

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 May 21, 2007 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. Staff members present were Ms. Sona J. Dombourian, Library Director, Teresa Elbertson, Library Administrator, Larry Gass, Maintenance Supervisor, and Lisa Breaux, Director's Executive Secretary.

#### APPROVAL OF MINUTES

Jean Kreamer moved that the minutes of the April 16, 2007 meeting and the minutes of the May 11, 2007 special meeting be approved. The motion was seconded by Lee Verret and all were in favor.

#### DIRECTOR'S REPORT

Ms. Dombourian reported that three new librarians have joined the staff – Melody Franklin as Children's Librarian I, Sam Lollar as Reference Librarian I and Linda Guidry who earned her MLIS degree and was promoted to Reference Librarian I from her former LTA I position in Information Services. In addition, Ramona Pellerin has been promoted to Librarian II in Information Services.

The summer hours for the Main Library began on May 1<sup>st</sup>. Only one telephone complaint was received from a patron regarding the change in hours. The staff was provided with a fact sheet to distribute to patrons if questioned about the changes.

The summer reading kickoff day is planned for Saturday, June 2<sup>nd</sup>. The staff is in the midst of preparations for the events scheduled. Ms. Elbertson presented the t-shirts and camp hats that will be available for sale on kickoff day.

#### CONSTRUCTION PROJECT UPDATES

The landscaping contract for the North Regional Library has been awarded to Marshall's Nursery. Ms. Dombourian reported that the landscapers have visited to the job site and spoken with the contractor and will soon be ready to begin installation. It was originally estimated that construction would be completed by May 29<sup>th</sup>; however, upon the installation of the carpeting, one of the rolls was found to have been damaged and the other showed discoloration in the fibers. The manufacturer has agreed to replace the carpeting, and installation is expected within three weeks. The asphalt parking is scheduled to be poured in the next week, and the columns for the canopy walkway are also scheduled for installation.

The slab for the South Regional Library is scheduled to be poured in a couple of weeks. The installation will be performed in sections. Ms. Dombourian stated that the Lock-a-Shelf unit is being considered for the South Regional Library. The unit requires an additional electrical and data outlet, and installation of these additional outlets has been proposed by the contractor at a cost of \$26,000. Dr. Kreamer moved that the additional outlets be approved and included in the contractor's work at the proposed cost. The motion was seconded by Susan Hamilton and all were in favor.

There has been no change in the progress on the Main Library since the last meeting. A building committee meeting is planned for August 22<sup>nd</sup>, at which time, Mr. Bacque will present the Schematic Design.

#### BOARD SUB-COMMITTEE REPORTS

Landscaping: Jean Kreamer, chair, provided her report during the construction updates.  
Furniture: Susan Hamilton, chair, had no report.

Technology: Gail Smith, chair, had no report.

Finance: Bennett Bernard, chair, had no report.

Site Selection: Lee Verret, chair, reported that would like the board to consider submitting another RFP for the East Regional Property, and to include mailing the RFP to all property owners identified on the maps in the target area.

Mission Statement: Ms. Dombourian, chair, had no report.

Donor Opportunities: Kay Theunissen chair, reported that a meeting with Gail Smith and Ms. Dombourian is scheduled for Tuesday, May 22<sup>nd</sup>.

## OLD BUSINESS

### LIBRARY CARD POLICY

Mrs. Elbersen reported that the original library card policy presented for approval at the December, 2006 board meeting contained a typographical error. The policy should have read 'individuals from the 9<sup>th</sup> grade and above may get a library card on their own recognizance', rather than 8<sup>th</sup> grade as was originally presented. Mr. Verret moved to accept the library card policy as revised. Mrs. Hamilton pointed out that another change from 'on' to 'own recognizance' was also needed. The motion was seconded by Dr. Kreamer and all were in favor.

### LIBRARY LOGO

Mr. Tullos presented the revisions to the library logo as provided by the designer. The revisions included changes to the multi-colored versions, fonts, the single-colored versions and black/white version. After discussion, Mr. Tullos announced that he will re-visit with the designer to discuss the board's comments, and may schedule a presentation for the next board meeting.

## ADMINISTRATIVE BUSINESS

There was no administrative business.

## NEW BUSINESS

### 2007-07 BUDGET

Ms. Dombourian presented the 2007-08 budget packet for review by the board. See the attached budget packet however, the key highlights are below:

- Portion of 3<sup>rd</sup> millage towards debt service – estimate is \$520,072 but will adjust as LCG finalizes the recommended budget this summer
- Portion of the 3<sup>rd</sup> millage will be used towards operations for North Regional and South Regional
- North Regional – anticipated summer 2007 opening. Twelve months included in this budget
- South Regional – planned for opening in summer 2008. Budgeting twelve months at current Southside location and average six months in new facility.
- Staffing
  - South Regional – transfer existing staff at Southside (14 people, 11 FTE) to South Regional. Proposed adds for 0708 include 7 full time positions
  - Keep funds in budgeted reserve account for reorganization as staffing needs might arise or change as we occupy North and South
  - Adds temporary hours to assist with public service desks
  - Does not include funds for changes in salary or benefits costs

- Training and Professional Development – 6 staff and 2 trustees attend LLA in Shreveport; 8 staff and 2 trustees attend PLA in Minneapolis. Nothing budgeted for ALA in Anaheim
- Rents
  - Youngsville – no anticipated change
  - Carencro – no costs for FY 0708 with move into North Regional
  - Southside – Lease expires in July 08; budget allows for 12 months of existing lease if new facility is not completed and extension can be negotiated with landlord
  - Scott – no anticipated change
  - Other facilities – no anticipated changes at this time
- Telecommunication and E-rate reserve – due to the delay in the library receiving e-rate funding commitments for e-rate funding year 2006, Ms. Dombourian recommended establishing a reserve in the library's 0708 budget to cover the amount normally reimbursable by e-rate funding in case there are delays in future years. Although most of the commitments were recently received, over 10 months of the e-rate year had passed before we received notification. This has caused us to temporarily shift funds to pay telecommunications bills. Ms Dombourian informed the Board that a selective review on e-rate year 2007 is being currently being conducted by the Schools and Libraries Division of the Universal Services Administrative Company.
- Janitorial Services for Regional and Main
- Landscaping upkeep for regional libraries
- Capital – minimal for replacement
- Book and materials budget
  - New locations have opening day capital money; book budget money from Carencro and Southside branches transfer to the new regional libraries
  - Continue DVD leasing, e-audio books and databases
- Donations
  - Friends have pledged funds for children's books for new regional libraries
  - Foundation anticipated to donate funds for South in 0708 as they did for North in FY 0607
  - Will go to council via ordinance to accept major donations related to new facilities.

Upon review of the budget packet, Dr. Kreamer moved that the 2007-08 proposed budget be accepted and submitted to the Lafayette Consolidated Government. The motion was seconded by Lee Verret and all were in favor.

## ANNOUNCEMENTS

## COMMENTS FROM THE PUBLIC

## ADJOURNMENT

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

Respectfully Submitted,

Sona J. Dombourian, Secretary