

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

February 9, 2015

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, February 9, 2015. 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 (arrived 5:05), Adele Blue, Suzanne Dardeau, Andrew Duhon, Amy Goode, Vanessa Hill (arrived 5:05), 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 January 12, 2015 Regular Meeting was made by Joan Wingate and seconded by Suzanne Dardeau.

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

Nays: none

Abstain: none

Absent: Hill, Bernard

The motion to approve the minutes was approved.

III. Director's Report and Comments

Ms. Dombourian gave a verbal report to the Board. The Financial Report in the packet is the one available from Lafayette Consolidated Government. It is also posted on the web site. The Statistical Reports are still being worked on by Library staff.

The change to Flipster as the provider of e-magazines through the Bayouland consortium will be effective March 1, 2015. Ms. Dombourian reported that publicity about the change was in progress. The user interface for Flipster is much easier for patrons to navigate. Bayouland has also recently changed from Auto Reference Center to Chilton's Automotive database for car repair and recall information.

Most of the Library Associate I positions have been filled via promotion. The vacancies due to promotions are in the process of being advertised. Dr. Wu asked about the qualifications needed for the various library positions that are available. Ms. Dombourian gave a general overview of the qualifications for the librarian and paraprofessional positions and stated that all positions are advertised online on the LCG Civil Service web site and posted in the libraries and at City Hall.

The 2nd annual 100 Book Club recognition event was a success, with over 200 attending. Ms. Elberson reported that people seemed to appreciate the revised format.

Mrs. Elberson encouraged the Board to attend the “Lafayette Reads Together” program on Monday, March 2nd at the South Regional Library. Copies of the books and refrigerator magnets were distributed to the Board for them to read and share. Cox and the Junior League of Lafayette are the main sponsors of the program. Ms. Goode reported that she had recently attended a Junior League meeting where participating in the “Lafayette Reads Together” was promoted.

Ms. Dombourian reported that Community Services Coordinator Beth Chiasson was selected for the 2015 Leadership Lafayette class.

IV. Construction and Facilities Update

Ms. Dombourian updated the Board on the remaining pending issues at the South Regional Library, namely the roof blisters and the auditorium leak. A meeting was held with the attorneys, contractor, roofing company, architect, and Library and LCG staff to discuss the issues. The roofing subcontractor has proposed a resolution to the roofing issue and LCG’s attorney is working on a response. Ms. Dombourian will update the Board until resolution is achieved.

Ms. Dombourian reported that a City/Parish attorney is currently working on the title search and official documents and ordinance needed for purchasing West Regional Library property.

Dr. Hill asked if Youngsville was happy with the plans to open the East Regional Library and if there were any concerns about the Youngsville Branch closing. Ms. Dombourian said that she has heard from people who are excited that the regional is opening soon. She said a definitive timeline has not been set, but that once furniture arrives, a better timeline can be established. She reported that Substantial Completion was granted by the Architect and accepted by LCG on February 6, 2015. The building is much further along at its Substantial Completion than the Main Library was when it was granted that milestone. There are items that were listed in the bid documents required for Substantial Completion that were not achieved, but those should be coming soon. The Library is making arrangements to control and limit access to the site. Ms. Dombourian reported that once a contractor is granted Substantial Completion, their contract time penalty stops and they also can drop their Builders’ Risk insurance. Ms. Dombourian reported that as soon as she heard that the contractor was granted Substantial Completion, she emailed LCG’s Risk Manager to let her know.

Ms. Dombourian stated that, despite a few unfinished issues, East Regional looks great and the contractor did a good job in speeding up the progress over the past six weeks. There is a major issue with carpeting in the Children’s department that came in short. All are hopeful that the rest of the carpet will arrive and be installed in time for the furniture to avoid having to move shelving. Should the carpet be delayed, the contractor has been notified that the shelving and furniture can only be relocated and then replaced by the original shelving and furniture vendors and at contractor’s expense. The architect reserved funds in the punch list for this purpose, if needed.

Ms. Blue asked about the exterior brick / mortar issue. Ms. Dombourian reported that the contractor has nearly completed the work to stain/paint the pink mortar to match the brick. She showed progress pictures of the East Regional Library. The furniture will start arriving in early March. The Library hopes to open the facility to the public by May 1, 2015.

Ms. Dombourian showed pictures of the Main Library, including pictures of what the library looked like before the renovations. On February 2, 2015, the elevators did pass final inspection. As of last week, the HVAC software configuration has been completed and additional training is forthcoming. Bathroom floors are still being worked on by the contractor. The camera system work has been complete. The delayed egress doors are nearly finished. The Fire Marshal will be called once the doors are complete and now that the furniture is in place. Once the Fire Marshal approves this, we will be able to get final occupancy approval for the public to access the building.

The move-in is still on track to allow the Library to re-open in late April or early May. Ms. Elberson reported that professional book movers will be starting on the collection beginning in early March. The staff has begun pre-loading the more complex areas of the collection last week. Several hundred book trucks, each holding 360 inches of books, will be loaded, moved from the warehouse to the Main Library, and unloaded to the shelves by the moving company. As opening day gets closer, the collection from the Jefferson Street Branch will be moved to the Main Library. Ms. Elberson also mentioned the pending move of office staff into the Main Library.

