

The October meeting of the Lafayette Public Library Board of Control was called to order by President Adele Blue at 5:02 p.m. on October 20, 2014 in the Buchanan Street administrative office meeting room. Board members present were Bennett Bernard, Joan Wingate, Andrew Duhon, Suzanne Dardeau, Yung-Hsing Wu and new board member Amy Goode. Board Member Vanessa Hill arrived shortly thereafter. Staff members present were Library Director Sona J. Dombourian, Library Administrator Teresa Elberson, Budget Analyst Larry Angelle, Jr., and Director's Executive Secretary Liz Breaux. Architect Charles Beazley of Architects Beazley Moliere was also in attendance.

### **Approval of Minutes**

A motion to approve the minutes of the September 15, 2014 Library Board of Control meeting was made by Yung-Hsing Wu and seconded by Joan Wingate. The motion was unanimously carried.

Mrs. Blue welcomed Amy Goode to the Board of Control.

Without objection, Agenda Item VII A. was taken out of order.

## **VII. New Business**

### **A. East Regional Library Roofing Claim**

Library Director Dombourian provided a handout summarizing a claim by the contractor for additional funds due to roof slopes into the roof drains necessitating tapered insulation for a portion of the roof. Architect Charles Beazley was present to explain the issue to the Board and answer questions. Mr. Beazley stated that the plans show slopes and dimensions on details indicate minimum requirements. The contractor did not interpret this to mean tapered insulation, and did not include that cost in their bid. The contractor has stated that they would sue if this request for additional funds was not approved.

Mr. Beazley expressed that it was a difference of interpretation of the plans and drawings. He stated that, after discussions with the contractor, the original request of over \$46,000 plus time for the delays was negotiated down to the actual cost of materials of \$16,822 and a two month extension of time (58 days). The request by the contractor for payment to extend their Builder's Risk policy to cover the extension of time was dropped.

Dr. Hill asked about the timeline of notification from the contractor to the architect. Mr. Beazley explained the timeline mentioned earlier with no available explanation about why the contractor delayed working on the roof for nearly two months, despite being told to proceed by the architect.

Ms. Goode suggested that release language, wherein the contractor would agree not to bring suit or future claim against LCG or the Library for this matter, be included in any agreement

Mr. Duhon moved that the Library Board accept the proposal for \$16,822.00 in material costs and 58 days added to the contract for Ratcliff Construction due to this issue, contingent upon the contractor providing a written release of any future claims for this issue, and that said release be included in the Change Order package. The motion was seconded by Mr. Bernard. The motion unanimously carried.

Ayes: Duhon, Bernard, Blue, Dardeau, Goode, Hill, Wingate, Wu.

Opposed: none Absent: none Abstained: none

The agenda then continued with Agenda Item III.

### **Director's Report and Comments**

The Director's report is in the packets. Library Administrator Teresa Elberson showed the International cushions for the Story Castle at the Main Library. The cushions were funded by the Friends of the Library and were only available through a company in London.

Ms. Dombourian stated that the fiscal year is coming to an end on October 31<sup>st</sup>. Ordering on the new budget will probably start the 2<sup>nd</sup> or 3<sup>rd</sup> week of November. Library job vacancies are in the process of being filled and include promotions of current employees and hiring of new employees.

Ms. Elberson reported that Librarian Amy Wander rides her bicycle to various events in the Downtown area. Hub City Cycles is donating a cart for her to load with books and pull behind her bicycle creating a portable library for park activities.

Ms. Dombourian reminded the Board that the annual ethics training is due on December 31, 2014. She also noted the State Library of Louisiana Library Statistical Report for 2013 that was distributed in the packets.

### **Comments from the Library Board**

#### *Lafayette Public Library Foundation Report*

Mrs. Wingate, Library Board Liaison to the Foundation Board, reminded everyone about the Foundation's Spell-a-bration Fundraiser on November 13<sup>th</sup> at the Lafayette Science Museum. She also reported that the Endowments Committee was continuing its work.

