

The regular meeting of the Lafayette Public Library Board of Control was called to order by the President, Dr. Jean Kreamer, at 5:00 p.m., April 18, 2005 in the Main Library meeting room. Board members present were Mr. Lee Verret, Mrs. Kay Theunissen, Mrs. Susan Hamilton, Mr. Mark Tullos, Bennett Bernard and Mr. Pat Logan, LCG Liaison. Ms. Sona J. Dombourian, Library Director, Mr. Larry Gass, Administrative Assistant, Ms. Lisa Breaux, Director's Executive Secretary and Mrs. Teresa Elbersen, Interim Library Operations Manager were also in attendance. Board member, Barbara Martin, was absent.

Also in attendance were Raymond Hebert, director of the Acadiana Community Foundation, Mike Sands, Civil Service Director, and Jeff Mouton, Civil Service Compensation Analyst.

### **APPROVAL OF MINUTES**

Lee Verret moved that the minutes of the March 21, 2005 regular meeting be accepted as submitted. The motion was seconded by Mark Tullos and the motion carried.

Prior to the report of the Librarian, Dr. Kreamer invited Mr. Raymond Hebert to address the Board regarding the Community Foundation of Acadiana. The Community Foundation of Acadiana provides leadership in facilitating the charitable and creative giving of its donors, in an effort to improve the quality of life for the citizens of Acadiana. The Community Foundation of Acadiana was established in 2000 and has grown substantially during the past four years, with assets approaching 10 million dollars. The mission of the foundation is to matching donors with the needs in Acadiana. Mr. Hebert offered additional information on the Acadiana Community Foundation related to the establishment of funds for specialized organizations, churches or schools.

Dr. Kreamer suggested that an informal meeting be held with Mr. Hebert and Ms. Dombourian to further discuss the building program and donor opportunities with the Community Foundation of Acadiana.

### **REPORT OF THE LIBRARIAN**

The Director's report and financial reports are attached.

Ms. Dombourian reported on the recent personnel changes, including the hiring of Ramona Pellerin, Librarian I in Ref/Adult Services – Main; Rachael Schultz, Librarian I in Extension Service; Adam Melancon, Systems Administrator, who is expected to begin work in May. Laura Istre has also been provisionally appointed to Community Services Specialist pending the position being filled by regular appointment through Civil Service.

The circulation statistics for March 2005 reflect an overall increase of 13% from this period last year. The increases are attributed to Southside, Youngsville, Carencro, Milton, Duson and Broussard.

The Library was closed for Easter holidays for two days in March. There were 86 children's programs with an attendance of 2,213 and 15 adult programs with an attendance of 392.

The hours of the Chenier Library were changed effective April 18, 2005. The new hours will be Monday – Thursday from 9 a.m. – 7 p.m. Friday from 9 a.m. – 6 p.m. and Saturday from 11 a.m. – 3 p.m.

The Library Foundation held their annual Spring Awards Luncheon on Wednesday, April 13, 2005. Honorees included *The Daily Advertiser (Foundation Award)*, *Paul's Jewelry (Major Donor Award)*, and *Annette Myers (President's Award)*. Foundation officers for the coming year are: Sonya Branch, President; Dr. Mary Neiheisel, Vice President; Yvonne Carter, Recording Secretary; Dr. Janet Frantz, Corresponding Secretary; Pam Stroup, Treasurer.

The Foundation fundraiser is planned for Thursday, September 29 at River Oaks, beginning at 6 p.m.

## **OLD BUSINESS**

### **ANNUAL LEAVE POLICY REVISION UPDATE**

Ms. Dombourian reviewed the issue of Library Employee Annual Leave and deficiencies between the old library policy and Civil Service and Lafayette Consolidated Government rules

Mike Sands, Civil Service Director, addressed the Board regarding the resolution of the annual leave policy and its affect on existing employees. A meeting was held on April 18, with the affected employees. Mr. Sands is planning to address the Civil Service Board with a recommendation of reasonable leave balances to be carried forward for affected employees.

A motion was made by Susan Hamilton affirming that all Library Employees classified under the Civil Service system do follow the Civil Service Rules and Regulations and any subsequent revisions, as approved by the Civil Service Board, and rescinding any old library policies in conflict with these Civil Service Rules and Regulations. The motion was seconded by Pat Logan and the motion carried.

### **MAIN LIBRARY FAÇADE UPDATE**

The work began last week with the pressure washing of the building. The masonry will be repaired next. Glass replacement and waterproofing should start next week. Sidewalk and concrete repair will begin in early May. The work is expected to last through the summer and possibly early fall, depending on weather.

### **LIBRARY REORGANIZATION AND COMPENSATION UPDATE**

There was nothing new to report.

