

The regular meeting of the Lafayette Public Library Board of Control was called to order by President Suzanne Dardeau at 5:00 p.m. on May 20, 2013 in the Buchanan Street administrative office meeting room. Board members present were Trista Badeaux, Bennett Bernard, Adele Blue, Andrew Duhon, Vanessa Hill, Kay Theunissen, and Yung-Hsing Wu. Staff members present were Library Director Sona J. Dombourian, Library Administrator Teresa Elberson, and Director's Secretary Veronica Ryder.

APPROVAL OF MINUTES

Kay Theunissen moved to accept the minutes of the April 15, 2013 Library Board meeting. The motion was seconded by Trista Badeaux and all were in favor.

LIBRARY DIRECTOR'S REPORT AND UPDATES

The Director's Report and Financial Report were distributed. Usage statistics for April 2013 were also distributed. Ms. Dombourian noted that checkout numbers this year were generally less than in 2012, but were overall higher than in 2011 and prior years. She reminded the Board that "Main" usage dropped significantly, as expected, since the Library is in a smaller, temporary facility with limited collection and no meeting space.

E-book checkouts continue to increase. The Library became "Overdrive Advantage" customers in late March – enabling us to purchase titles from publishers not available to consortia. Titles from several additional publishers, including some popular authors' works, are available to Lafayette Library patrons when they log in to the site. The Library is still considering an additional e-reading vendor who can provide titles by one of the other major publishers. We are weighing the costs and access issues against the ability to provide these titles now for our patrons. The cost is \$6,200 plus the cost of the books annually.

Ms. Teresa Elberson discussed the recent Art Walk exhibit, which occurs the second Saturday of each month. This month's exhibit had approximately 400 visitors. It was the most popular event to date and featured student art work. It would be nice to remain involved with the Art Walk after the Main library opens. Any suggestions/ideas are welcome.

Ms. Dombourian updated the Board on House Bill 328. The bill was pulled by the author.

MAIN LIBRARY UPDATES

Ms. Dombourian updated the Board on the Main library. The contractor – Ratcliff Construction - received his Notice to Proceed effective May 1st and actually began work that day. Nearly all of the slate (floor tiles and stair treads) were salvaged for reuse. Staff is working with the architect on options and ideas to reuse these. Meanwhile, the slate is safely stored at the warehouse. Staff will be meeting with the architect on Tuesday to discuss the pricing proposed for additional items (parking lot, sidewalks, fence, windows) being considered for addition to the project.

Ms. Dombourian announced the screech owl did not survive inside the library. Ms. Dombourian stated that a meeting with Denelle Wrightson (Dewberry Architects, Inc) will be held in early June to review the status of the furniture package for the Main Library.

OLD BUSINESS

SOUTH REGIONAL LIBRARY WATER ISSUE

Ms. Dombourian updated the Board on this item. Remediation did not resolve the problem. There is water in the same spot. The architect met with the staff and considered additional options. Water may be coming up from the ground at the drill shaft location. The staff is monitoring as needed. December 2013 is the end of the five year deadline. Ms. Dombourian stated Public Works is currently of the opinion that it is not a design issue. She will keep the Board updated.

WEST REGIONAL LIBRARY

Ms. Dombourian stated that with the Main Library construction, as well as budget process, there was no update on the West Regional Library project. The project will resume very soon.

EAST REGIONAL LIBRARY

Ms. Dombourian announced the title sheet was signed on Friday, May 17, 2013, and it should be bid soon. She is hopeful the project will begin in early September 2013.

CITY/PARISH PROPOSED ORDINANCE O-078-2013 CONCERNING “THE HOMESTEAD EXEMPTION VALIDATION PROGRAM”

Ms. Dombourian updated the Board on this item. The ordinance was pulled and deferred until the May 21 City-Parish Council Meeting. Ms. Dombourian requested an amendment to reflect changes for the Board President’s name and the current physical address. If the ordinance passes, the Board should meet as soon as possible to determine if action should be taken.

NEW BUSINESS

2013-2014 BUDGET

The budget packet was distributed, which included revenue and expenses spreadsheets, which was the financial report for this month, 5 year capital information required by Lafayette Consolidated Government and the proforma. The requested budget is generally status quo with the exception of additional items – mostly personnel and some operating costs - in anticipation of reopening Main and opening East.

After construction for the Main library is finished, we will assume responsibility for the building, including utilities, alarm, elevator maintenance. The budget reflects 6 months of those expenses. The budget also reflects personnel strength needed to move back into the Main library, and to provide 3 floors of service to the public. Hiring of additional personnel will not begin at the beginning of the next fiscal year, but depending on the position, hiring would be staggered so that employees to be ready and trained by opening date. The budget as presented to the Library Board reflects 12 months for all positions as an annual cost; LCG will adjust to reflect the actual cost based on the staggered hiring for the upcoming fiscal year. The branch manager will be hired as soon as possible after the new fiscal year begins.

