

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

**301 W. Claude Street**

**September 15, 2022**

**11:15 a.m.**

The Calcasieu Parish Public Library BOARD OF CONTROL met on Thursday, September 15, 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                         |                      |

Also: Ms. Marjorie Harrison, Library Director; Ms. Sheryl Chaisson, Associate Librarian for Collection and Computing Services; Mrs. Tammy Duhon, Human Resources Assistant; Mr. Seth Gaskin, Systems Administrator; Ms. Danielle McGavock, Associate Librarian for Public Services; Mr. Tommy Quirk, Legal Liaison; Ms. Angela Stutes, Human Resources Director; Mr. Dwight Toland; Facilities Manager; and Ms. Karen Daigle, Recorder.

1. Call to Order – Mrs. Mount, President
  - a. Mr. Cating pronounced the invocation.
  - b. Mr. Zaunbrecher led all present in the *Pledge of Allegiance*.

2. Adoption of the Agenda

**A MOTION WAS MADE BY MR. CATING, SECONDED BY MR. ARNOLD, TO ADOPT THE AGENDA AS PRESENTED.  
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 – July 21, 2022

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

- b. Buildings and Properties Committee Minutes – July 18, 2022

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

- c. Personnel Committee Minutes – July 27, 2022

- i. Mr. Zaunbrecher expressed concern over the wording in the motion regarding the investigation of pay grades.
- ii. There was discussion.

**A MOTION WAS MADE BY MR. ZAUNBRECHER, SECONDED BY MS. DANCLAR TO ACCEPT THE MINUTES AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.**

d. Finance Committee Minutes – August 18, 2022

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

- 5. Director's Reports/Financial Reports – (see attached titled *Report to the Board of Control September 2022; Library Repairs and Renovations; Repair and Renovation Cost; 2022 SRP Gift Card Winners; August 2022 Programming Dept Activities; Monthly Statistical Summary AUGUST; Door Count and Public Computer Use; Library Hurricane Repair and Renovations; Library Branch Current Locations, Hours of Operation, and Contact numbers.*)
  - a. Ms. Harrison indicated the financial report for the month has not been received from the parish, however we should get it soon.
  - b. The Library Repairs and Renovations sheet format was changed to make it easier to understand how it relates to the Fund Balance.
  - c. The additional documents include a handout of the library branch current hours, locations, and contact numbers. Things are changing daily, but as of the date of creation, Starks is the only library officially closed. Sulphur opened this week; DeQuincy opened Tuesday in the old location; temporary locations continue for Iowa, Vinton, and Epps; and Moss Bluff is still in the meeting room.
  - d. Ms. Danclar asked if there was any clarification on who is responsible for replacing the handicap ramp at DeQuincy's new location.
    - i. Ms. Harrison indicated the library is responsible. However, the city is paying to remove it, and we will pay for replacement.
  - e. The McNeese outreach partnership has not come though, and football has already started. Ms. Harrison explained: we were working with the athletic foundation, and they were looking at it as a sponsorship. We need to work with the university directly and will continue to pursue a partnership.
- 6. Committee Reports/Upcoming Meetings
  - a. Personnel Committee, Chair: Ms. Danclar – Report and Upcoming Meeting
    - i. Ms. Danclar deferred to the members of the Committee, as she was unable to attend the meeting.
    - ii. Mr. Zaunbrecher stated he felt like the motion to reconsider pay grades lost some of the spirit of what the committee was trying to accomplish. The intent of the discussion was to call to light how difficult it is for people to make a living and highlight the need to increase the lower end of the pay scale.

**A MOTION WAS MADE BY MR. ZAUNBRECHER, SECONDED BY MR. CATING, TO AMEND THE MOTION FROM THE PERSONNEL COMMITTEE TO INVESTIGATE THE ABILITY TO RECONSIDER THE PAY GRADES TO INCLUDE THE FOLLOWING:**

**A. ESPECIALLY AT THE LOWER END OF THE SALARY SCALE WITH THE INTENTION OF MAKING IT EASIER FOR RECRUITMENT PURPOSES. THE MOTION CARRIED UNANIMOUSLY.**

- b. Finance Committee, Chair: Mr. Cating – Report
  - i. Mr. Cating deferred the report until New Business when he will bring motions from the Committee.
- c. Nominating Committee, Chair: Dr. Schanz – Upcoming Meeting
  - i. Dr. Schanz will get with the members of the Committee to schedule a meeting.
- d. Library Services, Resources, and Policies Committee, Chair: Mrs. McInnis – Upcoming Meeting
  - i. Mrs. McInnis will schedule a meeting at a later date.

