahead of schedule.
- v. Ms. Harrison added, there is no signed contract for Iowa at this time.

9. New Business

a. Committee Appointments (see attached *2022 Committee Appointments*)

- i. Mr. Cating pointed out the Committee Appointments in the Board Package.
- ii. There were no questions.

b. Surplus Items (see attached *May 2022 Surplus Auction Items*)

- i. Consideration to declare items as surplus to be sold at the Calcasieu Parish Police Jury auction.
 - 1. Ms. Harrison indicated a small addition to the surplus items to approve. She explained we sent a short list in the Board Package, but we have added a few items.

A MOTION WAS MADE BY DR. SCHANZ, SECONDED BY MR WASHINGTON, TO DECLARE ITEMS AS SURPLUS, AND TO AUTHORIZE THE POLICE JURY TO DISPOSE OF THEM AT AUCTION. THE MOTION CARRIED UNANIMOUSLY.

c. Library Planning Session

i. Library planning session with Denelle Wrightson, architectural design consultant, for Carnegie, Central, Moss Bluff, and Sulphur facilities.

1. Mr. Cating thanked Ms. Wrightson for coming.
2. Ms. Harrison explained, Denelle is working with us, and looking at all our spaces, looking at everything with fresh eyes. For this year, we are focused on Carnegie/Genealogy, Central, Moss Bluff, and Sulphur libraries. We have a lot of repair work going on, so this is a good time to look at how things are laid out and see if we want to adjust the floor plan in anyway. In addition, part of our strategic plan is to evaluate interior and exterior function and aesthetics.
3. The buildings are getting close to thirty (30) years old; Ms. Wrightson began, they start looking dated. They still look good, but they look like they are from 90's. So much of the library is open space, and how people use it now is so different from how it was used in the past. We must start rethinking, how we present them. Libraries are still about physical collections, but collections are shrinking. People are accessing the information in other ways. The library is a place where communities come together, where people share ideas, and collaborate. It is a place for early literacy; a place parents feel safe bringing their children; a safe place for teens to interact with each other and socialize; and later utilize our resources in much the same way they will as adults. We need to look at how spaces are used and change as necessary to meet the needs for our communities.
4. Ms. Wrightson then presented a slide show highlighting numerous ways she has tackled the growing needs of libraries in other communities across the united states. She discussed: diverse types of lighting, both manufactured and natural; outdoor spaces and functionality, the ability to conduct programs outside; mobile shelving, to allow more flexibility for programming spaces; specialty seating, to accommodate various modes of enjoying the library; a space where kids can display their artwork, like a mini gallery. The object is to get people to come into the library to see what other fun things we have in store for them, what other options and resources we have available for them. Libraries are full of resources; we need to find the most effective way of getting those resources out to the public.
5. There was discussion about the ideas and concepts Ms. Wrightson presented:
 - a. Mr. Cating proposed the library might be able to put a shed or covering to get out of the sun, for people who want to be outside. The cultural environment is changing, people want to be outside, and they want to be connected.
 - b. Mr. Washington said he really like the ability for flexibility in some of the examples presented. A lot of times things are stationary, it would be nice to have the ability to easily move them. Some things we could think about moving forward: eSports; Leisure Learning; Leisure Sports, things

- like that. There are a lot of people who enjoy learning things, but they don't have anywhere to learn them now. He continued, "programming is our niche, to stay relevant".
- c. Ms. Danclar suggested something to do with gardening because people of all ages want to learn how to garden, or maybe have a place, inside the library, where the kids can display their drawings, and then people will come in to see those drawings.
 - d. Mr. Cating proposed perhaps a music aspect outside; music brings people together. It would be a great way to interact with people in the community.
 - e. Mrs. Richardson said she likes the idea of an outside classroom; people like to be outside – children like to be outside. It would be very interesting, and she would like to see.
 - f. Mr. Cating added, it is our job to provide the facilities and resources to the public. We were unfortunate with disasters, but if we have funding to rethink how we want these facilities to function it is a good time to do it.
- 6. Denelle encouraged the Board to speak with their neighbors and colleagues; ask them why they don't use the library, and if they do, what do they feel the library needs to be more relevant.
 - 7. Mr. Cating thanked Mrs. Wrightson for the presentation, and suggested the Board send their recommendations to Margie, so she can investigate them as we move forward.

10. Anything else to come before the Board –

11. Suggestions for Future Agenda

- a. Dr. Schanz said the Calcasieu Parish School Board is discussing partnering with the Library for summer opportunities and collaborations; possibly bringing children in the community to their local library, things like that. They are discussing ideas right now, but it would be a good opportunity, if the library could participate in those discussions.
- b. Ms. Harrison indicated she would be willing to identify a staff member to participate as a library representative.

12. Announcements/Board Round Table

- a. Ms. Harrison pointed out the small bags on the tables, explaining the treats were given to staff for Staff Appreciation Day, to show them we appreciate them and all their great ideas and their teamwork. We wanted to give them to the Board as well, Ms. Harrison continued, as a small token of our appreciation for all you do for us.
- b. Ms. Danclar thanked staff for the very informative reports, and thanked Mr. Toland for his leadership in facilities.
- c. Mrs. McInnis agreed, stating, "I think it is a very exciting time."
- d. Mr. Arnold said he appreciates everything the staff does; the details in the reports make them easily understandable.
- e. Dr. Schanz thanked Mr. Cating for conducting the meeting.
- f. Mrs. Richardson said she was glad to see everyone.

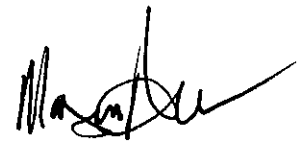
13. Adjournment

**A MOTION WAS MADE BY MR. ARNOLD, SECONDED BY DR. SCHANZ, TO
ADJOURN THE MEETING.
THE MOTION CARRIED UNANIMOUSLY.**

The meeting adjourned at 12:43 pm.

**The next meeting of the BOARD OF CONTROL will be held:
-Thursday, May 19, 2022**

APPROVED

A handwritten signature in black ink, appearing to read 'Marjorie Harrison', with a stylized, flowing script.

Marjorie Harrison, Secretary