

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

301 W. Claude Street

May 19, 2022

11:15 a.m.

The Calcasieu Parish Public Library BOARD OF CONTROL met on Thursday, May 19, 2022, at 11:15 AM, at the Central Library. Mrs. Willie Mount, Board President, presided.

Present	Absent
Mrs. Willie Mount, President	Mr. Brent Washington
Mr. Anthony Zaunbrecher, Vice President	
Mr. Paul Arnold	
Ms. Alice Danclar	
Mrs. Michelle McInnis	
Mrs. Laura Richardson	
Dr. Dale Schanz	
Mr. Ron Hayes, Police Jury Liaison, <i>ex-officio</i>	

Also: Ms. Marjorie Harrison, Library Director; Ms. Sheryl Chaisson; Associate Librarian for Collection and Computing Services; Mr. Dwight Toland, Facilities Manager; Ms. Karen Daigle, Recorder.

1. Call to Order – Mrs. Mount
 - a. Mr. Zaunbrecher pronounced the Invocation.
 - b. Mrs. McInnis led all present in the *Pledge of Allegiance*.
2. Adoption of the Agenda
 - a. Mr. Cating requested the status of the Epps Memorial building be added to the agenda.

A MOTION WAS MADE BY MR. ARNOLD, SECONDED BY MRS. RICHARDSON, TO ACCEPT THE AGENDA, AS AMENDED TO INCLUDE THE STATUS OF THE EPPS MEMORIAL BUILDING UNDER OLD BUSINESS. THE MOTION CARRIED UNANIMOUSLY.

3. Public Comments of Items on Agenda - none
4. Approval of Minutes and Reports
 - a. Board of Control Minutes – March 17, 2022 -
 - b. Buildings and Properties Committee Minutes – March 10, 2022
 - c. Buildings and Properties Committee Minutes – April 18, 2022
 - d. Buildings and Properties Committee Minutes – May 09, 2022

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

5. Director's Reports/Financial Reports – (see attached *Report to the Board of Control May 2022; Monthly Statistical Summary, APRIL; Door Count and Public Computer Use Monthly Comparisons 2022 – 2021 (April); FINANCIAL REPORT TO THE BOARD OF TRUSTEES APR 2021; Summary Page Apr-22; Fund Balance 2022; Library Repairs and Renovations; Repairs and Renovation Cost; 2021 Annual Report*)

- a. Ms. Harrison began with the financial report; clarifying, we are moving along nicely and will be using the Fund Balance as we move forward with improvements and renovations at the branches.
- b. Every year we review and update policies, the Circulation Policy was adopted right before Covid, and so a lot of things have changed. We are currently reviewing that policy, and plan to bring it to the Committee in September. Also under review is the Social Software Policy, which guides how we interact with the public on social software like Facebook, Twitter, et cetera. Another policy we are looking at is the Collection Development Policy, last updated May of 2006. This policy guides staff in many areas of collection development, including criteria for how we select items for the collection. Additionally, we are working with Mr. Quirk to create a new policy, a Photography and Filming Policy.
 - i. Mrs. Mount explained, she has asked Ms. Harrison to give an overview every time we meet. We need to be up to speed and aware.
 - ii. Mr. Zaunbrecher added, the Board is ultimately responsible, and the staff need to know that we know.
- c. The Library Repairs and Renovations chart has been updated to reflect the most current information. Looking at the estimated completion dates, Vinton Library is the earliest, with the date in July. It is really coming along nicely. That doesn't mean we will be able to open in July, because we won't be able to move in the new furniture and the new collection, until after the project is completed. We are hoping to be able to open in September.
- d. The Repairs and Renovation Cost chart has been updated as well. We are meeting with the contractors weekly at the different locations, so every other week we meet at each facility. In addition, Mrs. Wrightson is going over furniture for Sulphur, Moss Bluff, and Carnegie. She is also looking over floor plans, et cetera, as it is much more cost effective to update the libraries now.
 - i. Mr. Toland elaborated; a lot of these additions are requests from branch managers, and we can utilize the contractors to get some of these things done now. We have also found new problems as we go in to upgrade the buildings to the new standards. There will be a facelift at all branches.
- e. Ms. Harrison said she would like to "give a big shout-out to staff". Explaining, a lot of buildings are under renovation, and things are changing all the time. Staff were told to be prepared, because sometimes things happen rather suddenly, and we must be ready to adjust. It is stressful and unpredictable, but staff are doing a great job.
 - i. Mrs. Mount expressed the Board's appreciation for the staff's flexibility.
- f. The Summer Reading Program will be kicking off soon, and we are excited to bring back live performers and programs this year. We have changed up the completion prizes; due to rising material costs, this year we are going to have completer bags. The bags will have the Friends logo, and everyone who completes the reading program will get one.

