

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

301 W. Claude Street

November 17, 2022

11:15 a.m.

The Calcasieu Parish Public Library BOARD OF CONTROL met on Thursday, November 17, 2022, at 11:15 AM, at the Central Library. Mr. Anthony Zaunbrecher, Vice President, presided.

Present

Mr. Anthony Zaunbrecher, Vice President
Mr. Paul Arnold
Mr. Brent Cating
Mrs. Michelle McInnis
Mrs. Laura Richardson
Dr. Dale Schanz
Mr. Brent Washington

Absent

Mrs. Willie Mount, President
Ms. Alice Danclar

Also present: Ms. Marjorie Harrison, Library Director; Ms. Sheryl Chaisson, Associate Librarian for Collections and Computing Services; Mrs. Tammy Duhon, Human Resources Assistant; Mr. Seth Gaskin, System Administrator; Mr. Ron Hayes, Police Jury Liaison; Ms. Danielle McGavock, Associate Librarian for Public Services; Mr. Tommy Quirk, Legal Liaison; Mr. Dwight Toland, Facilities Manager; Ms. Karen Daigle, Recorder.

1. Call to Order – Mr. Zaunbrecher, Vice President
 - a. Mr. Washington pronounced the invocation.
 - b. Mr. Arnold led all present in the *Pledge of Allegiance*.
2. Adoption of the Agenda
 - a. Mr. Zaunbrecher explained, we have two additions.
 - i. Under Unfinished Business, we are adding item c. 2023 Proposed Operating Budget. To amend the 2023 Operating budget to include Capital Project expenses that will be paid in 2023.
 - ii. Under New Business we are adding item d. Sale of Old Buildings. To address the sale of the old library buildings in Vinton and DeQuincy

**A MOTION WAS MADE BY MR. WASHINGTON, SECONDED BY MR. ARNOLD, TO
AMEND THE AGENDA TO INCLUDE:
UNFINISHED BUSINESS**

c. 2023 Proposed Operating Budget

- i. Amend the 2023 Operating Budget to include capital project expenses that will be paid in 2023

NEW BUSINESS

d. Sale of Old Buildings

- i. Address the sale of the old library buildings in Vinton and DeQuincy.

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 Regular Meeting Minutes, September 15, 2022

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

b. Nominating Committee Meeting Minutes, October 11, 2022 -

**A MOTION WAS MADE BY MR. CATING, SECONDED BY MRS. RICHARDSON, 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 November 2022; Fund Balance 2022; October Activities 2022; Programming Dept October 2022 Activities; News Articles from throughout the Parish; Monthly Statistical Summary OCTOBER; Door Count and Public Computer Use Monthly Comparisons 2022 – 2021 (October); Library Repairs and Renovations; and Repair and Renovations Cost.*)
 - a. Ms. Harrison began by explaining the additional items are the most recent with up to date revisions, unfortunately we don't have the financial documents at this time. We should have the report by the end of the month. Ms. Harrison then went over the facilities.
 - i. Carnegie repairs and renovations have begun. Once they begin the work on the Genealogy side and the meeting room, the Genealogy Branch will close, and the collections staff currently working out of the meeting room will need to be relocated. Carnegie will not need to close, just Genealogy.
 - ii. Central and administration are moving along. People are being displaced and moving around, administration is experiencing what staff at the branches have been.
 - iii. DeQuincy library is finished, and the Capital One building is moving along. There is a delay in the equipment; we will have temporary AC in order to stay on track until the HVAC arrives. We are expecting access January 1st, to start setting up and moving from the old facility to the new one.
 - iv. Epps Annex was demolished, and we are still looking for a place to locate when the Epps library is demolished in order to continue to offer temporary service in that area.
 - v. Fontenot is moving along slowly, but work has begun.
 - vi. Hayes is mostly complete; we are waiting on doors.
 - vii. Iowa is also moving along, but once again we are going to have to find an alternative to the HVAC for completion.
 - viii. Maplewood is mostly completed.
 - ix. Moss Bluff is also mostly completed. There are a few things going on, but we have been able to reopen inside the library. Early voting is currently using the meeting room, but once they are out the entire library will be able to be open, which should happen on December 5th.
 - x. Starks is done.
 - xi. Sulphur has very few items left. The furniture for Sulphur and Moss Bluff should arrive early December.
 - xii. The architect is working on the final drawing for the warehouse, and it should go out to bid in January, Epps as well.
 - xiii. Westlake is almost done.
 - xiv. Vinton had their Grand Opening
 - b. Ms. Harrison pointed out the library of things, a strategic plan objective, is coming along. We are adding different formats, based on surveys and discussions. For

example, the puzzles went out, and they seem to be big hit at the smaller branches. Patrons are using them inside the library. Tech and media related items are in the works, as well as yard games.

