

**Calcasieu Parish Public Library
BOARD OF TRUSTEES
BUILDINGS AND PROPERTIES COMMITTEE
MINUTES**

301 West Claude Street

September 20, 2018

10:00 a.m.

The Buildings and Properties Committee of the Calcasieu Parish Library BOARD OF CONTROL met on Thursday, September 20, 2018, at 10:00 a.m., at the Central Library. Mr. Anthony Zaunbrecher, Chairman, presided.

Present

Mr. Anthony Zaunbrecher
Mr. Paul Arnold
Mrs. Willie Mount
Mr. Brent Cating, Board President

Absent

Also: Ms. Marjorie Harrison, Library Director; Mr. David Comeaux, Recorder; Mrs. Karen Daigle, Recorder; Mrs. Tammy Duhon, Human Resources Assistant; Mrs. Peggy Dupuis, Business Manager; Mrs. Pamela B. Edwards, Associate Librarian for Public Services; Mrs. Loretta Gharst, Associate Librarian for Computing and Collection Services.

1. Call to Order – Mr. Zaunbrecher, Chairman.

2. Adoption of the Agenda:

A MOTION WAS MADE BY MR. ARNOLD, SECONDED BY MRS. MOUNT, TO ADOPT THE AGENDA, AS PRESENTED. THE MOTION PASSED UNANIMOUSLY.

There were no public comments.

3. Review, discuss, and prioritize capital projects (see attached documents entitled *Capital Projects, September 19, 2018; Roof Status-2018; and Proposed Vehicle Replacement, 2010 through 2026*).

a. Capital projects - \$1,250,000 is allocated for the purchase, renovation, and equipping the Capital One Bank buildings in DeQuincy, Iowa, and Vinton. \$800,000 is for the purchase of the buildings. \$450,000 remains for renovations.

Other proposed projects include:

1. Back flow preventers at all locations. This item is a requirement of state law. Cost is estimated at \$200,000. This project is a high priority.
2. Hayes accessibility issues, including parking and the restroom (see attached email to Marjorie Harrison, dated September 19, 2018, RE: Hayes Library. There are two options:
 - a. re-configure/re-locate the handicapped parking space. This option is a high priority. This option is estimated at \$7,000 to \$9,000.
 - b. add additional parking in front of the building. This option would include installing culverts, covering the ditch, and building paved parking perpendicular to the front of the building. This option is estimated at \$65,000 to \$75,000. Construction will include a tree well around the oak trees to protect the trees. The committee stated that saving and protecting the two oak trees is a high priority. Committee recommends consulting with LSU to protect the tree. Further, the Committee suggested investigating shared parking with the park.
 - c. Restroom issue could be corrected by changing the swing of the door to the outside of the restroom.

The Committee agreed to correct the ADA parking and restroom issue, and postpone the additional parking, protection of the oak trees, and shared parking with the park to a later budget.

3. Expansion of the warehouse – very low priority.
4. Westlake parking lot – the Library owns approximately 3 acres of land at the Westlake location.
 - a. Pot holes to repair – library staff is currently patching the holes as needed.
 - b. The entrance is not configured for traffic entering from the west.
 - c. Additional parking should be considered.

5. Carnegie Memorial –
 - a. remove/replace leather walls. The Committee agreed to solicit experts to determine if the leather walls can be preserved.
 - b. Foundation issue in the elevator pit that is allowing water into the pit. The sump pump is able to keep water out of the pit, but the issue should be addressed in the future.

The Committee agreed to prioritize capital projects as follows:

- a. Back flow preventers - \$200,000;
- b. Hayes ADA issues - \$10,000; and
- c. Westlake parking issues - \$20,000.

Ms. Harrison stated that there is over \$1 million (undesignated) in the General Capital Reserve fund. Overall, there is a balance \$1 million.

A MOTION WAS MADE BY MRS. MOUNT, SECONDED BY MR. ARNOLD, TO RECOMMEND TO THE BOARD TO ALLOCATE, FROM THE GENERAL CAPITAL FUND OF \$1,066,850:

A. \$200,000 FOR THE BACK-FLOW PREVENTERS; AND

B. \$10,000 TO CORRECT THE ADA PARKING AND RESTROOM ISSUE AT HAYES.

THE MOTION PASSED UNANIMOUSLY.

The Committee agreed that we need to determine the cost of renovating the Capital One Bank buildings. Priority for renovations are Iowa, then Vinton, and then DeQuincy. Ms. Harrison asked if the Board would entertain the idea of borrowing money for the renovations. After today's recommended allocations, there is an undesignated balance of \$856,805 for major equipment breakdowns. In the past, the Board tried to maintain a general fund balance of \$1 million. The committee discussed the idea of borrowing from the designated funds in the fund balance and paying back the fund balance in the future. The buildings should not sit, unoccupied for an extended period. There may be savings by lumping all three projects into one construction package.

A MOTION WAS MADE BY MR. ARNOLD, SECONDED BY MRS. MOUNT TO GO INTO EXECUTIVE SESSION, PURSUANT TO LOUISIANA REVISED STATUTE §42:17(A)(1). THE MOTION PASSED UNANIMOUSLY.

Executive session began at 10:41 a.m.

Regular session resumed at 10:53 a.m.

A MOTION WAS MADE BY MRS. MOUNT, SECONDED BY MR. ARNOLD TO RECOMMEND TO THE BOARD TO DIRECT THE ADMINISTRATIVE STAFF TO BEGIN THE PROCESS OF DETERMINING ESTIMATES ON THE RENOVATIONS OF THE THREE CAPITAL ONE BANK BUILDINGS, TO INCLUDE THE HIRING OF AN ARCHITECT WHO SPECIALIZES IN LIBRARY DESIGN. THE MOTION PASSED UNANIMOUSLY.

A MOTION WAS MADE BY MRS. MOUNT, SECONDED BY MR. ARNOLD, TO ADJOURN THE MEETING. THE MOTION PASSED UNANIMOUSLY.

There were no public comments.

The meeting adjourned at 10:55 a.m.

APPROVED:


Marjorie Harrison, Secretary