

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 July 15, 2013 in the Buchanan Street administrative office meeting room. Board members present were Bennett Bernard, Andrew Duhon, Vanessa Hill, Kay Theunissen, Joan Wingate and Yung-Hsing Wu. Staff members present were Library Director Sona J. Dombourian, Library Administrator Teresa Elberson, and Director's Secretary Veronica Ryder. Public Works Engineer III, Jessica Cornay, attended the meeting as well. Adele Blue was not in attendance.

President Dardeau introduced and welcomed the newest Board member, Joan Wingate, who expressed that she was excited for the opportunity to work with the Board.

### **APPROVAL OF MINUTES**

Kay Theunissen moved to accept the minutes of the May 20, 2013 Library Board meeting. The motion was seconded by Vanessa Hill and all were in favor.

### **AGENDA CHANGE**

Kay Theunissen moved to change the order of the agenda for the meeting, moving New Business items V. A and B before Old Business item IV. C. The motion was seconded by Andrew Duhon and all were in favor.

### **LIBRARY DIRECTOR'S REPORT AND UPDATES**

Ms. Dombourian announced that the report includes the May and June reports from the staff. Electronic magazine checkouts were not included on the report, but are averaging 300-400 per month. The data will be added to the report in the future. Database uses were higher the last two months compared to April.

The Foundation is preparing for Spellabration and the Friends are preparing for their Fall book sale at the Heymann Center. The Friends donated funds for opening day books for the East Regional and Main libraries. There was a photo op, which should be listed in their newsletter and possibly in the paper. These funds come from their book sale proceeds.

The 2013-14 Library budget will be introduced to Council on July 25. The library's budget hearing is scheduled for Thursday, August 22. Administration is recommending the items requested, including new personnel for East Regional and Main library.

Summer Reading Kickoff was a great success with good weather and attendance. Summer activities have been well attended.

KATC and KADN did stories on the Main Library construction. Ms. Dombourian hopes to schedule a construction walk through for the Board, media, and Public Works personnel in several months. The second and third change orders for Main have been approved. The first change order included an additional \$300,000 to completely repave the parking lot. The next change order included \$26,000 for several items, including \$2,700 to use the slate tile in the courtyard. Ms. Dombourian updated the Board with another change order in progress which includes shoring up the brick columns. When contractors attempted to remove bricks from the lower portion of the column, it was discovered that the lower bricks were holding the higher bricks in place. Ms. Cornay stated braces will be placed to support the upper level bricks. Ms. Cornay also informed the Board that the source of longstanding water leaks from the windows was discovered and options to resolve were being investigated. Kay Theunissen inquired about the budget for the window treatment. Ms. Dombourian confirmed the library has funds for these contingency changes.

Vanessa Hill asked if a soft opening was scheduled for Fall 2014. Ms. Dombourian informed the Board that the contractor has until July 4 to complete the project; however, they are scheduled to be out a few months ahead of schedule. Denelle, from Dewberry Architects, will meet with library staff in the next weeks. Ms. Dombourian hopes to have the furniture ordered by November and delivered and assembled as early as May, which will allow employees to begin moving in the building. New book shelves will be ordered, which will allow a quicker turnaround time to move the books and staff into Main library. A soft opening should be scheduled for September/October of 2014, assuming the construction stays on schedule. It will take approximately 3 months to move in books and furniture. All of this will happen after Lafayette Consolidated Government accepts the building and assumes insurance responsibility.

## **OLD BUSINESS**

### **SOUTH REGIONAL LIBRARY WATER ISSUE**

There has been no resolution, or any further damage or rain issues at this time. The architect has been to the facility with waterproofing vendors. During the last heavy rain, there was no water in the auditorium. The carpet squares remain off of the floor in that problem area to allow employees easy accessibility to check for water. This section is not in a public walkway. The architect believes part of the problem was solved by adding French drains and plaster on auditorium walls. An option being considered is to caulk a gap at the top of the auditorium wall and possibly inject polyurethane under the slab.

### **WEST REGIONAL LIBRARY**

The RFP for property will be advertised beginning July 31. The bids will be open on August 27. A proposal should be made to the Board at the September meeting. A list of criteria was established and will be used to rate all of the proposals. Criteria include cost, location, accessibility, infrastructure, drainage, street availability, general visibility. If there is a short list of property owners, they will be invited when we present the information to the Board. The target area is a 1 ½ mile radius from the intersection of Jenkins Road and Highway 90.

