

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

**301 W. Claude Street
DeBakey Meeting Room**

June 18, 2020

11:00 a.m.

The Calcasieu Parish Public Library BOARD OF CONTROL met in regular session on Thursday, June 18, 2020, at 11:00 a.m., at the Central Library. Mrs. Laura Richardson, President, presided.

Present

Mrs. Laura Richardson, President
Mr. Paul Arnold
Mr. Brent Cating
Ms. Alice Danclar
Mrs. Michelle McInnis
Mrs. Willie Mount
Mr. Anthony Zaunbrecher

Absent

Dr. Dale Schanz, Vice-President
Mr. E. Brent Washington

Also: Ms. Marjorie Harrison, Library Director; Mr. David Brossett, Project Architect: Capital One Building Renovations; Mrs. Tammy Duhon, Human Resources Assistant; Mrs. Pamela B. Edwards, Associate Librarian for Public Services; Mr. Seth Gaskin, System Administrator; Jared Lessard, Fontenot Library Branch Manager; Angela Stutes, Human Resources Director; Cornell Thomas, Iowa Library Branch Manager; and Ms. Karen Daigle, Recorder.

1. Call to Order – Mrs. Laura Richardson
 - a. Mr. Arnold 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 MS. DANCLAR 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 – January 16, 2020

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

- b. Buildings and Properties Committee Minutes – February 17, 2020

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

- c. Finance Committee Minutes – February 17, 2020

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

There were no public comments.

5. Director's Reports/Financial Reports (see attached titled *Report to the Board of Control, June 2019; FINANCIAL REPORT TO THE BOARD OF TRUSTEES MAY 2019; and Summary Page MAY*)
 - a. Ms. Harrison explained the library staff have been adapting and working together as a team to find new ways to continue bringing our services to the public. Staff have been really using our Core Values to the max; every division has had a hand in evolving to meet the community's needs.
 - i. Facilities had to find a way to get loads of extra supplies and they checked on the buildings during the closure. Maintenance staff measured and moved furniture for occupancy limits and worked on plexiglass shields.
 - ii. Payroll was a huge job, which had to be done throughout the closure. Peggy had to make sure everything was coded properly for each department.
 - iii. Christy and Missi took care of our social media presence, posting information on our website and various social media outlets, including uploading virtual programming.
 - iv. CCS IT staff expanded Wi-Fi access at the branches, extending Wi-Fi into the parking lots. The Systems Librarian modified the Integrated Library System rules to prevent fines and allow online registration.
 - v. HR kept up to date with all the new Covid rules and answered questions. Malak trained staff via Skype and created a training for staff to watch upon their return explaining the new safety precautions and rules.
 - vi. Public Services staff did a lot of work starting from phase zero (0), with Pam facilitating cross-divisional phase one (1) and phase two (2) teams. Programming had to learn new skills very quickly to provide virtual programming.
 - vii. All the divisions really deserve a huge shout out for adaptability and teamwork.

**A MOTION WAS MADE BY MR. CATING, SECONDED BY MR. ZAUNBRECHER, TO ACCEPT THE DIRECTOR'S REPORT.
THE MOTION CARRIED UNANIMOUSLY.**

There were no public comments.

6. Committee Reports/Upcoming Meetings
 - a. Buildings and Properties Committee
 - i. Mr. Zaunbrecher said the Committee had not met since February. The Committee is waiting to hear from Mr. Brossett.
 - b. Finance Committee
 - i. Mr. Cating declared there were no new meetings to report at this point, but he would be bringing motions on behalf of the committee later.
7. Unfinished Business
 - a. Capital one buildings update
 - i. Presentation of Design packages and estimated project budget.
 1. Mr. Brossett explained he was scheduled to bring the designs to the March Board Meeting, which unfortunately was cancelled. Based on the

- input from the Committee Meetings in February, he worked to finish the designs. He presented the designs and answered questions.
2. Mrs. Richardson thanked Mr. Brossett for the presentation.

