

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 August 18, 2008 in the Main Library Meeting Room. Board members present were Trista Badeaux, Susan Hamilton Vanessa Hill, and Jean Kreamer. 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. Public Works Capital Improvements Associate Director Pat Logan was also present.

Board member Mark Tullos was absent.

### **APPROVAL OF MINUTES**

Dr. Jean Kreamer moved to accept the minutes of the July 21, 2008 meeting. The motion was seconded by Vanessa Hill and all were in favor.

### **DIRECTOR'S REPORT**

The director's report was distributed. The statistics for the first nine months of 2008 were also included in the director's report. Ms. Dombourian pointed out that while new book/item circulation is down, renewals are up, and the circulation of DVDs and computer usage are increasing significantly.

Ms. Dombourian informed the board that former Library Board of Control board member, Jody Williamson, will be retiring from Lafayette Consolidated Government. Dr. Kreamer suggested that a book should be book plated in recognition of his service to the board and LCG, and a letter from board president Kay Theunissen and a certificate will be prepared for Mr. Williamson.

The library budget hearing was held on August 13th. The budget was accepted by the City-Parish Council with few questions or comments. Ms. Theunissen stated that Bruce Conque indicated that he intends to remain involved with the Library Board in his new capacity with the Lafayette Chamber of Commerce. Dr. Kreamer suggested that the Library Board and Ms. Dombourian send a letter to Mr. Conque expressing gratitude for his service to the library. The Council liaison with the library to replace Mr. Conque has not yet been named.

Circulation supervisor Ramona Louviere is retiring from the library after over 33 years of service. The library board expressed thanks to Ramona for her many years of dedicated service with a certificate from the board.

### **APPOINTMENTS BY THE BOARD PRESIDENT**

#### **SMALL LIBRARY OPPORTUNITIES SUB-COMMITTEE**

During the budget hearing, Councilman Kenneth Boudreaux inquired about the possibility of a small library facility near the neighborhood surrounding the former Holy Rosary Institute. Trista Badeaux agreed to chair the sub-committee and contact Mr. Boudreaux to further explore his ideas and suggestions. Ms. Dombourian offered to discuss the idea with Ms. Badeaux prior to her contact with Mr. Boudreaux and Vanessa Hill offered to work with Ms. Badeaux on the sub-committee.

### **CONSTRUCTION PROJECT UPDATES**

#### **NORTH REGIONAL LIBRARY**

As the end of the one-year warranty on the North Regional Library is approaching, the Lafayette Consolidated Government Department of Public Works has submitted a list of one-year warranty items to the architect. LCG Purchasing department has contacted the second low bidder for the landscaping maintenance project and are awaiting insurance documents. As soon as the documents are received, the vendor will begin the maintenance work on the landscaping.

## **SOUTH REGIONAL LIBRARY**

Ms. Dombourian displayed photos of the progress at South Regional. Denelle Wrightson visited the site recently and worked with Ms. Dombourian and Mrs. Hamilton on the furniture package. The contractor's time has been extended officially until the first week in October due to rain days in July and August. One additional change order is being processed. The lease on the existing facility is in the process of being extended until February 15, 2009. Another tour will be planned for the board after Labor Day. Mr. Logan updated the board on the progress of the Duhon Road project.

## **MAIN LIBRARY RENOVATION PROJECT**

The architect is continuing to work on the design development and the revised cost estimates. Ms. Dombourian stated that a building committee meeting will be scheduled for mid-September.

## **BOARD SUB-COMMITTEE REPORTS**

Landscaping: Jean Kreamer, chair, indicated that the landscaping package for South Regional has been delivered and is available for review. The only change to the landscaping project was that maintenance for one year was included.

Furniture: Susan Hamilton, chair, reported that the bids for the furniture were opened and that the costs were under the budget. The total amount on the components that were bid totaled \$587,000. The one component that was not bid will be re-submitted.

Finance: Bennett Bernard, chair, had no report.

Site Selection: Mark Tullos, chair, had no report.

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

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

East Regional Architect Selection: Mr. Logan indicated that a meeting will be scheduled for next week to discuss the selection of an architect for the East Regional Library project.

## **OLD BUSINESS**

## **NEW BUSINESS**

### **LIBRARY DISCARDS**

Ms. Dombourian stated that the library receives many items from the public donated to the Friends of the Library which are sold at the booksale. In addition, many items from the library collection are discarded after a certain time. A request is made to the City Parish Council through the office of Purchasing for disposition of these items several times per year. There are three methods of disposition in the resolution including donation to the Friends for sale at the booksale; disposal in the dumpster due to condition; and some items are simply written off as a patron lost (and often paid for) the item. Since the 1990's the Friends have been charged 15 cents per item up front for the items they receive to sell. Many challenges have surfaced regarding the discarded items that the Friends receive. The items cannot be sorted with the regular books or brought down until the first public day of the sale. The Friends sell their books by the inch, rather

than price per item, with the exception of special books that are priced individually. All monies raised by the Friends (either through their booksale or by other means) legally benefits the library so charging them up front for discards that they might sell at the sale reduces the monies that are eventually donated back to the library. Following discussion, Dr. Kreamer moved to adopt Ms. Dombourian's recommendation to request a resolution from the City Parish Council to give the discarded books to the Friends of the Library at no charge. Any funds received from the sale of these books would be ultimately returned to the library in the form of donations. The motion was seconded by Vanessa Hill and all were in favor.

#### **ANNOUNCEMENTS**

The City-Parish Council will appoint a replacement for Bennett Bernard on the Library Board. Resumes from interested applicants are due to City Clerk Norma Dugas by September 12, 2008. The appointment will be made at the council meeting on October 7, 2008.

The Lafayette Public Library will receive \$106,174.21 in state aid for fiscal year 2008-09.

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

There were no comments from the public.

#### **ADJOURNMENT**

There being no further business, the meeting was adjourned at 6:00 p.m.

Respectfully Submitted,

Sona J. Dombourian, Secretary