### **HOMESTEAD EXEMPTION VALIDATION PROGRAM – O-078-2013, O-131-2013, O-132-2013**

In the May meeting, Ms. Dombourian stated the item on the Council agenda from the assessor's office was deferred indefinitely. It was for a program that would validate whether or not an individual was appropriately claiming homestead exemption in Lafayette Parish. The cost would be \$150 for every violation that was found. All ad valorem tax recipient bodies would pay on a pro-rata basis, which is based on the parish millage. Ordinance O-078-2013 is a cooperative endeavor agreement or intergovernmental agreement authorizing the City-Parish President to enter into a contract with the vendor. The assessor pulled it initially. The administration put it back on the agenda and it was pulled again in June. Replacing O-078-2013, there are 2 ordinances up for adoption at the July 16, 2013 Council meeting. This ordinance may come up later. The assessor needs additional hardware and software, server upgrades and other infrastructure upgrades in his office. By law, he can request the different tax recipient bodies to share in the cost. In addition, he is requesting participation in the previously mentioned program. He would enter into a contract and receive software and services from a company and the library would share pro-rata the cost. Ordinance O-131-2013 advances the funds for the purchase of the mapping software and services, which would cost the library approximately \$26,889. The second ordinance, O-132-2013, advances funds for purchasing the new network, hardware, software, components and services. The Library's share is estimated at \$27,064. The final total should not exceed \$54,000. If the assessor's office collects what they estimate in violations, the library should receive \$104,000 in revenues from additional ad valorem tax collections. Kay Theunissen asked if the expenses were annual. Ms. Dombourian stated the expenses for the network, hardware, etc. purchases should be a one time expense. The homestead exemption program is a pilot program. Ms. Theunissen asked where the money would come from to pay the expense. Ms. Dombourian responded from the library's fund balance. Suzanne Dardeau inquired if the library's share can increase. Ms. Dombourian informed the board, it is a flat fee of \$150 for each violation. If there are violators, then it will result in an increase in tax revenues over time due to the charge/collection of taxes against the amount previously homestead exempt. If there are no violators, then the Library will have neither its share of the \$150 expense nor receive any additional tax revenues. No opposition was expressed by the Board. Suzanne Dardeau said this will be treated as a point of information.

## **NEW BUSINESS**

### **WEST REGIONAL LIBRARY ARCHITECT**

Interest was solicited from architects listed with professional services. Responses were received from four firms. Packets were reviewed by an administrative committee, which includes Sona Dombourian, Teresa Elberson, Andrew Duhon and Jessica Cornay. During the review, the committee considered the scope and length of the project, resources and the number of architects each firm has available, different types of work the firm has

completed, and whether the firm has completed jobs for LCG or LUS. After considering all aspects, the committee is recommending Architects Southwest to the Board for the West Regional Library. The packet submittal from Architect Southwest has been provided to the Board. Ms. Cornay informed the Board names of the other firms considered: Abell Crozier Davis, Chase Marshall and Corne Lemaire. She also stated due to the complexity of the project, Architect Southwest was recommended. It is the largest firm who remodeled Dupre Library, Acadiana Center of the Arts, and LUS Fiber. Ms. Cornay said the firm has experience with larger buildings and they have double the number of architects. Kay Theunissen expressed her concern about the demand and workload for Architect Southwest. Ms. Cornay stated the firm is completing other projects with LCG. There are many master plan concepts that involve different facets of the company. Vanessa Hill moved to forward Architect Southwest to the professional services committee as the Library's recommendation for the West Regional Library project architect. Kay Theunissen seconded the motion and all were in favor.

#### EAST REGIONAL LIBRARY CONSTRUCTION BID

Bids were opened on July 2. All four bids received were over budget. The low bid was approximately \$369,000 over budget. \$4.2 million was budgeted for construction of a 15,200 square foot facility. Ratcliff Construction was the low bidder. They are the current contractor for the Main Library. Jessica Cornay asked the contractor and the architect to review items that could be removed from the contract and completed through value engineering that would not change the functionality of the library, nor alter the appearance. An alternative option would be to increase the budget and reallocate funds. The architect could also be directed to redesign the building. Jessica Cornay stated she is meeting with the architect to discuss options. Ms. Dombourian does recommend reallocating funds from the original budget to get project within budget. Books are budgeted at \$300,000. Technology, including computers, bar code scanners, network equipment, data projectors, etc. is budgeted at \$225,000. Ms. Dombourian recommends reallocating \$100,000 from the book budget since funds are budgeted annual for books and this would have a minimum impact on the project. She also recommends reallocating \$90,000 from the technology fund because of the same reason. Technology funds are included in the annual budget and the cost of the equipment is lower than originally budgeted. Once \$190,000 is reallocated towards construction, the remaining \$200,000 could be reduced by using value engineer options. Items removed now can possibly be considered at a future time. For example, the concrete in front of the library could be stained at a later time, as was done with North Regional Library.

