

**Calcasieu Parish Public Library
BUILDINGS AND PROPERTIES COMMITTEE
MINUTES**

301 W. Claude Street

February 17, 2020

9:00 a.m.

The Buildings and Properties Committee of the Calcasieu Parish Public Library BOARD OF CONTROL met on Monday, February 17, 2020 at 9:00 a.m., at the Central Library. Mr. Anthony Zaunbrecher, Chair, presided.

Present
Mr. Anthony Zaunbrecher
Mr. Brent Cating
Mrs. Alice Danclar

Absent
Mrs. Laura Richardson; *ex-officio*
Mrs. Michelle McInnis

Also: Ms. Marjorie Harrison, Library Director; Mr. David Brossett, Project Architect: Capital One Building Renovations; Mr. David Comeaux, Facilities Manager; Mrs. Pamela B. Edwards, Associate Librarian for Public Services; Mrs. Loretta Gharst, Associate Librarian for Computing and Collections; Mrs. Janet Jordy, DeQuincy and Starks Branch Manager; Mr. Jared Lessard, Fontenot Memorial Branch Manager; Mr. Cornell Thomas, Iowa Branch Manager; and Ms. Karen Daigle, Recorder.

1. Call to Order – Mr. Zaunbrecher
 - a. Mr. Zaunbrecher explained the purpose of the meeting is to hear the presentation of Design packages and estimated project budget and asked if there was anything else to be added to the agenda.
 - b. Ms. Harrison requested that we add, to the agenda, changing the name of the library in Vinton to the Vinton Library.

**BY GENERAL CONCENSUS THE AGENDA WAS AMENDED TO ADD:
3. VINTON NAMING.**

2. Vinton, Iowa, and DeQuincy Library Project
 - a. Presentation of Design packages and estimated project budget – (see attached *Vinton, Iowa, and DeQuincy Library Project; Statement of Probable Cost; and Fund Balance 2020*)
 - i. The estimated budget is based on the Design package and currently projected costs. Harrison stated they have been working with Mr. Brossett for all the properties and she wanted to let everyone see where we are and how the project is progressing.
 - ii. The project is on track moving forward from the November meeting. Mr. Brossett highlighted the following features in the Design package:
 1. Vinton: a new mechanical system; a completely new roof; one meeting room; study rooms, large and small; manager's office; men's and women's restrooms for the public; staff restroom; lactation/nursing room; new air conditioning; moveable shelving; staff work area with storage space for staff use; the previous drive through will be used as a book drop.
 2. Iowa is unique in that both the Capital One building and the existing library building will be used.
 - a. Capital One Building: teen area; study rooms; quiet room; vault will be used for the adult nonfiction collection; staff workroom; two public restrooms; lactation/nursing room; the physical collection will be in

- this building; data room; storage closet; the drive through will be used for the book drop; and a new mechanical system.
- b. Existing Iowa Library: meeting room; children's room; manager's office; staff work room; staff break room; new mechanical system; and public and staff restrooms.
 - c. Having two separate buildings gives us the potential to have the meeting room and associated restroom available after hours in the future.
3. DeQuincy: a new mechanical system; new roof; new door to the west; existing drive through will be used as the book drop; study rooms; large meeting room; the existing vault will double as storage; staff work room; staff break room; lactation/nursing room; public and staff restrooms.
- iii. Each of the locations will be renovated to have access security through card/keyless entry. Iowa and Dequincy both have access to the roof via a ladder and roof hatch, this will be added to Vinton for access.
 - iv. After discussion, it was decided that the manager's office at each location needs to have some form of privacy such as frosted glass, or window treatments; managers need to be able to see what is happening, but also be able to maintain privacy. In addition, meeting room doors need to be seen through when closed; patrons and staff must be able to see into the meeting rooms, both for safety and to facilitate all meetings being open to the public.
3. Vinton Naming
- a. Mr. Lessard, Fontenot Memorial Branch Manager, proposed the new library building be named the Vinton Library. This would alleviate confusion and reinforce to the Vinton community that the library is theirs. He further suggested naming the meeting room after Mr. Fontenot; continuing to honor all he has done for the library and to memorialize him.
 - b. Ms. Harrison will check into the procedures needed to make the proposed change.

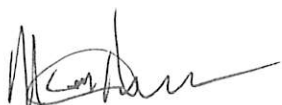
**A MOTION WAS MADE BY MS. DANCLAR, SECONDED BY MR CATING, TO BRING THE PROPOSED BUDGETS, AS EXPLAINED BY THE ARCHITECT, TO THE FINANCE COMMITTEE AND THE FULL BOARD.
THE MOTION PASSED UNANIMOUSLY.**

- 4. Anything else to come before the committee – there was nothing else
- 5. Adjournment

A MOTION WAS MADE BY MS. DANCLAR, SECONDED BY MR. CATING, TO ADJOURN THE MEETING.

The meeting adjourned at 10:04 a.m.

ACCEPTED


Marjorie Harrison, Secretary