- c. The Vinton opening went fantastic, we had over three hundred fifty (350) people come throughout the day. The community seemed thrilled to have their library back and to see the new facility.
- d. Student ID as a library card expanded to St. Louis; the next step is charter schools.
- e. Furniture has been a huge job, Moss Bluff and Sulphur should be received soon, and we are working on putting in the order for Central, Carnegie, Hayes, and Starks.
- f. Sulphur returned to regular hours November 7th; patrons are excited.
- g. We saw a four hundred sixty percent (460%) increase in the number of programs from last year.

6. Committee Reports/Upcoming Meetings

- a. Nominating Committee Report, Dr. Schanz, chair.
 - i. Mr. Washington explained, the committee met on October 11th, to put together a Slate of Officers to nominate for 2023. A motion was made by Ms. Danclar, and seconded by Mrs. Richardson to nominate Mr. Zaunbrecher for President, Mrs. McInnis for Vice President, and Ms. Harrison for Secretary. The motion passed unanimously, and the committee is bringing it to the board today.

**A MOTION WAS MADE BY MR. WASHINGTON ON BEHALF OF THE NOMINATING COMMITTEE TO NOMINATE MR. ANTHONY ZAUNBRECHER FOR PRESIDENT, MRS. MICHELLE MCINNIS FOR VICE PRESIDENT, AND MS. MARJORIE HARRISON FOR BOARD SECRETARY.
THE MOTION CARRIED UNANIMOUSLY.**

7. Unfinished Business

- a. Capital One buildings update
 - i. The information was provided as part of the director's report; there is no further information.
- b. Cybersecurity Measures
 - i. Ms. Harrison explained, at the last meeting we provided information about the measures we have taken, and it was requested we bring the topic to this meeting in case anyone had questions.
 - ii. Mr. Cating inquired about the process. He wanted to know if it is an ongoing process; do they go to educational classes; and how do you know what to protect.
 - iii. Mr. Gaskin explained, staff go to trainings in order to stay abreast of the current threats and maintain industry standards.
- c. 2023 Proposed Operating Budget (see attached *DRAFT Fund Balance 2023*)
 - i. Amend the 2023 Operating Budget to include Capital Project expenses that will be paid in 2023.
 - 1. Mr. Cating explained, currently there is a line in the Fund Balance designated for Capital Project Reserve Fund, and at this moment we have an additional need for five million one hundred thirteen thousand seven hundred thirty-four dollars (\$5,113,734.00) in the 2023 Operating Budget. This is a combination of funds the

insurance is not going to cover, hurricane related enhancements and improvement expenses, and the expansions in Iowa, Vinton, and DeQuincy. We may get some of it back in the future, and if we do it will be put back. We started saving in the past in case something came up, and it has.

A MOTION WAS MADE BY MR. CATING, SECONDED BY MR. ARNOLD, TO ADD FIVE MILLION ONE HUNDRED THIRTEEN THOUSAND SEVEN HUNDRED THIRTY-FOUR DOLLARS (\$5,113,734.00) TO THE APPROVED 2023 OPERATING BUDGET OF FIFTEEN MILLION THREE HUNDRED THIRTY-EIGHT THOUSAND TWO HUNDRED EIGHTY-SEVEN DOLLARS (\$15,338,287.00), FOR A GRAND TOTAL OF TWENTY MILLION FOUR HUNDRED FIFTY-TWO THOUSAND TWENTY-ONE DOLLARS (\$20,452,021.00), FOR CAPITAL PROJECT EXPENDITURES. THE MOTION CARRIED UNANIMOUSLY.

8. New Business

a. 2023 Calendar

- i. Consideration to accept the proposed 2023 Library Calendar. (see attached *DRAFT CALCASIEU PARISH PUBLIC LIBRARY – 2023 CALENDAR*)

A MOTION WAS MADE BY MRS. MCINNIS, SECONDED BY MR. WASHINGTON, TO ACCEPT THE CALCASIEU PARISH PUBLIC LIBRARY 2023 CALENDAR AS PRESENTED.

