

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

301 W. Claude Street

July 15, 2021

11:00 a.m.

The Calcasieu Parish Public Library BOARD OF CONTROL met on Thursday, July 15, 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. E. Brent Washington
Mr. Anthony Zaunbrecher
Mr. Ron Hayes, Police Jury Liaison, *ex-officio*

Absent

None

Also: Ms. Marjorie Harrison, Library Director; Ms. Sheryl Chaisson, Associate Librarian for Collection and Computing Services; Mrs. Tammy Duhon, Human Resources Assistant; Mrs. Peggy Dupuis, Business Office Associate; Mr. Jared Lessard, Vinton Express Branch Manager; Mr. Tommy Quirk, Legal Counsel; Ms. Angela Stutes, Human Resources Director; Mr. Dwight Toland, Facilities Manager; and Ms. Karen Daigle, Recorder.

1. Call to Order – Dr. Schanz, President
 - a. Mr. Cating pronounced the Invocation.
 - b. Mr. Zaunbrecher led all present in the *Pledge of Allegiance*.

2. Adoption of the Agenda

**A MOTION WAS MADE BY MRS. MOUNT, SECONDED BY MR. ZAUNBRECHER, 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 – March 18, 2021

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

- b. Library Services, Resources, and Policies Committee Minutes – March 18, 2021

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

- c. Buildings and Properties Committee Minutes – April 19, 2021

**A MOTION WAS MADE BY MR. ZAUNBRECHER, SECONDED BY MRS. MOUNT, 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: July 2021; FINANCIAL REPORT TO THE BOARD OF TRUSTEES JUN 2021; Summary Page Jun-21; Fund Balance 2021; Monthly Statistical Summary: JUNE; Door Count and Public Computer Use, Monthly Comparisons 2020-2021; and 2020 Hurricane Damage – Laura and Delta*)
 - a. Ms. Harrison began with the budget, stating this year we took a twenty-five percent (25%) cut in revenue, and we have been waiting to see how it will look for the year. For the first several months we received little revenue, but it is starting to come in now.
 - b. We created a report showing a comparison of the door count and computer use this year to last year. Unfortunately, use has greatly reduced since COVID-19 and the hurricanes. The counts are increasing now, but use has been down considering the lack of meeting room availability and in-person programming.
 - c. The construction projects are moving along slowly. Ms. Harrison invited Dwight Toland, Facilities Manager, to speak.
 - i. Mr. Toland explained, the architect has submitted all the drawings, and the insurance has approved them, so now we are matching the documents to the insurance to be sure they do, in fact, match. We are in the process of going to each building to verify the damages, and from that will produce a bid document. It is a long process.
 - ii. Ms. Harrison added, every building was affected. Three branches currently have portable buildings and are "Express Libraries". A donation was provided by ALA for six (6) months lease of the portable buildings.
 - iii. Mr. Toland elaborated, there is a lot of delay. Insurance is at maximum, and so we must follow FEMA guidelines. In order to do that, we have to go backwards to try to see if things were done the way they wanted. We're waiting on documentation from insurance and FEMA to move forward.
 - iv. Ms. Harrison concluded, we have a lot going on, but we are progressing.
6. Committee Reports/Upcoming Meetings
 - a. Building and Properties Committee – Mr. Zaunbrecher reported the Committee met in April and there were a couple of motions brought forward.
 - i. We are recommending the new library in Vinton be named the Vinton Public Library. Staff felt confident, after lengthy consultations within the community, there will be no concern. After some discussion, the Committee voted unanimously.
 - ii. The Committee is also making a recommendation to the Finance Committee to set aside \$1,000,000.00 for future hurricane related expenses and improvements from the General Capital Project Reserve Fund, to include \$135,000.00 dedicated to improvements at Epps Memorial Library.
 - b. Personnel Committee – Mr. Arnold explained the Committee met just prior to the Board meeting. The proposal that was voted upon and will be going to the Finance Committee was to adjust the current pay scale by six percent (6%), and to provide a three percent (3%) pay raise.
 - i. Ms. Harrison added, we proposed moving the pay structure to align with the cost-of-living increase. The Personnel Committee recommendation is going to

the Finance Committee. Finance will look at the recommendation along with the draft 2022 Budget and will make their recommendation to the Board.

- ii. Mrs. Mount indicated the Committee suggested securing information on major metropolitan statistical areas like Shreveport, New Orleans, Baton Rouge, et cetera, to bring to Finance.
- c. Finance Committee – There will be a meeting on August 19, 2021, at 10:00 AM to discuss the budget, a motion from the Building and Properties Committee, and a motion from the Personnel Committee.
- d. Library Services, Resources, and Policies Committee – The Committee will meet before the September Board Meeting; date to be determined.

7. Unfinished Business

- a. Capital One buildings update. – (see attached titled *VINTON LIBRARY; DEQUINCY LIBRARY; IOWA EXISTING BUILDING; IOWA NEW LIBRARY; and Construction Projects*)
 - i. Ms. Harrison stated projects have been moving forward. We have not been able to advertise for bids, but we are hopeful the Vinton building will go out to bid July 27, 2021.
 - ii. Denelle Wrightson, Library Design Architect Specialist, came out to work with us to put together a furniture and fixtures bid package. The furniture budget is coming in lower than anticipated, because we do not need to buy all new shelving. The handouts show the floor plans, including furniture such as chairs, benches, et cetera.

