

Minutes of the Meeting of the
Lafayette Public Library Board of Control

November 17, 2014

The regular meeting of the Lafayette Public Library Board of Control was held in the Conference Room of the temporary Administrative Offices at 604 S. Buchanan Street on Monday, November 17, 2014. Dr. Yung-Hsing Wu, President of the Board, called the meeting to order at 5:02 p.m.

I. Roll Call

Board Members Present: Bennett Bernard, Adele Blue, Suzanne Dardeau, Andrew Duhon, Amy Goode, Vanessa Hill, Joan Wingate, Yung-Hsing Wu

Board Members Absent: none

Administrative Staff Present: Sona Dombourian, Director; Teresa Elberson, Library Administrator

There were no members of the public in attendance.

II. Approval of Minutes

A motion to approve the minutes of the October 20, 2014 meeting was made by Joan Wingate and seconded by Vanessa Hill.

Yeas: Hill, Dardeau, Blue, Wingate, Duhon, Wu, Bernard, Goode

Nays: none

Abstain: none

Absent: none

The motion to approve the minutes was approved.

III. Director's Report and Comments

Ms. Dombourian recognized Mrs. Blue for her term as Library Board President from November 2013 - October 2014 and presented her with a Library pin. Mrs. Elberson announced that Richard Kurin's book *The Smithsonian's History of America in 101 Objects* will be book-plated in honor of Mrs. Blue and her service to the Board.

Ms. Dombourian presented the Director's Report (attached to these minutes) including Financial and Statistical information. She reported that the Librarian positions have been filled and other vacancies were in the process of being filled. Ms. Elberson announced that she had attended and volunteered at the recent Louisiana Book Festival. The 2015 event will be on October 31st. Ms. Dombourian commented that the Friends of the Library had another successful Author Dinner featuring Rheta Grimsley Johnson.

Ms. Dombourian stated that the preliminary year-end statistics were in the packet. She said that the preliminary review shows circulation is still high, but was down overall. E-book circulation was up and Ms. Dombourian expects overall circulation to increase once the Main Library reopens and the East Regional Library opens in 2015.

Dr. Wu asked if the library tracks people by what they do in the facility. Ms. Dombourian stated that individual components, such as computer users, people checking out books, people attending library programs were tracked. This does not account for people who do more than one of these activities on their visit. This does not account for a family that comes in together but only one person checks out an item. Attendance at meetings held by other groups inside the library is not tracked.

IV. Construction and Facilities Update

The Construction Report is attached to these minutes. Ms. Dombourian stated that the contractor was still on site working on their punch list, but that they were very slow in completing items, especially when there was no longer a contract time penalty. She said that there were still some major items, including the elevators, bathroom tiling, carpeting, mechanical system completion and training for staff where the punch list is still incomplete. Substantial Completion was granted by the Architect and LCG on October 2nd. The contractor had forty-five days from Substantial Completion to finish the punch list before the Library could seek other remedies, including having others come in to finish the work. Ms. Dombourian reported that the Library had given the contractor unrestricted access to the building for over six weeks beyond the Substantial Completion date to expedite their finishing before the furniture arrives. All access to the building now is controlled by the Library staff. Furniture delivery will begin on December 1st, and the contractor has been notified that the elevators must be in working order for this delivery. A lengthy discussion was held. Board Members and Ms. Dombourian expressed frustration with the situation.

Ms. Dombourian reported that East Regional Library construction continues to move forward. There are a few remaining change orders that are necessary and within budget. She reported that an attorney should be appointed soon to handle the purchase agreement and ordinance for the West Regional Library property.

V. Comments from the Library Board

Lafayette Public Library Foundation Report

Mrs. Wingate, Library Board Liaison to the Foundation Board, submitted a written report (attached to these minutes). She verbally reported on the Foundation's successful fundraiser, Spell-abration. Preliminary reports indicate that over \$10,800 was made. The funds raised will go towards the Children's Entrance design art work and graphic at the Main Library. She also reported that the book endowments set up by individuals, families, and businesses with the Foundation will fund 236 books for the Library this year. An endowment is fully funded at \$1,000. The interest from every \$1,000 in an endowment will fund one new book for the library every year in perpetuity.

Other Comments

Mrs. Wingate distributed a document "Who is looking out for the library?" (attached to these minutes). She expressed her concern with the recent last minute matters due to differences of opinion between the Architect (and Engineers) and the Contractor (and his Subcontractors) in their interpretation of the plan documents where the Board's only choices were either to bear the cost and time associated with this (per Architect-negotiated compromises) or to be sued by the Contractor. Lafayette Consolidated Government Public Works officials have concurred with the negotiated compromises. General discussion was held on how the Board could ensure this did not recur in future projects.

Ms. Dombourian was questioned about the timing of the Substantial Completion of the Main Library, as it seemed this was granted prematurely. She gave a verbal chronology of events that happened at the October 1, 2014 Main Library construction meeting that led to Substantial Completion being granted by the Architect the next day. Mr. Duhon suggested that Ms. Dombourian write up that timeline. He offered to present it to the CAO and/or City-Parish President, along with the Library Board's concerns regarding Substantial Completion. Ms. Dombourian said that the East Regional Library Bid Documents more fully detail items that are required before Substantial Completion would be granted. She stated that she has spoken to that Architect several times confirming that these items will be required and that the building will be ready to move into at the time Substantial Completion is granted.

VI. Old Business

There was no old business for discussion.

VII. New Business

A. Evaluation of the Library Director

Dr. Wu read the agenda item along with the note that the Library Board may elect to go into executive session to discuss the Library Director's evaluation. A motion to go into executive session for the purpose of discussing the evaluation of the Library Director under Louisiana Revised Statutes 42:6.1 (A)(1) was made by Vanessa Hill. The motion was seconded by Adele Blue.

Yeas: Hill, Dardeau, Blue, Wingate, Duhon, Wu, Bernard, Goode

Nays: none

Abstain: none

Absent: none

The motion to go into executive session was approved.

A motion to come out of executive session and return to the regular meeting was made by Vanessa Hill. Bennett Bernard seconded the motion.

Yeas: Hill, Dardeau, Blue, Wingate, Duhon, Wu, Bernard, Goode

Nays: none

Abstain: none

Absent: none

The motion to return from executive session was approved. Mr. Duhon and Mrs. Wingate left the meeting at this time.

A motion to unanimously accept the performance evaluation of the Library Director with an overall evaluation of "outstanding" was made by Vanessa Hill. Bennett Bernard seconded the motion.

Yeas: Hill, Dardeau, Blue, Wu, Bernard, Goode

Nays: none

Abstain: none

Absent: Wingate, Duhon

VIII. Announcements

A. Library Board vacancy

Dr. Wu read the vacancy announcement, which is due to the expiration of Suzanne Dardeau's first term. Dr. Dardeau is eligible for reappointment and has already submitted her resume to LCG. The appointment will be made at the December 2, 2014 Council meeting.

Ms. Dombourian announced that she just received an email update from the Main Library Contractor including a timeline for the remaining elevator work.

The December 2014 Library Board meeting will be held if necessary. If it is cancelled, appropriate advance notice will be posted. Ms. Dombourian will be on vacation that week, but Mrs. Elberson will be available to attend the meeting.

Comments from the public

There were no comments from the public.

Adjournment:

Vanessa Hill made a motion to adjourn the meeting. The motion was seconded by Suzanne Dardeau. The motion was unanimously approved. The meeting was adjourned at 6:42 p.m.

Respectfully Submitted,

Sona J. Dombourian, Secretary