

**Calcasieu Parish Public Library  
BOARD OF CONTROL  
LIBRARY SERVICES, RESOURCES, AND POLICIES COMMITTEE  
MINUTES**

**301 W. Claude Street**

**March 18, 2021**

**9:30 AM**

The Library Services, Resources, and Policies Committee of the Calcasieu Parish Public Library BOARD OF CONTROL met on Thursday, March 18, 2021 at 9:30 AM at the Central Library. Mrs. Michelle McInnis, Chair, presided.

Present  
Mrs. Michelle McInnis  
Mrs. Laura Richardson  
Mr. Anthony Zaunbrecher  
Dr. Dale Schanz, *ex-officio*

Absent  
Mr. E. Brent Washington

Also: Ms. Marjorie Harrison, Library Director; Mrs. Tammy Duhon, Human Resources Assistant; Mrs. Peggy Dupuis, Business Office Manager; Mrs. Pamela B. Edwards, Associate Librarian for Public Services; Mrs. Felicia Oliver, Central Branch Manager; Ms. Angela Stutes, Human Resources Director; and Ms. Karen Daigle, Recorder.

1. Call to Order – Mrs. Michelle McInnis, Chair
2. Adoption of Agenda

**A MOTION WAS MADE BY MRS. RICHARDSON, SECONDED BY MR. ZAUNBRECHER, TO ADOPT THE AGENDA AS PRESENTED.**

3. Public Comments of Items on Agenda – there were no public comments.
4. Presentation of the draft Public Comment Policy and consideration to recommend the policy to the Board for approval. (see attached titled *draft Calcasieu Parish Public Library Board of Control Public Comment Policy; Request to Appear; and RS 42:14*)
  - a. Ms. Harrison indicated the public comment cards available for each Committee member, clarifying that the library has always had the cards available on the tables beside the agenda. This policy expands on them and will help make things clearer for everyone.

**A MOTION WAS MADE BY MR. ZAUNBRECHER, SECONDED BY MRS. RICHARDSON, TO ACCEPT THE PUBLIC COMMENT POLICY AS PRESENTED, AND PRESENT IT TO THE FULL BOARD FOR APPROVAL.**

There were no public comments.

5. Presentation of the draft Telework Policy and Procedure and consideration to recommend the policy to the Board for approval. (see attached titled *draft Telework Policy and Procedure; and CPPL Short-Term Telework Agreement*)
  - a. Ms. Harrison presented the draft Telework Policy and Procedure, explaining the policy includes the staff agreement. Mr. Quirk, one of the Liaison's from the District Attorney's Office, said it looks great. The policy was prepared by Angela

Stutes, who has networking connections to other Human Resource departments and resources through SHRM (Society for Human Resource Management).

- b. Staff have temporarily been working from this policy already, due to the hurricanes and Covid. Ms. Harrison continued, the policy would allow a supervisor and staff to work together to figure out the arrangement and complete agreement form. All teleworking staff are in communication with their immediate supervisor for the duration of their time teleworking, through various means.
- c. There was discussion.

**A MOTION WAS MADE BY MR. ZAUNBRECHER, SECONDED BY MRS. RICHARDSON, TO ACCEPT THE TELEWORK POLICY AND PROCEDURE AS PRESENTED, AND PRESENT IT TO THE FULL BOARD FOR APPROVAL.**

There were no public comments.

- 6. Presentation of the draft Community Information Area/Bulletin Board Policy and consideration to recommend the policy to the Board for approval. (see attached titled *draft Community Information Area/Bulletin Board Policy*)
  - a. Ms. Harrison explained, this is a new policy to clarify for the branches what can and cannot be posted, which will help them be more consistent when allowing the public to post information.

**A MOTION WAS MADE BY MR. ZAUNBRECHER, SECONDED BY MRS. RICHARDSON, TO ACCEPT THE COMMUNITY INFORMATION AREA/BULLETIN BOARD POLICY AS PRESENTED, AND PRESENT IT TO THE FULL BOARD FOR APPROVAL.**

There were no public comments.

- 7. Anything else to come before the committee. – Ms. Harrison indicated the library is working to update the Unattended Child Policy, to be brought before the Committee at a later date.
- 8. Adjournment

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

The meeting adjourned at 10:23 AM

APPROVED

  
Marjorie Harrison, Secretary