

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

301 W. Claude Street

January 21, 2021

11:00 a.m.

The Calcasieu Parish Public Library BOARD OF CONTROL met on Thursday, January 21, 2021 at 11:00 AM, at the Central Library. Mrs. Laura Richardson, Past-President, and Dr. Dale Schanz, President-elect, presided.

Present

Mrs. Laura Richardson
Dr. Dale Schanz
Mr. Paul Arnold
Ms. Alice Danclar
Mrs. Michelle McInnis
Mrs. Willie Mount
Mr. Anthony Zaunbrecher

Absent

Mr. Brent Cating
Mr. E. Brent Washington

Also: Ms. Marjorie Harrison, Library Director; Mrs. Tammy Duhon, Human Resources Assistant; Mrs. Peggy Dupuis, Business Office Associate; Mrs. Missi Felio, Webmaster; Mr. Dwight Toland, Facilities Manager; and Ms. Karen Daigle, Recorder.

1. Call to Order – Mrs. Richardson, President
 - a. Mrs. Mount pronounced the Invocation.
 - b. Mrs. McInnis led all present in the *Pledge of Allegiance*.
2. Pass the Gavel and Name Officers
 - a. Mrs. Richardson presented the new officers: Dr. Dale Schanz, President; Mrs. Willie Mount, Vice-President; and Ms. Marjorie Harrison, Secretary.
 - b. Dr. Schanz took the gavel and presided over the rest of the meeting.

3. Adoption of the Agenda

**A MOTION WAS MADE BY MR. ZAUNBRECHER, SECONDED BY MRS. MCINNIS, TO ADOPT THE AGENDA AS PRESENTED.
THE MOTION PASSED 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 19, 2020
 - i. Ms. Harrison made a clarification regarding the minutes. The Police Jury requested under New Business, item b “Internet and Data Service request for proposal” that we clarify the procurement type. It is a Request for Proposals. The Police Jury put it on their December agenda using a more specific verbiage for their motion, “to advertise for Request for Proposals for Fiber Wide-Area Network (WAN) Connections and Internet Access Services for the Calcasieu Parish Public Library System”. To clarify – They are the same. They just used the exact title of the RFP.

A MOTION WAS MADE BY MRS. MCINNIS, SECONDED BY MRS. RICHARDSON TO ACCEPT THE MINUTES.

There were no public comments.

THE MOTION PASSED UNANIMOUSLY.

6. Director's Reports/Financial Reports – (See attached titled *Report to the Board of Control: January 2021; Summary Page DECEMBER; and FINANCIAL REPORT TO THE BOARD OF TRUSTEES DEC 2020*)
 - a. Ms. Harrison stated, "As you can see in the reports, we have been very busy lately. Having long pauses of waiting and then suddenly having to do things very quickly with regards to the buildings".
 - i. The American Library Association (ALA) gave us a grant for \$20,000.00. To place portable buildings at the closed libraries, after learning about the Pop-Up Libraries.
 - ii. The buildings arrived. The portable building for Moss Bluff is fully connected, and we hope to open by end of month. However, we are waiting on the connections at the other two sites.
 - iii. The mitigation work is complete at the Epps Branch and Epps Annex.
 - iv. We are waiting for final information about Epps Annex, as there is a possibility it will be demolished.
 - v. Margie presented the Financial Report explaining the library received less revenue than estimated, but also spent less due to Covid-19 and the hurricanes.
 - vi. We have been told not to expect to receive the ad valorem tax revenue until probably June.
 - vii. Mr. Zaunbrecher commented that when he looks at all the things we are doing in the reports, he can see staff is working hard and doing so much, i.e., clearing spaces; moving collections; mitigation; etcetera. He expressed his concern about the stress levels of staff, stating, "We understand because we're all in the same boat that if you need to relax and take a deep breath for a while that it would be a good idea". Adding, "This is not a critique, it's a compliment. I really think we need to look at, now that things are underway, what is reasonable for us to do". Mr. Zaunbrecher concluded, "Be aware of that and know that we are behind you all the way".
 - viii. Ms. Danclar asked about the Moss Bluff improvements, wondering if the improvements need to be assessed again after the damage from Hurricane Delta or if the report is accurate.
 - ix. Ms. Harrison stated that it is accurate and includes improvements that will probably now fall under insurance. This will be addressed in further detail under New Business a.
 - x. Mr. Arnold wanted to know what "binge box" refers to in the report.
 - xi. Ms. Harrison explained that part of the strategic plan was to have bundles of materials available to check out; this title "binge box" refers to a collection of things to binge watch.
 1. For example, an entire television series.

