

**Calcasieu Parish Public Library
BOARD OF CONTROL
BUILDINGS AND PROPERTIES COMMITTEE
MINUTES**

301 W. Claude Street

April 19, 2021

9:30 AM

The Buildings and Properties Committee of the Calcasieu Parish Public Library BOARD OF CONTROL met on Monday, April 19, 2021 at 9:30 AM at the Central Library. Mr. Anthony Zaunbrecher, Chair, presided.

Present

Mr. Anthony Zaunbrecher, chair
Ms. Alice Danclar
Mr. Brent Cating
Mrs. Michelle McInnis

Absent

Dr. Dale Schanz, *ex-officio*

Also: Ms. Marjorie Harrison, Library Director; Mr. David Brossett, Architect for Library Renovations and Hurricane Repairs; Mr. Dwight Toland, Facilities Manager; Mr. Jared Lessard, Fontenot/Vinton Express Branch Manager; Mrs. Pamela B. Edwards, Associate Librarian for Public Services; Mrs. Shone Guillory-Jones, Epps Memorial Branch Manager; and Ms. Karen Daigle, recorder.

1. Call to Order – Mr. Anthony Zaunbrecher, Chair
2. Adoption of Agenda

**A MOTION WAS MADE BY MRS. MCINNIS, SECONDED BY MR. CATING, TO ADOPT THE AGENDA AS PRESENTED.
THE MOTION CARRIED UNANIMOUSLY.**

3. Public Comments of Items on Agenda – There were no public comments.
4. Hurricane damage repairs and improvements update. (see attached titled *2020 Hurricane Damage – Laura and Delta*)
 - a. Ms. Harrison indicated the handout is the most current status of each property and indicates what has taken place at each location. She then invited Mr. David Brossett to give an overview.
 - b. Mr. Brossett stated the field assessment at Central, Carnegie, Moss Bluff, and Epps have been completed. He will bring the documentation to the Police Jury this week or next. In addition, once that is done, he will begin working on Starks, Fontenot, Maplewood, Hayes, and DeQuincy.
 - c. Mr. Brossett estimates the requested improvements to Epps Memorial Library will cost approximately one hundred thirty-five thousand dollars (\$135,000.00) based on the current cost of work and materials.
 - d. Ms. Harrison introduced Mrs. Guillory-Jones, Branch Manager, inviting her to address these needed improvements. There was discussion.
 - e. Mr. Zaunbrecher requested additional information regarding Moss Bluff and the Facilities Warehouse.
 - f. Mr. Toland clarified, the requested improvements at Moss Bluff were addressing the lighting, and repainting; both of which now must be done due to the hurricanes. The Warehouse is waiting on the Police Jury; they are doing an environmental study. We hope to keep the concrete and the metal frame, but only if it is still viable. As far as

demolition, the Police Jury is putting all parish buildings into one contract and they have not developed that scope of work at this time.

- g. Mr. Tolland continued; we are proposing to enclose what was the parking area to accommodate Collection Services, which would keep all the larger volume deliveries at one location.

5. Capital One buildings update.

- a. Mr. Brossett explained the scope of work for the DeQuincy and Vinton locations have been given to the Police Jury for approval, and he hopes they will be approved to go out for bid this week. Iowa is not quite ready to go to the Police Jury, but it should be in a week or two.

6. Parking lot improvements.

- a. Ms. Harrison clarified, at least a year ago we talked about needing to do something with parking at Westlake. We also need to address Epps and Hayes.
- b. Westlake - The parking lot is concrete and has multiple failures, the entire lot needs to be replaced. Currently, it is almost impossible for patrons to come in and go out at same time, which is a safety issue. We need to get with the city, but if possible, we would like to change the design to allow for better safety.
- c. Epps - The Police Jury is going to demolish the Epps Annex building, which gives us a great opportunity to provide a much-needed expansion to the Epps Memorial parking lot in the future.
- d. Hayes - The Police Jury put in a concrete pad, for handicap parking, but the entire parking lot is minimal, and patrons have hit the trees in the past. We would like to cover the ditch, making it safer.
- e. There was also discussion about parking at the new location for the DeQuincy Library.
 - i. The library is limited in what we can do because city property is involved, but we will work with the city to be sure patrons can get from the parking lot to the building safely.

