

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

**109 S. Thompson Ave.
Annex Building**

November 16, 2023

11:15 a.m.

The Calcasieu Parish Public Library BOARD OF CONTROL met on Thursday, November 16, 2023, at 11:15 AM, at the Iowa Library. Mrs. Michelle McInnis, Vice President, presided.

Present

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

Absent

Mr. Anthony Zaunbrecher, President
Mr. E. Brent Washington

Also: Ms. Marjorie Harrison, Library Director; Mrs. Peggy Dupuis, Business Office Associate; Ms. Khristian Guidry, Iowa Branch Manager; Ms. Danielle McGavock, Associate Librarian for Public Services; Ms. Angela Stutes, Human Resources Director; Mr. Dwight Toland, Facilities Manager; and Ms. Karen Daigle, Recorder.

1. Call to Order – Mrs. McInnis, Vice President.
 - a. Mrs. Mount pronounced the Invocation.
 - b. Mr. Arnold led all present in the *Pledge of Allegiance*.
2. Adoption of the Agenda
 - a. The following items were added to the agenda, under new business:
 - i. h. Cafeteria Plan Adoption
 - ii. i. Moss Bluff Branch Closure

**A MOTION WAS MADE BY MRS. MOUNT, SECONDED BY MS. DANCLAR, TO ADOPT THE AGENDA AS AMENDED.
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 – October 19, 2023

**A MOTION WAS MADE BY MR. ARNOLD, SECONDED BY MRS. MOUNT, TO APPROVE THE BOARD OF CONTROL MINUTES AS PRESENTED.
THE MOTION CARRIED UNANIMOUSLY.**

5. Director's Reports/Financial Reports (see attached titled *Report to the Board of Control November 2023*)
 - a. Ms. Harrison welcomed everyone to the new Iowa Branch Library, stating we are all very excited. Explaining that the building the meeting was being held in is the Activity Annex, with a room for programs across the hall, and introduced Ms. Khristian Guidry, Iowa Branch Manager.
 - b. Ms. Guidry greeted the Board.
 - c. Ms. Harrison stated there is no financial report at this time; however, we do have some additional information from the Police Jury. If you look at pages two (2) and three (3) of the addendums, this is the same budget the board approved at the last meeting. The only change is that the projection from the Police Jury is the true projection. The projection you were previously given was an estimate.
 - d. Mr. Cating asked if this was to clarify there is now a projection from the Police Jury?

- e. Ms. Harrison stated it is, the Police Jury wanted it on record that we gave it to the Board.
- f. Ms. Harrison continued, there is no building report because the projects are completed, aside from Epps and the Warehouse. Regarding Epps, the architect resubmitted additional numbers to FEMA. The projected cost is currently over fifty percent (50%), but we have not received official approval from FEMA at this time.
- g. Genealogy has been re-opened. It looks nice; we have gotten a lot of comments. Iowa will have a soft open on Monday, and we will do a press release the following week. After that we will schedule the ribbon cutting.
- h. The library will have a monthly radio spot on KYKZ, and the McNeese partnership is going well. We have finished with football, men's and women's basketball is next.
- i. Mrs. McInnis asked if the temporary Iowa branch had been closed.
- j. Ms. Harrison explained that it has been closed, so everything could be moved into the new permanent location.

A MOTION WAS MADE BY DR. SCHANZ, SECONDED BY MRS. RICHARDSON, TO APPROVE/ACCEPT THE DIRECTORS REPORT. THE MOTION CARRIED UNANIMOUSLY.

6. Committee Reports/Upcoming Meetings

a. Nominating Committee Report

- i. Mrs. Mount reported the Nominating Committee met on November 9, 2023, with all members present. The Committee recommends acceptance of the following Slate of Officers:
 - 1. Mrs. Michelle McInnis, Board President
 - 2. Mr. Paul Arnold, Board Vice President
 - 3. Mrs. Marjorie Harrison, Board Secretary

A MOTION WAS MADE BY MRS. MOUNT ON BEHALF OF THE NOMINATING COMMITTEE THAT THE FULL BOARD ACCEPT THE SLATE OF OFFICERS AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

b. Personnel Committee Report

- i. Mr. Cating reported the Personnel Committee met on November 9, 2023, to look at changes to specific sections of the Employee Manual and will be bringing a number of motions under New Business.

