

The regular meeting of the Lafayette Public Library Board of Control was called to order by President, Dr. Jean Kreamer at 5 p.m. on September 19, 2005 in the Main Library third floor conference room. Board members present were Mr. Lee Verret, Kay Theunissen, Susan Hamilton, 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 Elberson, Library Operations Manager were also in attendance. Board member Barbara Martin was absent. Vanessa Hill was also present.

### **APPROVAL OF MINUTES**

Susan Hamilton moved that the minutes of the August 15, 2005 regular meeting be accepted as submitted. The motion was seconded by Bennett Bernard and the motion carried.

### **REPORT OF THE LIBRARIAN**

The Director's report and financial reports are attached. The summer reading club statistics are also attached.

Ms. Dombourian stated that the budget hearing for the Library was held on August 29, 2005. Final adoption of the budget is scheduled for September 29, 2005. One item of note is a general amendment that will earmark a portion of the fund balance for construction costs.

Personnel changes included promotions of Jennifer Warnke to a full-time LA I at the Main Library and Norma Woods to part-time LTA I also at the Main Library; interim appointment of Donald Chaisson to Interim Building Superintendent; hiring of Amy Wander, Librarian I for the Main Children's department and Ann Wade as LTA I for Extension Services; and the resignation of Gregg Melton, Librarian II Cataloger from the Main Library. Ms. Dombourian also reported that Mrs. Elberson and Mr. Gass have interviewed several applicants that have been displaced from their homes and employment due to Hurricane Katrina for temporary positions with the Library.

Ms. Dombourian reported that library initial checkouts and circulation increased by 5.9% during August. Checkout sessions increased by 3.4% in August 2005 versus August 2004. September is Library Card Sign-Up month, and promotions previously scheduled but postponed due to Hurricane Katrina coverage have resumed. The Main Library is also hosting distance learning classes for students in the MLIS program.

The entire Library system has been involved in establishing services for displaced residents of New Orleans and the Gulf Coast following Hurricane Katrina. Additional computers, VoIP telephones, fax machine, televisions, informational handouts and refreshments were made available for those persons needing assistance in obtaining information relief services and the status of family members, homes and employment. The main library resource room was manned by library employees and many volunteers from area schools and companies. Temporary library cards were issued to anyone with a library card from any of the parishes in Louisiana affected by the storm. As of 9/16/05, 388 cards have been issued. The Library system received positive recognition by National Public Radio, professional journals and *American Libraries* for its efforts in assisting these citizens.

The costs of providing these services between 8/29/05 and 9/10/05 amounted to \$3,432.15, which includes overtime, additional security and supplies. An estimated 6,600 displaced residents were served by the library system. The library staff is grateful to have had the opportunity to serve those patrons in need.

Dr. Jean Kreamer stated that the Library Board of Control is very grateful to the staff for their efforts in the Hurricane Katrina aftermath. She indicated that she would like to send a letter to the Gates Foundation, emphasizing that the technological services provided to the evacuees was made possible in part by the contribution of new public access computer by the Gates Foundation.

## **OLD BUSINESS**

### **MAIN LIBRARY FAÇADE UPDATE**

Mr. Gass reported that the contractor has completed the leveling of the sidewalks. The remaining component of the project is the completion of the sidewalk expansion joints

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

There was nothing new to report.

### **LIBRARY DIRECTOR CONTRACT UPDATE**

Mrs. Theunissen presented an addendum to the director's contract. The addendum stated that upon separation, Ms. Dombourian shall be entitled to payment for all accumulated (unused) annual leave. The addendum further states that upon separation due to retirement, death or layoff because of the abolishment of the position, Ms. Dombourian shall be entitled to payment for all accumulated (unused) sick leave, in accordance with LCG PPM261-6, Section 6.18.

Following discussion, the addendum was signed by Ms. Dombourian and Dr. Jean Kreamer.

## **BUILDING COMMITTEE UPDATES**

### **NORTH REGIONAL UPDATE**

The revised construction documents were to have been received from Architect Glenn Angelle on September 19, 2005. At the time of the meeting, the documents had not yet been received.

### **SOUTH REGIONAL UPDATE**

The South Regional Library project is proceeding as scheduled. The Army Corps of Engineer permit was signed and returned to the Army Corps for processing.

### **MAIN LIBRARY RENOVATION**

The selection process of the architect for the Main Library renovation project has been initiated and the request for qualifications currently being prepared for issuance. The request for qualifications should be published by the end of September.

### **OTHER**

Ms. Dombourian issued copies of the building project report that was distributed to the Council members at the budget hearing. Updated timelines of the building projects were included in the report.

## **NEW BUSINESS**

### **EVALUATION OF LIBRARY DIRECTOR**

The Library Board of Control will conduct a performance appraisal of the Library Director each year in the fall. Ms. Dombourian provided copies of the standard appraisal form used by Lafayette Consolidated Government. Mrs. Susan Hamilton will chair a sub-committee to collect the evaluation forms prepared by each board member and will compile a report to be presented at the regular October board meeting. Mrs. Hamilton requested that the forms be mailed to her by October 3.

## **ANNOUNCEMENTS**

The Lafayette City-Parish Council will appoint a new Library Board member to replace Barbara Martin at their meeting on Tuesday, October 20. Mrs. Martin's second term will expire on September 30.

Final adoption of the LCG budget is scheduled for Thursday, September 29.

The Foundation fundraiser, Fondue Frolic, previously scheduled for September 29 has been postponed. A new date for the fundraiser will be announced.

The groundbreaking of the North Regional Library will be held on Friday, October 7 at 4:30 p.m. A social held in the Carencro Community Center will follow.

The Friends Booksale previously scheduled for September 7 – 10 was cancelled. The Friends will resume with their booksale in the spring.

The Friends Author Dinner previously scheduled for October 18 has been postponed.

#### **ADJOURNMENT**

There being no further business, the meeting was adjourned at 6:45 p.m.

Respectfully Submitted,

Sona J. Dombourian, Secretary