7. Projected future upgrades, repairs, and maintenance.

- a. Mr. Toland began, as we look at funding, we need to look at some of the expensive things that need repaired and replaced. The Air Conditioner at Westlake needs to be replaced. The chiller at Sulphur needs to be completely cleaned and repaired. Once we get it up to one hundred percent (100%) we would like to put it under contract with Star Service. Carnegie is now under contract and it is working very well it is very cost effective.
- b. Mr. Cating questioned the overall timeline for the hurricane repairs.
- c. Mr. Brossett indicated, depending on the damages, he is hopeful things will be completed by the end of the first quarter next year (2022). He is hopeful the bids will go out individually, allowing for more resources to finish the projects sooner.

8. Naming of the new Vinton Public Library

- a. Ms. Harrison introduced Jared Lessard, Fontenot Branch Manager, inviting him to the table and explaining the original action item, at the February 17, 2020 meeting, was to investigate the process involved to change the name of the library. Mr. Lessard researched the history, Ms. Harrison obtained the minutes from the Board Meeting naming the library, and we sought approval from the Vinton Major and Police Juror.
- b. It was determined the best way to proceed would be to take action when we open the new Vinton Public Library. When the Fontenot Memorial Library building is sold, the Board will take action to permanently close the Fontenot Memorial Library.

- c. The recommendation is to open the new building as the Vinton Public Library with the meeting room being named in memory of Mr. Fontenot.
- d. There was discussion.

A MOTION WAS MADE BY MR. CATING, SECONDED BY MS. DANCLAR, TO PROPOSE TO THE BOARD TO NAME THE NEWEST VINTON LIBRARY THE VINTON PUBLIC LIBRARY, AND THE MEETING ROOM BE NAMED THE JIMMY FONTENOT MEETING ROOM.

THE MOTION PASSED UNANIMOUSLY.

MR. ZAUNBRECHER CALLED A SHORT RECESS.

The meeting recessed at 10:22 AM

MR. ZAUNBRECHER RECONVENED THE MEETING.

The meeting reconvened at 10:27 AM

- 9. Capital Project Reserve Fund allocations (see attached *Fund Balance 2021*)
 - a. Ms. Harrison explained, the Fund Balance 2021 sheet was updated after we received our final figures which include the rollover from last year. We will need to leave the Insurance Deductible and the Catastrophic and Operating Reserve alone for now, as those will be utilized soon. She continued, the rollover was added to the Capital Project Reserve Fund, and we feel we should start designating some of the reserve funds for things like parking lot repairs and other things mentioned earlier today.
 - b. There was discussion, including the additional work at Epps Memorial Library, and the Warehouse, as well as other work possibly not covered by insurance at various branches.

A MOTION WAS MADE BY MR. CATING, SECONDED BY MS. DANCLAR, TO MAKE A RECOMMENDATION TO THE FINANCE COMMITTEE TO SET ASIDE ONE MILLION DOLLARS (\$1,000,000.00) FOR FUTURE HURRICANE RELATED EXPENSES AND IMPROVEMENTS FROM THE GENERAL CAPITAL PROJECT RESERVE FUND TO INCLUDE ONE HUNDRED THIRTY-FIVE THOUSAND DOLLARS (\$135,00.00) DEDICATED TO THE IMPROVEMENTS AT EPPS MEMORIAL LIBRARY NOT COVERED BY INSURANCE.

THE MOTION CARRIED UNANIMOUSLY.

10. Anything else to come before the committee. -

11. Adjournment

A MOTION WAS MADE BY MR. CATING, SECONDED BY MS. DANCLAR, TO ADJOURN THE MEETING.

THE MOTION CARRIED UNANIMOUSLY.

The meeting adjourned at 10:44 AM

APPROVED



Marjorie Harrison, Secretary