

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

301 W. Claude Street

March 18, 2021

11:00 a.m.

The Calcasieu Parish Public Library BOARD OF CONTROL met on Thursday, March 18, 2021 at 11:00 AM, at the Central Library. Dr. Dale Schanz, President, presided.

Present

Dr. Dale Schanz, President
Mrs. Willie Mount, Vice-President
Mr. Paul Arnold
Mr. Brent Cating
Ms. Alice Danclar
Mrs. Michelle McInnis
Mrs. Laura Richardson
Mr. Anthony Zaunbrecher
Mr. Ron Hayes, Police Jury Liaison, *ex-officio*

Absent

Mr. E. Brent Washington

Also: Ms. Marjorie Harrison, Library Director; Mrs. Tammy Duhon, Human Resources Assistant; 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; Mrs. Felicia Oliver, Central Branch Manager; Mr. Tommy Quirk, Legal Counsel; Mrs. Angela Stutes, Human Resources Director; Mr. Dwight Toland, Facilities Manager; and Ms. Karen Daigle, Recorder.

1. Call to Order – Dr. Schanz, President
 - a. Mr. Arnold pronounced the Invocation.
 - b. Mrs. Richardson led all present in the *Pledge of Allegiance*.
 - c. Dr. Schanz introduced Mr. Quirk, Legal Liaison from the District Attorney's Office, and Mr. Hayes, Police Jury Liaison, thanking both for attending.
 - d. Mr. Quirk gave his contact information to the Board assuring them if they need anything he is here to serve.
 - e. Mr. Hayes said he was thrilled to be here and thanked the Board for inviting him. He also gave his contact information to the Board, offering to be of assistance if he or the Police Jury is needed.

2. Adoption of the Agenda

**A MOTION WAS MADE BY MR. ZAUNBRECHER, SECONDED BY MRS. MOUNT, TO ADOPT 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 – January 21, 2021

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

b. Nominations Committee Minutes – November 19, 2020

A MOTION WAS MADE BY MS. DANCLAR, SECONDED BY MR. ZAUNBRECHER, 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: March 2021; FINANCIAL REPORT TO THE BOARD OF TRUSTEES FEB 2021; Summary Page Feb-21; Fund Balance 2021; Monthly Statistical Summary: FEBRUARY; and 2020 Hurricane Damage – Laura and Delta*)
 - a. Ms. Harrison explained there are a few things she wanted to add to the information sent in the Board Report.
 - i. The Monthly Statistical Summary is a brief overview of the system aligned with the Strategic Goals, which will be sent out each month in addition to the Board Report.
 - ii. 2020 Hurricane Damage document was updated this morning. It highlights the damages at each location, completed mitigation, and repair status.
 - iii. The Fund Balance 2021 has been updated.
 - b. We met with the architect this morning, and we are moving forward. Mr. Brossett is the architect for all the facilities, not just the Capital One buildings.
 - i. He has completed his work for the Vinton and DeQuincy buildings and has sent it to the Police Jury. The Iowa building is going to take more time.
 - ii. Mr. Brossett is working on repairs, drawings, and specs for all facilities. However, they will be rolled out individually by priority, with Moss Bluff, Epps, and Carnegie being the highest priority.
 - iii. He expects to have the first damaged building ready to go to the Police Jury by the first week in April. We are hopeful it will go out to bid shortly after that.
 - iv. Mr. Brossett expects it to take approximately six (6) months from time it goes out to bid for completion for all facilities except the Capital One buildings. The Capital One renovations will probably take eight (8) to twelve (12) months.
 - c. Ms. Harrison expressed the need for a Buildings and Properties Committee meeting which would address both rebuilding the warehouse and expanding the parking at the Epps Memorial Library considering the demolition of the Epps Annex. Once the warehouse is rebuilt, the idea is to have Collection Services relocated to a dedicated space at the warehouse where it would be much more efficient for receiving shipments of materials to be processed and sent out to the branches.
 - d. Ms. Harrison invited the Board to an open house celebration, honoring Mrs. Loretta Gharst, who will be retiring after thirty-one (31) years with the library. The celebration will be held on April 15, 2021 from 1:00 PM to 4:00 PM. She invited Loretta to stand.
 - e. There was a round of applause.
 - f. Mrs. Gharst expressed her pleasure in working for the library system, stating "It is a great place to work, wonderful people, and a wonderful Board too. Thank you, so much, for the opportunity."

There were no public comments.

6. Committee Reports/Upcoming Meetings –
 - a. Mrs. McInnis reported the Library Services, Resources, and Policies Committee met to review three draft policies: Public Comment Policy; Teleworking Policy and Procedures; and the Community Area/Bulletin Board Policy. The policies will come before the Board at the May meeting.
 - b. The Buildings and Properties Committee will meet before the next Board meeting.

7. Unfinished Business
 - a. Capital One buildings update – The update was included in Ms. Harrison's report. There were no additional questions or comments.
8. New Business – none
9. Suggestions for Future Agenda
 - a. Presentation of the three draft policies from the Library Services, Resources, and Policies Committee.
10. Announcements/Board Round Table –
 - a. Mrs. McInnis declared her appreciation for the Board report, stating, "There is great detail and I enjoy reading about what's going on". She continued, "Also, this would be my first time serving on the Policy Committee, and I think the drafts were very precise and well written."
 - b. Ms. Danclar congratulated the staff for the letter a student wrote, adding the library staff are doing their job and making the student feel safe. She also congratulated Loretta on her retirement and Felicia for becoming Central Library's new branch manager.
 - c. Mrs. Mount said she loved seeing the sun and the beautiful day; it is great to see representatives from the D.A.'s office and the Police Jury stating, "We look forward to working with both of you."
 - d. Mr. Hayes expressed his appreciation for the opportunity to attend the meeting, stating "I look forward to doing it again".
 - e. Mr. Arnold voiced his admiration to Margie and the entire staff for the way they have persevered, stating "I think everybody deserves a round of applause". Mr. Arnold also welcomed Mr. Hayes and Mr. Quirk.
 - f. Mr. Cating thanked Loretta for her years of service, adding "you will be missed".
 - g. Mrs. Richardson thanked Loretta, and expressed her appreciation of the library staff, stating "You have all done a wonderful, wonderful job. We could not be here, now, doing this, without all of you."
 - h. Mr. Zaunbrecher said, "The Buildings and Properties Committee will meet before the May meeting, so we have as many particular details as possible to bring to the Board at that time".
 - i. Dr. Schanz was grateful for the Board Report, adding "I really appreciate the time the staff puts in for us and the things that they do." She congratulated Loretta, and thanked Mr. Quirk and Mr. Hayes for coming.

11. Adjournment

A MOTION WAS MADE BY MR. ARNOLD, SECONDED BY MRS. MOUNT, TO ADJOURN THE MEETING.

The meeting adjourned at 11:38 AM

**The next meeting of the BOARD OF CONTROL will be held:
-Thursday, May 20, 2021**

APPROVED


Marjorie Harrison, Secretary