

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

301 W. Claude Street

October 19, 2023

11:15 a.m.

The Calcasieu Parish Public Library BOARD OF CONTROL met on Thursday, October 19, 2023, at 11:15 AM, at the Central Library. Mr. Anthony Zaunbrecher, President, presided.

Present

Mr. Anthony Zaunbrecher, President
Mrs. Michelle McInnis, Vice President
Mr. Paul Arnold
Mr. Brent Cating
Ms. Alice Danclar
Mrs. Laura Richardson

Absent

Mrs. Willie Mount
Dr. Dale Schanz
Mr. E. Brent Washington

Also: Ms. Marjorie Harrison, Library Director; Ms. Sheryl Chaisson, Associate Librarian for Collections and Computing Services; Mrs. Peggy Dupuis, Business Office Associate; Mr. Ron Hayes, Police Jury Liaison; Ms. Danielle McGavock, Associate Librarian for Public Services; Mr. Tommy Quirk, Legal Liaison; Ms. Angela Stutes, Human Resources Director; Mr. Dwight Toland, Facilities Manager; and Ms. Karen Daigle, Recorder.

1. Mr. Zaunbrecher, President, call the meeting to order at 11:15 AM.
 - a. Mr. Cating pronounced the invocation.
 - b. Ms. Danclar led all present in the *Pledge of Allegiance*.
2. Adoption of the Agenda
 - a. Mr. Zaunbrecher amended the agenda to add g. Veterans Day to New Business after f. Surplus Items.
3. Public Comments of Items on Agenda – There were no public comments.
4. Approval of Minutes and Reports
 - a. Board of Control Minutes – July 20, 2023
 - i. Mr. Zaunbrecher pointed out Lorrain Park was misspelled.

A MOTION WAS MADE BY MR. ARNOLD, SECONDED BY MRS. RICHARDSON, TO APPROVE THE MINUTES WITH THE CORRECTION OF THE SPELLING OF LORRAIN. THE MOTION CARRIED UNANIMOUSLY.

- b. Personnel Committee Minutes – August 01, 2023

A MOTION WAS MADE BY MRS. MCINNIS, SECONDED BY MS. DANCLAR, TO APPROVE THE MINUTES AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

- c. Finance Committee Minutes – August 24, 2023

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

- d. Library Services, Resources, and Policies Committee Minutes – September 07, 2023

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

5. Director's Reports/Financial Reports –

- a. Mr. Zaunbrecher turned the floor over to Ms. Harrison for her report.
- b. Ms. Harrison began by explaining the Financial report and the Library Repairs and Renovation report are part of the information provided in the addendum.
- c. We are finishing up Genealogy this week, and we hope to reopen it on Monday. Iowa is coming along; we are moving books onto the shelves. The furniture has not been delivered to the branch at this time, it is in storage at the warehouse. We expect to be able to open in November, in time to hold the Board Meeting at the branch. If the meeting cannot be held at the Iowa branch, we will let you know.
- d. Epps Memorial is still undergoing review by FEMA, they had further questions and are revising their estimate. We are hopeful for their approval very soon.

6. Committee Reports/Upcoming Meetings

- a. Finance Committee – Report
 - i. Mr. Cating reported, the Personnel Committee made a recommendation, which we accepted and will be bringing later as part of the motion to the Board concerning for the 2024 Budget.
- b. Library Services, Resources, and Policies Committee – Report
 - i. Mrs. Richardson stated the Committee met on September 7th, to review several Policies which we have made recommendations which we will be bringing when we get to New Business.
- c. Nominating Committee – Upcoming Meeting
 - i. Mr. Zaunbrecher indicated a meeting will be scheduled to decide on the new slate of officers.
- d. Personnel Committee – Upcoming Meeting
 - i. Mr. Zaunbrecher stated the Committee will need to meet for the director's evaluation and a few policies from the Employee Manual. A meeting will be scheduled prior to the next Board meeting.

7. Unfinished Business

- a. Policy Update –
 - i. Ms. Harrison stated, we are going to be looking at revisions to the Circulation Policy, as well as adding two new policies, the Programming Policy, and the Video Security Camera Policy under New Business. We are also going to the Personnel Committee with four policies, sections 3.6; 4.6; 4.26; and 6.2, from the Employee Manual that needed to be updated now, rather than waiting until we update the entire manual next year.
 - ii. Mr. Zaunbrecher indicated we would ask the Committee Chair to set up that meeting as soon as possible.
- b. Port Wonder Update
 - i. Ms. Harrison declared she has not been able to get any update regarding our status. Explaining that there was to be a meeting, scheduled in June, which was cancelled. It has not been rescheduled, and she has not been able to reach them for an update.