**7. Unfinished Business**

- a. Capital One Buildings Update
  - i. Ms. Harrison indicated things are moving along. We hope to have an opening day ribbon cutting at Vinton in about a month. Unfortunately, we are waiting for things to be delivered, but we think everything will be there in a month. Jared and his staff have activities planned for all age groups; the Chamber will be there; it will be an exciting day for everyone.
- b. Policy Review Update – (see attached *Circulation Policy, Revised and adopted by the Calcasieu Parish Public Library Board of Control – November 21, 2019*)
  - i. Ms. Harrison spoke about the Circulation Policy, explaining she and the review committee have been working on it for a while. The policy was adopted in November of 2019 and implemented in January of 2020. Because COVID hit when it did, there was no six (6) month review. Due to COVID and the hurricanes later that year, we have had to change a lot of things to continue to provide service during those times. For example, we have not begun to use the collection service for materials recovery. We also modified check-out limits and check-out periods. We were not following it explicitly.
  - ii. We sent a survey to frontline staff to get their feedback on whether the policy is working; not working; or needed clarification. The committee went through each one addressing how to resolve any issues or clarify anything that was unclear. We were very thorough, and feel the policy is now at the point where it needs to be prepared to pass on to the attorney for review and to get answers to legal questions.

**8. New Business**

- a. Fontenot Memorial Library and DeQuincy Library Buildings Sale
  - i. A representative from the parish was unable to be at the meeting. The agenda item was deferred to a later date.
- b. Cybersecurity Measures
  - i. Ms. Harrison explained, it was requested we add this item to the agenda at the last meeting. Sheryl and Seth collaborated and put together an overview of the measures we use based on the request.

- ii. Mrs. Mount suggested the document is worth reviewing and questions can be asked at the next meeting.
- c. Employee Compensation
  - i. Ms. Harrison stated, the Personnel Committee made a recommendation to the Finance Committee, and the Finance Committee included it in their Budget recommendation. The action is part of the next item on the agenda.
- d. 2023 Proposed Operating Budget
  - i. Recommendation from the Finance Committee to accept the 2023 Proposed Operating Budget which includes a six (6) percent pay scale increase and a three (3) percent pay increase for all Calcasieu Parish Public Library Employees
    - 1. Mr. Cating clarified; two proposals were passed by the Finance Committee. The first is to accept the proposed budget with the included pay scale increase and pay increases, for a total budget of fifteen million three hundred thirty-eight thousand two hundred and eighty-seven dollars (\$15,338,287.00). We had quite a lengthy discussion, and personnel did as well. Ultimately we all felt we needed to give these increases; they are needed at this time. We are presenting the proposal to the Full Board for approval.

**A MOTION WAS MADE BY MR. CATING ON BEHALF OF THE FINANCE COMMITTEE TO ACCEPT THE 2023 OPERATING BUDGET OF FIFTEEN MILLION, THREE HUNDRED THIRTY-EIGHT THOUSAND, TWO HUNDRED AND EIGHTY-SEVEN DOLLARS (\$15,338,287.00) WHICH INCLUDES A SIX (6) PERCENT PAY SCALE INCREASE AND A THREE (3) PERCENT PAY INCREASE FOR ALL CALCASIEU PARISH PUBLIC LIBRARY EMPLOYEES. THE MOTION CARRIED UNANIMOUSLY.**

- e. 2022 Fund Balance
  - i. Consideration to amend the 2022 Fund Balance designations, by moving \$500,000 for Future Hurricane Related Expenses and Improvements from Capital Reserve Fund Balance
    - 1. Mr. Cating explained, the Committee comes with a second motion, to restructure the fund balance spending allocations. The motion is to change the designation for Future Hurricane Related Expenses and Improvements from one million (1,000,000) to one point five million (1,500,000) and the General Capital Reserve Fund from five point five million (5,500,000) to five million eleven thousand one hundred forty-one (5,011,141).

