

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

301 W. Claude Street

September 16, 2021

11:00 a.m.

The Calcasieu Parish Public Library BOARD OF CONTROL met on Thursday, September 16, 2021, at 11:00 AM, at the Central Library. Dr. Dale Schanz, President, presided.

Present

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

Absent

Mr. Brent Cating
Mr. E. Brent Washington

Also: Ms. Marjorie Harrison, Library Director; Ms. Sheryl Chaisson, Associate Librarian for Collection and Computing Services; Mrs. Tammy Duhon, Human Resources Assistant; Mrs. Peggy Dupuis, Business Office Associate; Ms. Danielle McGavock, Associate Librarian for Public Services; Mr. Tommy Quirk, Legal Liaison; Ms. Angela Stutes, Human Resources Director, Mr. Dwight Toland, Facilities Manager; and Ms. Karen Daigle, Recorder.

1. Call to Order – Dr. Schanz, President
 - a. Mrs. Richardson pronounced the invocation/led all present in the Lord's Prayer
 - b. Ms. Danclar led all present in the *Pledge of Allegiance*
2. Adoption of the Agenda

**A MOTION WAS MADE BY MRS. MCINNIS, SECONDED BY MRS. MOUNT, TO ADOPT THE AGENDA AS PRESENTED.
THE MOTION PASSED 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 15, 2021

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

- b. Personnel Committee Minutes – July 15, 2021

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

- c. Finance Committee Minutes – August 19, 2021

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

- d. Library Services, Resources, and Policies Committee Minutes – August 31, 2021

A MOTION WAS MADE BY MRS. MCINNIS, SECONDED BY MRS. RICHARDSON, 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: September 2021; FINANCIAL REPORT TO THE BOARD OF TRUSTEES AUG 2021; Summary Page Aug-21; Monthly Statistical Summary: AUGUST; Door Count and Public Computer Use; and 2020 Hurricane Damage – Laura and Delta*)
 - a. Ms. Harrison began by introducing Danielle McGavock, new Associate Librarian for Public Services, to the Board, and continued into the report.
 - b. Ms. Harrison then passed around examples of the "Welcome Packets" new card holders have begun receiving when they sign up for a library card. She further explained, during the month of September, library card sign-up month, current library patrons will be able to swap their current card for one of the new designs if they would like, without the associated fee.
 - c. Ms. Harrison stated the Epps Memorial Library was one of the libraries chosen by the Louisiana Endowment for the Humanities' PRIME TIME Family Reading Program to receive SPARK boxes and passed around a picture of the contents: books, activities, paint-by-number, etc. The boxes went out to ten (10) families in Calcasieu Parish.
 - d. We currently have a lot of evacuees in the area, and we have been promoting our temporary library cards and hurricane resources to help them.
 - e. The Grab and Go bags have really taken off; this year we've given away thirteen thousand, two-hundred twenty-four (13,224). Our copy and fax service increased 158% over the past year, with eighty-six thousand, one hundred thirty-three (86,133) pages either copied or faxed.
 - f. Mr. Zaunbrecher inquired about the new library card designs, stating he was at the Hayes Library and was unable to get a new card because they didn't have any.
 - g. Ms. Harrison explained there was a problem with the numbering on the initial cards received, and we are awaiting the new shipment.
6. Committee Reports/Upcoming Meetings
 - a. Finance Committee – Report – Mrs. McInnis stated the committee met on August 19th, and she will be presenting several recommendations under New Business.
 - b. Library Services, Resources, and Policies Committee – Report – Mrs. McInnis explained, the committee met on August 31st, to discuss an update to the Unattended Child Policy, and will be making a recommendation later.
 - c. Nominating Committee – Upcoming Meeting – Mrs. Richardson said she would call a meeting soon.
 - d. Personnel Committee – Upcoming Meeting (Director's performance review) – Mr. Arnold indicated there was no date set for the meeting at this time. One will be scheduled before the next Board Meeting.
7. Unfinished Business
 - a. Capital One buildings update – (see attached titled *CONSTRUCTION PROJECTS*) – Ms. Harrison explained, the bids for the work to be done to the building in Vinton have been received and are within the budget. The building in DeQuincy is not expected to go out to bid for another two or three months, but we are moving forward. The building in

Iowa is going to be last, however, the initial bid documents from the architect should go to the Police Jury by the end of the month.

8. New Business

a. Employee Compensation

- i. Recommendation from the Finance Committee to accept the proposed pay scale increase and pay increase for all library employees. (see attached titled *2022 Proposed Personnel Updated; Spending Request Summary*) – Mrs. McInnis explained the Finance Committee met on August 19th and were presented information, including the trending cost of living increase throughout the region, for the proposed pay scale adjustment and proposed pay raise. Library staff proposed a six percent (6%) pay scale adjustment to keep up with inflation, and an addition three percent (3%) pay raise. Mrs. McInnis continued, currently personnel cost is forty-four percent (44%) of the budget, and the state average is sixty-two percent (62%). She stated, the Committee is recommending the Board approve both the pay scale increase and the pay raise.
- ii. There was discussion.
- iii. Mrs. Mount indicated it would be helpful to show a comparison to the last normal year, which would have been 2019, because 2020 and 2021 have not been normal. She continued, 2019 would give us a good baseline.
- iv. Ms. Harrison agreed to add 2019 to the Spending Request Summary and email it to the Board members, and present three years to the Board moving forward.