Ms. Dombourian showed the final rendering of the children's book entrance. It will be a digital graphic design printed on a vinyl wall covering. The Library Foundation will be funding the cost of the project. Board members asked which book titles were selected to appear on the wall graphic. Ms. Dombourian read the twenty titles and said that publicity on these will be released soon.

Ms. Dombourian said she would like to set up a tour, including one for the media, in the next few weeks, depending on the book move-in and the Fire Marshal inspection. Dr. Dardeau asked for at least a week's notice to arrange schedules.

Ms. Dombourian said that the perimeter fence is still being considered and that she is still searching for the ideal fencing solution. Someone who manages downtown parking lots after hours was interested in discussing this possibility with the library. Ms. Dombourian gave a brief recap of issues with the Library's parking lot after hours and said that the Library was spending about \$20,000 annually (before the renovations began) to keep the lot clean. This would not replace the fence, but could be an interim measure. She stated she had just received an email inquiring, so no details were yet available, and was interested in the Board's thoughts about this concept. General discussion was held on the parking lot and fencing options. The Board was amenable to Ms. Dombourian meeting with the company to discuss details of what they are proposing.

V. Comments from the Library Board

Lafayette Public Library Foundation Report

Mrs. Wingate distributed a report on the Library Foundation (attached to these minutes). She reported on the upcoming Awards Luncheon, set for April 10th at the City Club. A silent auction will be held. She encouraged the Library Board members to attend.

VI. Old Business

Salary for the Library Director position

Dr. Wu distributed a handout (attached to these minutes) with two charts showing the 2013 salaries paid to library directors at comparable libraries – based on size and facility

numbers - around the state and to LCG department heads. She thanked Andrew Duhon and Bennett Bernard for their assistance in providing sources for this information. Dr. Wu stated that this would be useful as the Board continued discussions, specifically keeping the salary for the position competitive when looking for a successor. She stated that discussion would continue at the next Board meeting.

VI. New Business

There was no New Business to come before the Board.

VIII. Announcements

Ms. Dombourian reminded the Board that anyone interested in attending either the *Louisiana Library Association* Annual Conference to be held March 25 – 27 in Shreveport or the American Library Association Annual Conference to be held June 25 – 30 in San Francisco contact Mrs. Elberson.

IX. Comments from the public

There were no comments from the public.

X. Adjournment:

Vanessa Hill made a motion to adjourn the meeting. The motion was seconded by Bennett Bernard. The motion was unanimously approved. The meeting was adjourned at 6:30 p.m.

Respectfully Submitted,

Sona J. Dombourian, Secretary

Report from the Lafayette Public Library Foundation to the Board of Control

February 9, 2015

RECENT NEWS:

With the substantial completion given to the library, the artwork project for the entrance to the Children's Department is closer to fruition. A glimpse of the envisioned artwork was presented at the Spellabration- More to follow in the upcoming months.

UPCOMING:

Plans for the Awards Luncheon to be held on April 10, 2015 at the City Club are in high gear. Using the motivational theme centered on Shakespeare that the LPLF has used for this year of work, the theme of the event is "To Be or not To Be". One of the new elements of this event will be to enhance community participation in the endowments set up for the honorees; such announcement has not been made to date.

The slate of officers and BOD nominations for the coming year are being presented at the February meeting for approval. These will be installed at the Awards Luncheon, as part of the Annual Meeting. We look forward to continued strong leadership in our Foundation.

ONGOING:

Endowments and all income sources for the Foundation have been re-examined with the scrutiny of Endowments revision. At the basic level, some suggestions to change "member" to "supporter" have met with positive comments, but work is continuing. A revamp of by-laws will have to coincide if approved, but the upside is a streamlined approach of giving opportunities that is clearly presented and explained for the community at large.

Library Board of Control
 Director's salary report and discussion

Library Director salary comparison, by parish (FY 2013)

Parish	Population/Registered Borrowers %	Buildings	Salary/Year Appointed
Calcasieu	195,000/35.8%	13	\$85,000/2012
East Baton Rouge	445,000/73.06%	14	\$100,000/2013
Jefferson	434,000/22.21%	16	\$95,000/2013
Lafayette	230,000/78.62%	10	\$93,000/2005
New Orleans	378,000/48.21%	14	\$139,000/2011
Ouachita	156,000/47.05%	10	\$83,000/2010
Shreveport	254,000/68.85%	21	\$126,000/2009
St. Tammany	242,000/36.7%	12	\$91,000/2009

Director of unit salary comparison, LCG (FY 2015)

Department	Salary	# of employees	Budget
Chief Financial Officer	\$143,177	69	\$34,345,680
Chief Information Officer	\$112,592	44	\$6,013,991
Chief of Police	\$120,846	317	\$30,020,818
Fire Chief	\$120,846	284	\$22,241,152
Public Works Director	\$143,177	339	\$52,378,520
Director of Parks and Recreation	\$113,521	116	\$9,994,157
Director of Community Development	\$102,519	75	\$6,247,911
Director of Planning, Zoning, and Development	\$113,373	62	\$4,288,687
Library Director	\$98,640	137	\$13,710,769
LUS/LUS Fiber	\$251,591	531	\$288,293,496