

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

301 W. Claude Street

March 16, 2023

11:15 a.m.

The Calcasieu Parish Public Library BOARD OF CONTROL met on Thursday, March 16, 2023, at 11:17 AM, at the Central Library. Mr. Anthony Zaunbrecher, President, presided.

Present

Absent

Mr. Anthony Zaunbrecher, President
Mr. Paul Arnold
Mr. Brent Cating
Ms. Alice Danclar
Ms. Michelle McInnis, Vice President
Mrs. Willie Mount
Mrs. Laura Richardson
Dr. Dale Schanz
Mr. E. Brent Washington

Also: Ms. Marjorie Harrison, Library Director; Ms. Sheryl Chaisson, Associate Librarian for Collections and Computing Services; Ms. Danielle McGavock, Associate Librarian for Public Services; Mrs. Madison Miller, System Trainer; Mr. Tommy Quirk, Legal Liaison; Mr. Dwight Toland, Facilities Manager; and Ms. Karen Daigle, Recorder.

1. Mr. Zaunbrecher, President, called the meeting to order at 11:17 AM.
 - a. Mrs. Mount pronounced the Invocation.
 - b. Mr. Arnold led all present in the *Pledge of Allegiance*.
2. Adoption of the Agenda
**A MOTION WAS MADE BY MRS. MOUNT, SECONDED BY MR. ARNOLD, 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 19, 2023
**A MOTION WAS MADE BY MRS. MCINNIS, SECONDED BY MRS. MOUNT TO APPROVE THE MINUTES AS PRESENTED.
THE MOTION CARRIED UNANIMOUSLY.**
5. Director's Reports/Financial Reports
 - a. Ms. Harrison began with the addendums. The financials are starting off OK, although they might be slightly unusual. The state revenue sharing came this year, and not last year. Also, on the summary page, because of all of the capital projects and encumbrances, the Year-to-date looks off, but everything is going as planned. If you look at the library repairs cost sheet, the expansions in DeQuincy, Iowa, and Vinton were all put into the operating budget.
 - b. Looking at the branches, Carnegie is moving along slowly, but the contractors claim they will make the May 4th completion date. The new DeQuincy branch had a soft opening, and we are planning the grand opening on April 18th at eleven am.

We will send out invitations to the board and the community. We are planning not to sell the old building immediately; we need it to store some of the new furniture that was ordered. The plan is to eventually sell, but that will happen later.

- c. The Epps library is estimated to go out to bid in April. We've been looking for a lease space or partnership opportunity because we will have to move the portable building off of the property for demolition and new construction. The only place we have been able to possibly use would be across from Raceway on Martin Luther King, Jr. Boulevard, but we are waiting to finalize the lease agreement. It is 1200 square feet, so it is larger than the portable building they are currently in, and the cost per square foot is comparable to the Iowa lease.
- d. The Iowa library is delayed until June because of the HVAC and the electrical switch gear, so the completion date will have to be some time after that.
- e. The statistics are looking good; public service hours are down, but a lot of other things have gone up. For example, programming, circulation, and computer use.
- f. Ms. Harrison asked if there were any questions about the report.
 - i. Mr. Zaunbrecher questioned if we have a connection with the Little Free Libraries, or if that is a different organization.
 - 1. Ms. McGavock explained the library worked with organizations to get them set up. They do the upkeep on the structure, and we make sure they are fully stocked.
 - ii. Mr. Zaunbrecher requested additional information regarding the purchase of ad space in school yearbooks. He wanted to know if we had a budget for something like that.
 - 1. Ms. Harrison explained it comes from the marketing budget.
 - 2. There was discussion and it was decided Ms. Harrison will reach out to the school superintendent to facilitate possible cooperation with the schools to be able to place adds in more yearbooks in the future.
 - iii. Mrs. Richardson thanked the library employees for volunteering their time, on a Saturday, to help pick up litter in the neighborhood.

6. Committee Reports/Upcoming Meetings - none

7. Unfinished Business

- a. Capital One buildings update
 - i. Mr. Zaunbrecher stated this item was previously reviewed in the director's report, and asked if there were any additional comments.
 - ii. There were none.
- b. Port Wonder update
 - i. Ms. Harrison explained, the Cooperative Endeavor Agreement has not yet been signed. However, an email came yesterday saying that we will be moving forward with the original plan.
- c. Policy update
 - i. Ms. Harrison explained, we have several policies we will be working on this year. We are still working on the Circulation Policy and the Collection Development Policy from last year and we will work on the Employee Manual and a Programming Policy this year. Because those policies are going to be a lot, we won't be focusing on any others this year.

d. Future board meeting locations

i. Consideration to revise the 2023 Library Calendar to reflect the following:

1. July 20, 2023 – DeQuincy Library Community Room
2. September 21, 2023 – Iowa Library Community Room
 - a. Mr. Zaunbrecher began by explaining that at a previous meeting, the board discussed holding the meetings at different branches. He then asked if there were any questions about the dates and locations presented.
 - b. There was a discussion about transportation to the locations, as a group.
 - c. Mr. Zaunbrecher said they could organize something at the next meeting.