Ms. Dombourian explained that operating costs for East Regional were generally not included in the FY 13-14 proposed budget since the building would likely not be turned over to LCG until the very end of the Fiscal Year at best. Personnel for the facility is included in the requested budget, since staffing will need to be on board and trained as soon as we accept the building. Similar to Main, the staffing is in the budget presented to the Board at an annual cost, but this will be adjusted to the staggered hiring schedule as LCG figures the costs

Ms. Dombourian announced an increase in the book budget due to purchasing more books for the expanded Main Library and the new East Regional Library and for additional ebook titles.

Revenues are approximately the same that we received this year, with the exception of interest. Lafayette Consolidated Government calculates the interest for the Library. Current budget is approximately \$70,000. We will be spending monies on construction; interest rates continue to be low. Therefore, we anticipate less interest earnings. Ms. Vanessa Hill inquired about receiving state aid funds. Ms. Dombourian explained this is the second year state aid is not in the State budget.

Ms. Suzanne Dardeau inquired about the telecommunications expenditures. Ms. Dombourian summarized the E-rate discount provided to schools and libraries by the Federal Government. The Library budgets the accounts at 100%. The Library applies for the discount annually, which is applied July 1 – June 30. Once a funding commitment is received, the budget is adjusted to reflect the 80% discount. Sometimes this commitment comes before the August budget hearing with the Council; other times it does not come until the fiscal year begins or later. Ms. Kay Theunissen asked where the additional funds go once received. Ms. Dombourian explained that the money is generally transferred into savings or can go to other library items with Board and LCG approval.

Ms. Dombourian explained the capital budget, which includes recurring maintenance items such as restriping the parking lot, pressure washing, and changing the parking lot light bulbs. The proposed budget includes a security camera system for North Regional and enhanced cameras for South Regional.

Ms. Adele Blue asked about contractual services. Ms. Dombourian discussed the various items that are in this budget line item, including security guard service, pest control, garbage collection, sprinkler inspections, restoring the piano. Mr. Bennett Bernard asked about the employee count – this year versus what is requested for

the next fiscal year. Ms. Dombourian explained current count is 112 and 24 additional staff is projected for next year. The 24 are to staff the expanded (3rd floor) Main Library and the East Regional Library. Mr. Bernard also asked about the Lafayette Consolidated Government administrative fee. Ms. Dombourian informed the Board the fee is \$450,000, which includes services provided by LCG such as Civil Service assistance, ordinances, Group Insurance administration. These are indirect costs that are distributed among the various LCG funds using these services. By state law, the fee is capped at 4% of revenues. Additional direct expenses may be charged to the Library – such as the building insurance or worker’s comp directly attributable to Library facilities or staffing.

Ms. Dombourian updated the board on the 5 year capital outlay plan. Reserve monies are set aside for equipment malfunction, parking lot maintenance, furniture replacement, computer maintenance. Capital items are generally carried over as long as a portion of the money is used at least every three years and the project is unfinished.

Ms. Kay Theunissen expressed concern about the fund balance decreasing after FY15-16. Ms. Dombourian explained the proforma is based on all the existing branches remaining open as well as an estimate of the Main Library anticipated operational costs once that facility is reopened. The proforma is revisited annually at budget time. Over the next two fiscal years, the Library will have actual costs for many of the items that are currently estimated that may impact the bottom line and fund balance in FY 15-16 and beyond. There will also be tax renewals in years 2016, 2018, and 2022 that will allow the opportunity to review funding needs and revenues.

Mr. Bennett Bernard moved to approve the budget as presented. Mr. Andrew Duhon seconded the motion. All were in favor.

Ms. Vanessa Hill stated the narrative was very helpful and the Board thanked Ms. Dombourian. Ms. Dombourian thanked staff who assisted preparing the budget, including Budget Analyst Larry Angelle.

JUNE LIBRARY BOARD OF CONTROL MEETING

The June 17, 2013 will remain scheduled, pending the need to address Ordinance O-078-2013 concerning “The Homestead Exemption Validation Program”. The meeting may be cancelled by Suzanne Dardeau if this issue is not ready to be discussed at that time.

ANNOUNCEMENTS

LIBRARY BOARD VACANCY

There are two candidates for the vacancy: Lee Gray, who is the curator at the UL Art Museum and Joan Wingate, who is a Library Foundation member. The Council will make the appointment at their meeting on May 21, 2013.

SUMMER READING KICKOFF CELEBRATION

Ms. Teresa Elberson announced the Summer Reading Program has begun. Ninety-two patrons enrolled on the first day. The annual kickoff celebration will be held on May 31st from 10am-3pm at South Regional Library. Johnette Downing and the Northside High School drill team will perform. Zoo Zoom will be there and the Friends of the Library will be selling Reading Club shirts.

Ms. Elberson also reminded the Board of the 100 Book Club. Eight hundred ninety-nine (899) patrons are registered and 15 have already completed 100 books.

COMMENTS FROM THE PUBLIC

There were no comments from the public.

ADJOURNMENT

There being no further business, Vanessa Hill moved to adjourn at 6:41 p.m. The motion was seconded by Andrew Duhon and all were in favor.

Respectfully Submitted,

Sona J. Dombourian, Secretary