

The regular meeting of the Lafayette Public Library Board of Control was called to order by President Trista Badeaux at 5:00 p.m. on December 12, 2011 in the Main Library Meeting Room. The meeting room was open to the public for the meeting. Board members present were Bennett Bernard, Suzanne Dardeau, Andrew Duhon, Vanessa Hill, Jean Kreamer, Kay Theunissen and Mark Tullos. Staff members present were Library Director Sona J. Dombourian, Library Administrator Teresa Elberson, and Director's Executive Secretary Lisa Breaux. Mrs. Adele Blue was also present.

APPROVAL OF MINUTES

Jean Kreamer moved to accept the minutes of the October 17, 2011 library board meeting. The motion was seconded by Kay Theunissen and all were in favor.

LIBRARY DIRECTOR'S REPORT AND UPDATES

The director's report and financial report were distributed. The statistics for November were also distributed.

Ms. Dombourian reported that a full staff meeting was held at the Main Library last week, as the move out of the facility continues. Circulation statistics at the Jefferson Street Branch have now surpassed the circulation rate of North Regional library. The staff has received training on the new digital e-readers that are steadily being used by our library patrons. The staff has also implemented patron training during the past few art walk events held at the Jefferson Street Branch. The electronic usage statistics were included in the November statistics.

The Lafayette Public Library Foundation recently sponsored a successful fundraiser "A *Great Spellebration*". Many adults readily participated and greatly enjoyed spelling in public for the event.

The Friends of the Library recently made their annual \$20,000 donation to the library to be used for programs and summer reading events. The next book sale is scheduled for March 7-10, 2012 in the Heymann Center.

MAIN LIBRARY UPDATE

The move out of the Main Library is continuing. Approximately 6-10 staff members are still working at this location. Staff has moved into the Pinhook warehouse, as well as the sorting operation for the Friends of the Library.

EAST REGIONAL UPDATE

A revised cost estimate was received from the architect. As the revised estimate is slightly out of budget, discussion was held. The architect's current estimate is \$3,885,770 for the base bid, which includes \$104,464 for security cameras, card access system, and meeting room audio system. The funding for the audio-visual items was to be added from other library funds to offset this amount. Alternate number one for the teen exterior window graphic is \$5,662; alternate number two for extra parking is \$122,388; and alternate number three for the backup generator is \$313,034.

The current budget for the project is \$3,750,000 for construction plus the funds for the extra audio-visual items. Subtracting the amount for the audio visual items from the total current base bid estimate, the project is approximately \$31,000 over budget. The Library recommended moving light boxes in the children's department and some other items into alternate one to bring the alternate number one total to approximately \$25,000 - \$50,000, thus reducing the base bid to be within budget. Dr. Kreamer moved to accept the library's recommendation to move the light boxes and other items into alternate number one to bring the base bid within budget. The motion was seconded by Andrew Duhon and all were in favor.

OLD BUSINESS

ELECTION OF OFFICERS

Kay Theunissen moved to nominate Suzanne Dardeau as Vice-President of the Library Board of Control for 2011-2012. The motion was seconded by Dr. Kreamer and all were in favor.

DUSON BRANCH LIBRARY RELOCATION

Approximately three years ago, the library was approached by the Town of Duson with an opportunity to re-locate the Duson Branch Library to the new Duson Community Center. Construction on the Community Center is now completed and will house not only the library, but will also have space for local non-profit organizations to meet as well as a large meeting room. The rent on the library will remain the same at \$300 per month and the base term will be three years, and may be extended for one or more periods of one year each at the same terms and conditions. Additional charges of \$195 per month for the Library's estimated share of utilities will also be assessed. The lease is currently under review by LCG legal. Move-in and a grand opening of the Community Center will occur once the library is in place. Mr. Duhon moved to affirm the library's plans in regard to the Duson Branch Library. The motion was seconded by Mark Tullos and all were in favor.

JANUARY LIBRARY BOARD MEETING

The January Library Board of Control meeting is scheduled for January 9, 2012, which is the date of the BCS championship game between LSU and Alabama. A brief discussion was held regarding the possible change of the meeting date or time and meeting location. Kay Theunissen moved that the January 9, 2012 library board meeting be held at the Main Library meeting room at 5 p.m. The motion was seconded by Bennett Bernard and all were in favor.

NEW BUSINESS

LAFAYETTE CONSOLIDATED GOVERNMENT CREDIT CARD FOR LIBRARY USE

At the present time, the library does not have any type of credit card for library use. More and more, there are specialty vendors that are not accepting LCG purchase orders, and the library is increasingly finding sole-source vendors who deal with only on-line purchasing that require credit cards or PayPal account or payment in advance for purchases. Through LCG, there are several department directors that have credit cards issued to them for such purchases. Regular purchasing procedures are applicable to credit card purchases, such as sufficient funds in the budget available in the account number to which the item will be charged, no taggable assets may be purchased with LCG credit card, no purchases can be made that would circumvent any Louisiana bid law or LCG purchasing procedures, etc.

Ms. Dombourian requested that the library board consider authorizing the library to request through Dee Stanley that an LCG credit card be issued to the library director for such purchases. Mr. Duhon moved to authorize the library director to request an LCG credit card. The motion was seconded by Mark Tullos and all were in favor. Mr. Bernard inquired as to what the credit limit on the card would be. Ms. Dombourian stated she did not know but would find out and report back.

ANNOUNCEMENTS

Mr. Duhon was recognized for his service as President of the Library Board of Control during 2010-2011. He was presented with a library service pin and a book entitled "*Slam Dunk*" by Ron Gomez with Beryl Shipley bookplated in his honor which will be added to the library collection.

Dr. Jean Kreamer was also recognized for her 10-year service on the Library Board of Control from 2001 - 2011. Dr. Kreamer's term will expire in December 2011 and she is not eligible for re-appointment. A special reception will be held in Dr. Kreamer's honor in January 2012. Mrs. Theunissen asked that the minutes reflect the sincere thanks and appreciation for Dr. Kreamer's years of service to the board. Ms. Dombourian echoed Mrs. Theunissen's sentiments and commented on the accomplishments and awards that Dr. Kreamer received during her service to the library.

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