8. New Business

- a. Public Comment Policy
 - i. Consideration to adopt the Public Comment Policy as recommended by the Library Services, Resources, and Policies Committee. – Mrs. McInnis stated the committee looked over the draft and recommend adoption of the policy.

**A MOTION WAS MADE BY MRS. MCINNIS ON BEHALF OF THE LIBRARY SERVICES, RESOURCES, AND POLICIES COMMITTEE TO ADOPT THE PUBLIC COMMENT POLICY AS PRESENTED.
THE MOTION CARRIED UNANIMOUSLY**

There were no public comments.

- b. Telework Policy and Procedure
 - i. Consideration to adopt the Telework Policy and Procedure as recommended by the Library Services, Resources, and Policies Committee. – Mrs. McInnis explained, the committee met to review the policy, which had also been reviewed by legal counsel.
 - ii. There was discussion.

**A MOTION WAS MADE BY MRS. MCINNIS ON BEHALF OF THE LIBRARY SERVICES, RESOURCES, AND POLICIES COMMITTEE TO ADOPT THE TELEWORK POLICY AND PROCEDURES AS PRESENTED.
THE MOTION CARRIED UNANIMOUSLY**

There were no public comments.

c. Community Information Area/Bulletin Board Policy

- i. Consideration to adopt the Community Information Area/Bulletin Board Policy as recommended by the Library Services, Resources, and Policies Committee. – Mrs. McInnis said the committee discussed a lot of possibilities, elaborating that the policy was vetted through legal counsel. The committee recommends adoption.

**A MOTION WAS MADE BY MRS. MCINNIS ON BEHALF OF THE LIBRARY SERVICES, RESOURCES, AND POLICIES COMMITTEE TO ADOPT THE COMMUNITY AREA/BULLETIN BOARD POLICY AS PRESENTED.
THE MOTION CARRIED UNANIMOUSLY**

There were no public comments.

d. Vinton Library Name

- i. Consideration to accept the recommendation from the Buildings and Properties Committee to name the new library in Vinton the Vinton Public Library and the meeting room to be named the Jimmy Fontenot Meeting Room. – Mr. Zaunbrecher asked if there were any questions unanswered in his earlier report.
- ii. Mrs. Mount wanted to know if someone contacted the family. Mr. Lessard replied, "We did every bit of due diligence that we possibly can, to try to find any immediate relatives or any distant relatives of Mr. Fontenot in the area"

**A MOTION WAS MADE BY MR. ZAUNBRECHER ON BEHALF OF THE BUILDINGS AND PROPERTIES COMMITTEE TO NAME THE NEW LIBRARY IN VINTON THE VINTON PUBLIC LIBRARY AND THE MEETING ROOM TO BE NAMED THE JIMMY FONTENOT MEMORIAL MEETING ROOM.
THE MOTION CARRIED UNANIMOUSLY**

There were no public comments.

e. 2022 Budget Planning Timeline and Proposal

- i. Presentation of the proposed 2022 Budget Planning Timeline by Library Director, Marjorie Harrison – Margie explained, the proposed timeline was to come to the Board at the May meeting, but the meeting was cancelled so it didn't. Nothing in the planning timeline has changed from last year. The Finance Committee will meet, and then the proposed budget will come to the September Board meeting.

9. Suggestions for Future Agenda – none

10. Announcements/Board Round Table

- a. Dr. Schanz read a card sent to the Board from Mrs. Buttros, thanking them for their sympathy card.
- b. Mr. Hayes thanked the Board for letting him sit in.
- c. Dr. Schanz stated her appreciation to everyone attending the meeting, both members of the Board and the members of the public.
- d. Mr. Zaunbrecher informed everyone that he has shingles on the ground, and he is optimistic they will have a new roof soon.

- e. Mrs. Richardson shared her mother was able to move back into her own house, and said she wanted to thank everyone for all the work they have been doing. Adding "You've been doing a fabulous job."
- f. Mr. Washington seconded the sentiment.
- g. Mr. Cating expressed gladness to see the library able to expand their hours a little more, and he appreciates everything the library has been doing.
- h. Mr. Arnold declared, "I think we're in good hands with the CPPL."
- i. Mrs. Mount stated, "Thank you to Marjorie and your staff for your tenacity and your loyalty to the public."
- j. Mrs. McInnis announced that people are happy the Moss Bluff Library has been able to move into their meeting room, saying, "It's a big step for us, and we appreciate all the hard work."
- k. Ms. Danclar welcomed Sheryl to the team and said staff have been doing a wonderful job.
- l. Ms. Harrison thanked the Board for all their support and thanked the staff for all they do.
- m. Mr. Quirk remarked that Margie and her staff may submit things to him, but when they are so well thought out there is very little to change, everything is very professional.

11. Adjournment

A MOTION WAS MADE BY MRS. MCINNIS, SECONDED BY MS. DANCLAR, TO ADJOURN THE MEETING.

THE MOTION CARRIED UNANIMOUSLY

The meeting adjourned at 11:45 AM

**The next meeting of the BOARD OF CONTROL will be held:
-Thursday, September 16, 2021**

APPROVED
Secretary



Marjorie Harrison,