

The regular meeting of the Lafayette Public Library Board of Control was called to order by President, Mark Tullos at 5:00 p.m. on December 18, 2006 in the Meeting Room of the Main Library. Board members present were Bennett Bernard, Susan Hamilton, Vanessa Hill, Jean Kreamer, Kay Theunissen, Lee Verret, and Mr. Pat Logan, LCG Liaison. Ms. Sona J. Dombourian, Library Director, Teresa Elberson, Library Operations Manager, Jerome Cummings, Librarian, Larry Gass, Maintenance Supervisor and Lisa Breaux, Director's Executive Secretary were also in attendance.

Guests present included Building Committee Chairman Blaise Sonnier and South Regional Library architect Gene Sellers.

#### APPROVAL OF MINUTES

Bennett Bernard indicated that the minutes from the November board meeting should be amended to reflect that Library Board President Mark Tullos called to order and chaired the November meeting.

Mr. Bernard moved the minutes be accepted as amended. The motion was seconded by Kay Theunissen and all were in favor.

#### REPORT OF THE LIBRARIAN

The director's report and financial report are attached.

Ms. Dombourian reported that the library staff was working to fill the vacant LTA I positions. Personnel changes included the promotion of Arlene Reese from LTA III to LA I in the Main Library Children's Department and the reclassification of Dionne Sargent from part-time to full-time LTA I also in the Main Library Children's Department.

Ms. Dombourian stated that she has received the renewal of her certification as librarian, and that she has also been approached by the Downtown Library Unlimited board to serve in an appointed position on the board.

The quarterly statistics report and the year-end statistics were distributed. Ms. Dombourian stated that the statistics could be discussed in January if desired by the Board once they were reviewed.

#### UPDATES

##### SOUTH REGIONAL LIBRARY BIDS

Mr. Gene Sellers was present to discuss the bid opening and contractor selection for the South Regional Library. Mr. Sellers distributed a summary of the bid tabulation sheet which indicated that the low bidder with a base bid of \$7,818,043 was J. B. Mouton, Inc. Alternate number one was bid at \$46,004; alternate number two was bid at \$142,848; and alternate number three was bid at \$179,606. It was recommended by Mr. Sellers that the project be awarded to J. B. Mouton, Inc. for the Base Bid and all three (3) alternates for a total construction cost of \$8,186,501.

Dr. Jean Kreamer moved that the recommendation to award the project to J. B. Mouton, Inc. be accepted. Kay Theunissen seconded the motion. Dr. Kreamer stated that Gene Sellers and Sona Dombourian should be complimented by the board for their work on this project. All were in favor and the motion passed.

Ms. Dombourian stated that she would proceed with this recommendation to the LCG Purchasing office. The next steps are that the project award will appear on a report for a week, and the contract will be sent to the contractor. It is expected that a notice to proceed should be issued by the end of January. The contractor has sixteen months to complete the project. A groundbreaking ceremony will be scheduled when the contract has been executed.

## NORTH REGIONAL LIBRARY

Ms. Dombourian extended her thanks to everyone that came out for the tour that was recently held. Another tour will be scheduled for those that were unable to attend.

The bids for the furniture packages were recently opened. Denelle Wrightson is performing an evaluation of the bids. A summary of the bid responses is below:

	Lowest responsive bidder	
Schedule 1-Signs	\$ 7,346.18	Arnold and Associates
Schedule 2-Shelving	\$ 27,636.29	GN Associates, Inc.
Schedule 3-Arch. Woodwork	\$ 56,795.45	GN Associates, Inc.
Schedule 4-Furniture	\$135,374.29	Library Interiors, Inc.
Schedule 5-Total Libra	\$ 39,402.91	recommend no award*
Schedule 6-Comp./Ofc. Furn.	\$ 56,764.86	recommend no award*

Ms. Dombourian requested that the board accept the consultant's recommendation and direct the Library Director to proceed accordingly to accept schedules 1-4 for a total cost of \$237,152 and \* reject schedules 5 and 6 due to costs being 113% and 126% respectively over budget. Dr. Kreamer moved to approve the recommendation and the motion was seconded by Vanessa Hill. Following discussion regarding the granite counter included in Schedule 3, Mr. Pat Logan amended the motion to state that the approval be contingent on the acceptance of Schedule 3 by the LCG Purchasing office. Vanessa Hill seconded the amended motion and all were in favor.

We are awaiting delivery of the landscaping and irrigation system bid packet from the Architect.

## MAIN LIBRARY RENOVATION

A building committee meeting will be held on Monday, January 29 at 4 p.m. One of the main topics is a final review and approval of the building program. Copies of the building program will be provided to the library board and building committee members after the first of the new year. Ms. Dombourian stated that the recommended changes regarding the meeting room and the computer services area were incorporated to the building program. A notice to proceed will be issued to Mr. Allen Bacque when the building program has been approved and accepted.

Ms. Dombourian stated that the discussion of the proposed closing of Rue Bibliotheque will be on the Transportation and Traffic committee meeting scheduled for January 9<sup>th</sup> at 7:30 a.m.

## BOARD SUB-COMMITTEE REPORTS

Furniture: Susan Hamilton, chair, indicated the items had been addressed in the North Regional report.

