

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

301 W. Claude Street

July 21, 2022

11:15 a.m.

The Calcasieu Parish Public Library BOARD OF CONTROL met on Thursday, July 21, 2022, at 11:15 AM at the Central Library. Mrs. Willie Mount, Board President, presided.

Present

Mrs. Willie Mount, President
Mr. Anthony Zaunbrecher, Vice President
Mr. Paul Arnold
Mr. Brent Cating
Ms. Alice Danclar
Mrs. Michelle McInnis
Mrs. Laura Richardson

Absent

Dr. Dale Schanz
Mr. E. Brent Washington

Also: Ms. Marjorie Harrison, Library Director; Ms. Sheryl Chaisson, Associate Librarian for Collections and Computing Services; Mrs. Tammy Duhon, Human Resources Assistant; Mrs. Shone Guillory-Jones, Epps Memorial Library Branch Manager; Mr. Tommy Quirk, Legal Liaison; Mrs. Angela Stutes, Human Resources Director; and Ms. Karen Daigle, Recorder.

1. Call to Order – Mrs. Mount, President
 - a. Mr. Arnold pronounced the invocation.
 - b. Mr. Cating led all present in the *Pledge of Allegiance*.
2. Adoption of the Agenda

**A MOTION WAS MADE BY MRS. RICHARDSON, SECONDED BY MS. DANCLAR, TO ACCEPT THE AGENDA AS PRESENTED.
THE MOTION CARRIED UNANIMOUSLY.**

3. Public Comments of Items on Agenda – there were no public comments.
4. Approval of Minutes and Reports
 - a. Board of Control Minutes – May 19, 2022

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

5. Director's Reports/Financial Reports – (see attached titled *Report to the Board of Control July 2022; Repair and Renovation Cost; Library Repairs and Renovations; Programming Dept June 2022 Activities; June Activities 2022; Monthly Statistical Summary – JUNE; Door Count and Public Computer Use; CPPL Branch Statistics Year-to-Date January – June 2022; FINANCIAL REPORT TO THE BOARD OF TRUSTEES JUN 2022; Summary Page June-22; and Fund Balance 2022*)
 - a. Ms. Harrison reported we are moving forward with the library of things. A survey was sent to staff, to ask what types of things they recommend, and we have a workgroup working on it. The Summer Reading Program is going really well.

Performers are coming to the branches and doing in-person programs. We are doing different types of programs as well, for example, virtual reality and discord programs.

- b. We've been in discussions about Port Wonder, and we're almost there. It seems to be progressing as anticipated. The City of Dequincy and the Parish have entered into a Cooperative Endeavor Agreement to have the library at the DeQuincy Railroad Museum. We won't be able to open the DeQuincy library as soon as we thought, so this is a more permanent temporary solution which started this week.
- c. We have been working on the budget for next year, getting it ready for the committee meetings. There will be a Personnel meeting at the end of this month, and a Finance meeting next month. This years' financial report thus far looks like we are on target with revenue.
- d. Looking at repairs and renovation:
 - i. Carnegie/Genealogy went back out for bid, so nothing is happening there.
 - ii. Central is moving along; they are starting to paint in administration
 - iii. Dequincy we are waiting for carpet otherwise on target. We had expected to be open but with the carpet delay we are not.
 - iv. The DeQuincy Capital One building is moving along well, it is on target and looking really good. There is a question with the handicap ramp, but it is being looked into.
 - v. Epps Annex is scheduled to go out for bid to be demolished August 1st.
 - vi. The Epps library will be discussed later in the agenda.
 - vii. We are waiting on the agreement to be signed and construction to begin at the Fontenot library.
 - viii. Hayes library is closed for two to three weeks, for the interior to be completed.
 - ix. The permits for the work in Iowa just came, so they were able to start work.
 - x. Maplewood is nearly done, on target.
 - xi. Moss Bluff is moving along. There are some problems with the windows still leaking which we are working to fix, other than that they are on target.
 - xii. Starks is closed for interior work and should reopen August 15th.
 - xiii. Sulphur library is closed as well, for new carpet and to paint.
 - xiv. The Warehouse is on hold.
 - xv. Most of the repairs are complete at Westlake.
 - xvi. Vinton will be delayed for about a month, the end of August instead of July, because we are having to wait for the air conditioning. Once they get that started, they can finish the interior.

6. Committee Reports/Upcoming Meetings

- a. Buildings and Properties Committee (see attached exterior concept design and interior floor plan, *Repairs and Renovations*, and *Repair and Renovation Cost*)
 - i. Mr. Zaunbrecher thanked the Committee, Mr. Arnold; Ms. Danclar; and Mrs. McInnis, for their ability to compromise during this long process, and commended Mr. Brossett for his kindness as he worked with the committee to reach a solution.
 - ii. The Committee felt this fourth rendition seemed OK. This concept has the traditional pitched roof, but also kept the tallness to the ceilings. With a sixteen (16) foot ceiling in the main body of the library and a fourteen (14) foot ceiling in the large meeting room. The study rooms will have ten (10) foot ceilings, allowing maintenance access to the air conditioning without

the need to shut down a large portion of the library. Mr. Zaunbrecher added, as a design concept, it works.