THE MOTIONS CARRIED UNANIMOUSLY.

b. 2023 Slate of Officers

- i. Presentation of the 2023 Slate of Officers from the Nominating Committee.
 1. The presentation was made with the Committee report.

c. Surplus Items

- i. Consideration to declare items as surplus to library operations and to authorize the Police Jury to dispose of them at auction. (see attached *Asset Name*)

A MOTION WAS MADE BY MR. CATING, SECONDED BY MRS. MCINNIS, TO DECLARE THE ITEMS AS SURPLUS TO LIBRARY OPERATIONS AND TO AUTHORIZE THE POLICE JURY TO DISPOSE OF THEM AT AUCTION.

THE MOTION CARRIED UNANIMOUSLY.

d. Sale of Old Buildings

- i. Mr. Zaunbrecher clarified, we had a meeting with the Police Jury, to discuss the future disposal of the old buildings in DeQuincy and Vinton. We met with Brian Beam and Alberto Galan; the meeting was to inform us as to how and why we can dispose of those buildings. The Police Jury has the obligation to provide for the sheriff department, a place to operate. The sheriff's office has requested our building in Vinton. So, we will not have that building to sell, as it will be a sheriff substation. There is a precedent for that, the building in Bell City was made into a sheriff substation.
- ii. Mr. Zaunbrecher continued; we do have the building in DeQuincy to sell when it is time.

9. Anything else to come before the Board

- a. Mr. Washington suggested the library provide computer literacy classes. He also brought up the subject of passing out bags at the McNeese football games as a great way to market the libraries services.
- b. Ms. Harrison said they met with the Athletic Foundation, and were supposed to start this year, but the agreement wasn't correct for us to start when football started. We will start next year. It has to go through their attorneys, and the agreement includes basketball and baseball. We have started purchasing items.
- c. Dr. Schanz added, the social studies fair is held here, at the Burton Coliseum in April, we might want to consider that for outreach as well.
- d. Mr. Zaunbrecher asked if the university was excited about the partnership.
- e. Ms. Harrison explained that we started with the athletic foundation, and they were very excited. It turned out we can't go through them, because it can't be a sponsorship, so it has to go through the university, but yes they are!
- f. Mr. Cating mentioned the yard signs we give out for summer reading coming through Friends, and wondered if we are going to run into the same problem with giving out materials from the library?
- g. Ms. Harrison explained we purchased some using grant money which it fits the criteria for, in addition we have a line item for outreach.
- h. Mr. Washington suggested talking to the East Baton Rouge Parish library to see how they are funding the items they give away at the football games.
- i. Ms. Harrison stated she did go through Finance, and they didn't have a problem. It is no different than us being at the bus station with an outreach.

10. Suggestions for Future Agenda - none

11. Announcements/Board Round Table

- a. Mrs. McInnis stated, "As always, the reports are very detailed, I love reading it. Thank you."
- b. Mr. Arnold remarked, "I'm here."
- c. Mr. Cating said, he was at the Vinton Grand Opening, and being there and seeing the people and the excitement, was an electric atmosphere. He stated, "It was really exciting to see, and the employees were overwhelmingly helpful. The building was wonderful," continuing, "we're doing what we are supposed to be doing."
- d. Mr. Washington thanked the library staff for doing a good job making the library a valuable asset to the community. Declaring, "Keep up the good work."
- e. Dr. Schanz and Mrs. Richardson agreed with Mr. Washington and Mrs. McInnis; Mrs. Richardson added, staff are doing a great job, and we appreciate it.
- f. Mr. Hayes said he also went to the Vinton Grand Opening, declaring, "it was a noteworthy day for the people of Vinton and that is what we're there for."
- g. Mr. Zaunbrecher thanked Ms. Harrison for providing a vision when the Capital One buildings came up for sale.

12. Adjournment

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

The meeting adjourned at 12:00 pm.

**The next meeting of the BOARD OF CONTROL will be held:
-Thursday, January 19, 2023.**

APPROVED

A handwritten signature in black ink, appearing to read 'Marjorie Harrison', written in a cursive style.

Marjorie Harrison, Secretary