THE REPORT WAS ACCEPTED BY UNANIMOUS CONSENT.

7. Unfinished Business

a. Policy Update –

- i. Ms. Harrison stated the library is finishing up this year with a variety of updated policies which will be discussed under new business. We are currently looking at the Board By-laws, to see what needs to be updated. We will also be working on the Employee Manual, and the Strategic Plan

b. Port Wonder Update –

- i. Ms. Harrison stated they had a meeting, and everyone was in agreement; everything looks good. The Cooperative Endeavor Agreement (CEA) is ready for signing by the Mayor, the Children's Museum, and Bryan Beam will sign on behalf of the library. The Children's Museum should be signing next week, and then it will move on to the other two, for their signatures.

c. Surplus Items – (see attached titled *2023 Auction List (Additional Items)*)

- i. Consideration to declare additional items as surplus to library operations and to authorize the Police Jury to dispose of them at auction.

1. Mrs. McInnis explained there was an extensive list of additional items in the packet, and asked if there were any questions or comments.
2. Mr. Cating wondered how long an iPad lasts, or if there is a schedule of replacement the library follows.
3. Ms. Harrison explained the devices stop receiving software updates, and confirmed the library does follow a schedule for replacement.

**A MOTION WAS MADE BY MR. ARNOLD, SECONDED BY MR. CATING, TO DECLARE THE ADDITIONAL ITEMS AS SURPLUS TO LIBRARY OPERATIONS AND TO AUTHORIZE THE POLICE JURY TO DISPOSE OF THEM AT AUCTION.
THE MOTION CARRIED UNANIMOUSLY.**

- d. Collection Development Policy – (see attached *Collection Development Policy*)
 - i. Consideration to adopt the proposed revisions to the Collection Development Policy in compliance with ACT 436.
 1. Ms. Harrison stated the Collection Development Policy had been revised and approved earlier this year, but since that time the new law was enacted so we added some language. Previously, the policy did not mention community standards, but the law says it must be included as a selection tool. In addition, the procedure for handling any request for reconsideration involving sexually explicit material in a collection accessible to minors had to be modified. Any of these requests in a collection accessible by minors will be reviewed by the Board.
 2. Ms. Harrison explained that typically when a request comes in, the Collection Development Librarian will gather reviews, date, and other statistics, such as where other libraries have the item shelved. That information is then given to the director who will make an assessment. With the new law/process, if it is sexually explicit then that information will go to the board, including the book and all of the supporting documents. The item will then be reviewed accordingly.
 3. Dr. Schanz asked about access to such materials.
 4. Mr. Harrison said there is a new card being created, Juvenile Collection Only, which will restrict minor access to materials, however, the parent has to choose what type of card they want their child to have.
 5. There was discussion about implementation of the new cards.
 6. Juvenile cards will have to be expired and parents will have to choose which type of card they want their child to have in order to renew the cards.
 7. The Community Enrichment team, which includes the programming department, outreach, and public relations, will start getting the information out into the communities prior to the June deadline.

**A MOTION WAS MADE BY DR. SCHANZ, SECONDED BY MRS. RICHARDSON, TO ADOPT THE PROPOSED REVISIONS TO THE COLLECTION DEVELOPMENT POLICY IN COMPLIANCE WITH ACT 436.
THE MOTION CARRIED UNANIMOUSLY.**

8. New Business
 - a. Employee Manual Section 3.6 Policy Update – (see attached titled 3.6 *NEW HIRES / INTRODUCTORY PERIOD*)
 - i. Consideration to adopt the revisions to Section 3.6 New Hires / Introductory Period.
 1. Mr. Cating clarified that the items struck out are being eliminated in order to make the policy clearer. Some of the wording was changed or removed to match the verbiage in other parts of the manual, in order to make sure it was understood.

