

Calcasieu Parish Public Library

Board of Control Meeting Minutes

The Calcasieu Parish Public Library BOARD OF CONTROL met on Thursday, July 16, 2026, at 11:00 AM. The meeting was held in the Community Room at the Moss Bluff Branch library located at 261 Parish Road, Lake Charles, LA 70611. Ms. Danclar, President, presided.

1. Attendance
 - a. Present members: Alice Danclar, President; Jassaland Kelly-Demease; J. Hardtner Klumpp; Laura Richardson; E. Brent Washington; and Anthony Zaunbrecher.
 - b. Absent members: Brent Cating, Vice President; Michelle McInnis; and Dale B. Schanz.
 - c. Guests and Staff: Gay Cain, Executive Director; Katelin LeBleu, Community Enrichment Director; Reginald Nash, Moss Bluff Branch Manager; Katie Pennington, Branch Services Director; and Karen Daigle, Recorder.
2. Call to Order – Ms. Danclar, President, called the meeting to order at 11:00 AM.
 - a. Mrs. Kelly-Demease pronounced the Invocation.
 - b. Mrs. Richardson led all present in the *Pledge of Allegiance*.

3. Adoption of the Agenda

A MOTION WAS MADE BY MR. WASHINGTON, SECONDED BY MRS. KELLY-DEMEASE, 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 – May 21, 2026

A MOTION WAS MADE BY MRS. KELLY-DEMEASE, SECONDED BY MRS. RICHARDSON, TO APPROVE THE MINUTES AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

6. Director's Reports/Financial Reports
 - a. Ms. Cain presented the Director's Report, noting strong participation in the Summer Reading Program and steady registered borrower numbers.
 - b. Board members discussed opportunities to increase new library card registrations, particularly through school outreach.
 - c. Ms. Cain introduced Mr. Reginal Nash, Moss Bluff branch manager, and thanked him for hosting the meeting.
 - d. Mr. Washinton mentioned the report shows programming is down from last year. Ms. Cain reported that monthly program attendance has increased, although year-to-date totals remain below last year. Virtual programming is being reevaluated.
 - e. Ms. Cain presented the Financial Report. She reported that the PJ voted to reduce the Library's millage for 2027.
 - i. The Board discussed the importance of transparency and proactive communication concerning the library's finances, and supported sharing updates on projects,

expenditures, and fiscal responsibility with the public, acknowledging that the current fund balance reflects delayed projects and other timing factors rather than excess funding.

- f. Ms. Cain announced that the library has leased a building to temporarily house Collection Services until the warehouse project is completed, allowing the Carnegie meeting room to be reopened for public use.
 - g. Ms. Cain asked if there were any questions.
 - i. Mr. Washington requested numbers be provided in future reports rather than qualitative descriptors.
 - ii. Mr. Zaunbrecher asked that acronyms be spelled out upon first use.
 - iii. Ms. Danclar asked about the Library's continued relationship with Port Wonder. Ms. LeBleu explained that the Library is there two days a month in a display space accessible without admission to the paid exhibits.
7. Committee Reports/Upcoming Meetings
- a. Ms. Danclar stated there were none.
8. Unfinished Business
- a. Buildings Update
 - i. Ms. Cain provided the update in Mark Broussard's absence.
 - 1. Regarding the Westlake Branch, the lighting inside is done, and the interior painting is almost complete. The parking lot work continues and must be completed prior to re-carpeting due to access issues.
 - 2. Central's parking lot has been striped, but there are a few places where the paint has bubbled up. Mark is working with the contractor to correct these problems. Interior lighting improvements are being added to the project. The external signs for Central and Sulphur are waiting on materials.
 - 3. The Moss Bluff parking lot repairs are on hold until supplies arrive. The roof will be replaced and will feature a dark bronze finish.
 - 4. The lighting project at Carnegie has begun.
 - 5. Regarding the warehouse project, staff met with the architect to review and approve the latest plans which included reconfiguring the layout to accommodate the site location. The project is now moving into the schematic design phase with occupancy anticipated in approximately two years.
 - 6. Mr. Zaunbrecher asked if there was anything to report on Starks or Hayes. Ms. Cain explained the branches are still being discussed, but there are no updates at this time.
 - b. Fiscal Policy Update
 - i. Staff completed a review of the cash policy section. A preliminary review of other sections is underway.
 - c. Library Rebranding Update
 - i. Ms. Cain reported that after reviewing several proposals, a firm has been selected to develop the Library's new logo and branding kit.
 - ii. Ms. Cain stated that plans are to celebrate the new logo during the upcoming All Staff Conference on October 9. Because the next Board meeting will occur after October 9, the new logo will be shared with Board members via email prior to the unveiling.
9. New Business
- a. Declare Library Vehicle, 2019 Ford Transit Van T350, as Surplus

- i. Consideration to declare the 2019 Ford Transit Van T350, Unit L28, Asset #24856, VIN 1FTRS4XG9KKB71737, with mileage of 164,007, as surplus to library operations and to authorize the Police Jury to dispose of the vehicle on the surplus government equipment auction site (GovDeals.com).

**A MOTION WAS MADE BY MR. WASHINGTON, SECONDED BY MR. KLUMPP, TO DECLARE THE 2019 FORD TRANSIT VAN T350, UNIT L28, ASSET #24856, VIN 1FTRS4XG9KKB71737, WITH MILEAGE OF 164,007, AS SURPLUS TO LIBRARY OPERATIONS AND TO AUTHORIZE THE POLICE JURY TO DISPOSE OF THE VEHICLE ON THE SURPLUS GOVERNMENT EQUIPMENT AUCTION SITE (GOVDEALS.COM).
THE MOTION CARRIED UNANIMOUSLY.**

- b. Budget Planning Timeline
 - i. Ms. Cain reviewed the budget planning timeline for preparing the 2027 budget.
- 10. Anything else to come before the Board.
 - a. Mrs. Kelly-Demease inquired about the vacant training position. Ms. Cain explained that it was advertised but has since been put on hold pending review.
- 11. Suggestions for Future Agenda
 - a. Mr. Washington mentioned the need to revitalize the Friends of the Library group.
- 12. Announcements/Board Round Table
 - a. Mrs. Kelly-Demease stated that she enjoyed the meeting as this was her first time visiting the Moss Bluff Branch.
 - b. Mr. Klumpp declared a great meeting, adding that he enjoys meeting at various branches.
 - c. Mr. Zaunbrecher commented on the beauty of the grounds at the Moss Bluff location.
 - d. Mrs. Richardson also said she enjoyed the meeting and appreciates meeting at different branch locations.
 - e. Mr. Washington commented that it is great to see the turnouts at programs. He is pleased with staff training and professional development efforts.
 - f. Ms. Danclar offered kudos to the staff and declared the board report to be very informative.

13. Adjournment

**A MOTION WAS MADE BY MR. ZAUNBRECHER, SECONDED BY MR. KLUMPP, TO
ADJOURN THE MEETING.
THE MOTION CARRIED UNANIMOUSLY.**

The meeting adjourned at 12:02 PM.

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

- Thursday, October 15, 2026, at Central Library

APPROVED


Gay Cain, Secretary