

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

**301 W. Claude Street**

**January 19, 2023**

**11:15 AM**

The Calcasieu Parish Public Library BOARD OF CONTROL met on Thursday, January 19, 2023, at 11:15 AM, at the Central Library. Mrs. Willie Mount, Past-President, and Mr. Anthony Zaunbrecher, President-elect, presided.

**Present**

Mrs. Willie Mount  
Mr. Anthony Zaunbrecher  
Mr. Paul Arnold  
Mr. Brent Cating  
Mrs. Michelle McInnis  
Mrs. Laura Richardson  
Dr. Dale Schanz  
Mr. E. Brent Washington

**Absent**

Ms. Alice Danclar

Also: Ms. Marjorie Harrison, Library Director; Mrs. Tammy Duhon, Human Resources Assistant; Mr. Ron Hayes, Police Jury Liaison; Mr. Jared Lessard, Vinton Branch Manager; Ms. Danielle McGavock, Associate Librarian for Public Services; Mr. Brandon Shoemaker, Carnegie Memorial and Genealogy Branch Manager; Ms. Angela Stutes, Human Resources Director; Mr. Dwight Toland, Facilities Manager; Mr. Cornell Thomas, Iowa Branch Manager; and Ms. Karen Daigle, Recorder.

1. Call to Order – Mrs. Mount, President
  - a. Dr. Schanz pronounced the Invocation.
  - b. Mrs. Richardson led all present in the *Pledge of Allegiance*.
2. Pass the Gavel and Naming of the Officers
  - a. Mrs. Mount presented the new officers: Mr. Anthony Zaunbrecher, President; Mrs. Michelle McInnis, Vice-President; and Ms. Marjorie Harrison, Secretary, stating, it was an honor and a privilege to pass the role over to Mr. Zaunbrecher.
  - b. Mr. Zaunbrecher thanked Mrs. Mount and conducted the remainder of the meeting.
3. Adoption of the Agenda
  - a. Mr. Zaunbrecher stated he and Ms. Harrison had met prior to the meeting, and there are a couple of things that might need to be added to the agenda.
  - b. Ms. Harrison explained, we thought the Board may wish to continue meeting at 11:15 a.m. like last year, to help ensure everyone can attend. Ms. Harrison continued; it was also suggested the Board meet at some of the new buildings. We thought that may be something you would like to add to the calendar.
  - c. There was discussion.

