

The regular meeting of the Lafayette Public Library Board of Control was called to order by President, Bennett Bernard at 5 p.m. on January 23, 2006 in the Meeting Room of the Main Library. Board members present were Susan Hamilton, Vanessa Hill, Jean Kremer, Kay Theunissen, Mark Tullos, Lee Verret, and Mr. Pat Logan, LCG Liaison. Ms. Sona J. Dombourian, Library Director, Assistant Director Teresa Elbersen, Administrative Assistance Larry Gass and Lisa Breaux, Director's Executive Secretary were also in attendance. Guests present included Building Committee Chairman Blaise Sonnier, and Public Works engineers Larry Broussard and Mark Lavergne.

#### APPROVAL OF MINUTES

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

#### REPORT OF THE LIBRARIAN

Ms. Dombourian highlighted several personnel changes, specifically the promotion of Donald Chaisson to Building Superintendent, the appointment of Genella Fontenot as Librarian II for Youth Services/Branches, the departure of Paul Bary, a temporary employee in the Workforce Development Katrina program, and Janice Cring, who has assumed oversight of Outreach Services.

Several projects have been accomplished at the library including the renovation of the staff lounge, the re-location of the desks and computers areas in the Reference/Adult Services department on the second floor, discard of periodicals and the completion of the weatherproofing project.

The media has recently offered great coverage of recent library events. A detailed article on the building program was featured in the Daily Advertiser and included several images of the artists rendering of the libraries. The Friends of the Library book sale was also featured in the newspaper.

Ms. Dombourian reported that the Library Foundation is in the process of establishing a website with future plans to accept online donations and memberships. In addition, the Foundation will host its annual meeting on April 12 at the Petroleum Club and a Jazz Brunch and awards ceremony/fundraiser will be held on Sunday, May 7 at River Oaks.

The financial report is attached. Ms. Dombourian provided a preliminary report which detailed the new O & M millage based on in-house figures, subject to revision pending receipt of the official printout from LCG and revision by the Auditors Report. The administration recently requested that the full 2 mills be assessed, which was approved by the City-Parish Council. The debt service fund is to be paid back from the assessment. This year, \$279,261 will be paid on the debt service; \$57,053 will be spent on mandated pension funds; and approximately \$72,469 on LCG administrative fees.

In addition, the Southside Branch rent and the Carencro Branch rent must be taken from the millage. The costs for rent is \$97,994, however, these expenses will cease when the new branches are occupied.

The target amount from 05/06 to bank towards future building programs is \$1,352,962, which will change as the year progresses. The current amount that is excess of revenues over expenditures is \$1,358,876.

#### BUILDING COMMITTEE UPDATES

##### NORTH REGIONAL UPDATE

The North Regional library construction was publicized for bids. Bids are due in the LCG Purchasing Department on Tuesday, January 31. Ms. Dombourian reported that the pre-bid meeting was well attended, and that three or possible four contractors are expected to submit bids on the contract. Interested contractors included M.D. Descant Construction, Southwest Contractors,

Rudick Construction and Joe Picard Construction. The furniture selections book has been received from Denelle Wrightson, and Ms. Dombourian and the staff are in the process of a final review of the selections.

#### SOUTH REGIONAL UPDATE

The tree clearing phase of the project is nearly complete. An additional \$5,000 was requested from the contractor, due to increase labor costs in the removal of roots and debris from the property. Gene Sellers will meet with Ms. Dombourian on Friday, February 3. The construction documents are expected at the end of January.

#### MAIN LIBRARY RENOVATION

Ms. Dombourian reported that ten proposals were submitted from architects interested in the renovation of the Main Library. After reviewing all of the proposals submitted, three architects were recommended to the Professional Services Committee. Those firms included MBSB, Architects Southwest and Guidry Beazley, in that order. The Professional Services Committee accepted the library recommendation of MBSB and forwarded that selection to Mr. Durel. Mr. Durel has appointed MBSB as the architect for the Main Library renovation project. Larry Broussard expects to meet with the architect to finalize the details of the contract. Ms. Dombourian will begin setting up charettes for the staff and the public to express their desires for the renovated facility some time during the first two weeks in March.

#### OLD BUSINESS

##### ADJUDICATED PROPERTY

Ms. Dombourian provided a letter from the City-Parish Attorney Pat Ottinger and the ordinances modifying the current disposition procedures for adjudicated property recently adopted by the City-Parish Council. Mr. Ottinger's letter states that a task force meeting is being scheduled and that the Library Board will be contacted to discuss the implementation of the program. There was no necessary action to be taken by the Library Board at this meeting.

##### LLA CONFERENCE, LAFAYETTE, LA – MARCH 28-30, 2006

The LLA Conference will be held in Lafayette on March 28-30, 2006. Board members that indicated they would be attending the conference included Dr. Kreamer, Mr. Tullos, Mrs. Hamilton, Mr. Bernard, Dr. Hill and Mrs. Theunissen. Registration for the conference can be arranged by the library director's office.

##### PLA CONFERENCE, BOSTON, MA – MARCH 21-25, 2006

Ms. Dombourian explained that two staff librarians will be attending the PLA Conference in Boston in March. Funds are available to cover the expenses for a board member's attendance at the conference. Several board members expressed scheduling conflicts that would prohibit them from attending the conference this year.

##### ALA CONFERENCE, NEW ORLEANS, LA – JUNE 22-28, 2006

Ms. Dombourian encouraged all board members to visit the ALA website to determine hotel availability for the ALA Conference in New Orleans on June 22-28, 2006. They were also encouraged to book a room now as the accommodations may be scarce. The program for the conference has not been received.

#### NEW BUSINESS

##### CONSIDERATION OF ASSESSOR'S REQUEST

Ms. Dombourian presented a request from Mr. Conrad Comeaux, Lafayette Parish Assessor for the purchase of a new assessment software system for his office. As a tax recipient, the Library would be responsible for a pro-rated share of the expense, or \$241,001 in 2006, and \$3,463.22 in 2007 and 2008. The assessor's justification is that this software system would replace the current method of manual data entry of assessment information, and increase the efficiency of the Assessor's office. Also, additional revenues may be generated as the property assessments would be more accurate with the automated system.

Mr. Comeaux will be making a presentation to the City-Parish Council to request this purchase, but the item has not been submitted as an agenda item at this time.

After a lengthy discussion, it was agreed that this item would be tabled and placed on next month's library board meeting agenda.

#### DISCUSSION OF LIBRARY HOURS

Ms. Dombourian presented a summary of the service hours for all branches of the library. In addition, a summary of the statistics per hour open were also provided for the past three fiscal years to demonstrate the increases and decreases in check-outs per hour, computer usage, and patron visits. The administration and staff are currently reviewing the existing opening and closing times and days for several library branches to determine if those hours and days are satisfying the demands of the public. A more detailed presentation will be provided by Ms. Dombourian at a later meeting.

#### ANNOUNCEMENTS

#### ADJOURNMENT

There being no further business, the meeting was adjourned at 7:00 p.m.

Respectfully Submitted,

Sona J. Dombourian, Secretary