

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

**301 W. Claude Street**

**January 16, 2020**

**11:00 a.m.**

The Calcasieu Parish Public Library BOARD OF CONTROL met in regular session on Thursday, January 16, 2020, at 11:00 a.m., at the Central Library. Mr. E. Brent Washington, Past-President, and Mrs. Laura Richardson, President-elect, presided.

Present	Absent
Mr. E. Brent Washington	None
Mrs. Laura Richardson	
Dr. Dale Schanz	
Mr. Paul Arnold	
Mr. Brent Cating	
Ms. Alice Danclar	
Mrs. Michelle McInnis	
Mrs. Willie Mount	
Mr. Anthony Zaunbrecher	

Also: Ms. Marjorie Harrison, Library Director; Mrs. Tammy Duhon, Human Resources Assistant; Mrs. Peggy Dupuis, Business Office Associate; Mrs. Pamela B. Edwards, Associate Librarian for Public Services; Mrs. Felicia Oliver, Epps Memorial Branch Manager; Mr. Brandon Shoumaker, Carnegie Memorial and SWLA Genealogical and Historical Libraries Manager; Ms. Angela Stutes, Human Resources Director; Ms. Karen Daigle, Recorder.

1. Call to Order – Mr. Washington, President
  - a. Mr. Cating pronounced the Invocation.
  - b. Mrs. McInnis led all present in the *Pledge of Allegiance*
2. Pass the Gavel and Name Officers
  - a. Mr. Washington presented the new officers: Mrs. Laura Richardson, President; Dr. Dale Schanz, Vice-President; and Ms. Marjorie Harrison, Secretary.
  - b. Mrs. Richardson took the gavel and presided over the rest of the meeting.

3. Adoption of the Agenda:

**A MOTION WAS MADE BY MR. ZAUNBRECHER, SECONDED BY MS. DANCLAR TO ADOPT THE AGENDA, AS PRESENTED.  
THE MOTION PASSED UNANIMOUSLY.**

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

5. Approval of Minutes and Reports
  - a. Board of Control Minutes – November 21, 2019

**A MOTION WAS MADE BY MRS. MOUNT, SECONDED BY DR. SCHANZ, TO ACCEPT THE MINUTES, AS PRESENTED.  
THE MOTION PASSED UNANIMOUSLY**

- b. Buildings and Properties Committee Minutes – December 18, 2019

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

6. Director's Reports/Financial Reports – (see attached titled *Report to the Board of Control, January 2019; FINANCIAL REPORT TO THE BOARD OF TRUSTEES DEC 2019; and Summary Page DECEMBER*)
  - a. Ms. Harrison would like to meet with the new Finance Committee to review the end of 2019 and the beginning of 2020 financials and update the Fund Balance designations.
  - b. The ILS has been a very large project. Ms. Harrison said everyone has put a lot of work in to keeping things running smoothly for our patrons, and thanked staff for all their hard work.
7. Committee Reports/Upcoming Meetings –
  - a. Mr. Zaunbrecher reported the Buildings and Properties Committee met on December 18, to address questions regarding hours of operation at the Carnegie, Genealogy, and Epps Branches on Saturdays. Staff recommended a five (5) hour stretch which would not require a lunch break according to Federal Law. We are bringing a recommendation under new business.

**A MOTION WAS MADE BY MRS. MCINNIS, SECONDED BY MRS. MOUNT, TO ACCEPT BOTH THE DIRECTORS REPORT AND THE BUILDINGS AND PROPERTIES REPORT. THE MOTION PASSED UNANIMOUSLY.**

8. Unfinished Business
  - a. Capital One buildings update – Ms. Harrison spoke with Mr. Brossett who has completed this stage of the development and is ready to move forward with the next stage. He will meet with library staff next week with to go over the plans.
9. New Business
  - a. Service Hours at Carnegie Memorial, Epps Memorial, and SWLA Genealogical and Historical Libraries.
    - i. Consideration to change the hours of operation on Saturday at Carnegie Memorial Library, Epps Memorial Library, and SWLA Genealogical and Historical Library to five (5) hours per recommendation from the Buildings and Properties Committee.

**A MOTION WAS MADE BY MR. ZAUNBRECHER, ON BEHALF OF THE BUILDINGS AND PROPERTIES COMMITTEE, TO CHANGE THE HOURS OF OPERATION ON SATURDAYS AT CARNEGIE MEMORIAL LIBRARY, EPPS MEMORIAL LIBRARY, AND SWLA GENEALOGICAL AND HISTORICAL LIBRARY TO FIVE (5) HOURS. THE MOTION PASSED UNANIMOUSLY**

There were no public comments.

The Committee will revisit in six (6) months to see how it is working.

- b. Committee Appointments – (see attached titled *2020 Committee Appointments*)

- i. Mrs. Richardson thanked those members who completed the committee choice form and those who volunteered to be chair. She asked if there were any questions about the assignments. There were none.

10. Suggestions for Future Agenda – None

11. Announcements/Board Round Table

- a. Dr. Schanz said "LSU Won!"
- b. Mr. Zaunbrecher spoke with several people from out of town who said they often stop by their libraries for coffee. Mr. Zaunbrecher suggested we might want to reconsider the idea for the future.
- c. Mrs. Richardson agreed the idea may need revisited.
- d. Mr. Cating thanked the staff for the excellent program with the author of *Finding Gobi*. It was an incredible story which drew people from as far away as Houston.
- e. Mr. Arnold recognized the programming department, for all the pictures of everything going on in the parish and congratulated everyone who had a part in all the programs.
- f. Mrs. Richardson wished everyone a Happy New Year and thanked everyone who voted her in as president, stating "It's an honor, but be patient with me".

12. Adjournment

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

**There were no public comments.**

The meeting adjourned at 11:32 a.m.

**The next meeting of the Board of Control will be held:  
-March 19, 2020**

ACCEPTED



Marjorie Harrison, Secretary