**A MOTION WAS MADE BY MRS. MOUNT, SECONDED BY MRS. RICHARDSON, TO ADOPT THE AGENDA AS AMENDED TO INCLUDE:**

**C. START TIME**

**D. MEETING LOCATIONS**

**THE MOTION CARRIED 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 17, 2022

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

6. Director's Reports/Financial Reports – (see attached titled *Report to the Board of Control January 2023; Summary Page DEC-22; FINANCIAL REPORT TO THE BOARD OF TRUSTEES DEC 2022; DRAFT Fund Balance 2023; Programming Dept Activities December 2022; December Activities 2022; News articles from throughout the Parish; Monthly Statistical Summary DECEMBER; Door Count and Public Computer Use; and Library Repairs and Renovations.*
  - a. Mr. Zaunbrecher asked if there were any questions about the information provided in the director's report.
  - b. Mr. Cating said on page three it talks about new wall wraps. What is a wall wrap?
  - c. Ms. Harrison explained, the book return wall at Central that had the monster face was a wall wrap. It had to be removed to repair the walls, so Central is getting a new one. Sulphur and Moss Bluff have new internal book returns and will be getting wraps.
  - d. Mr. Cating inquired about the brand story, wanting to know what it is.
  - e. Ms. Harrison said The Chamber has a publication for people moving into the area. We are going to have a library brand page; a place to tell our story. We worked with the author of the story, giving her information and photographs. It's a way to let people know we have a library and some information about us.
  - f. Mr. Zaunbrecher said, on page three (3) it talks about the Building Emergency Plan. What kind of emergencies; is there a PowerPoint; we might want to schedule another meeting in the future for the Board.
  - g. Ms. Harrison explained, the emergency plan we used to have was very out of date, so this was an update of the procedures. What we have now, the building emergency plan and procedures, are building specific as well as system specific. We identified assembly points, what happens to people on the second floors when there are emergencies. We also addressed active shooter scenarios, physical assault, chemical release, severe weather: floods, ice, tornadoes, et cetera. We looked at several plans, from cities, universities, and other libraries, and incorporated the pieces that fit for us.
  - h. Mr. Zaunbrecher inquired if given the universality of the plan, would the PowerPoint presentation be able to be presented in ten (10) or fifteen (15) minutes.
  - i. Ms. Harrison elaborated; we are just starting to launch in person. We are going over the plan with managers and senior level staff. We will have drills, when the library is closed, and regular trainings, and could do something with it at All Staff. Our new system trainer took it and put together a PowerPoint. We've offered further training, and we are trying to get active shooter training.
  - j. Mr. Zaunbrecher indicated if the board sees the presentation, further discussion will wait until that time.
  - k. Mrs. McInnis requested looking at the Financial Report.
  - l. Ms. Harrison explained the information had just come in, so it was not included in the original report. We came pretty close, at ninety-nine percent (99%) spent; we



had an IT project which was expected to come out, but it didn't, and we received more revenue than was expected.

- m. Ms. Harrison continued; looking at the draft Fund Balance, you can see we moved one hundred fifty-one thousand four hundred forty-six dollars (\$151,446.00) left from 2022, giving us a starting balance for 2023 of eleven million three hundred fifty-eight thousand six hundred thirty-one dollars (\$11,358,631.00). Several things set aside in the Fund Balance should be paid in 2023.
- n. Ms. Harrison pointed out that the statistics are getting better. We are moving back into regular numbers; reference questions and the number of visits are increasing, as well as programming. We are moving forward.

#### 7. Committee Reports/Upcoming Meetings – none

#### 8. Unfinished Business

##### a. Capital One buildings update

- i. Mr. Zaunbrecher asked if there were any updates to give on the repairs.
- ii. Ms. Harrison indicated there were, stating she would start at the top with Carnegie.
  - 1. Carnegie: construction is underway, but most of the effects will be felt in Genealogy. The meeting room is being recarpeted, they are working on the breakroom, the entire upstairs areas, there will also be painting and shelving updates.
  - 2. Central: is currently under construction, but they are moving along well.
  - 3. DeQuincy: old building construction is complete. The walkthrough of the Capital One building was yesterday. We are in the process of planning to close the library to move everything over to the new building. Debbie LeBeau is putting together plans related to the collection and getting it moved over. It will probably be another six (6) weeks. We might have a soft open around Valentine's Day, but it may be later.
  - 4. Epps Annex: has been demolished.
  - 5. Epps Library: the design was approved, and the architect should send everything to the Police Jury by the end of the month. It should go out to bid in February or March.
  - 6. Fontenot building: is slowly moving along.
  - 7. Hayes: construction is complete.
  - 8. Iowa: construction is moving along, although there may be a delay in receiving the HVAC like DeQuincy.
  - 9. Moss Bluff: construction is complete, but we've not received the furniture.
- iii. Mrs. Richardson said it's nice to see things complete.

#### 9. New Business

##### a. Committee Appointments (see attached *2023 Committee Appointments*)

- i. Mr. Zaunbrecher asked if there were any objections to the Committee Appointments as presented.
- ii. There were no objections.

##### b. Adoption of Section 125 Flexible Benefits Plan Amendments

- i. Consideration to adopt Section 125 Flexible Benefits Plan (Cafeteria Plan) as amended, effective January 1, 2023. (A copy of Section 125 Flexible Benefits Plan (Cafeteria Plan), as amended, is available in the library administrative office.)
- ii. Ms. Harrison explained the Board must adopt the flexible benefits plan for employees to participate in the plan. It was last amended and adopted in 2020.
- iii. There was discussion.

