

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., February 21, 2005 in the Main Library meeting room. Board members present were Mr. Lee Verret, Mrs. Kay Theunissen, Mrs. Susan Hamilton, Mr. Mark Tullos and Mr. Pat Logan, LCG Liaison. Ms. Sona J. Dombourian, Interim Library Director, Mr. Larry Gass, Administrative Assistant, Ms. Lisa Breaux, Director's Executive Secretary and Mrs. Teresa Elberson, Interim Library Operations Manager were also in attendance. Board members, Bennett Bernard and Barbara Martin, were absent.

Also in attendance were Blaise Sonnier, building committee chairman, Mark Lavergne, Public Works engineer, and Vivica Pierre, UL Librarian.

APPROVAL OF MINUTES

Lee Verret moved that the minutes of the January 24, 2005 regular meeting be accepted as submitted. The motion was seconded by Mark Tullos and the motion carried.

A motion was made by Pat Logan to move the New Business to this phase of the meeting due to a schedule conflict for a board member. The motion was seconded by Mark Tullos and the motion carried.

NEW BUSINESS

LEAVE POLICY REVISION

Ms. Dombourian reviewed the existing procedure regarding leave followed by the library employees. At the time of the consolidation of the Parish and City governments, library employees were officially brought into the Civil Service system. The leave policy differences were addressed at that time, but have not been resolved. The Civil Service Director, Mike Sands and the Civil Service Board are requesting resolution of the differences of sick leave usage, annual leave earning rates and annual leave maximum accumulation by June 1, 2005.

Lee Verret moved that all Civil Service employees of the Lafayette Public Library will follow, effective immediately, the Civil Service rules and subsequent modifications and that all Lafayette Public Library employees will follow, effective immediately, the LCG PPM 261-6 and subsequent modifications, including,

- 1) all use of sick leave by all employees is in compliance with the above rules and PPM;
- 2) an employee's annual leave earnings rate is frozen at his/her current rate if that rate exceeds the earnings rate in the above rules and PPM, pending a resolution and timeline for grandfathering in employees;
- 3) an employee's maximum annual leave accumulation is set at the levels proscribed by the above rules and PPM, and existing excess accumulation is banked for that employee pending a resolution and timeline for using that leave;
- 4) target date for achieving a resolution of the above is June 1, 2005;
- 5) these changes are effective immediately.

The motion was seconded by Susan Hamilton and the motion carried.

NEW LIBRARY DIRECTOR BENEFITS

Ms. Dombourian informed the Board that a schedule of salary and benefits for the library director needs to be submitted to Human Resources.

A Salary and Benefits Package for Ms. Dombourian was presented to the Board. The package detailed the salary, leave credits and service time, dues provided by the Library, participation in the LCG Retirement system and the car allowance provided for departmental

directors as outlined in the LCG/Civil Service PPM 020-8. It was also noted that a contract with Ms. Dombourian is in process and will be presented within the next two months.

Mr. Pat Logan moved that the salary and benefits package for Ms. Dombourian be accepted. The motion was seconded by Mrs. Susan Hamilton. During discussion of the motion, it was noted by Mr. Logan that Ms. Dombourian's sick leave earnings should be treated as that of classified employees upon retirement. Mr. Logan revised the motion to accept the salary and benefits package for Ms. Dombourian with the inclusion of payment for sick leave earnings upon retirement as is in effect for classified employees. Mrs. Hamilton seconded the revised motion and the motion carried.

TECHNOLOGY

Ms. Dombourian presented a diagram of the wide-area network that will be in place by July 1, 2005. The changes to the existing network were explained to the board. The Library has signed an agreement with Lafayette Utilities System to provide fiber connectivity for the Main library, and the Chenier, Butler and Southside branches. The remaining branches will continue utilizing the BellSouth frame relay network provided by a new agreement with BellSouth, but at higher speeds than we are currently receiving. Ms. Dombourian also outlined the change in the WAN as the State Library will no longer be paying for the wide area network connections. The State Library will continue to pay for Internet Access at an upgraded bandwidth of 6 mbps.

Connectivity to the LUS fiber loop will enable the Main library to have connectivity to City Hall and the LCG intranet, allowing staff greater ease of use for payroll, policy research and e-mail communication.

Mrs. Hamilton suggested the Library Board publicly express support for the LUS fiber project. Following discussion, Pat Logan moved that Dr. Jean Kreamer serve as the official spokesperson to represent the Library Board on the LUS fiber issues when appropriate. Mrs. Hamilton seconded the motion and the motion carried.

LIBRARY DIRECTOR CONTRACT

Dr. Kreamer requested that Kay Theunissen and Bennett Bernard serve as sub-committee members to work out the details of a written contract for the Library Director. It was requested that a presentation of the contract be made by the April board meeting. The board was in agreement with Dr. Kreamer's request. Dr. Kreamer will also check with Mr. Pat Ottinger, Attorney for LCG, to determine that we are in compliance with the Legal Department as the contract moves through the approval process with the Library Board.

REPORT OF THE LIBRARIAN

The Director's report is attached.

The financial report is also attached. Ms. Dombourian reported that the financial reports look fine at this point in the fiscal year. Ms. Dombourian explained the reduction in the copy revenues due to the increase in on-line printing. Color printer units/copier are being researched for use in the future.