A MOTION WAS MADE BY MR. CATING ON BEHALF OF THE PERSONNEL COMMITTEE TO ADOPT THE REVISIONS TO SECTION 3.6 NEW HIRES/INTRODUCTORY PERIOD OF THE CALCASIEU PARISH PUBLIC LIBRARY EMPLOYEE MANUAL. THE MOTION CARRIED UNANIMOUSLY.

- b. Employee Manual Section 4.6 Policy Update – (see attached titled *4.6 SAFETY / REPORTING OF INJURY*)
 - i. Consideration to adopt the revisions to Section 4.6 Safety / Reporting of Injury.
 - 1. Mrs. McInnis stated the revisions were in the original board report. The only change was the addition of post-accident reporting.
 - 2. Ms. Harrison clarified, the wording was already in the Employee Manual in a different section and was copied to this section for clarity.

A MOTION WAS MADE BY MR. CATING ON BEHALF OF THE PERSONNEL COMMITTEE TO ADOPT THE REVISIONS TO SECTION 4.6 SAFETY/REPORTING OF INJURY OF THE CALCASIEU PARISH PUBLIC LIBRARY EMPLOYEE MANUAL. THE MOTION CARRIED UNANIMOUSLY.

- c. Employee Manual Section 4.26 Policy Update – (see attached titled *4.26 DISCIPLINARY PROCEDURES*)
 - i. Consideration to adopt the revisions to Section 4.26 Disciplinary Procedures.
 - 1. Mr. Cating explained there was a lot of discussion at the Committee meeting, and the Committee recommends adoption on the revisions to section 4.26 Disciplinary Procedures of the Employee Manual with the additional revisions brought forth at the meeting.
 - 2. Mrs. McInnis added that the additional revisions had to do with some of the verbiage. She continued, in section b.2. removal of the word “thus”; in section 3.b. capitalize “A”; and to remove the words “in the interest of discipline” and “in the interest of good discipline” from sections 3.c and 3.d. The other proposed changes were in the packet.
 - 3. There was no further discussion.

A MOTION WAS MADE BY MR. CATING, ON BEHALF OF THE PERSONNEL COMMITTEE, TO ADOPT THE REVISIONS TO SECTION 4.26 DISCIPLINARY PROCEEDURES OF THE CALCASIEU PARISH PUBLIC LIBRARY EMPLOYEE MANUAL. THE MOTION CARRIED UNANIMOUSLY.

- d. Employee Manual Section 6.2 Policy Update – (see attached titled *CPPL DRAFT REVISED*;)
 - i. Consideration to adopt the revisions to Section 6.2 Holidays.
 - 1. Ms. Harrison explained, whereas before, we celebrated holidays on the day they fell, whether it was Saturday, Sunday, Monday, Tuesday, et cetera, this is more in line with what the parish does. We added verbiage from their policy manual. So, if the holiday falls on a Saturday, in most cases the Friday before will be a holiday, and with Sundays, it will be Monday.
 - 2. We also changed Easter Sunday to be a non-compensated library closure. No one will be scheduled work on that Sunday. People that would normally work the Sunday will be scheduled to work another day in the pay period.

A MOTION WAS MADE BY MR. CATING, ON BEHALF OF THE PERSONNEL COMMITTEE, TO ADOPT THE REVISIONS TO SECTION 6.2 HOLIDAYS OF THE CALCASIEU PARISH PUBLIC LIBRARY EMPLOYEE MANUAL. THE MOTION CARRIED UNANIMOUSLY.

- e. 2023 Library Calendar
 - i. Consideration to amend the 2023 Library Calendar to include December 29, 2023, as a library closure day for the New Year's Eve Holiday.

1. Ms. Harrison explained, the Parish is celebrating by closing on Friday, December 29th, so we would be closed Friday and Sunday which would match the Parish.