### **PARKING LOT SECURITY UPDATE**

The parking lot has been re-stripped, however some curb painting and signage still remains to be completed. A guard will be on duty in the parking lot for the Festival International from Wednesday evening throughout Sunday evening.

### **BRANCH RELOCATION UPDATE**

One proposal for the re-location of the Broussard branch to a new rental facility was received. The proposal was from the current landlord for the current facility. The staff is reviewing the proposal. The landlord is offering the current space at \$100 less per month – that is, \$900 per month for the initial 3-year term. She is also offering an additional 528 sq. ft. of space on the first floor of the facility for an additional \$220 per month.

Duson: no update

### **GROUNDS MAINTENANCE UPDATE**

Professional Outsource has begun the parking lot/grounds maintenance on the weekends and staff reports that the service is working out.

The inmate labor programs and other options are still being pursued in regard to the Southside janitorial project.

A revised proposal was received for landscape maintenance at the Main Library. The revised proposal included an additional \$100 a month due to the LCG Insurance requirements of the contractor. The proposal has been submitted to the Friends of the Library for funding and a decision should be made at their May meeting.

### **LIBRARY DIRECTOR CONTRACT UPDATE**

Deferred until the end of the meeting for executive session.

## **BOARD VACANCIES UPDATE**

There will be three board members terms expiring this year. Norma Dugas, Clerk of the Council provided information regarding the term limits of board members. If a board member has served less than two years in an unexpired term, the member will be eligible for another two terms as their service was less than 1/2 of a term and the total years will not exceed 12. If a board member has served more than one-half of a term, he is eligible for one more term as the unexpired term service is over half of a term (and two additional terms would carry past the 12 year limit).

Dr. Kreamer recommended that if any member of the Board is aware of someone with an interest in serving on the Library Board of Control, that they be encouraged to attend the board meeting to become familiar with the activities of the Library and the Library Board. Also, contact with City-Parish Councilmen is recommended to introduce interested prospective board members.

## **BUILDING COMMITTEE**

### **PROPERTY – EAST REGIONAL/COMMUNITY FOUNDATION OF ACADIANA**

Mr. Verret moved that the Library Foundation representatives be invited to the building committee meetings. The motion was seconded by Mrs. Hamilton and the motion carried.

## **INTERGOVERNMENTAL AGREEMENT**

The Intergovernmental Agreement is still under revision and review, but should be ready within a few weeks.

## **LOGO SUBCOMMITTEE**

Mr. Tullos reported that development of a logo will be discussed with a design shop at a further date. Dr. Kreamer suggested that discussion on the logo be limited while in design phase.

## **NEW BUSINESS**

### **FOOD/DRINK IN LIBRARY**

Ms. Dombourian informed the Board that the Main Library is experimenting with allowing food and covered drinks in the library. The staff is now allowing patrons to bring in small snacks, bottled water, and covered cups into the library.

## **DRESS CODE POLICY**

Ms. Dombourian presented the proposed dress code policy for library staff. The differences to the existing policy were indicated and discussed. Discipline procedures for employees violating the policy were also discussed. The Board recommended that the inclusion of an additional sentence stating “Employees, through the chain of command, may appeal to the Human Resources department for consideration”.

Mr. Tullos made a motion to call for the question. The motion was seconded by Mr. Verret. The vote was held on the motion to call for the question and the motion carried.

Mr. Tullos moved that the proposed dress code be approved with the addition of the statement regarding the employees appeal process. The motion was seconded by Mr. Verret.

The vote was held on the motion to approve the dress code with the recommended amendment and the motion was carried.

## **ANNOUNCEMENTS**

Dr. Kreamer stated that she, Mark Tullos, Kay Theunissen and Susan Hamilton will be attending the LLA conference in Alexandria on Thursday, April 28 and will be departing from the Main Library

A building committee meeting is scheduled for Thursday, April 21 at 4:00 p.m.

## **EXECUTIVE SESSION**

Mr. Verret moved that the Library Board go into Executive Session to discuss the Library Director Contract. Mr. Bennett Bernard seconded the motion and the motion carried.

Following the discussion of the Library Director contract, Mr. Tullos moved that the Library Board come out of Executive Session. The motion was seconded by Kay Theunissen and the motion carried.

## **LIBRARY DIRECTOR CONTRACT UPDATE**

Mr. Verret moved that the proposed contract for the Library Director be presented to the Director for her consideration, incorporating changes to the draft contract as discussed in executive session. The motion was seconded by Susan Hamilton and the motion carried.

Mr. Logan moved that Dr. Kreamer and Mrs. Theunissen meet with Ms. Dombourian. The motion was seconded by Mark Tullos and the motion carried.

## **ADJOURNMENT**

There being no further business, the meeting was adjourned at 7:20 p.m.

Respectfully Submitted,

Sona J. Dombourian, Secretary