Calcasieu Parish Public Library

Board of Control Meeting Minutes

The Calcasieu Parish Public Library BOARD OF CONTROL met in regular session on Thursday, May 21, 2026, at 11:00 AM. The meeting was held in the Thielen Community room of the Central Library located at 301 W. Claude Street, Lake Charles, LA 70605. Ms. Danclar, President, presided.

1. Attendance
    a. Present members: Alice Danclar, President; Brent Cating, Vice President; Jassaland Kelly-Demease; Michelle McInnis; Laura Richardson; Dale B. Schanz; Anthony Zaunbrecher
    b. Absent members: J. Hardtner Klumpp; E. Brent Washington
    c. Guests and Staff: Gay Cain, Executive Director; Mark Broussard, Facilities Management Director; Sheryl Chaisson, Collection and Computing Services Director; Peggy Dupuis, Business Office Associate; Angela Kramer, Human Resources Director; Katelin LeBleu, Community Enrichment Director; Katie Pennington, Branch Services Director; Judge Tommy Quirk, Legal Liaison; and Karen Daigle, Recorder.

2. Call to Order – Ms. Danclar called the meeting to order at 11:00 AM.
    a. Mrs. Kelly-Demease pronounced the Invocation.
    b. Mrs. McInnis led all present in the *Pledge of Allegiance*.

3. Adoption of the Agenda

    A MOTION WAS MADE BY MR. ZAUNBRECHER, SECONDED BY MRS. RICHARDSON, TO ADOPT THE AGENDA AS PRESENTED.
    THE MOTION CARRIED UNANIMOUSLY.

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

5. Approval of Minutes and Reports
    a. Board of Control Minutes – March 19, 2026

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

6. Director's Reports/Financial Reports
    a. Ms. Cain highlighted several items in the Board Report:
        i. National Library Week activities in April.
        ii. Release of 2025 Annual Report.
        iii. Iowa's Native Garden bronze level habitat certification and upcoming ribbon cutting.
        iv. A recent staff reading challenge for April in which 82% of staff participated.
        v. Promotional materials for the upcoming Summer Reading Program.
        vi. Updated fund balance as requested.
        vii. Statistical highlight covering Community Events and Offsite Programs.
        viii. Employee Move Summary from Human Resources as requested.
        ix. Bound by Leadership program for current managers.
    b. Ms. Cain asked if there were any questions.

i. Mrs. Kelly-Demease and Mr. Zaunbrecher inquired about the information included in the Employee Move Summary. Mrs. Kramer explained the chart's timeline and how that affected percentages of terminations and filled positions.
ii. Mr. Zaunbrecher indicated the graph at the end of the Statistical Summary page is confusing. Ms. Cain explained that the graph charts two figures but, in the future, will be separated into two graphs to clarify the information.
iii. Ms. Danclar stated she liked the spirit days.
iv. Mr. Zaunbrecher asked if there should be concern about the quantity of negative numbers when looking at the collection. Ms. Cain explained things are trending more toward digital content.

7. Committee Reports/Upcoming Meetings
   a. Ms. Danclar stated there were none.

8. Unfinished Business
   a. Buildings Updates
      i. Mr. Broussard explained there was a pre-construction meeting on May 6th, and the Library is currently waiting on project start dates from the contractor.
      ii. Mrs. Cain added K&J construction was awarded the contract for the Paving and Exterior Improvements project to which Mr. Broussard is referring.
      iii. There was a brief discussion concerning flooding in the Moss Bluff Parking lot which will be addressed as part of this project.

9. New Business
   a. Fiscal Policy Update
      i. Ms. Cain stated that, per Mr. Cating's request during March's Board meeting, a review of the Fiscal Policy manual began starting with section two of that manual (Cash Management Procedures) since the Police Jury recently asked that the Library submit updated cash policy procedures.

   b. Marketing Review Committee Report
      i. Ms. Cain summarized the activities and outcomes of a recent internal study of marketing strategies, emphasizing the committee's recommendation to pursue a new branding package. She then asked Community Enrichment Director Kateline LeBleu to elaborate.
      ii. Ms. LeBleu explained the committee's finding that CPPL's marketing was outdated. She then displayed logos from several other libraries. She explained branding as an entire package, pointing out color pallets, standardized fonts, et cetera.
      iii. Ms. Cain explained that no official Board action was necessary to proceed with rebranding, but asked for comments, questions, suggestions, and support.
         1. Mrs. Kelly-Demease suggested letting high school students come up with some ideas.
         2. Dr. Schanz agreed with the idea of a contest, explaining that it involves the people.
         3. Mr. Zaunbrecher was concerned how it was determined that libraries are more successful and accessible by making these types of changes. Ms. LeBleu explained that the recommendations were based on communication and accessibility standards, rather than performance.
         4. Mr. Cating added that he had recently been educated on the importance of fonts, and this is one of the things we have been lacking. He stated, "I'm all for moving forward."
         5. Ms. Danclar said that change is good and wished the staff good luck.

6. Ms. Cain explained that the process will move forward. Any permanent changes will be brought before the Board prior to implementation.

c. Employee Manual Revision of Section 6.4, Leave Donation Policy
   i. Consideration to approve the proposed revisions to Section 6.4, Leave Donation Policy, of the Calcasieu Parish Public Library Employee Manual.
      1. Mrs. Kramer explained that the Police Jury updated their leave donation policy to allow any employee to donate to another employee regardless of their pay wage. Proposed changes to the Library's manual mirror this change.

A MOTION WAS MADE BY MR. ZAUNBRECHER, SECONDED BY MRS. RICHARDSON, TO APPROVE THE PROPOSED REVISIONS TO SECTION 6.4 LEAVE DONATION POLICY OF THE CALCASIEU PARISH PUBLIC LIBRARY EMPLOYEE MANUAL, AS PRESENTED.
THE MOTION CARRIED UNANIMOUSLY.

10. Anything else to come before the Board.
    a. Mrs. McInnis reported she has been receiving emails from the boardofcontrol@calcasieulibrary.org email address. There was a brief discussion in which it was stated that emails received at that address are intended to be forwarded to the current Board President and the Board Secretary. Library staff will investigate.

11. Suggestions for Future Agenda – There were no suggestions.

12. Announcements/Board Round Table
    a. Mr. Zaunbrecher thanked staff for the informative and enjoyable report.
    b. Mrs. Richardson agreed with Mr. Zaunbrecher.
    c. Mrs. McInnis indicated the reports presented by staff were good.
    d. Mr. Cating and Judge Quirk declared a good meeting.
    e. Dr. Schanz requested concern regarding indemnification as it relates to Board members.
    f. Mrs. Kelly-Demease said she thoroughly enjoyed the meeting, and the reports are outstanding. She also wished Happy Father's Day to all present fathers.
    g. Ms. Danclar declared that staff do a wonderful job, and she is looking forward to all they do as they take the system to higher heights.

13. Adjournment

A MOTION WAS MADE BY MR. ZAUNBRECHER, SECONDED BY MRS. KELLY-DEMEASE, TO ADJOURN THE MEETING.
THE MOTION CARRIED UNANIMOUSLY.

The meeting adjourned at 11:58 AM.

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

- **Thursday, July 16, 2026, at Moss Bluff Library**

APPROVED

Gay Cain, Secretary