8. New Business

- a. 2020 Fund Balance (see attached titled *2020 Fund Balance*)
 - i. Consideration to accept the reallocation of the Fund Balance as recommended by the Finance Committee.

A MOTION WAS MADE BY MR. CATING ON BEHALF OF THE FINANCE COMMITTEE, TO ACCEPT THE REALLOCATION OF THE FUND BALANCE. THE MOTION CARRIED UNANIMOUSLY.

There were no public comments.

- b. Vinton, Iowa, and Dequincy Library Project (see attached *8. New Business – b.*)
 - i. Consideration to accept the proposal to move forward with the renovations for the library branches located in Vinton, Iowa, and DeQuincy as recommended by the Finance Committee.

A MOTION WAS MADE BY MR. CATING ON BEHALF OF THE FINANCE COMMITTEE TO MOVE FORWARD WITH THE PLANS FOR THE RENOVATION TO THE LIBRARY BRANCHES LOCATED IN VINTON, IOWA, AND DEQUINCY. THE MOTION CARRIED UNANIMOUSLY.

There was discussion.

A MOTION WAS MADE BY MR. ZAUNBRECHER, SECONDED BY MRS. MOUNT, TO PROCEED WITH SEEKING BIDS FOR THE RENOVATIONS TO THE LIBRARY BRANCHES LOCATED IN VINTON, IOWA, AND DEQUINCY. THE MOTION CARRIED UNANIMOUSLY.

There were no public comments.

- c. 2020 Budget Planning Timeline Proposal (see attached *8. New Business – c.*)
 - i. Presentation of the proposed 2021 Budget Planning Timeline by Library Director, Marjorie Harrison.
 1. Ms. Harrison proposes we follow the same schedule as last year.
 - a. Personnel Committee meets in July to look at salaries and make a proposal regarding pay increase.
 - b. The proposal goes to the Finance Committee in August for review.
 - c. Finance Committee brings a budget proposal to the Full Board in September.
- d. Amend the Calcasieu Parish Public Library Employee Manual to include the Families First Coronavirus Response Act. (see attached *6.13 Families First Coronavirus Response Act (FFCRA)*)
 - i. Add section 6.13 Families First Coronavirus Response Act to the Calcasieu Parish Public Library Employee Manual.

A MOTION WAS MADE BY MR. ARNOLD, SECONDED BY MR. ZAUNBRECHER TO AMEND THE CALCASIEU PARISH PUBLIC LIBRARY EMPLOYEE MANUAL TO INCLUDE SECTION 6.13 FAMILIES FIRST CORONAVIRUS RESPONSE ACT.

THE MOTION CARRIED UNANIMOUSLY.

There were no public comments.

9. Suggestions for Future Agenda – None

10. Announcements/Board Round Table

Board President, Mrs. Laura Richardson, recognized Mrs. Pamela B. Edwards, Associate Librarian for Public Services, for being awarded the Essae M. Culver Distinguished Service Award from the Louisiana Library Association. She stated, "We are so proud of you, and all the hard work you have been doing for us. You deserve that honor".

Mr. Arnold thanked the staff for all they have done during these times, remarking they have done a tremendous job.

Mr. Cating thanked the library for being online and having resources available for patrons. He noted his family discovered that audio books were good for long trips. Mr. Cating said he is glad to see the library has a presence they did not have six (6) months ago.

Mrs. Richardson declared, "Stay safe during all that is going on".

11. Adjournment

**A MOTION WAS MADE BY MR. ARNOLD, SECONDED BY MRS. MOUNT, TO ADJOURN THE MEETING.
THE MEETING WAS ADJOURNED BY GENERAL CONSENSUS.**

There were no public comments

The meeting adjourned at 12:07 PM

**The next meeting of the Board of Control will be held:
-July 16, 2020.**

ACCEPTED


Marjorie Harrison, Secretary