A MOTION WAS MADE BY MRS. MCINNIS, ON BEHALF OF THE FINANCE COMMITTEE, TO ACCEPT THE PROPOSED PAY SCALE INCREASE OF SIX PERCENT (6%) AND THE PROPOSED PAY INCREASE OF THREE PERCENT (3%) FOR ALL CALCASIEU PARISH PUBLIC LIBRARY EMPLOYEES. THE MOTION CARRIED UNANIMOUSLY.

b. 2022 Proposed Operating Budget

- i. Recommendation from the Finance Committee to accept the 2022 Proposed Operating Budget (see attached titled *Library Fund Grand Total and SPENDING REQUEST SUMMARY*) Mrs. McInnis said, at the same meeting where they discussed employee compensation, the Committee was presented with the proposed 2022 Operating Budget. The recommendation from the Committee is to accept the 2022 Operating Budget of \$15,583,335.

A MOTION WAS MADE BY MRS. MCINNIS, ON BEHALF OF THE FINANCE COMMITTEE, TO ACCEPT THE 2022 OPERATING BUDGET AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

c. 2021 Fund Balance

- i. Recommendation from the Finance Committee to accept the 2021 Fund Balance designations (see attached titled *Fund Balance 2021*)

A MOTION WAS MADE BY MRS. MCINNIS, ON BEHALF OF THE FINANCE COMMITTEE, TO ACCEPT THE 2021 FUND BALANCE DESIGNATIONS AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

d. Unattended Child Policy

- i. Recommendation from the Library Services, Resources, and Policies Committee to accept the revisions to the Unattended Child Policy (see attached titled

Unattended Child Policy) – Mrs. McInnis said the committee met on August 31st and discussed the proposed changes to the policy. She explained the policy would be in the new format, and there is an additional change to the age an unattended child should be in the library. Mrs. McInnis stated the Committee recommends the Board adopt the revised policy.

- ii. Ms. Harrison added previously, if you were ten (10) you could be unattended in the library, we would like to change that age to thirteen (13).
- iii. There was discussion.

**A MOTION WAS MADE BY MRS. MCINNIS, ON BEHALF OF THE LIBRARY SERVICE, RESOURCES, AND POLICIES COMMITTEE TO ADOPT THE REVISIONS TO THE UNATTENDED CHILD POLICY AS PRESENTED.
THE MOTION CARRIED UNANIMOUSLY.**

e. 2021 Library Calendar

- i. Consideration to amend the 2021 Library Calendar to observe Christmas Day on Thursday, December 23, 2021, which is the Parish observation date, and on Saturday, December 25, 2021. (see attached titled *CALCASIEU PARISH PUBLIC LIBRARY 2021 CALENDAR*) – Ms. Harrison explained that she is proposing to observe the Christmas Holiday on Thursday, December 23, 2021, which is in line with what other parish and government agencies are going to do. We saw in July, Independence Day fell on a Sunday, and the parish and state observed it on the following Monday. It was confusing for both patrons and staff, and we feel like this holiday might be as well.
- ii. There was discussion regarding the New Year's Eve holiday, and it was proposed the library observe that holiday on Thursday, December 30, 2021.

**A MOTION WAS MADE BY MR. ZAUNBRECHER, SECONDED BY MRS. RICHARDSON, TO AMEND THE 2021 LIBRARY CALENDAR TO OBSERVE CHRISTMAS DAY ON THURSDAY, DECEMBER 23, 2021, AND TO OBSERVE NEW YEARS DAY ON THURSDAY, DECEMBER 30, 2021.
THE MOTION CARRIED UNANIMOUSLY.**

9. Suggestions for Future Agenda – There were no suggestions.

10. Announcements/Board Round Table

- a. Ms. Danclar commended the staff on the reports they send, stating the information dissemination is very good.
- b. Mrs. McInnis stated, "It is very evident in committees that staff have a lot of dedication to making everything look the same and work the same; the percentage of pay raise is very much due them".
- c. Mrs. Mount and Mr. Quirk seconded Mrs. McInnis' statement.
- d. Mrs. Richardson said she is thankful for the reminder to complete the compliance trainings and requested another be sent later.
- e. Dr. Schanz extended her thanks to the wonderful library staff, saying, "I don't know how we could operate without you being so organized."


11. Adjournment

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

The meeting adjourned at 11:54 AM

**The next meeting of the BOARD OF CONTROL will be held:
-Thursday, November 18, 2021**

APPROVED

A handwritten signature in blue ink, appearing to read "Marjorie Harrison".

Marjorie Harrison, Secretary