

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

301-W. Claude Street

May 18, 2023

11:15 a.m.

The Calcasieu Parish Public Library BOARD OF CONTROL met on Thursday, May 18, 2023, at 11:15 AM, at the Central Library. Mr. Anthony Zaunbrecher, President, presided.

Present

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

Absent

Mr. E. Brent Washington

Also: Ms. Marjorie Harrison, Library Director; Ms. Sheryl Chaisson, Associate Librarian for Collection and Computing Services; Mr. Ron Hayes, Police Jury Liaison; Ms. Danielle McGavock, Associate Librarian for Public Services; Ms. Natalie McLendon, Independent Journalist; Mr. Tommy Quirk, Legal Liaison; Ms. Angela Stutes, Human Resources Director; Mr. Dwight Toland, Facilities Manager; Ms. Karen Daigle, Recorder.

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

2. Adoption of the Agenda

**A MOTION WAS MADE BY MR. ARNOLD, SECONDED BY MRS. MCINNIS, 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 16, 2023

**A MOTION WAS MADE BY MR. CATING, SECONDED BY MRS. RICHARDSON, TO APPROVE THE MINUTES AS PRESENTED.
THE MOTION CARRIED UNANIMOUSLY.**

- b. Library Services, Resources, and Policies Committee Report – May 2, 2023
 - i. Mr. Zaunbrecher pointed out a typo in the third motion. The letter “e” was left off the word “made.”

**A MOTION WAS MADE BY MRS. RICHARDSON, SECONDED BY MRS. MCINNIS, TO APPROVE THE MINUTES WITH THE SPELLING CORRECTION.
THE MOTION CARRIED UNANIMOUSLY.**

5. Director's Reports/Financial Reports (see attached *Report to the Board of Control May 2023*; *FINANCIAL REPORT TO THE BOARD OF TRUSTEES APR 2023*; *Summary Page Apr - 23*; *DEQUINCY BRANCH GRAND OPENING*; *April 2023 Activities Programming Dept.*; *Fund Balance 2023*; *Library Repairs and Renovations*; *Monthly Statistical Summary 2023, APRIL*; and *Door Count and Public Computer Use, Monthly Comparisons*;)
 - a. Ms. Harrison stated the report in the packet included the financial report and library program information. In addition, at your seats you have the addendum items, which include the Fund Balance, the construction report, and the statistical reports. Going over the Repairs and Renovations report; as you can see, several projects have been completed.
 - b. Carnegie is moving along, with completion hopefully in June. Iowa is currently on hold until June. We are waiting on the HVAC to be able to proceed further. The completion date is set for July 15th. DeQuincy opened in the new branch location, and we signed the lease agreement for the new temporary location for Epps. We do not currently know when construction will begin, FEMA had a few more questions.
 - c. We are getting wall wraps for the new drop boxes at Central, Sulphur, and Moss Bluff. Statistics are improving; circulation is up, library visits are up, public computer use is up. Things are definitely moving forward.
 - d. Mr. Arnold questioned if the library branches had been having any trouble with people theft out of the external book drops, explaining that he saw the postal service had been having problems with that.
 - i. Ms. Harrison explained we haven't had that problem here. It is usually people putting extra things, like book donations, in the drop boxes.
 - e. Mr. Zaunbrecher inquired about the twenty-thousand-dollar (\$20,000) donation mentioned in the report.
 - i. Ms. Harrison stated it was a donation from an estate, specifically for the DeQuincy library. We were working on the capital project when we found out we were going to receive it, and the funds were used to pay for the fence.
 - f. At the last meeting there was mention of placing a Little Free Library in Hayes; we are working on that. Angel at Hayes will keep it stocked with materials.
 - g. Mr. Cating commented, people are asking me how much we spent on the three new libraries. He continued, it would be helpful to have that broken down; the initial cost of the buildings; the cost of improvements by year; and the total amount.
 - h. Mr. Zaunbrecher asked if there were any other comments.
 - i. Ms. Harrison gave an update on the legislation. House Bill 25 was involuntarily deferred, and Senate Bill 7 is pending the House Committee on Education.
6. Committee Reports/Upcoming Meetings
 - a. Mrs. Richardson explained, the library committee met to look at adoption of the revised Social Software Policy and the revised Collection Development Policy. The Committee unanimously voted to recommend that the board adopt both revised policies.
 - i. Mr. Cating asked if there is a Social Software policy for the employee.
 - ii. Ms. Harrison explained it is included in the Employee Handbook.

