

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

301 W. Claude Street

January 18, 2024

11:15 AM

The Calcasieu Parish Public Library BOARD OF CONTROL met Thursday, January 18, 2024, at 11:15 AM, at the Central Library. Mr. Anthony Zaunbrecher, Past-President, and Mrs. Michelle McInnis, President-elect presided.

Present

Mr. Anthony Zaunbrecher
Mrs. Michelle McInnis
Mr. Paul Arnold
Mr. Brent Cating
Ms. Alice Danclar
Mrs. Laura Richardson
Dr. Dale Schanz
Mr. E. Brent Washington

Absent

Mrs. Willie Mount

Also: Ms. Marjorie Harrison, Executive Director; Ms. Sheryl Chaisson, Collection and Computing Services Director; Mrs. Peggy Dupuis, Business Office Associate; Ms. Danielle McGavock, Community Enrichment Director; Mrs. Katie Pennington, Branch Services Director; Ms. Angela Stutes, Human Resources Director; Mr. Dwight Toland, Facilities Management Director; and Ms. Karen Daigle, Recorder.

1. Call to Order – Mr. Zaunbrecher, President
 - a. Mrs. Danclar pronounced the Invocation.
 - b. Mr. Cating led all present in the *Pledge of Allegiance*.
2. Pass the Gavel and Naming of the Officers – Mr. Zaunbrecher
 - a. Mr. Zaunbrecher thanked everyone for being present. He also stated how thankful he is to have been president and is happy to pass the gavel to Mrs. McInnis as Board President, with Mr. Arnold as Vice President, and Ms. Harrison as Secretary.
 - b. Mrs. McInnis stated she is looking forward to representing the library as the chair to the board. She also offered condolences to Mr. Toland for the loss of his mother.

3. Adoption of the Agenda

**A MOTION WAS MADE BY MR. ARNOLD, SECONDED BY MR. WASHINGTON, TO ADOPT THE AGENDA AS PRESENTED.
THE MOTION CARRIED BY GENERAL CONSENT.**

4. Public Comments of Items on Agenda – There were no public comments.

5. Approval of Minutes and Reports

- a. Board of Control Minutes – November 16, 2023

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

- b. Personnel Committee Minutes – December 14, 2023

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

6. Director's Reports/Financial Reports (see attached letter from the Executive Director; CCS January 2024 Board Report; January 2024 Facilities Division Report; January 2024 Public Services Division Report; Outreach December 2023 Photos; December 2023 Programming Department Activities; CPPL Branch Statistics Comparison Year-to-Date: January 2022 – December 2022 and January 2023 to December 2023; Door Count and Public Computer Use Monthly Comparisons 2023 – 2022; and Calcasieu Parish Public Library Monthly Statistical Summary 2023 December)
- a. Ms. Harrison explained the report looks different because we are working on a new strategic plan this year, and since the previous plan is complete we don't have one to align the report to.
 - b. The end of year financial reports are in front of you, and if you look at the received revenue compared to the year-to-date expenditures, you can see we did not go over budget. There is also an amendment for the 2024 budget on the agenda, which is under old business.
 - c. We have an update on Epps, two pieces of good news. We have heard from FEMA, and they are making it a priority. We should know in less than 60 days if they will or will not pay to rebuild. Once we have their response, whether yes or no, we will move forward from there. The Police Jury is planning on an April date for bid documents to move forward. The demolition will go first, and then the construction project.
 - i. Mr. Zaunbrecher asked what a yes from FEMA would mean?
 - ii. Ms. Harrison explained it would mean FEMA will pay to rebuild the library. We are currently at fifty-point eight percent (50.8%), which is very close. If they say yes, we will rebuild the library with funds from them. If not, we will still move forward with rebuilding.
 - iii. Mrs. Richardson inquired about if we had heard from the city regarding a new temporary location.
 - iv. Ms. Harrison said they were supposed to meet on Tuesday but were unable, due to the weather, and so, they will meet next week. There will be a Cooperative Endeavor Agreement, and we will be working through the details, but it looks favorable. We are working with the Director of Parks and Recreation, and it looks like it will benefit both parties. The site is also in the neighborhood, so it will be better for our patrons.
 - v. Mr. Washington asked where the potential location is.
 - vi. Ms. Harrison stated we would be at the Donald Ray Stevens Community Center. There are a few spaces there; we will need to find out if we will have access to more than one. It should be a great area to have a temporary location.
 - vii. Mr. Zaunbrecher questioned the furnishing, asking if we received funds from the insurance to replace the things that were ruined.
 - viii. Ms. Harrison said insurance is working on it, but our deductible is quite high. We are looking for ways to salvage the shelving. We do have a collection to put on the shelves; the entire Epps collection was not at the temporary location.
 - d. Mrs. McInnis asked about the new Circulation Policy replacing the old policy.