A new reference librarian, Joel Williams, began work today in the information services department. Other staff changes include promotion of Tarolyn Valliere to LTA II at Southside.

The parking situation over the Mardi Gras weekend and Mardi Gras Day was smooth. RV parking was not allowed this year, allowing other parade-goers more parking space.

Ms. Dombourian explained the quarterly statistics report. Overall increases in circulation, registration, user count, patron questions, and computer usage were noted for the first quarter of this year as compared to the first quarter of last year. Significant changes at the Youngsville and Southside branches were also noted. It was also reported that every person that checked out materials checked out an average of five items per person.

On January 29, Terrance Simien and the Zydeco Experience held two informances at the Chenier Auditorium. These performances were made possible by a grant from the Louisiana Endowment for the Humanities. The informances were attended by 180 people of all ages, including visitors from Canada. Some of the attendees were able to join the band on stage to perform.

On February 2, the great African-American Read-In was held at the Chenier Auditorium. The program was coordinated by Sherry Broussard from the UL Library and was well attended.

Both the LEH grant and the Gates grant to replace public access computers are up for final adoption on the LCG Council meeting agenda on March 1.

The Friends book sale will be held on March 2-5 at the Main Library. The Friends of the Library will be celebrating their 25th anniversary on Monday March 14 at their annual meeting held at the Main Library. Library Board members will be receiving an invitation to this event.

The Library Foundation will hold their annual fundraiser on Thursday, October 27 at the UL Alumni house from 6-9 p.m. The annual awards luncheon will be held on April 13 at a 'la Carte.

BUILDING COMMITTEE UPDATES

CARENCRO INTERGOVERNMENTAL AGREEMENT UPDATE

Mark Lavergne reported progress is being made towards a final Intergovernmental Agreement. Changes to the plat were requested, including adding utility servitudes. The road build-out information will be added as a sketch attached to the intergovernmental agreement instead of changing it on the plat. Lloyd Rochon with Carencro has agreed to this approach. Dr. Kreamer recommended that the board be present when the intergovernmental agreement is finalized and ready for adoption by the Lafayette City-Parish council.

BOND SALE AND FINANCES UPDATE

Ms. Dombourian reported that the spring bond sale is still being planned. Mr. Osbourne has not yet provided the spreadsheet that would indicate the timeline and payback on the bonds. Mr. Osbourne has assured Ms. Dombourian that he would provide the spreadsheet by the end of the week. Ms. Dombourian will forward the information to Dr. Kreamer, Mr. Blaise Sonnier and others as soon as received.

SITE SELECTION UPDATE

Mr. Verret reported that he had met with the Mayors of Broussard and Youngsville. The mayors agreed to contact land owners to determine if any interest exists for land donation for possible library sites. Mr. Verret has contacted Tom Sammons and Mike Hollier, building committee members for assistance with determining the most appropriate site location. Mr. Verret will set up a meeting with Mike Hollier to discuss the best possible site selection based on geographic expansion and growth.

LANDSCAPING UPDATE

There was no report.

OTHER UPDATES

There were no other updates to report.

OLD BUSINESS

MAIN LIBRARY FAÇADE UPDATE

The contracts for the weatherproofing project have been forwarded through the Public Works department and Ms. Dombourian for signatures and have now been forwarded to Mr.

Durel's office for his signature. Mark Lavergne reported that once the insurance requirements are met, the work will begin.

LIBRARY REORGANIZATION AND COMPENSATION UPDATE

Ms. Dombourian has begun dialog with Jeff Mouton with Civil Service Department concerning revisions to the Library Operations Manager and Librarian IV job descriptions.

PARKING LOT SECURITY UPDATE

There are plans to retain the after hours guard through March and then to re-evaluate the situation. The Traffic and Transportation department will provide re-striping of the parking lot in the near future.

BRANCH RELOCATION UPDATE

The Broussard RFP should be sent to Purchasing this week. There was no update on the plans for re-locating the Duson branch.

GROUNDS MAINTENANCE UPDATE

The performance of the current vendor of the grounds maintenance continues to improve. A proposal for cleaning of the ground on weekend mornings has been promised by the vendor, but not yet received. If a proposal is not received, Ms. Dombourian recommended pursuing a contract with the inmate labor program to provide this work.

The current vendor has proposed maintenance for the Southside branch, but it was twice what is budgeted. The staff will be investigating the inmate program for this work as well.

Denise Martin, licensed horticulturist, was referred to Ms. Dombourian in regard to performing work on the landscaping at the Main Library, including initial clean up, weeding and trimming shrubbery. Mrs. Martin provided a proposal for \$350- \$400 for this initial work, exclusive of plants, mulch or other materials. The cost for on-going maintenance would be \$110 per month. Ms. Dombourian anticipates requesting funding for this project from the Friends of the Library.

ANNOUNCEMENTS

A visit to the Terrebonne parish library will be held on Tuesday, February 22. Dr. Kreamer encouraged board member to visit on their own if they were not able to attend.

The LLA conference will be held in Alexandria on April 26-28, 2005. The day targeted for trustees is Thursday, April 28. Library Board members are encouraged to attend if their schedule allows. It may be possible to car pool if other members are planning to attend. The cost of registration will be paid by the Library.

ADJOURNMENT

There being no further business, the meeting was adjourned at 6:30 p.m.

Respectfully Submitted,

Sona J. Dombourian, Secretary