

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

301 W. Claude Street

November 21, 2019

11:00 a.m.

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

Present

Mr. E. Brent Washington, President
Mr. Brent Cating
Ms. Alice Danclar
Mrs. Michelle McInnis
Mrs. Willie Mount
Mr. Anthony Zaunbrecher

Absent

Mrs. Laura Richardson, Vice-President
Mr. Paul Arnold
Dr. Dale Schanz

Also: Ms. Marjorie Harrison, Library Director; Mr. David Brossett, Project Architect: Capital One Building Renovations; Mr. David Comeaux, Facilities Manager; Mrs. Peggy Dupuis, Business Office Associate; Mrs. Pamela B. Edwards, Associate Librarian for Public Services; Mrs. Loretta Gharst, Associate Librarian for Collection and Computing Services; Ms. Angela Stutes, Human Resources Director, and Ms. Karen Daigle, Recorder.

1. Call to Order – Mr. Washington, President
 - a. Mr. Cating pronounced the Invocation.
 - b. Ms. Danclar led all present in the *Pledge of Allegiance*.
2. Adoption of the Agenda

**A MOTION WAS MADE BY MR. ZAUNBRECHER, SECONDED BY MR. CATING, TO ADOPT THE AGENDA AS PRESENTED.
THE MOTION PASSED UNANIMOUSLY**

3. Public Comments of Items on Agenda – There were no public comments
4. Approval of Minutes and Reports
 - a. Minutes of the Board of Control Regular Meeting, September 19, 2019
 - b. Minutes of the Nominating Committee Meeting, October 17, 2019
 - c. Minutes of the Personnel Committee Meeting, October 29, 2019
 - d. Minutes of the Personnel Committee Meeting, November 14, 2019

**A MOTION WAS MADE BY MRS. MCINNIS, SECONDED BY MR. ZAUNBRECHER, TO APPROVE THE MINUTES AS PRESENTED.
THE MOTION PASSED UNANIMOUSLY**

There were no public comments

5. Director's Reports/Financial Reports – (see attached titled *Report to the Board of Control, November 2019; FINANCIAL REPORT TO THE BOARD OF TRUSTEES OCT 2019; and Summary Page OCTOBER*) – Ms. Harrison highlighted the recent renovations to the Central Library, and the ongoing projects at Hayes and Carnegie Memorial Libraries. There was discussion

about the new door counters. They count more accurately; as a result the counts will be lower because it will not be counting the same person multiple times during a two-hour time period.

6. Committee Reports/Upcoming Meetings

- a. Nominating Committee – The Committee met in October to discuss the Slate of Officers for 2020. The Nominating Committee will make a recommendation to the Board under New Business.
- b. Personnel Committee – The Committee met in October regarding the libraries overtime policy. The Personnel Committee is recommending the policy be revised. The item is on the agenda under new business.

THE BOARD VOTED UNANIMOUSLY TO ACCEPT THE REPORTS.

7. Unfinished Business

- a. Capital One buildings update – Mr. Brossett said they are confirming the existing conditions of each building and confirming previously agreed upon designs will comply with current codes and fit with the existing conditions; looking at how to combine new construction with the existing structures. They are also coming up with drawings to show how they are going to look once they are completed; how things will need to be adjusted so when it is finished it looks like a completed facility. This will affect not only function but look and feel of the space. Mr. Brossett indicated they will need to meet with library staff for operational equipment and power needs to make sure it all matches up, and the estimated budget should be available in a couple of weeks.

8. New Business

- a. Library Card Expiration Policy
 - i. Consideration to change the library card expiration date from one (1) to two (2) years in the new circulation policy. – Features in the new Integrated Library System (ILS) will allow staff to verify patron addresses without having to expire the library card. For this reason, we are proposing that we change the library card expiration date in the new policy from one (1) year to two (2) years.

**A MOTION WAS MADE BY MRS. MOUNT, SECONDED BY MRS. MCINNIS, TO AMEND THE LIBRARY CARD EXPIRATION IN THE CIRCULATION POLICY FROM ONE (1) YEAR TO TWO (2) YEARS.
THE MOTION PASSED UNANIMOUSLY.**

There were no public comments.

- b. Overdue Fines in the New ILS
 - i. Consideration to transfer to the new Integrated Library System (ILS) only those overdue fines that are applicable in the new circulation policy. – Ms. Harrison explained when we migrate to new ILS, we will not be charging fines for most items, a few exceptions being the dolls, electronics, and back packs. We would like to have that reflected in patron accounts. We don't want people sent to materials recovery for overdue fines that they wouldn't be charged in the new policy. There was discussion.