A MOTION WAS MADE BY MR. ZAUNBRECHER, SECONDED BY MR. ARNOLD, TO ACCEPT THE DIRECTOR'S REPORTS AND THE FINANCIAL REPORTS.

There were no public comments.

THE MOTION PASSED UNANIMOUSLY.

7. Committee Reports/Upcoming Meetings – The Library Services, Resources, and Policies Committee will need to meet soon to review several draft policies in the works.
8. Unfinished Business
 - a. Capital One buildings update – Ms. Harrison explained we are still awaiting final information. Mr. Brossett was waiting on the report from insurance outlining what they are covering in order to see what changes need to be made because of the hurricanes. We do not have a timeline.
 - b. We worked with the PJ's Assistant Finance Director on the contract language for the Furniture, Fixtures and Equipment (FFE) contract with Denelle Wrightson. Unfortunately, with no timeline for the repairs the furniture contract cannot move forward.
9. New Business
 - a. Report on the progress of the investigation into the possibility of improvements at the Epps Memorial and Moss Bluff branches during the course of the hurricane repairs. – (See attached titled *Epps Branch Improvements; Moss Bluff Branch Improvements.*)
 - i. Ms. Harrison presented the Improvement lists for each branch, explaining Dwight, Loretta, Pam, and herself met with the branch managers and asked them what they would change if they could change anything. Together they created a list for each branch and prioritized them.
 - ii. Parking at Epps was not prioritized because there was no land, however that may change if the Annex is demolished.
 - iii. Mrs. McInnis questioned the addition of a new meeting room at Moss Bluff, indicating she thought it would absolutely be valuable if it could be done.
 - iv. There was discussion.
 - v. Mr. Zaunbrecher thanked Ms. Harrison for the report.
10. Committee Appointments – (See attached *2021 Committee Appointments Calcasieu Parish Public Library Board of Control*)

A MOTION WAS MADE BY MR. ARNOLD, SECONDED BY MRS. MCINNIS, TO ACCEPT THE COMMITTEE APPOINTMENTS AS PRESENTED.

There were no public comments.

THE MOTION PASSED UNANIMOUSLY.

11. Suggestions for Future Agenda – None.

12. Announcements/Board Round Table

Dr. Schanz stated a sympathy card is being passed around for a former Board Member and encouraged staff to sign if they wished.

Mrs. Richardson wished everyone a happy new year, and a very blessed year. She also thanked everyone for letting her serve as president last year.

Mrs. McInnis thanked Mrs. Richardson for serving as Board President this past year.

Mrs. Mount thanked Mrs. Richardson for her leadership and gave kudos to Marjorie and the Library staff.

Mr. Arnold seconded the sentiments previously expressed and stated. "It's beyond description and expectations for what the library staff has done and accomplished".

Mr. Zaunbrecher said, "Breathe" continuing, "We got your back".

Dr. Schanz also conveyed her appreciation for everything library staff have done during this past year.

13. Adjournment

**A MOTION WAS MADE BY MRS. RICHARDSON, SECONDED BY MRS. MOUNT, TO
ADJOURN THE MEETING.**

There were no public comments.

THE MOTION PASSED UNANIMOUSLY.

The meeting adjourned at 11:49 a.m.

The next meeting of the Board of Control will be held:

-March 18, 2021

APPROVED



Marjorie Harrison, Secretary