

The regular meeting of the Lafayette Public Library Board of Control was called to order by President Kay Theunissen at 5:00 p.m. on December 3, 2007 in the North Regional Library Meeting Room. Board members present were Bennett Bernard, Susan Hamilton, Vanessa Hill, Jean Kreamer, Pat Logan Mark Tullos, and Lee Verret. Staff members present were Ms. Sona J. Dombourian, Library Director, Teresa Elberson, Library Administrator, Larry Gass, Maintenance Supervisor, and Lisa Breaux, Director's Executive Secretary.

### **APPROVAL OF MINUTES**

Dr. Kreamer moved to accept the minutes of the October 15, 2007 meeting. The motion was seconded by Susan Hamilton and all were in favor.

### **DIRECTOR'S REPORT**

Ms. Dombourian reported on several personnel changes including employment of a librarian I, several Librarian Technical Assistants I, and the acceptance of an employment offer by a Librarian IV. The Regional Library Manager position has been re-advertised at the mid-point locally and will be re-advertised at the national level and in professional journals.

On Saturday, December 1, the North Regional Library hosted special activities and storytelling in conjunction with the Carencro Country Christmas. Ms. Dombourian presented some of the Christmas photos that were taken of children and adult patrons who visited the library on Saturday. Ms. Dombourian reported that the drive up window is being used regularly by patrons returning and picking up materials.

### **CONSTRUCTION PROJECT UPDATES**

#### **SOUTH REGIONAL LIBRARY**

Ms. Dombourian presented several photographs that were taken earlier by Mark Lavergne. The construction site is not quite ready for a tour, however Ms. Dombourian suggested that perhaps by mid-January or February the site would be more accessible. The road access from Johnston Street has not yet been finalized. Ms. Dombourian will be meeting with Tom Carroll and Tony Tramel to discuss the analysis and report prepared by the Department of Traffic and Transportation.

#### **NORTH REGIONAL LIBRARY**

Several punch list items remain at the North Regional Library including a trip hazard that exists in the concrete near the main entrance and wet spots in the parking lot. Ms. Dombourian is working with the project architect Glenn Angelle and Mark Lavergne to resolve these issues with the contractor.

#### **MAIN LIBRARY**

A meeting is scheduled with the Main Library renovation project architect and Public Works engineer Larry Broussard to review the recommended cuts and associated costs in an effort to reduce the total cost of the project.

#### **EAST REGIONAL LIBRARY**

The requests for proposals for the East Regional Library property have been released. Proposals are scheduled to be opened on December 18, 2007. At this time, no proposals have been received, but several calls have been received in the Purchasing Office regarding questions about the RFP. Following discussion, Mr. Verret moved that the bid opening date be moved to January 18, 2008 to allow additional time for proposals to be submitted. The motion was seconded by Dr. Kreamer and all were in favor.

### **BOARD SUB-COMMITTEE REPORTS**

Landscaping: Jean Kreamer, chair, had no report. Ms. Dombourian indicated that the river stones are still in place in the courtyard at the North Regional Library. Dr. Kreamer recommended that the stones be removed, and offered several suggestions for their possible use.

Furniture: Susan Hamilton, chair, had no report.

Technology: Gail Smith, chair, had no report.

Finance: Bennett Bernard, chair, reported that the committee is continuing to gather information for the analysis of projected future costs. Ms. Dombourian is compiling information on revenues and expenses, and she and Mr. Bernard will meet again soon.

Site Selection: Lee Verret, chair, had no report.

Mission Statement: Vanessa Hill / Sona Dombourian, co-chairs, had no report.

Donor Opportunities: Kay Theunissen, chair, had no report.

## **OLD BUSINESS**

### **PSA/DEWBERRY CONTRACT FOR CONSULTING SERVICES**

Ms. Theunissen reported that additional information has been received from Denelle Wrightson. A recommendation for board consideration may be presented at the January meeting.

## **LIBRARY MEETING ROOM POLICY**

At the October 15, 2007 board meeting, a recommended library meeting room policy was presented for consideration and approved by the board. A revised recommended library meeting room policy was presented with several revisions to the previously approved policy. A motion was made by Pat Logan and seconded by Dr. Kreamer to approve the revised library meeting room policy. All were in favor.

## **SPRING LIBRARY HOURS**

Ms. Dombourian presented a recommendation to continue observing the hours of operation that the main library has been following of 8:30 a.m. until 8:30 p.m. Monday through Thursday, 8:30 a.m. until 6:00 p.m. on Friday, 9:00 a.m. until 5 p.m. on Saturday and 1:00 p.m. until 5:00 p.m. on Sunday. Dr. Kreamer moved to accept the director's recommendation. The motion was seconded by Bennett Bernard and all were in favor.

## **ADMINISTRATIVE BUSINESS**

### **PLA AND LLA 2008 CONFERENCE ATTENDANCE**

The 2008 Louisiana Library Association conference will be held in Shreveport, LA on March 4-6, 2008. The 2008 Public Library Association conference will be held in Minneapolis, MN from March 25-29, 2008. Ms. Dombourian requested that any library board member interested in attending either conference contact her as soon as possible.

## **NEW BUSINESS**

### **LOCATION OF JANUARY AND FEBRUARY BOARD MEETINGS**

The January library board meeting is scheduled for January 14, 2008 and the February library board meeting is scheduled for February 18, 2008. There is a conflict in scheduling the Main library meeting room for both of these dates. After discussion, Dr. Kreamer moved that both meetings be held in the Main Library Browsing room. The motion was seconded by Susan Hamilton and all were in favor.

## **ANNOUNCEMENTS**

The annual full staff meeting and holiday luncheon for library employees will be held on Thursday, December 6<sup>th</sup> at 11:30 a.m. Library Board members were invited to attend the luncheon and presentation of service pins.

Vanessa Hamilton will be consolidating the evaluations of the library director for presentation at the January meeting. Board members were asked to submit their individual evaluations forms to Ms. Hill before December 20<sup>th</sup>.

#### **COMMENTS FROM THE PUBLIC**

There were no comments from the public.

#### **ADJOURNMENT**

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

Respectfully Submitted,

Sona J. Dombourian, Secretary