- c. Service Hours at Carnegie Memorial, Epps Memorial, and SWLA Genealogical and Historical Libraries.
 - i. Consideration to change the service hours at Carnegie Memorial, Epps Memorial, and SWLA Genealogical and Historical Libraries.
 1. Ms. Harrison explained that at the beginning of 2020, the Board approved temporary hours at these locations, starting in February, to be revisited after six (6) months. We were not able to do that because of the pandemic followed by the hurricanes, so it was postponed. Part of the Strategic Plan was to look at the hours of operation, so we have been collecting data and talking to the managers of these locations.
 2. We are proposing we go back to the original hours at Carnegie; Monday through Friday 9:00 AM to 6:00 PM and modify the hours for Genealogy to Monday through Friday 9:00 AM – 6:00 PM and every third Saturday 9:00 AM – 5:00 PM. We would also like to extend the current hours at the Epps Memorial temporary location to be open 9:00 AM through 6:00 PM, staying open an extra hour.

A MOTION WAS MADE BY MR. ARNOLD, SECONDED BY MRS. MCINNIS, TO MODIFY SERVICE HOURS AT THE CARNEGIE MEMORIAL, EPPS MEMORIAL, AND SWLA GENEALOGICAL AND HISTORICAL LIBRARIES

- **CARNEGIE MEMORIAL LIBRARY 9:00 AM – 6:00 PM, MONDAY – FRIDAY**
 - **EPPS MEMORIAL LIBRARY 9:00 AM – 6:00 PM, MONDAY – FRIDAY**
 - **SWLA GENEALOGICAL AND HISTORICAL 9:00 AM – 6:00 PM, MONDAY – FRIDAY AND 9:00 AM – 5:00 PM, EVERY THIRD SATURDAY**
- THE MOTION CARRIED UNANIMOUSLY.**

8. New Business

a. Employee Compensation

- i. Mr. Zaunbrecher indicated the Board would be looking at items a and b combined, before giving the floor to Mr. Cating.

b. 2024 Proposed Operating Budget

- i. Recommendation from the Finance Committee to accept the 2024 Proposed Operating Budget which includes a three percent (3%) pay scale increase and a three percent (3%) pay increase for all Calcasieu Parish Public Library employees.
 1. Mr. Cating thanked the committee members, and then explained the motion from the Personnel Committee was to accept a pay scale increase of three (3) percent and a pay increase of three (3) percent. We agreed with their recommendation. There was discussion about what we are comparing too, in the past we have compared us to other libraries in Louisiana, with the percentage of the budget that is going to personnel being comparable.
 2. Since that meeting, we have had an increase in our budget, so the motion will not be coming from the Committee. The proposed motion will include a seventeen million, seventy-two thousand, eight hundred twenty-six dollar (\$17,072,826.00) budget. We did not have all the numbers in August, but my recommendation is that we keep the recommended increase from the Personnel Committee.
 3. Mr. Zaunbrecher inquired where the difference came from.
 4. Ms. Harrison explained it is projected interest income. Last year they applied it at a different percentage. They originally said we would get

two hundred sixty-six thousand dollars (\$266,000.00) and now they are saying it will be nine hundred ten thousand one hundred ten dollars (\$910,110.00). The premiums for workers compensation insurance and employee health insurance have increased, so we moved some of the extra revenue to those areas and the rest was placed under Capital Improvement for Epps and the General fund.

5. Ms. Harrison added that in addition, we are restructuring our divisions. One of the objectives of the Strategic Plan was operational efficiencies, and we have made a budget neutral change to the divisional structure. We will be changing the Public Services division. There will now be two divisions, Branch Services and Community Enrichment Services. This will allow us to grow more in the community enrichment areas. We are also going to modify a few Pay Structure names, effecting the division heads. They will be the director of their division. So, the Associate Librarian for Collection and Computing Services will be the Collection and Computing Services Director, the Facilities Manager will be the Facilities Director, et cetera, and the Library Director will become the Executive Director so there is a distinction.
6. There was discussion concerning the By-laws, and how they may be affected by these changes to the director's title.
7. Ms. Harrison will review the By-laws and bring any recommendations for change to the Board.

A MOTION WAS MADE BY MR. CATING, SECONDED BY MRS. MCINNIS, TO ACCEPT THE 2024 OPERATING BUDGET OF SEVENTEEN MILLION, SEVENTY-TWO THOUSAND, EIGHT HUNDRED TWENTY-SIX DOLLARS (\$17,072,826.00) WHICH INCLUDES A THREE (3) PERCENT PAY SCALE INCREASE AND A THREE (3) PERCENT PAY INCREASE FOR ALL CALASIEU PARISH PUBLIC LIBRARY EMPLOYEES.

THE MOTION CARRIED UNANIMOUSLY

c. Circulation Policy

- i. Recommendation from the Library Services, Resources, and Policies Committee to accept the revisions to the Circulation Policy.