6. Committee Reports/Upcoming Meetings

- a. Buildings and Properties Committee Report –
 - i. Mr. Zaunbrecher began; the Committee has met three (3) times this year. Each time, Ms. Harrison, and Mr. Toland have gone over the charts of what is going on at each of the branches. We are currently working on the rebuild design for the Epps Memorial Library.
 - ii. Mr. Zaunbrecher explained, Mr. Brossett presented us a design concept in March, which had a beautiful interior with very tall voluminous ceilings. However, we felt the exterior was not as appealing, and we asked him to redesign the exterior with a more residential feel.

- iii. We met again, in April, and in making it more residential, the ceilings were lowered to the point that we felt we had lost what we liked so much in the initial design. We asked Mr. Brossett to work on the design concept again, explaining we liked the interior of the first concept, and we would like to try to keep the feel of those loftier ceilings, but with the residential exterior.
- iv. When we met in May, the architect had given us slightly loftier ceilings, but it still wasn't what we were asking for. The Committee felt we weren't being clear on what exactly we wanted. Perhaps because we are not skilled in architecture, and therefore we didn't communicate well. We went into Executive Session, and decided we were not being clear, not giving exactly what we wanted. So, this time we made specific requests. We asked Mr. Brossett to bring us a design of a more classical building, with a pitched roof, but with sixteen (16) foot ceilings in the main part of the library and fourteen (14) foot ceilings in the meeting room.
- v. Mr. Zaunbrecher continued, it is the responsibility of the Committee to narrow the scope of work, and we would like to be able to say, "this is what we recommend". We haven't seen the new design, but if we need to bring two designs to the Board for a vote, that is what we will do.

7. Unfinished Business

a. Capital One buildings update

- i. Ms. Harrison stated she had spoken about them briefly, when speaking about the Repairs and Renovations charts.
 - 1. Vinton is moving along well and looks to be completed in June.
 - 2. DeQuincy is moving along as well, with an expected completion date in September.
 - 3. Iowa is still waiting for the contract to be signed, so we estimated completion to be the beginning of the year.

b. Epps Memorial building status

- i. Mr. Cating expressed his appreciation to the Buildings and Properties Committee members, for spending so much time working to get the design right. Stating, "This is a long-term big decision."

8. New Business

a. 2023 Budget Planning Timeline Proposal

- i. Presentation of the proposed 2023 Budget Planning Timeline. (see attached *CPPL Board of Control 2023 Budget Planning Timeline PROPOSAL*)
 - 1. Ms. Harrison explained, the timeline is basically the same as every other year; we just wanted to get a reminder out.

b. Surplus Items (see attached *CPPL June 2022 Auction Items*)

- i. Consideration to declare items as surplus to be sold at the Calcasieu Parish Police Jury auction.
 - 1. Ms. Harrison clarified, at the last Board Meeting you approved a few items, but the Policy Jury Auction has been moved to June. Which gave us an opportunity to add more items to the list of items to be auctioned.

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

9. Anything else to come before the Board – There was nothing.
10. Suggestions for Future Agenda –
- a. Mr. Cating suggested we add the updated policy changes.
 - i. Mrs. Mount seconded, adding, it should be on every agenda from now on.
 - b. Mr. Cating also advised adding the future sale of the buildings in DeQuincy and Vinton.
 - c. Mr. Zaunbrecher recommended the Board meet in various library locations throughout the parish once the buildings are back up and running.
 - i. Mr. Cating proposed starting with Iowa Library.
11. Announcements/Board Round Table
- a. Ms. Danclar thanked the staff for the very sleek brochure; also, for being flexible and moving about and just keeping a positive attitude.
 - b. Mrs. McInnis remarked, "I know it's a difficult time and it's a difficult process. All the dedication of everyone pitching in and being able to move around is a big deal, and I want to make sure they know we appreciate them."
 - c. Mr. Hayes was excited to see, on the brochure, patrons checked out nine hundred thirty-six thousand, three hundred twelve (926,312) items from the library. He continued, "Fifty percent (50%) of the parish doesn't realize the impact the library has."
 - i. Ms. Harrison indicated the library would send the brochure to the Police Jury.
 - d. Mr. Arnold said he was glad to be here today.
 - e. Mr. Cating said he was impressed with students in the Washington Marion Leadership group, and thanked Ms. Harrison for extending an invitation to the press event.
 - f. Dr. Schanz said she was glad to be here. She also thanked the staff and everyone for the great job they are doing.
 - g. Mrs. Richardson replied, "I think we all feel that way, we've all had some rough times lately. It is so good to see our staff is doing everything top notch, and we really do appreciate everything they're doing. Give them our appreciation, please. Let them know we appreciate all of them."
 - h. Mrs. Mount remarked to Ms. Harrison, "Tenacious. Committed. Loyal. I think that describes you, and all of your team. Every Board member has certainly said that, in their own words."

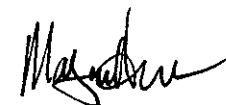
12. Adjournment

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

The meeting adjourned at 12:00 PM

**The next meeting of the BOARD OF CONTROL will be held:
-Thursday, July 21, 2022**

APPROVED



Marjorie Harrison, Secretary