

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., May 16, 2005 in the Main Library meeting room. Board members present were Mr. Lee Verret, Mrs. Susan Hamilton, Bennett Bernard and Mr. Pat Logan, LCG Liaison. Ms. Sona J. Dombourian, Library Director, Ms. Lisa Breaux, Director's Executive Secretary and Mrs. Teresa Elberson, Interim Library Operations Manager were also in attendance. Board members, Kay Theunissen, Mark Tullos and Barbara Martin, were absent.

### **APPROVAL OF MINUTES**

Lee Verret moved that the minutes of the April 18, 2005 regular meeting be accepted as submitted. The motion was seconded by Pat Logan and the motion carried.

### **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 Adam Melancon, Systems Administrator; Rachel Schultz, Librarian; Nor'Weda (Bianca) Tapo, Circulation; and Thomas Morrison, Circulation; promotions of Lucille Tisby in Extension Services and Crystal Chevalier in Children's; Barbara "Bobbie" Shedd will be retiring on May 31 after more than 30 years of service to the Library. A reception will be held in her honor on Wednesday, May 18 at 8:30 a.m.

Circulation statistics indicate improvements in Youngsville, Southside, Carencro and Broussard branches as compared to last year. Small to moderate decreases were noted at the Main Library, Milton, Scott and Duson locations.

The library was closed on the weekend of Festival International. There were only minor traffic and parking incidents recorded regarding the parking lot.

The library staff is busy getting ready for the Summer Reading Program and kick off day which will be on June 4.

The Library Foundation will host "Fondue Frolic" as their annual fundraiser on September 29<sup>th</sup> at River Oaks, beginning at 6 p.m.

### **OLD BUSINESS**

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

Ms. Dombourian reported that the progress toward resolving the differences between annual leave for library employees and LCG employees is continuing. A meeting was held with Civil Service Director Mike Sands and the new Human Resources manager, Ray Domingue, to discuss grandfathering excess leave. Mr. Sands intends to bring this recommendation to the Civil Service Board on May 25. A report of the affected employees was distributed and is attached. Mr. Verret moved that the recommendation of grandfathering excess leave for Library employees be moved forward. Mr. Logan seconded the motion and the motion carried.

#### **MAIN LIBRARY FAÇADE UPDATE**

The weatherproofing project is underway and is progressing. Work is expected to continue for a few more months to complete the glass replacement and weatherproofing of the bricks.

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

There was nothing new to report.

#### **PARKING LOT SECURITY UPDATE**

There was nothing new to report.

## GROUNDS MAINTENANCE UPDATE

The discussion on the grounds maintenance was deferred until the Budget agenda item discussion.

## LIBRARY DIRECTOR CONTRACT UPDATE

The contract is being reviewed by Ms. Dombourian.

## BRANCH RE-LOCATION

Only one response (from the existing landlord) was received in the request for proposals. The proposal included a rent reduction with a three-year contract. The Library Administration is recommending that the Library not be contractually tied to the existing facility for three years. The Ms Dombourian recommended that the library negotiate with the existing landlord to remain in the existing facility on a year-to-year basis, per the terms of the current lease.

A motion was made by Susan Hamilton to negotiate with the current landlord to remain in the existing facility on a year-to-year basis at the current rate per the terms of the current lease. The motion was seconded by Bennett Bernard and the motion carried.

## INTERGOVERNMENTAL AGREEMENT

Ms. Dombourian reported that Mr. Jack Castle has the final draft of the Intergovernmental Agreement between Lafayette and Carencro for the donation of acreage for the North Regional Library. The Agreement should be ready to be placed on the Lafayette City-Parish Council agenda for June.

## NEW BUSINESS

### ADJUDICATED PROPERTY

Adjudicated property is property that is delinquent on the tax rolls. The government can sell the property to recover the back taxes and liens.

Mr. Pat Ottinger, LCG City-Parish Attorney, has been working with a task force to change the procedures followed for selling adjudicated property. Before an ordinance revision is presented to the Council, Mr. Ottinger will be briefing each tax recipient body on the changes being recommended. At that time, the Library Board will be asked to take action concurring with the changes.

### 2005-06 BUDGET

Ms. Dombourian presented the proposed 2005-06 budget. The key highlights are listed below:

- Uses a full roll forward of pre-2003 operating millages
- Earmarks 3<sup>rd</sup> millage to a reserve fund for future use
- Staffing
  - Eliminates Mail Clerk
  - Adds fund for Reorganization
  - Training (additional costs as ALA to be held in New Orleans, and LLA to be held in Lafayette)
- Janitorial Service for Southside Branch
- Telecommunications Network
- Adds courier service for nursing home delivery
- Landscaping contract for Main Library

- Replacement lighting grids for Mail Library
- Parking lot improvements at Main Library
- Personnel costs, insurance, etc. subject to change

Upon review of the attached budget documents, it was suggested that the wording “fund balance” be revised to “sinking fund”. Mr. Lee Verret moved to accept the proposed budget. The motion was seconded by Mr. Bernard and carried by unanimous vote.

#### **ANNOUNCEMENTS**

The Carencro Centennial Celebration brochure was distributed. The groundbreaking of the North Regional Library will be held on October 7 at 4:30 p.m. All Library Board members are encouraged to attend.

The St. Martin Parish Library will celebrate the 50<sup>th</sup> anniversary of the library system in St. Martin Parish with a reception on Tuesday, May 31 from 2-4 p.m. at the main library in St. Martinville.

#### **ADJOURNMENT**

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

Respectfully Submitted,

Sona J. Dombourian, Secretary