1. Mrs. Richardson thanked the Committee members and library staff for their participation in the meeting on September 7th. She explained that after much discussion, the Committee voted to accept the revisions to the policy and present it to the Board for approval.
2. Mr. Zaunbrecher added there was a lot of discussion about compliance with Act 436, and the changes that were made to abide by the law. Stating the policy allows for more parental control and responsibility for the type of account their child is able to check out.

A MOTION WAS MADE BY MRS. RICHARDSON, ON BEHALF OF THE LIBRARY SERVICES, RESOURCES, AND POLICIES COMMITTEE TO ADOPT THE REVISIONS TO THE CIRCULATION POLICY AS PRESENTED.

THE MOTION CARRIED UNANIMOUSLY

d. Programming Policy

- i. Recommendation from the Library Services, Resources, and Policies Committee to accept the Programming Policy.

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

- e. Video Security Camera Policy
 - i. Recommendation from the Library Services, Resources, and Policies Committee to accept the Video Security Camera Policy.
 - 1. Mrs. Richardson explained that after discussion at the Committee meeting, it was decided to accept the policy and to recommend adoption to the Board. The Committee felt it is a needed policy.
 - 2. Mr. Zaunbrecher clarified that the discussion was about installation and general guidelines for who could see the video. Ultimately it comes down to Ms. Harrison's discretion.
 - 3. Mr. Cating questioned if we have to give notification that we have cameras.
 - 4. Ms. Harrison indicated we do have to give notification, adding that we have signs posted at all library branches.

**A MOTION WAS MADE BY MRS. RICHARDSON, ON BEHALF OF THE LIBRARY SERVICES, RESOURCES, AND POLICIES COMMITTEE TO ADOPT THE VIDEO SECURITY CAMERA POLICY AS PRESENTED.
THE MOTION CARRIED UNANIMOUSLY**

- f. Surplus Items
 - i. Consideration to declare items as surplus to library operations and to authorize the Police Jury to dispose of them at auction.
 - 1. Ms. Harrison stated these are the items we would like to declare at the moment, but we may have additional items to add at the November meeting. The auction is set to take place soon after that meeting.

**A MOTION WAS MADE BY MRS. RICHARDSON, SECONDED BY MS. DANCLAR, TO DECLAR THE ITEMS AS SURPLUS TO LIBRARY OPERATIONS AND TO AUTHORIZE THE POLICE JURY TO DISPOSE OF THEM AT AUCTION.
THE MOTION CARRIED UNANIMOUSLY**

- g. Veteran's day
 - i. Ms. Harrison stated Veteran's Day falls on a Saturday this year, and according to the current policy that is the day the library would be closed. This is one of the policies we have been looking at changing, to be more in line with what the Police Jury does for their holidays. If a holiday falls on a Saturday, in most cases, the day before would be given as the holiday, and the day of would also be a closure. We are proposing the library celebrate Veterans' Day on the Friday, so we would be closed Friday and Saturday.
 - ii. There was a brief discussion.

**A MOTION WAS MADE BY MR. ARNOLD, SECONDED BY MRS. RICHARDSON, FOR ALL CALCASIEU PARISH PUBLIC LIBRARY BRANCHES TO CLOSE FOR THE OBSERVANCE OF VETERANS' DAY ON FRIDAY, NOVEMBER 10, 2023, AND SATURDAY, NOVEMBER 11, 2023.
THE MOTION CARRIED UNANIMOUSLY**

9. Anything else to come before the Board.

- a. Ms. Harrison stated the changes to the Collection Development Policy will come to the next meeting.
- b. Ms. Danclar requested the attrition rate of library personnel, or the number of personnel hired, fired, promoted, et cetera.
- c. Mr. Hayes ask if the library is having trouble hiring, or finding, employees.
- d. Ms. Harrison explained that finding maintenance workers has been challenging.
- e. Ms. Stutes indicated the library addressed that in the proposal for the 2024 pay structure to hopefully help.

10. Suggestions for Future Agenda – none

11. Announcements/Board Round Table

Mrs. Richardson said she had no announcement, but she would like to thank the staff for all of their hard work.

Ms. Danclar extended her sympathy to the library director on the loss of her father.

Mr. Cating said he had recently been in eastern Washington state and went to the library while there. Our library would match what they had in that area. We have a good library, our facilities, and our staff are very helpful.

Mr. Arnold inquired about a former Central Library branch manager.

Ms. Harrison explained that they have retired and are currently traveling and going on walking tours then writing about their experiences on their blog.

Mrs. McInnis said she visits the Moss Bluff Library with her grandchildren, and they all appreciate the new things at the library. She also offered her condolences to the library director.

Mr. Zaunbrecher reminded the incoming president they will be responsible for the strategic plan when it comes up next year, but they will have the support of the Board.

12. Adjournment

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

THE MOTION CARRIED UNANIMOUSLY.

The meeting adjourned at 12:10 PM

The next meeting of the BOARD OF CONTROL will be held:

- **Thursday, November 16, 2023, at the Iowa Library**

APPROVED


Marjorie Harrison, Secretary