

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., March 21, 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, Interim 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 was Vivica Pierre, UL Librarian.

APPROVAL OF MINUTES

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

REPORT OF THE LIBRARIAN

The Director's report is attached.

Ms. Dombourian reviewed the financial reports. Approximately one-half of the fiscal year is completed and the budget is at 37-42%. Two-thirds of state revenue sharing has been received and \$50,000 is due from state aid which is expected to be received in August or September.

Ms. Dombourian reported on the recent personnel changes, including the resignations of Stacey Strodman and Teche Bergeron, the promotions of Barbara Wilkins and Elizabeth Blomquist and the new hires, Laurie Brinkley and Crystal Chevalier. The position of System Administrator has not yet been filled.

The circulation statistics for February 2005 reflect an overall increase of 10% from this period last year. The increased are attributed to Southside, Youngsville, Carencro, Milton, Scott and Broussard.

Publicity for the pilot program "Let's Read" will be forthcoming. The library is partnering with the State Library of Louisiana in developing a pilot project "Let's Read" which is a story time program model that fosters specific early literacy skills for 3 and 4 year old children.

The Friends of the Library hosted a very successful spring book sale. The unofficial tally before the Silent Auction totals was over \$11,000. The Friends also hosted their 25th anniversary celebration and were presented with a proclamation declaring "Friends of the Library" week signed by City-Parish President L. J. "Joey" Durel.

The Library Foundation will hold their annual Spring Awards Luncheon on Wednesday, April 13, 2005. The fundraiser is scheduled for October 27; however, this date may change due to conflict with UL Homecoming festivities.

OLD BUSINESS

MAIN LIBRARY FAÇADE UPDATE

The contracts for the weatherproofing project have been forwarded through the Public Works department to Mr. Durel's office for his signature. The purchasing department is expected to issue the notice to proceed once the contract has been signed. Dr. Kreamer requested that Pat Logan monitor the status of the contract and the issuance of the notice to proceed.

LIBRARY REORGANIZATION AND COMPENSATION UPDATE

Ms. Dombourian reported that a job audit request form had been received from Civil Service and will be submitted for the position of Library Operations Manager. She indicated that the preferred method of re-organization would be to conduct in phases as key vacancies are presented

throughout the library. Dr. Kreamer requested that this item remain on the board meeting agenda for further discussion and follow-up.

PARKING LOT SECURITY UPDATE

At previous meetings of the Library Board, it was decided that the security guard would be retained throughout March, but that this would be re-evaluated. Ms. Dombourian recommended that the weekend guard service be eliminated effective with the weekend of March 26. The guard will be on duty during the Festival International weekend. The weekend security tapes will continue to be monitored to assure that the parking lot is being used appropriately by downtown area patrons.

Larry Gass has coordinated with the Public Works department to have the parking lot striped. The work is scheduled to begin next week, weather permitting, and will be conducted in phases.

BRANCH RELOCATION UPDATE

The request for proposals for relocating Broussard Branch to a new rental facility has been advertised. The proposal opening is scheduled for April 12.

GROUNDS MAINTENANCE UPDATE

A proposal has been received from the current grounds maintenance vendor, Professional Outsource, for weekend clean up of the parking area and grounds. The proposal is for \$247 per month and will include trash pickup in the lot. The funds for this expense will be transferred from the director's reserve. The board was in support of accepting the proposal for the weekend clean up work.

The staff is continuing to work with the Sheriff's Department inmate program for janitorial work for the Southside branch. Risk Management is reviewing the proposal to determine the amounts of insurance required for this type of service.

The insurance requirements for the proposal from Denise Martin Horticultural service for the landscaping clean up and maintenance have been received from Risk Management and forwarded to Mrs. Martin. Ms. Dombourian expects to present this proposal to the Friends of the Library for funding.

LLA CONFERENCE

The LLA Conference will be held in Alexandria, LA on April 26-28, 2005. Library Board members that will be attending are Dr. Jean Kreamer, Mark Tullos, Susan Hamilton, and Kay Theunissen. Dr. Kreamer has offered to drive to the conference and extended an invitation to ride with her to those members attending on Thursday.

ANNUAL LEAVE POLICY REVISION UPDATE

Ms. Dombourian reported that the revised leave policy has been implemented. The staff has been notified of the changes affecting them, and Ms. Dombourian and Larry Gass are continuing to work on individual leave reports that will be provided to the staff. Also, Ms. Dombourian is continuing to work with Civil Service toward a resolution of the annual leave maximum accumulation and leave earnings rates that differ from the Civil Service rules. The Civil Service Director and Civil Service Board have requested resolution of this issue by June 1, 2005 and it is expected that this resolution will be met in that time frame for long-term employees.

NEW BUSINESS

LIBRARY DIRECTOR CONTRACT

Kay Theunissen reported that she has received a copy of the contract between the Library Board and Mrs. Sonya Branch when Mrs. Branch was Library Director. Mrs. Theunissen will work with Bennett Bernard to update the contract to apply to Ms. Dombourian's role as library director for presentation at the April board meeting. Ms. Theunissen will also submit the proposed contract to Mr. Pat Ottinger, LCG Attorney, for review.

UPCOMING BOARD VACANCIES

The terms of several board members will be expiring during 2005. Mr. Bennett Bernard is presently serving the unexpired first term of Nancy Evans. The term will expire on August 31, 2005 and Mr. Bernard is eligible for re-appointment, although he is required to re-submit his application to the Lafayette City-Parish Council.

Mrs. Barbara Martin is currently serving her second term which will expire on September 30, 2005. Mrs. Martin is not eligible for re-appointment.

Mr. Mark Tullos is presently serving the unexpired second term of William Stagg. The term will expire on November 20, 2005 and Mr. Tullos is eligible for re-appointment, although he also is required to re-submit his application to the Lafayette City-Parish Council.

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.

Dr. Kreamer also requested that Ms. Dombourian obtain information specific to term limits from the Council Clerk, Norma Dugas.

ANNOUNCEMENTS

A proposed dress code for library employees was distributed for consideration by the Library Board at its next meeting. Ms. Dombourian stated that a dress code has been in existence for employees since 1998, and that the library administration is in favor of revising the dress code to address current styles and problems that exist with inappropriate dress. Discussion was held on various related issues.

Mrs. Theunissen suggested that the proposed dress code be reviewed by the Human Resources director.

The Lafayette Public Library's connection to the LUS fiber optics system is beginning.. Personnel from LUS have performed a site survey of two locations to determine entry and connection points.

The Building Committee will meet on Wednesday, March 23 at 4:30 p.m. This meeting is expected to be fairly lengthy given the amount of discussion items and presentations scheduled. The next scheduled meeting is Thursday, April 21 at 4:00 p.m.

ADJOURNMENT

There being no further business, the meeting was adjourned at 6:20 p.m.

Respectfully Submitted,

Sona J. Dombourian, Secretary