

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

301 W. Claude Street

October 29, 2020

11:00 a.m.

The Calcasieu Parish Public Library BOARD OF CONTROL met in regular session on Thursday, October 29, 2020, at 11:00 a.m., at the Central Library. Mrs. Laura Richardson, President, presided.

Present

Mrs. Laura Richardson, President
Dr. Dale Schanz, Vice-President
Mr. Brent Cating
Ms. Alice Danclar
Mrs. Michelle McInnis
Mrs. Willie Mount
Mr. Anthony Zaunbrecher

Absent

Mr. Paul Arnold
Mr. Brent Washington

Also: Ms. Marjorie Harrison, Library Director; Mrs. Jessie Cart, System Operator; Mrs. Tammy Duhon, Human Resources Assistant; Mrs. Peggy Dupuis, Business Office Associate; Mrs. Pamela B. Edwards, Associate Librarian for Public Services; Mrs. Loretta Gharst, Associate Librarian for Collection and Computing Services; Ms. Angela Stutes, Human Resources Director; Mr. Dwight Toland, Facilities Manager; and Ms. Karen Daigle, Recorder.

1. Call to Order – Mrs. Richardson
 - a. Mr. Zaunbrecher pronounced the Invocation
 - b. Mrs. McInnis led all present in the *Pledge of Allegiance*
2. Adoption of the Agenda

**A MOTION WAS MADE BY MRS. MOUNT, SECONDED BY MR. ZAUNBRECHER, 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 – July 16, 2020

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

- b. Finance Committee Minutes – August 13, 2020

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

5. Director's Reports/Financial Reports - (See attached titled *Director's Report – Timeline & Activities; FINANCIAL REPORT TO THE BOARD OF TRUSTEES SEPT 2020; Summary Page SEPTEMBER; and Fund Balance 2020*) Ms. Harrison referred to the handout, pointing out the timeline of activities since closing for Hurricane Laura on August 25, 2020 and the reopening and subsequent closure because of Hurricane Delta on October 7, 2020. The library warehouse, as well as the Epps Annex, Epps Memorial Branch, Fontenot Memorial Branch, and Moss Bluff Branch all received extensive damages and are not reopening at this time.
 - a. There was discussion concerning the provision of services in the areas where the library remains closed.
 - i. Patrons will be able to pick up holds at library branches near the closed branches.
 - ii. Public Services will provide Pop-Up libraries in the parking lots using the Library-To-Go van once a week to enable patrons to check-out items.
 - iii. Public Services is working with Computing Services to be able to provide weekly computer access.

A MOTION WAS MADE BY MRS. MOUNT, 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. Nominations Committee – Will meet to select a slate of officers to bring to the November Board meeting.
 - b. Personnel Committee – Ms. Danclar explain the Committee will not meet for Ms. Harrison's review because all library staff are exempted from reviews this year. The Committee requests Board President, Mrs. Richardson, write a letter in reference to our Director to place in her personnel file.
7. Unfinished Business
 - a. Capital One buildings – Mr. Brossett had put together the bid packages for the DeQuincy and Vinton branches prior to Hurricane Laura. There was some damage to all three of the new buildings. As the Fontenot Memorial Library branch in Vinton is damaged and cannot be reopened, the bid priority has shifted slightly. We were going to go out for bids on DeQuincy first, but Vinton is now a higher priority.
8. New Business
 - a. Consideration to accept the recommendation from the Finance Committee regarding the 2021 Proposed Budget.
 - i. Mr. Cating explained the Committee met before the two hurricanes and were confident with the budget based on information from the Police Jury at that time. However, because of the damages caused by both Hurricane Laura and Hurricane Delta, the operating budget will be less than proposed.

A MOTION WAS MADE BY DR SCHANZ, SECONDED BY MR. ZAUNBRECHER, TO REJECT THE 2021 PROPOSED BUDGET IN THE AMOUNT OF 14,499,080.00 THAT INCLUDED A THREE PERCENT (3%) INCREASE IN PAY. THE MOTION PASSED UNANIMOUSLY.

There were no public comments.

- b. Consideration to amend the 2021 Proposed Budget due to an anticipated change in revenue.
 - i. The anticipated reduction comes from new data given to the Police Jury by the Tax Assessor due to property damages caused by the hurricanes. With the reduced budget, staff have suggested we give a lesser increase of two point five percent (2.5%), matching the Police Jury, and implement a hiring freeze. The difference between the proposed budget of \$11,692,540.00 and the anticipated revenue is \$723,000.00, which will be taken from the Catastrophic and Operating reserve.
 - ii. There was discussion.

A MOTION WAS MADE BY MR. CATING, SECONDED BY DR. SCHANZ, TO ACCEPT THE AMENDED 2021 PROPOSED BUDGET OF \$11,692,540.00 THAT INCLUDES A TWO POINT FIVE PERCENT (2.5%) INCREASE IN PAY. THE MOTION CARRIED UNANIMOUSLY.

There were no public comments.

- c. Consideration to accept the 2021 Library Calendar

A MOTION WAS MADE BY MR. ZAUNBRECHER, SECONDED BY DR. SCHANZ, TO ACCEPT THE 2021 LIBRARY CALENDAR AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

There were no public comments.

- 9. Suggestions for Future Agenda
 - a. Slate of Officers

10. Announcements/Board Round Table

- a. Ms. Danclar extended her condolences to Mrs. Janet Jordy and Dr. Schanz on the passing of their mothers, and to all the people impacted by hurricanes Laura and Delta.
- b. Mrs. McInnis said everything is good and she is looking forward to having the Moss Bluff library branch reopen.
- c. Mr. Cating expressed thankfulness for the people reaching out in our community and across the country. "American people have not forgotten us" he commented, adding "be in prayer for people in the New Orleans area impacted by Hurricane Zeta".
- d. Dr. Schanz thanked the Board and library staff for the cards of sympathy for her mother's passing. Stating it hasn't been what she would call the best year, but she is looking forward to many promising things happening in the area.
- e. Mr. Zaunbrecher congratulated staff on not collapsing their personal domains and continuing with the business of getting on without rushing things.
- f. Mrs. Ricardson requested members communicate their Committee preferences for next year before the next meeting.
- g. Mrs. Cart was asked to please stand as Mrs. Richardson expressed the gratitude of the Board for her thirty-three (33) years of service to the library, and read a brief

summary highlighting her career in the library beginning as a library assistant and working up to IT Supervisor (See attached *Thank you and Best Wishes to Jessie Cart, IT Supervisor*).

- i. There was a round of applause.
- h. Mrs. Cart thanked the Board stating "I've been blessed to be here for thirty-three (33) years. This is a wonderful organization. The staff and the public are wonderful, I can't thank you enough for the opportunity that I've had to be here for thirty-three (33) years."

11. Adjournment

**A MOTION WAS MADE BY MS. DANCLAR, SECONDED BY DR. SCHANZ, TO ADJOURN THE MEETING.
THE MOTION CARRIED UNANIMOUSLY.**

There were no public comments.

The meeting adjourned at 11:46 AM.

The next meeting of the BOARD OF CONTROL will take place:
-November 19, 2020

APPROVED


Marjorie Harrison, Secretary