

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

301 W. Claude Street

June 8, 2023

9:30 AM

The Buildings and Properties Committee of the Calcasieu Parish Public Library BOARD OF CONTROL met on Thursday, June 8, 2023, at 9:30 AM at the Central Library, Mrs. McInnis, Chair, presided.

Present
Mrs. Michelle McInnis, Chair
Mr. Paul Arnold
Mr. Brent Cating
Mr. Anthony Zaunbrecher, *ex-officio*

Absent
Mrs. Willie Mount

Also: Ms. Marjorie Harrison, Library Director; Mrs. Shone Guillory-Jones, Epps Memorial Library Branch Manager; Ms. Danielle McGavock; Associate Librarian for Public Services; Mr. Dwight Toland, Facilities Manager; and Ms. Karen Daigle, Recorder.

1. Call to Order – Mrs. Michelle McInnis, Chair, called the meeting to order at 9:30 AM
2. Hurricane Repair and Improvement Projects Update (see attached *Library Repairs and Renovations* and *Repair and Renovation Cost*)
 - a. Epps Memorial Library
 - i. Ms. Harrison began with the capital projects review, explaining the Library Repairs and Renovations sheet presented contains the most current information on the capital projects.
 - ii. The Repair and Renovation Cost sheet has been expanded, to reflect how much we have paid including the initial cost for each of the Capital One buildings. We are still waiting on some of the insurance funds, so these may not be the final numbers. Most of the projects have been completed, or should be completed, this year. The exceptions being the Epps Memorial branch, and the library warehouse.
 - iii. One of the Air Conditioners has been received for Iowa, so they can now move forward with painting and carpeting which had to be put on hold until climate control could be established. The second unit will not be delivered until the end of the month.
 - iv. Mr. Cating thanked staff for the financial information.
 - v. Ms. Harrison continued; the estimated start date for Epps is listed as unknown because we don't know right now. There are still questions from FEMA; it could be several months before it is ready to go out to bid. The design was approved, but damaged the building cannot be demolished until the FEMA part is resolved.
 - vi. Mr. Toland added the distribution center is behind that and will take approximately twelve to eighteen months for construction so if we don't start for two months, we're looking at another two years at least.
 - b. Warehouse
 - i. Ms. Harrison began by explaining that the upstairs at Carnegie was damaged, and the collection department was temporarily moved into the

meeting room. They will eventually be moved to the warehouse, allowing for them to have the space and ability to receive large deliveries. One side of the building will be for the collection department, and the other side will be the warehouse.

- ii. We will utilize the space from the overhang, which will give the extra square footage needed within the same footprint. There will be two delivery bays, one for each department, as well as office space for each. The two sides will also have shared spaces, including the restrooms and break room.
- iii. Mrs. McInnis asked what is going to be on the second floor at Carnegie if the collection department will be moving to the warehouse.
- iv. Ms. Harrison explained that it will house the IT department as well as the system trainer and the training lab, the systems librarian, and the user access librarian.
- v. The committee looked at and discussed the drawings for both projects.

3. Possible Economic Development Project for Epps Memorial Library

- a. Ms. Harrison began by explaining that an opportunity has come to the library from Mayor Hunter. They have economic development funds to spend, and they want to help the library, specifically the Epps Memorial library. We have met a couple of times. The second time, they pitched the idea of bringing in a coffee shop. Initially he said refreshments, but I did not realize he meant coffee specifically. We were thinking a patio area, and David Brossett had an idea for a sculpture.
- b. The idea is we would have the space and the equipment set-up and either someone could come in and lease the space for a coffee shop or we could have staff run it. Having staff do it would require licensing and certificates; I do not feel that is something we should do. The problem with leasing the space is that if someone comes in and they do not make a profit, they are going to leave once the lease is up.
- c. We wanted a larger programming space, or to add to the library of things. There are several things we could propose, but they are not viable for economic development specific funds.
- d. Mrs. McInnis added they want a physical building; our ideas are more multi-use.
- e. Ms. Harrison explained, they would build it and it would be the library's. We would be able to do what we want with it if it does not work.
- f. Mrs. McInnis pointed out they have an area on the first floor of the Seed Center that had a Starbucks. The problem is they only have traffic when there is a meeting, otherwise there is little traffic. Are people actually going to go there for coffee or are they are looking for a place to gather. Economic development encompasses many things, and a multi-use building could better fit economic development than making a building for one purpose.
- g. Mr. Toland mentioned the middle school next door, indicating something to draw in the students after school like a concession stand might be a beneficial use. He also mentioned a pavilion where programs could be held.
- h. Mr. Zaunbrecher stated that we need more information. There is no reason to make something that is not beneficial to the community when there might be another organization better able to utilize the funds.
- i. Mrs. McInnis recommended the library propose some alternative ideas, and if they do not fit what the city has in mind, respectfully decline.
- j. Ms. Harrison listed off some of the ideas she could bring back to the mayor, a multi-purpose space, an open-air space, a pavilion, or a concession area.

- k. Mr. Zaunbrecher requested Mrs. Guillory-Jones ask the patrons coming into the library, the people in the community, if they have ideas as well.

4. Future Capital Improvements Planning

- a. Ms. Harrison said she wanted to discuss future plans, explaining the current projects were coming to an end so it was time to start looking and planning for the future again.
- b. Mr. Cating mentioned in the past we had two libraries, one in Bell City and one in Hayes, and we should do a study into expanding the libraries in that area.
- c. Mr. Zaunbrecher explained, consolidation has always put Bell City in the middle, but few people live in there. Many more people live in Hayes, where the library currently is, and more people are moving into the surrounding areas.
- d. Mrs. McInnis pointed out that Hayes could be a destination location, with the park right there beside the library.
- e. There was discussion about building a new library in Hayes, close to where the current building is located.
- f. Ms. Harrison brought up the Starks branch, indicating they want to expand their hours which can be looked into. We had conversations before, with the strategic planning, and they want more library hours similar to what other branches have.
- g. Mr. Toland added, for Starks the new shelving is on wheels, so they are able to move them around and get more floor space for programming and things.
- h. Mrs. McInnis stated the Moss Bluff branch is beautiful. It is really coming together, and it is getting exciting. She then inquired about the Westlake branch.
- i. Ms. Harrison said the new furniture has been ordered. She also stated we have ideas for expansion and a lot of property to work with.
- j. Mr. Toland added the parking lot needs repairs, we could redesign it and utilize the side street which we now have access to.

5. Anything else to come before the committee.

- a. There was nothing at this time.

6. Adjournment

A MOTION WAS MADE BY MR. CATING SECONDED BY MR. ARNOLD TO ADJOURN THE MEETING.

The meeting adjourned by at 10:43 AM

APPROVED



Marjorie Harrison, Secretary