8. New Business

a. 2023 Regular Legislative Session library bills

i. SB 7

ii. HB 25

1. Mr. Zaunbrecher noted, in the board package we received some upcoming legislation, and we need to be ready to address any information requests regarding our collections. Such as, what we are doing; what materials are in our collections; how we select items; and how we promote them.
2. Mr. Zaunbrecher added, our policies already contain a means to keep these items out of hands that shouldn't have them. We have the public interest in mind.
3. Mrs. Mount added, we need to be proactive. Create a factoid or sheet stating this is what we do; who we are; how we select our materials, et cetera.
4. Mrs. McInnis said it is important to reassure the public that we have parental controls and policies in place already.
5. Mr. Washington expressed the importance of getting a fact sheet out to our elected officials, because they don't know how the library works. They need to know we are already doing that, and who to contact if they want to know more. It would be great if we could have a fact sheet available for everyone.
6. Ms. Harrison inquired if they want it to be brought to the board to be adopted or accepted by the board.
7. There was discussion about working with Ms. Harrison to create a fact sheet for the public.
8. Mrs. Mount requested Ms. Harrison create a draft, and due to the urgency of the matter they will vote by email.

b. Revisions to Employee Manual

i. Consideration to clarify and revise section 6.5 Disability and Workers Compensation and section 7.4 Worker's Compensation Indemnity/Pay Benefit

1. Ms. Harrison explained the proposed revisions are for clarification of the policy. The Police Jury has modified their language to make it clearer, but it doesn't change the policy.

**A MOTION WAS MADE BY MR. WASHINGTON, SECONDED BY MRS. RICHARDSON, TO ACCEPT THE CLARIFICATION REVISIONS TO SECTION 6.5 AND SECTION 7.4 OF THE CALCASIEU PARISH PUBLIC LIBRARY EMPLOYEE MANUAL.
THE MOTION CARRIED UNANIMOUSLY.**

- c. Building Emergency Plan presentation
 - i. Ms. Harrison introduced Madison Miller, the library system trainer who will give the presentation, and passed around the Central and Moss Bluff branch plans, as well as the template, explaining each branch has their own specifically tailored plan based on the template.
 - ii. Mrs. Miller thanked the board for the opportunity to present the Building Emergency Plan.
 - 1. Mrs. Mount questioned if the plan specifically addressed active shooters.
 - 2. Mrs. Miller explained it does, and the Calcasieu Parish Sheriff's Office will be giving a presentation at our Staff Development Day this year.
 - iii. She then began her presentation. Some of the scenario covered included what to do in the event of inclement weather; how and when to shelter in place; closures due to mechanical failures; and spoke briefly about building specific emergency personnel and the phone tree.
 - iv. Mrs. Miller concluded by showing the Emergency Procedures infographic located in the appendix, explaining it is a great utility for quick reference which is given to every employee during their initial training.
 - v. There was discussion, and it was decided Ms. Harrison would email the Board members a copy of the plan.

9. Anything else to come before the Board. – There was nothing at this time.

10. Suggestions for Future Agenda – There was nothing at this time.

11. Announcements/Board Round Table

- a. Mrs. Richardson said she appreciates everything that goes into the report, and she loves reading the articles about the library in the newspaper.
- b. Dr. Schanz expressed gladness in seeing everyone at the meeting, and complimented staff on doing an excellent job.
- c. Mr. Washington declared, "Kudos to the staff and the director."
- d. Mr. Cating mentioned he was able to attend Cornell's retirement party. Saying, "The interaction and support of the staff was fantastic, and the things he has done over the years. Incredible."
- e. Mr. Arnold stated he is happy to be a part of such a proactive group.
- f. Mrs. Mount thanked the attorney for coming to the meeting, and for taking our issues and concerns seriously. She also thanked Ms. Harrison for her leadership and guidance, stating, "You have a great team; it makes me proud to be a board member."
- g. Mrs. McInnis thanked Ms. Harrison for keeping the board informed about the upcoming legislation, she also expressed excitement about the upcoming restart of the Book Festival in the fall of 2024.
- h. Ms. Danclar seconded the sentiments expressed by the other board members.

12. Adjournment

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

The meeting adjourned at 12:16 PM

**The next meeting of the BOARD OF CONTROL will be held:
-Thursday, May 18, 2023**

APPROVED

A handwritten signature in black ink, appearing to read 'Marjorie Harrison', with a long, sweeping horizontal line extending to the right.

Marjorie Harrison, Secretary