

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

DeQuincy Library

102 N. Pine Street, DeQuincy

July 20, 2023

11:15 a.m.

The Calcasieu Parish Public Library BOARD OF CONTROL met on Thursday, July 20, 2023, at 11:15 AM, at the DeQuincy Library. Mr. Anthony Zaunbrecher, President, presided.

Present

Mr. Anthony Zaunbrecher, President
Mr. Paul Arnold
Mr. Brent Cating
Mrs. Michelle McInnis, Vice President
Mrs. Laura Richardson
Dr. Dale Schanz

Absent

Ms. Alice Danclar
Mrs. Willie Mount
Mr. E. Brent Washington

Also: Ms. Marjorie Harrison, Library Director; Mrs. Janet Jordy, DeQuincy Branch Manager; Mr. Roger Marcantel, Police Jury Liaison; Ms. Danielle McGavock, Associate Librarian for Public Services; Mr. Dwight Toland, Facilities Manager; and Ms. Karen Daigle, Recorder.

1. Mr. Zaunbrecher, President, called the meeting to order at 11:15 AM.
 - a. Mr. Arnold pronounced the invocation.
 - b. Mrs. McInnis led all present in the *Pledge of Allegiance*.
 - c. Mr. Zaunbrecher welcomed Mr. Marcantel to the meeting.
2. Adoption of the Agenda
**A MOTION WAS MADE BY MR. CATING, 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 – May 18, 2023
**A MOTION WAS MADE BY MR. ARNOLD, SECONDED BY MRS. MCINNIS, TO APPROVE THE MINUTES AS PRESENTED.
THE MOTION CARRIED UNANIMOUSLY.**
 - b. Buildings and Properties Committee Minutes – June 8, 2023
**A MOTION WAS MADE BY MRS. MCINNIS, SECONDED BY MRS. RICHARDSON, TO APPROVE THE MINUTES AS PRESENTED.
THE MOTION CARRIED UNANIMOUSLY.**
5. Director's Reports/Financial Reports – (see attached titled *Report to the Board of Control July 2023; June 2023 Programming Dept. Activities; Thank You Friends of the Library! 2023 Badge Book Winners; MEG MEDINA National Ambassador for Young People's Literature 2023-2024; Monthly Statistical Summary 2023, JUNE; Door Count and Public Computer Use Monthly Comparisons 2023 -2022; CPPL Branch Statistics Comparison Year-to-Date by Quarters, January 2022 – June 2022 and January 2023 – June 2023;*

FINANCIAL REPORT TO THE BOARD OF TRUSTEES, JUNE 2023; Summary Page Jun-23; Library Repairs and Renovations; and Repairs and Renovation Cost.)

- a. Mr. Zaunbrecher gave the floor to Ms. Harrison.
- b. Ms. Harrison began by explaining she had been out for a couple weeks, noting staff did all of the report in her absence, and she had information to add since she had been unable to contribute.
 - i. Finances are moving along fine. Most of the revenue has come in, and we are on target.
 - ii. McNeese outreach endeavor is moving forward. We will start with home football games this fall and will be at basketball and baseball games as well.
 - iii. We have spoken to the Parish about placing additional Little Free Libraries, and are looking at Lorrain Park, Holbrook Park, and the River Bluff Park.
 - iv. Budget planning is underway. The dates are set for committee meetings.
 - v. The Hours of Operation survey is out and closes at the end of the month.
 - vi. Senate Bill 7 was signed by the Governor and is now ACT 436. I had a meeting with the state library yesterday, and they are working to gather all of the information together for the libraries in the state.
 1. Our policy will need a few modifications. Giving parents options for their child's card and change how the system handles different types of cards.
 - vii. Ms. Harrison said she communicated with the mayor regarding the possible partnership proposal at the Epps location. The Committees' ideas were sent to him, as well as a list of ideas from patrons of the Epps Memorial branch. He said he would love for an opportunity to partner with us.
 - viii. Ms. Harrison moved to the Repairs and Renovations cost sheet, explaining that most of the work is completed. The Carnegie Memorial and Iowa libraries are moving along, but Epps Memorial and the Warehouse are both at a standstill.
 - ix. Mrs. McInnis asked if the air conditioning in the Moss Bluff branch is working properly, due to the number of stand fans in the branch.
 - x. Mr. Toland explained the units are working properly; however, all of the thermostats are in a central location in the building which stays cooler. We are working to find a Bluetooth sensor to create a solution to that problem.
 - xi. Mr. Arnold and Mrs. Richardson complemented the new furniture at various library locations.