#### *Director's Evaluation*

Mrs. Blue announced that it was time to do the evaluation of the Library Director. She has appointed Dr. Hill to distribute the appropriate forms and coordinate the results into an aggregate report. The Board will meet in executive session to discuss the evaluation during the November 2014 meeting.

Dr. Dardeau then left the meeting due to another obligation.

### **Director's Construction Report**

#### **South Regional Library:**

Ms. Dombourian stated that there have been no further water intrusions in the fresh air units or the Auditorium. It is hoped that the last fixes have resolved the issues, but the issues are still being monitored. The roof blisters are awaiting a repair date from Pellerin & Wallace, a local roofing company.

#### **West Regional Library:**

The City of Scott is still in the negotiating process for the rights of ways with the property owners on Apollo Road. Once that process is complete, the Library can proceed with the purchase of the property.

#### **Main Library Renovation:**

Ms. Dombourian reported that the official substantial completion date for the Main Library was October 2, 2014. She read the definition of "Substantially Complete" per the bid documents, defined as "the date on which the Work is complete in accordance with the Contract Documents in order that the Owner can occupy and use the project for its intended use." She related her objections to accepting the building as substantially complete, citing that the elevators were not yet complete, alarm systems installation, testing, and training had not been completed, HVAC systems, camera systems, Card Reader Systems training had not been completed, camera system installation had not been completed, the change to permanent locks from construction keys had not been done, and final building cleaning had not been done as of the Substantial Completion date. As of the Board meeting, some, but not all, of these items had been done. Ms. Dombourian stated that her opinion was that the library could not at this time occupy and use the building as intended with these items incomplete. She further stated that both the Architect and Public Works officials disagreed with her opinion and concurred with the Contractor that the building was Substantially Complete. Warranties began on this date. The Library also began paying for utilities and the Contractor was able to drop his Builder's Risk insurance.

Furniture delivery is still expected to begin December 1<sup>st</sup> and will take several months for installation and move-in.

Ms. Blue inquired about the perimeter fence and the mechanical yard fence. Ms. Dombourian stated that these items were still under review and would be bid separate from the library renovations. Mr. Angelle reported that the Library would be continuing to rent the construction fence from the fence company. The fence will be moved inside the parking lot, where possible, and will be adjusted to avoid blocking sidewalks. No trespassing signs have been placed around the site.

Ms. Dombourian said that staff training and orientation on the new facility would begin as soon as possible. She also stated that the Friends of the Library have opted not to return their book sorting operations to the Main Library, but will remain at the Library's warehouse location for the foreseeable future.

### **East Regional Library:**

Ms. Dombourian reported on approved change orders for reversing the bathroom door swing and adding a keyed lock to the automatic entrance doors, as well as two pending change orders for correcting the building plaque to a bronze plaque and to extend and slope the sidewalk at the staff/delivery entrance.

She reported that a security alarm was inadvertently left out of the job, and that options to add one are being pursued. The pink brick mortar issue has not yet been resolved but that the architect is pursuing a solution and working to have the mortar company pay for the corrective measures. She reported that the new electrical subcontractor has made good progress since they have been on the job. Ms. Goode suggested that the Library check to see if a burglar alarm system – or lack of one – would impact insurance coverage.

Ms. Dombourian stated that the furniture was bid for the site and that vendors will be given a Notice to Proceed with a March 2015 projected delivery and installation date.

Ms. Dombourian stated that because of her feeling that the substantial completion of the Main Library was prematurely done, she reviewed the bid documents for the East Regional Library. Section 3.6 of the General Conditions in that document includes activities and details that are required before that building will be accepted as Substantially Complete. The Architect has confirmed to the Library Director that these items will be required, excepting in the case where there might be a requirement for Substantial Completion acceptance to precede a permit or a warranty issuance.

## **VI. Old Business**

There was no old business for discussion. Ms. Dombourian pointed out that a copy of the Protest Letter – as directed by the Board at the prior meeting – to accompany Main Library Change Order 14 was in each Board member's folder.

