

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

**301 West Claude Street**

**July 18, 2019**

**11:00 a.m.**

The Calcasieu Parish Library BOARD OF CONTROL met in regular session on Thursday, July 18, 2019 at 11:00 a.m., at the Central Library. Mr. Brent Washington, President, presided.

**Present**

Mr. E. Brent Washington, President  
Mrs. Laura Richardson, Vice President  
Mr. Paul Arnold  
Ms. Alice Danclar  
Mrs. Michelle McInnis  
Mrs. Willie Mount  
Dr. Dale Schanz  
Mr. Anthony Zaunbrecher

**Absent**

Mr. Brent Cating

Also: Ms. Marjorie Harrison, Library Director; Mr. David Brossett, Project Architect, Capital One Building Renovations; Ms. Malak Chabkoun, System Trainer; Mr. David Comeaux, Facilities Manager; Mrs. Tammy Duhon, Human Resources Assistant; Mrs. Peggy Dupuis, Business Office Associate; Mrs. Pamela B. Edwards, Associate Librarian for Public Services; Mr. Seth Gaskin, IT Administrator; Mrs. Loretta Gharst, Associate Librarian for Collections; Mrs. Janet Jordy, DeQuincy and Starks Branch Manager; Mr. Jared Lessard, Fontenot Branch Manager; Mrs. Angela Stutes, Human Resources Director, Mr. Cornell Thomas, Iowa Branch Manager; and Ms. Karen Daigle, Recorder.

1. Call to Order – Mr. Washington, President.
  - a. Mr. Zaunbrecher pronounced the Invocation.
  - b. Dr. Schanz led all present in the *Pledge of Allegiance*.
  
2. Adoption of the Agenda  
**A MOTION WAS MADE BY MRS. MCINNIS, SECONDED BY MR. ARNOLD, TO ADOPT THE AGENDA AS PRESENTED.  
THE MOTION PASSED UNANIMOUSLY.**
  
3. Public Comments of Items on Agenda – there were no public comments.
  
4. Approval of Minutes and Reports –
  - a. Board Minutes May 16, 2019  
**A MOTION WAS MADE BY MR. ZAUNBRECHER, SECONDED BY MRS. MCINNIS, TO APPROVE THE MINUTES OF THE MAY 16, 2019 BOARD OF CONTROL MEETING, AS PRESENTED.  
THE MOTION PASSED UNANIMOUSLY.**
  
  - b. Board Training Minutes May 20, 2019  
**A MOTION WAS MADE BY MR. ZAUNBRECHER, SECONDED BY MRS. RICHARDSON, TO APPROVE THE MINUTES OF THE MAY 20, 2019 BOARD OF CONTROL TRAINING MEETING, AS PRESENTED.  
THE MOTION PASSED UNANIMOUSLY.**
  
  - c. Board Special Minutes May 30, 2019

**A MOTION WAS MADE BY MR. ZAUNBRECHER, SECONDED BY DR. SCHANZ, TO APPROVE THE MINUTES OF THE MAY 30, 2019 BOARD OF CONTROL SPECIAL MEETING, AS PRESENTED.**

**THE MOTION PASSED UNANIMOUSLY.**

**There were no public comments.**

5. Director's Reports/Financial Reports – Ms. Harrison commended the branches for doing a wonderful job on the Summer Reading Program this year. The number of completions and registrations increased, and the program numbers continue to grow. Ms. Harrison said being part of the ILS committee has been a wonderful experience. She explained the Police Jury approved to accept the bid for a new ILS. We are currently negotiating the contract with the vendor. The committees for the Goals and Competencies of the Strategic Plan have been meeting to work on various projects. In addition, Ms. Harrison indicated the budget is doing well.
6. Committee Reports/Upcoming Meetings
  - a. The Finance Committee will meet on August 15, 2019 at 10:00 a.m.
  - b. The Library Resources and Policy Committee will meet in September; the date has not yet been determined.
7. Unfinished Business-
  - a. Port Wonder – Documents given to members of the Board in the Board Packet the week prior to the meeting included: *Revised Proposal* and *Cost Benefit*. There was discussion of the revised proposal for the Port Wonder partnership opportunity. Mr. Arnold stated we needed clarification on what exactly is meant by “bi-monthly” when the Cooperative Endeavor Agreement is put together.