A MOTION WAS MADE BY MRS. RICHARDSON, ON BEHALF OF THE LIBRARY SERVICES, RESOURCES, AND POLICIES COMMITTEE, TO RECOMMEND THE BOARD ADOPT THE SOCIAL SOFTWARE POLICY AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

- iii. Mr. Cating asked what changed in the Collection Development policy.
- iv. Ms. Harrison said the changes were mostly style and presentation, explaining that the policy was reorganized to bring similar parts together to make it easier to digest and find information. Ms. Harrison also pointed out there was a FAQ included at the end, based on questions from staff.
- v. There was discussion regarding the appendices citing ALA.

A MOTION WAS MADE BY MRS. RICHARDSON, ON BEHALF OF THE LIBRARY SERVICES, RESOURCES, AND POLICIES COMMITTEE, TO RECOMMEND THE BOARD ADOPT THE COLLECTION DEVELOPMENT POLICY AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

7. Unfinished Business

- a. Capital One buildings update – there was nothing else.
- b. Policy update
 - i. Ms. Harrison declared staff are currently working on the Employee Manual and the Programming Policy. The Programming Policy has gone to the managers and will go to Mr. Quirk. The Circulation Policy was sent to Mr. Quirk yesterday.
 - ii. Mr. Zaunbrecher reminded staff to be ready to discuss the Strategic Plan in July.

8. New Business

- a. Surplus items (see attached *SURPLUS LIST MAY AUCTION*)
 - i. Consideration to declare items as surplus to be sold at the Calcasieu Parish Police Jury auction.
 - 1. Ms. Harrison clarified; we sent this through email, and I also have them in the addendum. The items have gone to auction, we just need to officially confirm it here.
 - 2. Mr. Zaunbrecher acknowledged that everyone agreed.
- b. 2024 Budget Planning Timeline Proposal (see attached *2024 Budget Planning Timeline PROPOSAL*)
 - i. Presentation of the proposed 2024 Budget Planning Timeline
 - 1. Ms. Harrison explained, it is time to plan the budget for next year. The timeline is the same as last year: July meet with the Personnel Committee; August meet with Finance Committee; September the proposal comes to the Board.
- c. Fontenot Memorial Library
 - i. Consideration to permanently close Fontenot Memorial Library, 1402 Center Street, Vinton, LA
 - 1. Ms. Harrison declared, the Vinton library is open now, and we had discussed closing Fontenot after Vinton opened. Once the certificate of occupancy has been confirmed, we will turn the building over to the Sheriff Department. We need to formally close it before that happens.
- d. Social Software Policy

- i. Recommendation from the Library Services, Resources, and Policies Committee to adopt the draft Social Software Policy
 - 1. Action was taken during the Committee Report; there was no further discussion.
- e. Collection Development Policy
 - i. Recommendation from the Library Services, Resources, and Policies Committee to adopt the draft Collection Development Policy
 - 1. Action was taken during the Committee Report; there was no further discussion.
- 9. Suggestions for Future Agenda
 - a. Mrs. McInnis requested a Port Wonder update.
 - b. Mrs. Richardson inquired about the status of the Epps Memorial branch.
 - i. Ms. Harrison explained the trailer will close Monday, and everything will be moved to the leased space. The new temporary location will open on Tuesday, May 30th, the day after Memorial Day.
- 10. Announcements/Board Round Table
 - a. Ms. Danclar said she has received very positive feedback on the new DeQuincy library.
 - b. Mrs. McInnis commented that her grandchildren will be happy to crawl through the design on the wall at Moss Bluff.
 - c. Mr. Cating suggested Ms. Harrison contact the school board and PJ to invite them to the July meeting, they showed an interest in attending.
 - d. There was a discussion about transportation to the DeQuincy branch in July, where the July Board meeting will be held.
 - i. Mr. Toland will drive one of the library vehicles from the Central branch to the DeQuincy branch for those Board Members interested.
 - ii. Interested members will let the library know prior to the date; transport will leave the Central branch by 10:30 AM.
- 11. Adjournment

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

The meeting adjourned by general consensus at 11:41 AM.

**The next meeting of the BOARD OF CONTROL will be held:
-Thursday, July 20, 2023, in the DeQuincy Library Community Room**

APPROVED


Marjorie Harrison, Secretary