**A MOTION WAS MADE BY MR. WASHINGTON, SECONDED BY MRS. MOUNT, TO ADOPT SECTION 125 FLEXIBLE BENEFITS PLAN AS AMENDED. THE MOTION CARRIED UNANIMOUSLY**

- c. Start Time
  - i. Mr. Zaunbrecher proposed the Board continue to meet at 11:15 AM, unless there are objections.
  - ii. There were none.
  - iii. Future BOARD OF CONTROL meetings will convene at 11:15 AM.
- d. Meeting Locations
  - i. Mr. Zaunbrecher began; last year, we discussed holding the meetings offsite. Maybe we could have the last three meetings at a few of the other library branch locations, and the following year meet at a few of the others.
  - ii. There was discussion.
  - iii. Ms. Harrison will plan to schedule meetings at other branch locations later in the year according to scheduled openings.

10. Anything else to come before the Board –

- a. Mr. Zaunbrecher stated the library is arriving at the end of the five-year strategic plan and putting one together involves a tremendous amount of work. With all the library has been through and has the left to do; we should consider postponing the next one for six (6) months to one (1) year.
- b. Mrs. Mount agreed, indicating it should be reflected in the minutes.
- c. The Board will revisit strategic planning in six (6) months.

11. Suggestions for Future Agenda –

- a. Mrs. McInnis requested an update on Port Wonder.

12. Announcements/Board Round Table

- a. Mrs. Mount wish everyone a Happy New Year and commented how fast the year was moving; January is almost over.
- b. Mrs. Richardson stated, "Same thing, Happy New Year, and I pray this year will be much better than last year."
- c. Dr. Schanz remarked that she had visited Starks library branch and was very impressed. Continuing, "It is small, but I had a nice visit."
- d. Mr. Cating added the library has new card holder, explaining "Mine was expired, so I got mine this morning in about thirty seconds."
- e. Mr. Arnold noted that on this day 50 years ago, Mr. Anthony Zaunbrecher was presented with the Outstanding 4-H award, and it is in the American press.
- f. Mr. Hayes stated, "I love this place." Explaining he came into the library during a children's program; it was good to see kids being happy in our library.



- g. Mrs. McInnis said she visits the Moss Bluff branch frequently with her grandchildren, visiting Santa, trying out the new book drop, et cetera. She also complimented the new sign, book drop, and beautiful new furniture.
- h. Mr. Zaunbrecher introduced Mr. Cornell Thomas, Iowa branch manager, and invited him to stand, explaining that he has worked for the library for over 40 years and will be retiring this year. Mr. Zaunbrecher read a list of accomplishments Mr. Thomas has achieved since entering the library system as a page at Central in 1982 and working his way up to Iowa branch manager. Concluding, "Cornell, we will really miss you in the library, we wish you the very best in your retirement; there's nothing we can give you that can express appreciation for that much work. Congratulations."
- i. There was a round of applause.
- j. Mr. Thomas said, "I was standing here while you were talking and thinking about Linda Lee Carlberg, who hired me at the original Carnegie, which had the spiral staircase that took you up to the second floor. Back then she interviewed you personally, so I have that memory. And, of course, talking about programming, Yolonda Blanchard who was the first children's programmer for Calcasieu parish and all the wonderful things that came from that programming. There was something I was reading the other day, and it says that we drink from wells we did not build and are protected by structures we did not create. No man does it alone, the past is invested in each and every one of us. So, anything that I may have done, it all comes from what was done before."
- k. There was another round of applause.

### 13. Adjournment

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

The meeting adjourned at 12:05 PM

**The next meeting of the BOARD OF CONTROL will be held:  
-Thursday, March 16, 2023**

APPROVED

  
Marjorie Harrison, Secretary