- i. Ms. Harrison explained that we have been working through Act 436 policy changes; we have a new application, and an information sheet. Parents will have to sign both. Madison is training now through February, then we will launch the new policy. We are going to promote heavily to get parents to come in and update library cards.
 - ii. Mr. Zaunbrecher asked if everyone would eventually get new card.
 - iii. Ms. Harrison stated accounts will need to be updated for all minor cardholders, and the parent associated with the minor.
- e. Mrs. McInnis remarked the Grand Opening for the new Iowa branch is on January 22nd, and everyone should have received an invitation. She then asked if there were any other questions.
 - i. Mr. Zaunbrecher inquired about the book-talks provided by Maplewood Outreach at the Juvenile Detention Center, wanting to know if the kids are accepting.
 - ii. Ms. McGavock indicated that they are, and the partnership has been going on for a while. Our outreach department was highlighted by the American Library Association (ALA).
 - iii. Mr. Zaunbrecher asked about the stuffed animal donation we received.
 - iv. Ms. McGavock said the stuffed animals were not for the library, the library was a donation site.
 - v. Mrs. McInnis added they were for the Child Advocacy Center, the children are able to choose from them to take home
- f. Ms. Harrison drew attention to Ms. Danielle McGavock and Mrs. Katie Pennington, explaining that we started the new divisions this year, and Danielle is the Community Enrichment Director, and Katie, who was the Programming Librarian, is the new Branch Services Director.

**A MOTION WAS MADE BY MR. CATING, SECONDED BY MR. WASHINGTON, TO ACCEPT THE DIRECTORS REPORT.
THE MOTION CARRIED UNANIMOUSLY.**

7. Committee Reports/Upcoming Meetings

a. Personnel Committee Report

- i. Mr. Washington said the committee met on December fourteenth (14th) to conclude the director's evaluation. The committee went into executive session completing a very thorough evaluation. After coming out of executive session the committee unanimously approved her evaluation exceptional.

8. Unfinished Business

a. 2024 Operating Budget

- i. Amendment to transfer programming funds from Branch Services to Community Enrichment. (see attached *Calcasieu Parish Public Library Proposed 2024 Budget Amendment*)
 - 1. Ms. Harrison explained that with the new divisions we estimated how much funds should be allocated in different line items for each division.
 - 2. Ms. Harrison then referred to the addendum titled *Calcasieu Parish Public Library Proposed 2024 Budget Amendment*. The proposed amendment shifts certain funds to different areas of the divisional budgets, but the changes are budget neutral. We need to have those changes approved.

**A MOTION WAS MADE BY MR. CATING, SECONDED BY MS. DANCLAR, TO ACCEPT THE AMENDMENT TO THE 2024 OPERTAING BUDGET TO TRANSFER FUNDS FROM BRANCH SERVICES TO COMMUNITY ENRICHMENT PER ATTACHED ADDENDUM.
THE MOTION CARRIED UNANIMOUSLY.**

b. Policy Update

- i. Ms. Harrison stated there is not really a policy update at this time, noting this was a standing agenda item. This year, the Personnel Committee will be working on the Employee Manual. Staff were able to get through a lot of revisions last year and will be finalizing it this year.

c. Port Wonder Update

- i. Ms. Harrison explained that everyone has signed the Cooperative Endeavor Agreement, the Mayor, the Parish Administrator, and the CEO of the Children's Museum, so we will be working to get that going.

9. New Business

a. Committee Appointments (see attached *2024 Committee Appointments*)

- i. Mrs. McInnis asked if there were any questions or concerns with any of the appointments.
- ii. There were none.

**A MOTION WAS MADE BY MR. CATING, SECONDED BY MS. DANCLAR, TO ADOPT THE COMMITTEE APPOINTMENTS AS PRESENTED.
THE MOTION CARRIED UNANIMOUSLY.**

Mrs. McInnis thanked the Board Members for serving on the committees.

b. Strategic Planning

- i. Ms. Harrison explained that she and Mrs. McInnis met to discuss the agenda, and also discussed strategic planning. We decided we would look into hiring a consultant to lead the planning process. She will reach out to those consultants who work with libraries. Ms. Harrison has started looking at different firms that work with libraries and what we want from them; what can they do for us. The sheet you have, is a rough timeline. We are working to have a plan to the board in November to be approved by end of the year. We do think it is do-able, but we don't really know the cost at this point. Once we find that out, we can go from there.
 1. Mr. Zaunbrecher asked where it would come out of the budget.
 2. Ms. Harrison explained it would go under professional services.
 3. Mr. Cating said we hired a consulting firm for another plan several years ago and we got a grant to offset some of the cost.
- ii. Ms. Harrison added she did the last one, but she was new, so to the public and staff it felt like she was a neutral person. That is different now, which is one of the reasons we thought we should have someone come and facilitate.
 1. Mrs. McInnis stated that her thought was to have someone facilitate the outreach and data gathering, but Margie would actually write the plan.
 2. Mr. Washington said sometimes even though the process works the way we want, having someone else come in they may see a better way

for us to be better or more efficient. You have to look at it from both sides. We did a great job, but a neutral eye may see something we don't. We know we can do it ourselves, but we should at least look to see if it is viable.

