

**Calcasieu Parish Public Library
BOARD OF CONTROL
LIBRARY SERVICES, RESOURCES, AND POLICIES COMMITTEE
MINUTES**

301 W. Claude Street

September 07, 2023

11:00 AM

The Library Services, Resources, and Policies Committee of the Calcasieu Parish Public Library BOARD OF CONTROL met on Thursday, September 7, 2023, at 11:00 AM at the Central Library, Mrs. Laura Richardson, Chair, presided.

Present	Absent
Mrs. Laura Richardson, Chair	None
Ms. Alice Danclar	
Dr. Dale Schanz	
Mr. E. Brent Washington	
Mr. Anthony Zaunbrecher, President, <i>ex officio</i>	

Also: Ms. Marjorie Harrison, Library Director; Ms. Sheryl Chaisson, Associate Librarian for Collection and Computing Services; Mrs. Katie Pennington, Programming Librarian; Mr. Tommy Quirk, Legal Liaison; and Ms. Karen Daigle, Recorder.

1. Call to Order – Mrs. Laura Richardson, Chair, called the meeting to order at 11:00 AM
2. Circulation Policy
 - a. Proposed revisions to Circulation Policy (see attached *Revised Circulation Policy*)
 - i. Mrs. Richardson stated everyone was sent the amended policy for review, with the proposed changes in red, and asked if there were any questions or comments.
 - ii. Ms. Harrison added that the policy went into effect January of 2020 to align with the new Integrated Library System (ILS). We are proposing several revisions. Some of the wording was changed for clarification, we have made it easier to get a card by adding work ID or business card as proof of employment in Calcasieu Parish. The expiration date has been changed from two (2) years to five (5) years. We also increased the dollar amount before an account is sent to materials recovery. We are not using materials recovery yet. The changes highlighted in yellow are additions to comply with ACT 436.
 - iii. Ms. Danclar asked for clarification on the difference between card and account.
 - iv. Ms. Harrison explained the law mentions card, but we call it an account. For the most part they are the same. The cards might not physically look any different but have different parameters in the system for the borrower type.
 - v. Mr. Zaunbrecher questioned the removal of the phrase, in good standing, from the policy.
 - vi. Ms. Harrison stated after looking over the policy, we decided we didn't want to include the phrase. It meant if a parent wanted to get their child a card, the parent could not have a blocked card, but we found it was preventing children from getting cards. It was hurting the child. We added other things. For example, the cards are associated in the system and the parent

account is blocked if the associated child card is blocked. So, the policy is putting the responsibility back on the parent.

- vii. Mrs. Richardson wanted to know what the policy means by mobile user.
- viii. Ms. Chaisson explained it is a service, offered through OverDrive, that we opt in to. These accounts are OverDrive only, and the one (1) year limit comes from them. Once the phone number has been used for this type of account it cannot be used to create another account through OverDrive. The account can, however, be merged into another type of account at the patron's request.
- ix. Dr. Schanz requested more information on the school cards.
- x. Ms. Harrison stated the school accounts are part of a partnership to work with the schools, currently the Calcasieu Parish School Board and St. Louis, to give students access to online materials. She explained that at the beginning of each school year a letter is sent to the parent to let them know their child could have access to the library digitally, with their approval. The Student ID is used to access the collection, along with a password given to the parent. It is completely up to the parent whether the child receives the password or not; if the parent does not want the child to have access, they withhold the password.
- xi. Mr. Zaunbrecher inquired to the reasoning behind the Juvenile Collection Only card, adding that if the library's goal is to make the collection accessible and available to the public, is this not a limitation to that goal.
- xii. Ms. Harrison explained that the Juvenile Collection Only card is a way to comply with the new law. Whenever a parent wants to get their child a library card, they will have options. If the parent then finds they don't like the restriction, they can change the profile. The parent has to make that decision.
- xiii. Mrs. Richardson asked if there were any other questions or comments about the proposed revisions to the Circulation Policy.
- xiv. Dr. Schanz remarked on the format of the policy, explaining that she thinks it needs to be easier for people to read and understand.
- xv. Ms. Harrison clarified that each type of account has its own parameters, and the policy is set up to show how each of them work. Adding that a brochure could be created with the highlights.

**A MOTION WAS MADE BY MR. WASHINGTON, SECONDED BY MS. DANCLAR, TO ACCEPT THE PROPOSED REVISIONS TO THE CIRCULATION POLICY, AND TO RECOMMEND ACCEPTANCE TO THE FULL BOARD.
THE MOTION CARRIED UNANIMOUSLY.**

3. Programming Policy

- a. Review the draft Programming Policy (see attached *draft Programming Policy*)
 - i. Mrs. Richardson said there is a small change in the policy from what we were sent beforehand.
 - ii. Ms. Harrison explained where the policy mentions the Social Media Coordinator it should say Online Engagement Coordinator. We didn't have one when the policy was initially written, and the title has been changed.
 - iii. There was a brief discussion.

**A MOTION WAS MADE BY DR. SCHANZ, SECONDED BY MR. WASHINGTON, TO ACCEPT THE PROGRAMMING POLICY AS PRESENTED, AND TO RECOMMEND ACCEPTANCE TO THE FULL BOARD.
THE MOTION CARRIED UNANIMOUSLY.**

4. Anything else to come before the committee –
- a. Ms. Harrison said we do have another policy, the Video Surveillance Policy, to look at if there is time, and passed out the policy to the Committee.
 - i. (see attached *draft Video Security Camera Policy*)
 - b. Mr. Washington asked if we currently have a video surveillance policy.
 - c. Ms. Harrison explained that we have a public facing Privacy Policy, and the Personnel Policy talks about how we access our technology systems. In drafting the policy, we looked at the Police Jury's policy and other libraries' policies. Then we meshed them together, so that it follows the Police Jury's policy, but also speaks to library specific things.
 - d. Mr. Quirk said he thinks it is good, adding that you need that type of security.
 - e. Mr. Zaunbrecher inquired if there are signs posted.
 - f. Ms. Harrison indicated there are.
 - g. There was discussion regarding access to the surveillance footage.
 - h. Ms. Harrison will clarify access when creating the internal procedures.

**A MOTION WAS MADE BY MR. WASHINGTON, SECONDED BY MS. DANCLAR, TO ADD THE VIDEO SECURITY CAMERA POLICY TO THE AGENDA.
THE MOTION CARRIED UNANIMOUSLY.**

**A MOTION WAS MADE BY DR. SCHANZ, SECONDED BY MS. DANCLAR, TO ACCEPT THE VIDEO SECURITY CAMERA POLICY AS PRESENTED, AND TO RECOMMEND ACCEPTANCE TO THE FULL BOARD.
THE MOTION CARRIED UNANIMOUSLY.**

5. Adjournment

**A MOTION WAS MADE BY MR. WASHINGTON, SECONDED BY DR. SCHANZ, TO ADJOURN THE MEETING.
THE MEETING WAS ADJOURNED BY GENERAL CONSENSUS.**

The meeting adjourned at 12:00 PM.

APPROVED


Marjorie Harrison
Secretary