- b. Personnel Committee
 - i. The Personnel Committee will meet Wednesday, July 27th at 11:00 am
- c. Finance Committee
 - i. The Finance Committee is looking to meet the third Thursday of August.
- 7. Unfinished Business
 - a. Capital One buildings update
 - i. The update was done as part of the Director's Report.
- 8. New Business
 - a. Epps Memorial Library Redesign

A MOTION WAS MADE BY MR. ZAUNBRECHER, ON BEHALF OF THE BUILDING AND PROPERTIES COMMITTEE, TO ACCEPT THE NEW DESIGN AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

- b. Library Furniture and Shelving
 - i. Request permission to allow the Parish to advertise for bids for Library Furniture and Shelving for the Moss Bluff and Sulphur libraries and authorize the library director to make the purchase recommendation once bids are received.
 - 1. Ms. Harrison explained, we are ready to advertise for bids for the furniture and shelving at the Moss Bluff and Sulphur libraries and would like to be able to move on them once the bids are received.

A MOTION WAS MADE BY MRS. RICHARDSON, SECONDED BY MRS. MCINNIS, TO ALLOW THE PARISH TO ADVERTISE FOR BIDS FOR LIBRARY FURNITURE AND SHELVING FOR THE MOSS BLUFF AND SULPHUR LIBRARIES AND TO AUTHORIZE THE LIBRARY DIRECTOR TO MAKE THE PURCHASE RECOMMENDATION ONCE BIDS ARE RECEIVED. THE MOTION CARRIED UNANIMOUSLY.

- c. Periodical Subscription Services
 - i. Consideration to request the Calcasieu Parish Police Jury advertise for bids for Periodical Subscription Services for use by the Calcasieu Parish Public Library System and to authorize library director to make the purchase recommendation for a Periodical Subscription Service provider once bids are received.
 - 1. Ms. Harrison clarified; we need this approved after the fact. There was precedence for the library to have temporary administrative approval when there is not time to bring it to the Board for approval beforehand. The subscriptions needed to go out immediately, so we spoke with Mrs. Mount and agreed this was the best way to handle it so there would be no lapse in service. The bid went out, but we need formal approval for that authorization to advertise for bids.

A MOTION WAS MADE BY MR. ZAUNBRECHER, SECONDED BY MRS. MCINNIS, TO REQUEST THE CALCASIEU PARISH POLICE JURY ADVERTISE FOR BIDS FOR PERIODICAL SUBSCRIPTION SERVICES FOR USE BY THE CALCASIEU PARISH PUBLIC LIBRARY SYSTEM AND TO AUTHORIZE LIBRARY DIRECTOR TO MAKE THE PURCHASE RECOMMENDATION ONCE BIDS ARE RECEIVED. THE MOTION CARRIED UNANIMOUSLY.

- d. Policy Review Update (see attached *Collection Development Policy* and *Updating the Collection Development Policy*)
 - i. Ms. Harrison explained, this is a new standing agenda item. The policy we are presenting today is the Collection Development Policy. We sent out the current policy and an outline for revising and updating it. This policy has not been revised in several years, and with everything currently taking place in libraries with censorship and book banning, this was a good time to review it. By updating the policy, we hope to make it easier for the public and staff to get the information they need.
 - ii. The previous policy, as well as the current revisions, were and are based on the Library Bill of Rights. We plan to bring the revised Collection Development Policy to the Board in January.
- e. Fontenot Memorial Library and DeQuincy Library Buildings Sale
 - i. Ms. Harrison stated this item was requested to be a standing agenda item. However, the parish representative could not be here today, and they asked if we could defer this item so they could be here.

A MOTION WAS MADE BY MR. ARNOLD, SECONDED BY MRS. DANCLAR, TO DEFER DISCUSSION REGARDING THE SALE OF THE FONTENOT MEMORIAL LIBRARY AND DEQUINCY LIBRARY BUILDINGS TO A LATER MEETING. THE MOTION CARRIED UNANIMOUSLY

9. Anything else to come before the Board – There was nothing at this time.

10. Suggestions for Future Agenda

- a. Mr. Cating requested we address what we are doing for cyber security in the library to prevent problems.

11. Announcements/Board Round Table –

- a. Mr. Quirk commented libraries are getting a lot of attention lately, both good and bad.
- b. Ms. Danclar said she is happy about Epps, and she hopes the staff at Epps are happy as well.
- c. Mrs. McInnis said she is looking forward to the changes at Moss Bluff, adding “the patio looks great”.
- d. Mr. Arnold requested the Board visit the different library branches throughout the Calcasieu Parish system.
 - i. There was a brief discussion, where it was decided Ms. Harrison would set something up.
- e. Mr. Cating was excited about the summer reading program, stating the prizes were amazing. He was very glad to see how well things were publicized: in the paper, on television, and on social media.

- i. "It's being noticed by people," he continued, "good job, Kudos to the staff!"
- f. Mrs. Richardson enjoyed a *Geebo the Clown* program, stating, "He was fabulous".
- g. Mr. Zaunbrecher requested a brief explanation of the Fund Balance and how it relates to the Financials in the future.
 - i. Perhaps something color coded.
- h. Mrs. Mount thanked everyone for being here and recognized the Librarian and staff, "For constant excellence; past, present, and future".

12. Adjournment

**A MOTION WAS MADE BY MR. CATING, SECONDED BY MRS. DANCLAR, TO
ADJOURN THE MEETING.
THE MOTION CARRIED UNANIMOUSLY.**

The meeting adjourned at 12:02 PM

**The next meeting of the BOARD OF CONTROL will be held:
-Thursday, September 15, 2022**

APPROVED


Marjorie Harrison, Secretary