6. Committee Reports/Upcoming Meetings

- a. Buildings and Properties Committee – Meeting Report
 - i. Mr. Zaunbrecher pointed out they had approved the minutes, and asked if there were any questions.
 - ii. There were none.
- b. Personnel Committee – Upcoming Meeting, August 1, 2023
- c. Finance Committee – Upcoming Meeting, August 24, 2023
- d. Library Services, Resources, and Policies Committee – Upcoming Meeting, September 7, 2023.

7. Unfinished Business

- a. Fontenot Memorial Library Closure

- i. Consideration to permanently close Fontenot Memorial Library, 1402 Center Street, Vinton, LA.
 - 1. Mr. Zaunbrecher explained the Board needs to vote in order to officially close the Fontenot Memorial Library.

**A MOTION WAS MADE BY MR. CATING, SECONDED BY DR. SCHANZ, TO PERMANENTLY CLOSE THE FONTENOT MEMORIAL LIBRARY BRANCH LOCATED IN VINTON.
THE MOTION CARRIED UNANIMOUSLY.**

b. Policy Update

- i. Ms. Harrison stated, the Library Services, Resources, and Policies Committee will meet on September 7th to go over two updated policies: the Circulation Policy and the Programming Policy. We are working on the Employee Manual, which will go to Personnel once completed.

8. New Business

a. September Board Meeting Location

- i. Ms. Harrison explained the Iowa building will not be ready in time for the September meeting, and requested they postpone meeting at that location until the November meeting.
- ii. There was discussion.
- iii. It was agreed by all present, to postpone meeting at the Iowa library branch until the November meeting. The September meeting of the Board of Control will be held at Central Library.

b. Strategic Plan Report (see attached titled *2019 - 2023 Strategic Plan*)

- i. Mr. Zaunbrecher clarified, in January the Board requested that in six months Ms. Harrison give an update and make a recommendation for moving forward.
- ii. Ms. Harrison began by stating the document provided lists all the goals and objectives, their completion status, what was done to complete them, and what has been done thus far on the few that are not yet completed.
- iii. Mr. Zaunbrecher said the document shows most things were completed and expressed a desire to hear recommendations for moving forward if there were no questions. There were none.
- iv. Ms. Harrison said, everything in the current plan should be done by the end of the year, so we could start with the process at the beginning of 2024.
- v. There was a brief discussion regarding bringing in an outside facilitator, who could then present the ideas from community meetings to the Board.
- vi. In January 2024, the Board President will create an ad hoc committee to determine the method to be used in the creation of the 2025-2030 Strategic Plan.

9. Anything else to come before the Board.

- a. Dr. Schanz requested the library have a booth at the state social studies fair and volunteered to get with library staff to discuss specifics.
- b. Mr. Zaunbrecher inquired if Dr. Schanz had ideas.
- c. Dr. Schanz said they are wanting to get people involved; they are looking for ideas for ways to attract both students and their parents.

- d. Dr. Schanz asked if the libraries kept anything on hand in case of an overdose by the public.
 - e. Mr. Arnold suggested a consultation with the legal team on this matter.
 - f. Mrs. Richardson wanted to know when the last evaluation for the director was done, stating it would be coming up.
 - i. Ms. Harrison explained there was no evaluation last year, most likely due to unexpected time constraints. She will send the new form to the Personnel Committee chair.
 - g. Mr. Cating thanked Mr. Marcantel for attending the meeting.
10. Suggestions for Future Agenda – There was nothing at this time.
11. Announcements/Board Round Table
- a. Mrs. McInnis and Mr. Zaunbrecher thanked the staff of the DeQuincy Library branch for hosting the meeting.
12. Adjournment

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

The meeting adjourned at 12:06 PM

The next meeting of the BOARD OF CONTROL will be held:
- Thursday, September 21, 2023

APPROVED



Marjorie Harrison, Secretary