

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 March 18, 2013 in the Buchanan Street administrative office meeting room. Board members present were Trista Badeaux, Bennett Bernard, Adele Blue, 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 Lisa Breaux. Andrew Duhon was not in attendance.

INTRODUCTION AND WELCOME OF NEW BOARD MEMBER

President Dardeau introduced and welcomed new Board Member Yung-Hsing Wu to the Library Board of Control. Library Board Members and library staff introduced themselves.

APPROVAL OF MINUTES

Kay Theunissen moved to accept the minutes of the February 18, 2013 Library Board meeting. The motion was seconded by Adele Blue and all were in favor.

LIBRARY DIRECTOR'S REPORT AND UPDATES

The Director's Report and Financial Report were distributed. Usage statistics for February 2013 were also distributed.

Ms. Dombourian highlighted several activities sponsored by the Library including a quilt program held at the Alexandre Mouton House and a classical guitarist at the South Regional Library. Ms. Elberson reported on the progress of the 100 Book Club. One young reader has surpassed 100 books. The library is also hosting a tent at Friday noon Bach lunches to promote library activities and sign up new library patrons.

The library has elected to become an Overdrive Advantage member to access e-book titles offered by MacMillan Publishing Group. There is a one-time \$1,000 fee, which during the March 2013 promotion will be considered a book credit and applied in its entirety against content purchase. .

Electronic Periodicals will be coming soon to the Lafayette Public Library and will offer the public a new digital magazine service called Zinio. The library will offer 230 periodical titles that can be downloaded and read on tablets, smart phones, and computers. The service will start in April and will be actively promoted to the public.

The library has installed a banner indicating the construction in progress at the Main Library. The architect is researching options for a vinyl fence banner to be up during the construction period. Library staff is also working with "the705" group on beautifying the fence via a community art project. A successful pre-bid conference was held at the Main Library on March 6. The bid opening date has been extended to March 26th at 3 p.m. to accommodate contractors that are bidding on other large projects.

A meeting is planned to review the security camera system planned for the East Regional Library. The architect is making some modifications due to the new Parish Land Use ordinance. It is anticipated that the project will be bid before June 2013.

SOUTH REGIONAL LIBRARY WATER ISSUE

Ms. Dombourian provided an update on the South Regional Library water issue. In 2012, the staff noticed wet carpeting in the auditorium of SRL, usually after heavy rains. The Maintenance Supervisor reported that water was backing up in the flower beds at the Teen wall after Hurricane Isaac, but no water was found in the building. In January, 2013, the library had the landscape service company cut some additional drainage paths from the flowers beds, hoping it would resolve the problem. When the additional draining did not resolve the issue, Public Works was notified and a meeting was held at the site with the Architect, General Contractor, Waterproofing Contractor, Glazing Contractor as well as the Landscape Architect to review the issues. In addition, it was found that the irrigation system was programmed to run on a weekly basis, even in a period of excessive inclement weather for a long duration of time, adding to the already saturated ground.

Several recommendations were made by the architect and have been completed or are in progress:

- Reprogramming of the irrigation system
- Improving drainage along the flower beds in the areas that are low and causing some issues.

As per Public Works, the architect's work should fall under the 5-year workmanship, so there should be no charges to the Library. There are adequate funds in the library budget to accommodate the recommended drainage improvements. The work is expected to cost less than \$7,000. Board members questioned if the water issue was related to a design or construction flaw and whether the architect or the contractor should bear the cost, rather than the Library. Ms. Dombourian will follow up with Public Works on the issue. The issue will appear on future Library Board meeting agendas for additional updates.

OLD BUSINESS

WEST REGIONAL LIBRARY

Discussion of matters related to the West Regional Library including the RFP for site selection, an update on the consultant contract and an update on the architect appointment continued. Ms. Dombourian provided an update on the project to date.

Update and Discussion on RFP for site selection for West Regional Library

The RFP has been sent to Purchasing and the library is ready to proceed, pending the architect selection. After consulting with Public Works, it was decided that the RFP would be held until selection of the architect to allow participation in evaluating potential sites.

Update on Consultant contract for West Regional Library

Ms. Dombourian reported that the contract for the consultant architect services is in process and nearly ready to be forward to LCG Legal.

Update on Architect appointment for West Regional Library

Ms. Dombourian reported that Public Works has contacted the firms listed on the Professional Services list. The architects were asked to provide submittals for comparison, which have been reviewed by Public Works and library administration. Meetings will be set up with two of the firms to further qualify them.

NEW BUSINESS

Photographic Project Documentation Services for the Main Library Construction Project

Ms. Dombourian presented a proposal from Multivista Construction Documentation for consideration by the Library Board. The scope of services in the proposal includes:

- Project Documentation (Photo Sets) consisting of slideshows, existing conditions survey, 14 sets of exterior progressions, 4 sets of interior wall progressions, 2 sets of vertical ceiling progressions, detailed MEP Interior Exact-Built, Detailed Exterior Skin Exact-Built, and Final Interior Progression.
- Complete Documentation Services including pre-documentation consultation, baseline schedule analysis, determination of optimal photograph locations/perspectives, a highly representative number of digital photographs as such intervals, linking each photo set to the appropriate location on the site plans/and or floor plans, on-line web hosting of the documentation, password protected access and two CD, DVD, Thumb, or External hard-drive copies of the entire documentation upon completion.

The total fee for the documentation process is \$24,760.00. Library administration and project architects attended a meeting with the vendor for a presentation of the proposal and the scope of services. Ms. Dombourian highlighted the process required to have the Professional Services committee approve a contract and make a recommendation to Mr. Durel's office.

The Library Board had questions about the references and past work history of the company. They requested that the Director follow up by checking references with the local public projects that have used Multivista. Mrs. Blue questioned the need for this expense and asked how it was different from the 'as built' the contractor should provide. Discussion also included concerns that the architects might use these photos instead of making onsite inspections and that these funds might be needed elsewhere depending on the construction bids.

Following discussion, a motion was made by Kay Theunissen to authorize the Library Director to proceed with a request to the Professional Services Committee for the services outlined in the proposal only after re-evaluating the need for the services, reviewing the company's SF-330 submittal when it was received, and by making inquiries of existing clients. The motion was seconded by Yung-Hsing Wu. Voting in favor of the motion were Bernard, Dardeau, Hill, Theunissen, and Wu; voting against was Blue; Badaux was absent for the vote. The motion was approved.

ANNOUNCEMENTS

Ms. Dombourian announced that Ms. Badaux's first term on the Library Board will expire in May 2013. She is eligible for a second term.

COMMENTS FROM THE PUBLIC

There were no comments from the public.

ADJOURNMENT

There being no further business, Vanessa Hill moved to adjourn at 6:45 p.m. The motion was seconded by Bennett Bernard and all were in favor.

Respectfully Submitted,

Sona J. Dombourian, Secretary