3. Mrs. McInnis said she thinks we need to hear from people who use the library, to see how they use it, and from those who don't, to find out why they don't. A facilitator could gather that information.
4. Mr. Zaunbrecher recommend that when we go out to look, we try to find someone who has delt with similar sized libraries. Other systems similar to us may have done some innovative things.

A MOTION WAS MADE BY MR CATING, SECONDED BY MRS. RICHARDSON, FOR THE EXECUTIVE DIRECTOR TO MOVE FORWARD WITH THE STRATEGIC PLANNING PROCESS AS DISCUSSED.

THE MOTION CARRIED UNANIMOUSLY.

c. Executive Director's Performance Evaluation

- i. Mrs. McInnis stated there is a motion from the Personnel Committee to give the director a score of meets and exceeds expectations.

A MOTION CAME FROM THE PERSONEL COMMITTEE TO GIVE THE EXECUTIVE DIRECTOR A SCORE OF MEETS AND EXCEEDS EXPECTATIONS ON THE PERFORMANCE EVALUATION.

THE MOTION CARRIED UNANIMOUSLY.

10. Anything else to come before the Board –

- a. Mr. Zaunbrecher shared that he is happy to know we are going to find something out about the Epps Memorial Branch. If FEMA is going to help it will be a wonderful thing; freeing up some funds to take care of other things that need done for the library system.

11. Suggestions for Future Agenda –

- a. Mrs. McInnis stated that since the Port Wonder CEA is signed, we can move it from Unfinished Business. Continuing, the board should receive periodic updates moving forward.
- b. Mr. Cating requested the executive director and staff look at the accounting policies, to make sure we are following the correct policies. There may be things in there that need to be updated, like changing the budgeting process.
- c. Mr. Washington requested adding the Employee Manual Update to the standing agenda.
- d. Ms. Danclar asked if a new organizational chart is being worked on.
 - i. Ms. Harrison explained our Human Resources software updates the chart as things within the chart are updated.
 - ii. Mr. Zaunbrecher requested a copy of the chart at the next meeting.
- e. Mr. Zaunbrecher asked if there was any urgency for the Buildings and Properties Committee to meet soon.
 - i. Mr. Toland indicated there are three major projects included in the budget for this year, which were discovered during the course of renovation and repair work. Moss Bluff high roof area will have to be replaced. Sulphur some precast concrete panels will have to be replaced. Westlake parking lot needs to be

repaired and redesigned. We've requested the Police Jury to approve the architect to start working on it.

12. Announcements/Board Round Table

- a. Mr. Washington stated he wanted to highlight that Ms. Harrison's communication has been exceptional with the board. We admire our director, and the way she handles information. He also thanked Ms. Daigle, for everything she does.
- b. Dr. Schanz seconded Mr. Washington's remarks.
- c. Mr. Cating said he saw, on social media, a library clip featuring Ms. Harrison, and it was good seeing our director participating. Adding that the communications group is doing a good job.
- d. Mrs. Richardson said she is thankful for the director, and seconded Mr. Washington as well. Adding, "Happy new year to everybody, and I hope this year will be a much, much better year."
- e. Ms. Danclar thanked the staff for all their hard work and the very informative reports, adding she hopes everyone has a productive 2024.
- f. Mr. Zaunbrecher said if you look back to 2019 when we started buying bank buildings, it seems like a long time ago, and we have been through a lot. Now these beautiful places have opened, and they are being enjoyed by the people of the parish. "Kudos"
- g. Ms. Harrison added that circulation is really increasing at those locations.
- h. Mrs. McInnis commented that Ms. Harrison and herself have been in communication a lot over the last few days and she appreciates it, as well as the reports given by staff. Adding that she is looking forward to seeing how changes enhance the system.
- i. Ms. Harrison said she has a wonderful staff, and she appreciates the board.

13. Adjournment

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

THE MEETING WAS ADJOURNED BY GENERAL CONSENSUS.

The meeting adjourned at 12:05 PM

APPROVED


Marjorie Harrison, Secretary