Bennett Bernard asked who the other bidders for were for East Regional. Ms. Dombourian responded to the question with M.D. Descant, Acadiane' Renovations and Ruddick.

Ms. Dombourian informed the Board that this information is for the base bid, and does not include the alternates. The first alternate was a light box feature in the children's department and a teen graphic in the ceiling in the entrance way. Alternate 2 includes additional parking with more lights and landscape. Alternate 3 was a generator, which was approximately \$300,000. The current budget does not allow for accepting these alternates.

Yung-Hsing Wu inquired about new construction projects relying on contingency. Jessica Cornay responded that new buildings don't usually rely on contingency unless it is from a change order or an upgrade. Renovations require more because of unknowns. There are fewer unknowns with new construction.

Suzanne Dardeau inquired about the approval time frame once the Board proceeded with their motion. Ms. Cornay stated once a final adjusted number is calculated, she will send the recommendation to Purchasing, with the change order deductions. The original bid will be accepted with the deduction change order as a complete document. The contract process is usually 6-8 weeks, and then the notice to proceed is given. Ideally, work would start as early as September.

Bennett Bernard expressed his concern of the contractor working on two libraries at the same time. Ms. Cornay stated they are a big company and are also working on the sheriff station at the same time. She does not have any concerns about the firm.

Mr. Bernard asked if the bid amount included the three alternatives to the plans. Ms. Dombourian confirmed it did not include the alternates.

Andrew Duhon moved approval of shifting \$100,000 from the book budget and \$90,000 from the technology budget to the construction budget for East Regional Library and to accept the value engineering items

that would be agreed upon by staff, architects and contractors to enable accepting the bids. Bennett Bernard seconded the motion. All were in favor.

#### **DEWBERRY ARCHITECTS REQUEST FOR RECONSIDERATION OF FF&E FEES FOR MAIN LIBRARY**

The original contract is dated 2004, to complete the Main, North and South libraries, including working with the architects about building plans, lighting level recommendations, etc. The furniture, fixtures and equipment (FF&E) was not included in the original contract but was added late in 2004 as a contract amendment. The amendment was based on the estimated budget for furniture, \$1,043,000. The rate was 9%. The furniture budget has since increased to \$1,590,000. In addition, part of this project has been dormant for several years, through no fault of Dewberry Architects. To that end, Dewberry Architects is requesting the library revisit the fees to reflect the current FF&E budget. In addition, a request was made to increase the not-to-exceed for reimbursable expenses since trips for Main furniture may not be able to be coincided with trips for other libraries. Kay Theunissen stated it is a reasonable request, especially since the consultant will have to re-do most of the furniture plans already done. Ms. Cornay also informed the Board that we are working from a 2004 contract and new rates are usually issued every 5-6 years in other service contracts. Kay Theunissen moved to adjust the fee for Dewberry Architects for the Main library to base the fee for the furniture on the current budget, which is \$1,590,000 in the same percentage of 9% and to increase the reimbursable expenses by \$1,500. Vanessa Hill seconded the motion and all were in favor.

#### **MILLAGES**

Millage rates will be set this Fall by the City/Parish Council. This is not a reassessment year. The library has three millages that support operations. One was original from the 1940s. The second one was voted for in the late 1970s after the library moved into the 301 W. Congress building to help with utility and personnel cost. The third millage was a companion operations and maintenance millage for the construction bond issued in 2002. The first year it was collected was in 2003. All three are currently levied at their maximum rates, which allow the library to continue the building program and current and future operations.

Andrew Duhon moved to send a letter to the City-Parish Administration requesting that the Council set the 2013 millages at their current maximum rates. Kay Theunissen seconded the motion and all were in favor.

#### **ANNOUNCEMENTS**

There were no announcements.

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

There were no comments from the public.

#### **ADJOURNMENT**

Suzanne Dardeau thanked Jessica Cornay for attending the meeting. Sona Dombourian expressed her appreciation for working with Jessica on the Main and East Regional Library projects.

There being no further business, Bennett Bernard moved to adjourn at 6:48 p.m. The motion was seconded by Joan Wingate and all were in favor.

Respectfully Submitted,

Sona J. Dombourian, Secretary