Technology: Gail Smith, chair, had no report.

Logo: Mark Tullos, chair, reported that Prejean Creative has submitted several ideas for the library logo. Several options were reviewed by the board. Following discussion of the options, Mark indicated that he would contact each member of the board individually for more information on their opinions. The comments from the board during the discussion will be forwarded to the design team and they will be requested to submit additional logo designs for consideration.

Finance: Bennett Bernard, chair, had no report.

Landscaping: Jean Kreamer, chair, provided a report during the discussion of the North Regional Library

Site Selection: Lee Verret, chair, had no report.  
Mission Statement: Ms. Dombourian, chair, had no report.  
Donor Opportunities: Lee Verret, chair, had no report.

## OLD BUSINESS

There was no old business to discuss.

## ADMINISTRATIVE BUSINESS

### UPDATE ON LIBRARY POSITIONS

Ms. Dombourian presented an update on the Regional Manager positions that were approved in the 2006/07 budget, as well as the vacant Library Branch Manager position and the hiring of Librarian I's.

The original plan for the Regional Manager II was to assign this position to the Main Library with a second Regional Manager in 07/08 for the new South Regional Library. The plans for this position have been revised to reassign this new position to the South Regional Library, incorporating significant responsibilities in planning and implementing the new library, including staffing, furniture, books, move-in and publicity. The position has been retitled Regional Library Manager and remains at the same pay grade. Ms. Dombourian recommended that the 2<sup>nd</sup> Regional manager for Main be reconsidered in the 0708 budget request and that the vacant Library Branch Manager position (which has managed the existing Southside Branch) not be filled as this position would have been abolished or reassigned after the South Regional opening.

The original plan for the Regional Manager I position was to assign this position to the North Regional Library. These plans have been revised to include the oversight of two of the existing branch libraries in addition to the oversight of the North Regional Library. The position has been retitled Regional Library Branch Manager and is one range higher than in the original 0607 budget. Ms. Dombourian noted that future Regional Library Branch Managers (east, west) will also oversee smaller libraries.

Ms. Dombourian also discussed the Librarian I positions. Historically, these positions have been difficult to fill and it was requested that the Board concur to hire, when warranted and in keeping with Civil Service rules, Librarian I at a rate up to 3-5% above minimum.

A copy of the recommendations is attached. Mr. Pat Logan moved to accept the recommendations and authorize the Library Director to proceed with this course of action with Civil Service. The motion was seconded by Mr. Lee Verret and all were in favor.

## NEW BUSINESS

Mr. Lee Verret stated due to a professional and personal relationship with the landlord of the Scott Branch Library, he would recuse himself from any discussion or vote on the related agenda item. He requested that the remaining new business agenda items be moved forward for discussion and vote so that he could participate on those issues.

## LIBRARY CARD POLICY

The library will be installing a new computer scheduling and print management system throughout the library facilities in early 2007. The two components of the system, scheduling and print management, require that library patrons possess a valid library card to be able to utilize the system. The entire system interfaces with our Dynix patron database to authenticate library users for scheduling and printing. This interface will also give the library current and future capacity to establish computer controls over usage by age, outstanding fees or fines, etc.

Ms. Dombourian presented a proposed revision to the Library Card policy, and requested that the Board consider adopting this revision. A copy of the policy is attached. Following a brief discussion, Mr. Verret moved for adoption of the proposed revision to the library card policy. The motion was seconded by Dr. Kreamer and all were in favor.

#### LIBRARY ELECTRONIC RESOURCES POLICY

The existing Electronic Resources Policy was adopted in 1998 when the initial Gates Grant monies were received and public access to computers was established. The policy was revised in 2004 as a result of the filter implementation.

Ms. Dombourian presented revision to the policy, including responsibilities of users, prohibited uses and safety regarding personal information. A copy of the proposed revision is attached. Following discussion, Ms. Dombourian indicated that the revision regarding prohibited uses would be clarified. A motion was made by Lee Verret to adopt the proposed revised electronic resources policy. The motion was seconded by Jean Kreamer and all were in favor.

At this time, Mr. Verret excused himself and left the meeting.

#### SCOTT BRANCH RENT INCREASE REQUEST

A letter has been received from the landlord of the Scott Branch library regarding a rent increase from \$1200 monthly to \$1500 monthly effective January 1, 2007. Ms. Dombourian stated that the rent had not increased since we moved into the facility in 1998 and recommended that the increase request be approved. A motion was made by Dr. Kreamer to approve the request for an increase in rent for the Scott Branch library from \$1200 monthly to \$1500 monthly effective January 1, 2007. The motion was seconded by Mrs. Hamilton and all were in favor.

#### ANNOUNCEMENTS

The term of Dr. Jean Kreamer on the Library Board of Control will expire on January 7, 2007. Dr. Kreamer is eligible for re-appointment. The vacancy will be announced at the City-Parish Council meeting on December 19, 2006, and will be voted on at the January 2, 2007 meeting.

#### COMMENTS FROM THE PUBLIC

#### ADJOURNMENT

There being no further business, the meeting was adjourned at 7:15 p.m.

Respectfully Submitted,

Sona J. Dombourian, Secretary