

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

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

July 16, 2020

11:00 a.m.

The Calcasieu Parish Public Library BOARD OF CONTROL met in regular session on Thursday, July 16, 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. Brent Washington
Mr. Anthony Zaunbrecher

Absent
Dr. Dale Schanz, Vice-President

Also: Ms. Marjorie Harrison, Library Director; Mrs. Christy Comeaux, Public Information Officer; Mrs. Tammy Duhon, Human Resources Assistant; Mrs. Peggy Dupuis, Business Office Associate; Mrs. Missi Felio, Webmaster; Mrs. Loretta Gharst, Associate Librarian for Collection and Computing Services; and Ms. Karen Daigle, Recorder.

1. Call to Order – Mrs. Laura Richardson
 - a. Mr. Zaunbrecher pronounced the Invocation.
 - b. Ms. Danclar led all present in the *Pledge of Allegiance*.

2. Adoption of the Agenda

**A MOTION WAS MADE BY MR. ZAUNBRECHER, 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 – June 18, 2020

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

- b. Personnel Committee Minutes – July 6, 2020

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

There were no public comments.

5. Director's Reports/Financial Reports (see attached titled *Report to the Board of Control, July 2020; FINANCIAL REPORT TO THE BOARD OF TRUSTEES JUNE 2020; Summary Page JUNE 2020; and FUND BALANCE 2020*) In addition to the submitted Report to the Board of Control, July 2020, Ms. Harrison reported the following:
 - a. The water fountain at DeQuincy malfunctioned overnight which was discovered when the janitor entered the branch before staff arrived. She contacted her supervisor and one of the staff at DeQuincy, who then relayed the information up the phone tree. The water did not damage any books or electronics. ServePro is there with the industrial fans, drying everything out.
 - b. The final punch list for the projects in Central and Sulphur has been done. The projects should be completed soon.
 - c. We met with Denelle Wrightson regarding furniture, fixtures, lighting, and colors for the Capital One buildings. This will be explained later in the agenda.
 - d. New revenue estimates from the assessor's office for the budget have come in.
 - e. We are looking at partnerships with schools; work with them virtually or create videos highlighting resources. We have a meeting Monday with school IT to discuss possible ways to collaborate regarding internet.
 - f. Working with the City of Lake Charles on possible partnerships for family-oriented activities in the realm of Covid
 - i. Mr. Arnold inquired about the status of our partnership with the City at Port Wonder.
 - ii. Ms. Harrison explained we came to an agreement with the City for our physical presence; we also worked with the Police Jury to draft the Cooperative Endeavor Agreement and passed it on the Mayor's office, before the closures in March, to be signed.
 - g. We are on target with the budget.

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

There were no public comments.

6. Committee Reports/Upcoming Meetings
 - a. Personnel Committee – nothing to report.
 - b. Finance Committee – Mr. Cating stated he would like to schedule a meeting on August 13, 2020 at 11:00 AM, for the budget review.
 - i. Ms. Daigle will follow-up with Committee members for schedule conflicts.
7. Unfinished Business
 - a. Capital One Buildings Update
 - i. Ms. Harrison, Library Director; Mrs. Edwards, Associate Librarian for Public Services; Janet Jordy, DeQuincy Branch Manager; Cornell Thomas, Iowa Branch Manager; and Jared Lessard, Fontenot/Vinton Branch Manager, met with Denelle Wrightson, Library Architect, for two (2) Zoom meetings regarding furniture, fixtures, lighting, and colors for each building.
 - ii. The managers choices, for each location, were displayed and discussed.
 - iii. Ms. Harrison explained that the Police Jury plans to go out for bids on the projects by the end of July.

8. New Business

a. Adoption of Grants Policy

- i. Consideration to adopt the updated 2020 version of the Accounting and Grants Manual (A copy of the 2020 version of the Accounting and Grants Manual is available in the library administration office.)

A MOTION WAS MADE BY MRS. MOUNT, SECONDED BY MR. ZAUNBRECHER, TO ADOPT THE UPDATED 2020 VERSION OF THE ACCOUNTING AND GRANTS MANUAL.

THE MOTION CARRIED UNANIMOUSLY.

There were no public comments.

b. Adoption of Section 125 Cafeteria Plan Amendments

- i. Consideration to adopt the amendments to Section 125 Flexible Benefits Plan (Cafeteria Plan) as amended in response to the 2019 Novel Coronavirus outbreak (COVID-19) effective January 1, 2020. (A copy of the Section 125 Flexible Benefits Plan (Cafeteria Plan), as amended, is available in the library administrative office.)

A MOTION WAS MADE BY MS. DANCLAR, SECONDED BY MR. ZAUNBRECHER, TO ADOPT THE AMENDMENTS TO SECTION 125 FLEXIBLE BENEFITS PLAN (CAFETERIA PLAN) AS AMENDED IN RESPONSE TO THE 2019 NOVEL CORONAVIRUS OUTBREAK (COVID-19) EFFECTIVE JANUARY 1, 2020.

THE MOTION CARRIED UNANIMOUSLY.

There were no public comments.

9. Suggestions for Future Agenda - None

10. Announcements/Board Round Table

A retirement card, for David Comeaux, was passed around for Board Members to sign.

Mrs. McInnis said all is well.

Mr. Cating commended the library on all the things offered to the public, stating, "I wish more people would be able to understand what we're able to provide." He then thanked the library staff for making those things possible.

Mrs. Richardson said "We really do appreciate all the library workers. These reports to the Board are fabulous. Y'all are doing some great work." She continued, "Thank you, very much."

11. Adjournment

A MOTION WAS MADE BY MRS. MOUNT, SECONDED BY MR. ZAUNBRECHER, TO ADJOURN THE MEETING.

THE MOTION CARRIED UNANIMOUSLY.

There were no public comments.

The meeting adjourned at 11:30 AM.

**The next meeting of the Board of Control will be held:
-September 17, 2020**

APPROVED



Marjorie Harrison, Secretary