**A MOTION WAS MADE BY MRS. MCINNIS, SECONDED BY MS. DANCLAR, TO TRANSFER TO THE NEW INTEGRATED LIBRARY SYSTEM (ILS) ONLY THE FINES THAT ARE APPLICABLE UNDER THE NEW CIRCULATION POLICY.
THE MOTION PASSED UNANIMOUSLY.**

c. Overtime Policy

- i. Consideration to revise the Library's overtime pay practice per recommendation from the Personnel Committee. – (see attached titled 5.3 OVERTIME)

A MOTION WAS MADE MS. DANCLAR, ON BEHALF OF THE PERSONNEL COMMITTEE, TO REVISE SECTION 5.3 B ITEM 4 OF THE CALCASIEU PARISH PUBLIC LIBRARY EMPLOYEE MANUAL TO ALLOW EMPLOYEES TO CHOOSE ANNUALLY TO BE COMPENSATED BY BEING PAID OVERTIME OR RECEIVING EARNED TIME OFF (ETO) FOR HOURS WORKED, AT THE DIVISION HEADS DISCRETION. THE MOTION PASSED UNANIMOUSLY.

d. 2020 Budget

- i. Amend the 2020 budget to include the twenty-seventh payroll. – Mr. Cating explained in 2020 the library will have an extra pay period, which only happens every few years and needs to be added to the budget, as well as the additional capital expenditures.

A MOTION WAS MADE BY MR. CATING, SECONDED BY MR. ZAUNBRECHER, TO INCREASE THE 2020 BUDGET BY 2,734,675.00 TO INCLUDE THE 27TH PAYROLL, CAPITAL PROJECTS, AND THE COOPERATIVE ENDEAVOR AGREEMENT WITH THE CITY OF LAKE CHARLES; THE TOTAL BUDGET BEING \$14,759,484.00. THE MOTION PASSED UNANIMOUSLY.

e. Veterans Day Holiday

- i. Consideration to amend Section 6.2.A of the Calcasieu Parish Public Library Employee Manual to include Veterans Day in the list of holiday closures.

A MOTION WAS MADE BY MS. DANCLAR, ON BEHALF OF THE PERSONNEL COMMITTEE, TO AMEND SECTION 6.2.A OF THE CALCASIEU PARISH PUBLIC LIBRARY EMPLOYEE MANUAL TO INCLUDE VETERANS DAY IN THE LIST OF HOLIDAY CLOSURES. THE MOTION PASSED UNANIMOUSLY.

f. 2020 Calendar

- i. Consideration to accept the 2020 Library Calendar.

A MOTION WAS MADE BY MRS. MOUNT, SECONDED BY MRS. MCINNIS, TO ACCEPT THE 2020 LIBRARY CALENDAR AS AMENDED TO INCLUDE THE VETERANS DAY HOLIDAY CLOSURE. THE MOTION PASSED UNANIMOUSLY.

There were no public comments

g. 2020 Slate of Officers

- i. Presentation of the Slate of Officers for 2020 from the Nominating Committee.

A MOTION WAS MADE BY MS. DANCLAR, ON BEHALF OF THE NOMINATIONS COMMITTEE TO NOMINATE THE FOLLOWING SLATE OF OFFICERS FOR 2020:

- 1. MRS. LAURA RICHARDSON, PRESIDENT**
- 2. DR. DALE SCHANZ, VICE-PRESIDENT.**

THE MOTION PASSED UNANIMOUSLY.

Library Director, Marjorie Harrison, as an *ex-officio* member of the Board, shall serve the board as secretary-treasurer.

h. Library Director's Performance Appraisal

- i. Consideration to accept the recommendation from the Personnel Committee on Library Director, Marjorie Harrison's performance appraisal.

A MOTION WAS MADE BY MS. DACLAR, ON BEHALF OF THE PERSONNEL COMMITTEE, TO ACCEPT THE PERFORMANCE APPRAISAL OF THE LIBRARY DIRECTOR OF THREE POINT SEVENTY-EIGHT (3.78) – HIGHLY EFFECTIVE. THE MOTION PASSED UNANIMOUSLY.

There were no public comments.

9. Suggestions for Future Agenda – None

10. Announcements/Board Round Table

- a. Mr. Washington wished everyone a Happy Thanksgiving and a Merry Christmas
- b. Mr. Zaunbrecher wished everyone a Merry Christmas and a Happy Holiday
- c. Mr. Cating said we must be doing something right. People complained to him about the library closure; when he explained why, they were thrilled to hear about the changes taking place. He also wished everyone Happy Holidays.
- d. Mrs. McInnis wished everyone Happy Holidays.
- e. Ms. Danclar stated she was thankful, and wished everyone a Merry Christmas
- f. Mrs. Mount thanked each of the library staff as team members for what they do for the general public, and for the administration, and for the board. She also wished everyone a Happy Thanksgiving and a Merry Christmas.
- g. Mr. Washington commended David Comeaux for a great job coordinating all the work that went on at Central during the closure.

11. Adjournment

**A MOTION WAS MADE BY MRS. MOUNT TO ADJOURN THE MEETING.
THE MOTION PASSED BY GENERAL CONSENSUS.**

The meeting adjourned at 11:43 a.m.

The next meeting of the BOARD OF CONTROL will take place
-January 16, 2020

ACCEPTED


Marjorie Harrison, Secretary