**A MOTION WAS MADE BY MRS. MOUNT, SECONDED BY DR. SCHANZ TO MOVE FORWARD WITH THE PORT WONDER PARTNERSHIP OPORTUNITY.**

**THE MOTION PASSED UNANIMOUSLY**

**There were no public comments**

- b. Capital One Buildings – Mr. David Brossett passed out draft documents detailing the plans for each of the facilities. He and Denelle Wrightson, Library Architect, have been working together to come up with a concept that meets the criteria of a library while keeping aspects of what the public has indicated they want at each location. There was discussion, including questions asked of Mr. Brossett and the managers of the branches in DeQuincy, Iowa, and Vinton regarding the plans.

**A MOTION WAS MADE BY MRS. MOUNT, SECONDED BY MR. ARNOLD, TO APPROVE THE PROPOSED CONCEPTUAL PLAN FOR THE THREE LIBRARY BRANCHES IN VINTON, DEQUINCY, AND IOWA.**

**THE MOTION PASSED UNANIMOUSLY**

**There were no public comments**

Mr. Washington thanked the branch managers for coming to the meeting and giving their input.

- c. Board email and SharePoint site update – Ms. Chabkoun gave the members of the Board a hand-out with instructions to access the Sexual Harassment training on the Library Board SharePoint site. The Board was instructed if they need help with their passwords to contact

Mr. Gaskin; any other questions Ms. Chabkoun will be the point of contact. In addition, Ms. Chabkoun offered one-on-one help at the Epps Annex Training Lab.

8. New Business

a. Approval for Central Library Closure

- i. Consideration to authorize the Director to close Central Library for up to two weeks for carpet installation. – There was discussion about what library staff would be doing during that time, and how the patrons would be affected. Mr. Comeaux stated the Sulphur Branch was closed for two weeks when the carpet was replaced.

**A MOTION WAS MADE BY DR. SCHANZ, SECONDED BY MRS. RICHARDSON, TO AUTHORIZE THE DIRECTOR TO CLOSE CENTRAL LIBRARY FOR UP TO TWO (2) WEEKS FOR CARPET INSTALLATION.**

**THE MOTION PASSED UNANIMOUSLY**

**There were no public comments**

b. Adoption of Grants Policy

- i. Consideration to adopt the updated 2017 version of the Accounting and Grants Manual – Ms. Harrison explained the Board had not formally adopted the updated 2017 version of the Accounting and Grants Manual which the library has been using. The previous version of the manual was adopted May 18, 2017. The library needs formal approval for the Police Jury to continue.

**A MOTION WAS MADE BY MR. ARNOLD, SECONDED BY MRS. RICHARDSON, TO ADOPT THE UPDATED 2017 VERSION OF THE ACCOUNTING AND GRANTS MANUAL.**

**THE MOTION PASSED UNANIMOUSLY**

**There were no public comments**

9. Suggestions for Future Agenda

10. Announcements/Board Round Table

- a. Dr. Schanz is celebrating her fiftieth (50<sup>th</sup>) anniversary with her husband on August 1. They are having a celebration party, with members of the original wedding party.
- b. Mr. Washington thanked Library Staff and Ms. Harrison on the recent closures for the library and how well everyone was kept informed. He stated "We're always going to lean toward safety of not only our patrons, but also of our employees".

11. Adjournment

**A MOTION WAS MADE BY MRS. MOUNT, SECONDED BY DR. SCHANZ, TO ADJOURN THE MEETING.**

**BY GENERAL CONSENSUS THE MOTION PASSED**

The meeting adjourned at 11:51 a.m.

**The next meeting of the Board of Control will be held:  
-September 19, 2019**

ACCEPTED:

  
Marjorie Harrison, Secretary