**A MOTION WAS MADE ON BEHALF OF THE FINANCE COMMITTEE TO AMEND THE 2022 FUND BALANCE DESIGNATIONS TO CHANGE THE DESIGNATION FOR FUTURE HURRICANE RELATED EXPENSES AND IMPROVEMENTS TO ONE POINT FIVE MILLION DOLLARS (\$1,500,000.00) AND THE DESIGNATION FOR THE GENERAL CAPITAL RESERVE FUND TO FIVE MILLION ELEVEN THOUSAND ONE HUNDRED FORTY-ONE DOLLARS (\$5,011,141.00). THE MOTION CARRIED UNANIMOUSLY.**

- f. 2022 Library Calendar

- i. Consideration to amend the 2022 Library Calendar to observe Christmas Eve on Friday, December 23, 2022, and to observe New Year's Eve on Friday, December 30, 2022.
  - 1. Ms. Harrison indicated the proposal is similar to what we proposed last year. The parish will be closed on Friday, December 23rd for Christmas Eve, and Friday Dec 30th for New Year's Eve. We are making a request to consider amending the calendar to observe the same days.

**A MOTION WAS MADE BY MR. ARNOLD, SECONDED BY MRS. MCINNIS, TO AMEND THE 2022 LIBRARY CALENDAR TO OBSERVE CHRISTMAS EVE ON FRIDAY, DECEMBER 23, 2022, AND ON SATURDAY DECEMBER 24, 2022, AND TO OBSERVE NEW YEAR'S EVE ON FRIDAY, DECEMBER 30, 2022, AND ON SATURDAY DECEMBER 31, 2022. THE MOTION CARRIED UNANIMOUSLY.**

- 9. Anything else to come before the Board –
  - a. Mr. Arnold expressed his appreciation of the branch tour, stating the staff at every branch provided a welcoming and informational experience.
  - b. Mrs. McInnis seconded this, explaining it was really nice to revisit the branches and the work that has been happening.
  - c. Mrs. Mount said they look forward to doing the same.

10. Suggestions for Future Agenda - none

11. Announcements/Board Round Table

- a. Mr. Quirk said he wants the board to know his meetings with Ms. Harrison have been very productive, and he appreciates the board hiring someone like this.
- b. Ms. Danclar commended staff on the reports and information they provide, particularly with the difficulties with all the closures.
- c. Mrs. McInnis thanked everyone who participated in the tour, and everyone's hard work is appreciated.
- d. Mr. Arnold stated, "After celebrating my 85<sup>th</sup> birthday, I'm just glad to still be here".
- e. Mr. Cating said he spoke with a colleague who told him they read the American Press for free through the library; it is good to hear from people in the community that they appreciate what library does.
- f. Dr. Schanz, thanked Ms. Harrison for the chart providing the openings, closures, and current hours of operation at the branch locations, and asked if the meeting room at Vinton would be open when the Vinton branch opens.
  - i. Ms. Harrison indicated the room would be open.
- g. Dr. Schanz said she was impressed with how organized the staff are, and she is thankful for the numbered copies.
- h. Mrs. Richardson agreed, "Staff have done a wonderful job."
- i. Mr. Zaunbrecher also commended staff for the organization of the paperwork.
- j. Mrs. Mount declared special recognition should go to Ms. Harrison, for the exceptional job she has done, stating, "She has built an excellent team that really works well together."

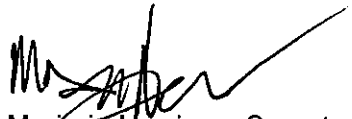
12. Adjournment

- a. Mrs. Mount adjourned the meeting by general consensus.
- b. There were no objections.

The meeting adjourned at 12:03 pm.

**The next meeting of the BOARD OF CONTROL will be held:  
-Thursday, November 17, 2022**

APPROVED



Marjerie Harrison, Secretary