## **VII. New Business (continued)**

### **B. Library Hours**

Ms. Dombourian presented a proposal revising Library hours. The Main Library, once re-opened to the public, would have the same hours as Main had before it was closed for renovations for Monday through Saturday, and Sunday hours would increase by two hours. The Main Library would be open a total of 73.5 hours per week. Hours for North Regional and South Regional would also increase by two hours on Sunday, effective January 2, 2015, open 66 and 72 hours respectively each week.

Ms. Dombourian stated that the current 1:00 – 5:00 opening on Sundays are the busiest hours of the week. She felt that extending the hours from noon to 6:00 would be beneficial to patrons. Mrs. Elberson stated that the staff had been apprised and managers were in favor of these extended hours. The Library Administration will be monitoring and reviewing staffing and any additional needs as the Main Library reopens, especially with all three floors open to the public.

Dr. Hill moved to accept the Library hours proposal effective in January 2015 (and for the Main Library when it re-opens) as presented. The motion was seconded by Mrs. Wingate. The motion was unanimously approved by those present. Dr. Dardeau was absent for the vote.

### **C. 2015 Proposed Library Holiday Calendar**

The 2015 holiday and closings calendar was presented and reviewed. The City/Parish Council will consider approving the official holiday calendar for LCG employees at the November 4<sup>th</sup> meeting, which again includes the libraries remaining open on Acadian Day (the day after Thanksgiving) and library employees receiving a floating holiday in lieu of this day.

The proposed library calendar also includes the usual contingencies for closing depending on Mardi Gras parade times and Festival International events. In addition, the moves into the Main Library and the East Regional Library may necessitate closings of the existing temporary Jefferson Street Library and the Youngsville and Broussard Branches to finalize the moves into the new facilities. These closings

cannot be anticipated at this time; the library would keep these service disruptions as minimal as possible and would post information in advance on our social media sites and in the libraries.

Mr. Bernard moved to accept the 2015 Library Calendar as proposed and to authorize the Library Director to close or alter service hours as needed for libraries affected by the move-in to the Main Library and the East Regional Library. The motion was seconded by Mr. Duhon. The motion was unanimously approved by those present. Dr. Dardeau was absent for the vote.

#### **D. 2015 Proposed Library Board of Control Meeting Schedule**

The 2015 meeting dates for the Library Board of Control were reviewed. The dates are the third Monday of each month, excepting January and February which have holidays on those dates. The January and February meetings will move to the second Monday of those months. The budget will be considered at the May meeting. The meetings in June, July, and December will be optional. The meetings will be held at the Library Administrative Offices at 604 S. Buchanan until the Main Library re-opens to the public. At that time, the meetings will change to 301 W. Congress and location change will be appropriately posted.

Mr. Duhon moved to accept the 2015 Library Board of Control meeting schedule as presented. The motion was seconded by Dr. Hill. The motion was unanimously approved by those present. Dr. Dardeau was absent for the vote.

#### **E. November & December Library Board of Control Meetings**

Discussion was held regarding the November and December meetings of the Board. It was noted by Mr. Duhon that the agenda contained incorrect dates for these meetings. The scheduled November meeting is November 17<sup>th</sup> and the scheduled (optional) December meeting is December 15<sup>th</sup>. After discussion, the Board took no action, leaving both meetings as scheduled.

#### **F. Election of Officers**

Mr. Duhon moved to elect Dr. Yung-Hsing Wu as President and Mrs. Joan Wingate as Vice-President for a one year term effective November 2014 – October 2015. The motion was seconded by Dr. Hill. The motion was unanimously approved by those present. Dr. Dardeau was absent for the vote.

Dr. Wu will take over conducting the meetings at the November meeting.

#### **Announcements**

##### *Friends' Author Dinner*

An invitation to the Friends' Author dinner on October 30, 2014 was included in each Board member's packets.

#### **Comments from the public**

There were no comments from the public.

#### **Adjournment:**

Dr. Hill made a motion to adjourn the meeting. The motion was seconded by Mr. Duhon. The motion was unanimously approved. The meeting was adjourned at 6:55 p.m.

Respectfully Submitted,

Sona J. Dombourian, Secretary