**A MOTION WAS MADE BY DR. SCHANZ, SECONDED BY MRS. RICHARDSON, TO AMEND THE 2023 LIBRARY CALENDAR TO INCLUDE DECEMBER 29, 2023, AS A LIBRARY CLOSURE DAY FOR OBSERVANCE OF THE NEW YEAR'S EVE HOLIDAY.
THE MOTION CARRIED UNANIMOUSLY.**

- f. 2024 Library Calendar – (see attached titled *CALCASIEU PARISH PUBLIC LIBRARY 2024 CALENDAR*)
 - i. Consideration to accept the proposed 2024 Library Calendar.
 1. Mrs. McInnis commented the calendar includes dates for board meetings, library closures, and significant dates in the library world. She also noted that the days of the week were wrong for the both the Louisiana Library Associate (LLA) Conference and the Texas Library Association (TLA) Conference.

**A MOTION WAS MADE BY DR. SCHANZ, SECONDED BY MRS. RICHARDSON, TO ACCEPT THE 2024 LIBRARY CALENDAR WITH THE CHANGES TO CORRECT THE SPECIFIC DAYS FOR LOUISIANA LIBRARY ASSOCIATION CONFERENCE AND TEXAS LIBRARY ASSOCIATION CONFERENCE.
THE MOTION CARRIED UNANIMOUSLY.**

- g. 2024 Slate of Officers
 - i. Presentation of the 2024 Slate of Officers from the Nominating Committee.
 1. The Slate of Officers was presented and voted upon under item 6.a. Nominating Committee Report above.
- h. Cafeteria Plan Adoption
 - i. Consideration to adopt Section 125 Flexible Benefits Plan (Cafeteria Plan)
 - ii. Ms. Harrison explained the Cafeteria Plan is part of the benefits from the Police Jury that our employees are able to opt into. We need a motion to adopt the plan, and Mrs. McInnis will be able to sign the agreement, allowing library staff to participate.

**A MOTION WAS MADE BY DR. SCHANZ, SECONDED BY MRS. RICHARDSON, TO ADOPT SECTION 125 FLEXIBLE BENEFITS (CAFETERIA) PLAN AS PRESENTED.
THE MOTION CARRIED UNANIMOUSLY.**

- i. Moss Bluff Branch Closure
 - i. Mrs. McInnis explained, the Moss Bluff Branch Manger passed away, and read his obituary. The library is requesting permission to close the Moss Bluff library branch on Saturday, November 18, 2023, the day of the funeral.

**A MOTION WAS MADE BY DR. SCHANZ, SECONDED BY MRS. RICHARDSON, TO CLOSE THE MOSS BLUFF LIBRARY BRANCH ON SATURDAY, NOVEMBER 18, 2023.
THE MOTION CARRIED UNANIMOUSLY.**

9. Anything else to come before the Board.
 - a. Mr. Cating stated the Personnel Committee will be evaluating the Library Director before the end of this year and will bring their recommendation to the Board in January.
 - b. Mrs. McInnis said it was great to visit the Iowa Library.
10. Suggestions for Future Agenda – There was nothing at this time.
11. Announcements/Board Round Table
 - a. Dr. Schanz requested the library have an information booth or table at the State Social Studies Fair in 2024.

- i. There was discussion.
- ii. Ms. McGavock will have the library's programming and outreach division reach out to Dr. Schanz.
- b. Mr. Arnold stated he is glad to be here.
- c. Mr. Cating expressed appreciation for the library staff and all they do.
- d. Ms. Danclar echoed the sentiments of both Mr. Arnold and Mr. Caring.
- e. Mrs. Richardson also echoed the sentiments of Mr. Cating and Mr. Arnold, adding that everyone is doing a great job.

12. Adjournment

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

THE MOTION CARRIED UNANIMOUSLY.

The meeting adjourned at 12:15 PM

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

- **Thursday, January 18, 2023, at the Central Library**

APPROVED



Marjorie Harrison, Secretary