

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

June 15, 2015

The regular meeting of the Lafayette Public Library Board of Control was held in the Meeting Room of the East Regional Library at 215 La Neuville Rd. on Monday, June 15, 2015. Dr. Yung-Hsing Wu, President of the Board, called the meeting to order at 5:07 p.m.

I. Roll Call

Board Members Present: Bennett Bernard, Adele Blue, Suzanne Dardeau (arrived at 5:11), Andrew Duhon, Amy Goode (arrived at 5:48), Vanessa Hill, Yung-Hsing Wu

Board Members Absent: Joan Wingate

Administrative Staff Present: Sona Dombourian, Director; Teresa Elberson, Assistant Director; Lisa Cotton, Manager of East Regional

There were no members of the public in attendance.

II. Approval of Minutes

A motion to approve the minutes of the May 18, 2015 Regular Meeting was made by Andrew Duhon and seconded by Vanessa Hill.

Yeas: Blue, Bernard, Duhon, Hill, Wu

Nays: none

Abstain: none

Absent: Dardeau (arrived after the vote), Goode (arrived after the vote), Wingate

The motion to approve the minutes was approved.

III. Director's Report and Comments

Ms. Dombourian introduced East Regional Manager Lisa Cotton to the Board. East Regional opened on May 21st just in time for the start of the summer activities. Mrs. Cotton stated that the library has been busy in the 3 weeks that it has been open. Additional Storytimes were added and other activities have been well attended. Mr. Bernard asked if the gates were closed in the evening. Ms. Dombourian stated that the Parks and Recreation Department is no longer closing the gates. The Broussard and Youngsville Branches have been closed. The Advertiser did a nice article on the Library that brought in additional patrons.

The Financial Report in the packet is the one available from Lafayette Consolidated Government. May statistics were distributed.

Summer Reading Kickoff went well and summer programs are going well.

IV. Construction and Facilities Update

Ms. Dombourian gave an update on the status of the West Regional Library project. She reported that the Assistant City/Parish attorney is still working on the property purchase agreement, including pursuing the surface waiver on the existing oil and gas lease that affects the property. In addition, the Library is working through Public Works to see if there are any wetlands related issues and any environmental issues that might need to be addressed. Ms. Dombourian provided, through Pat Logan with the City of Scott, an update on the Apollo Road project. The roadway is currently scheduled for bidding in March or April of 2016. Mr. Logan also provided a copy of the new flood map for this area. The required minimum building elevation will be addressed by the architect.

Ms. Dombourian gave an update on the status of the East Regional Library. There have been several building leaks with the recent heavy winds and rains. The contractor has been very responsive and is taking corrective actions. There is no update on the decibel level issue at East Regional. A grand opening has not yet been set. Schedules of the Board and elected officials will be coordinated for an opening later in the summer.

Ms. Dombourian updated the Board on the Main Library. There are still a few punch list items that are not complete, including the crafts room floor replacement that is in dispute between the architect and the contractor. The elevators were re-inspected by an independent company. The elevators are safe to use, but possibly some adjustments and items that were specified were not completed. The report is being reviewed and will be shared with the architect and contractor for necessary corrective actions. Some HVAC warranty work is pending. The children's entrance design installation is occurring this week. A grand opening will be scheduled soon.

V. Comments from the Library Board

Lafayette Public Library Foundation Report

A report was unavailable.

VI. Old Business

2015-2016 Library Budget

Ms. Dombourian reported on the Library's budget meeting with City/Parish Administration. One of the questions from the Chief Financial Office was authority for the requested hiring salary range for a new Library Director of \$49 to \$53 per hour. While this was discussed with the Board during the May Board meeting and included in the budget that was approved for submittal to LCG, there was not specific action establishing the hiring salary range. Ms. Dombourian requested that the Board take action specifically affirming that.

A motion to confirm the hiring range for a new library director at \$49 to \$53 per hour and to include the maximum rate of \$53 per hour in the 2015/16 budget request to LCG was made by Suzanne Dardeau. Bennett Bernard seconded the motion.

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

Nays: none

Abstain: none

Absent: Wingate

The motion was approved.

Ms. Dombourian said she was also asked to provide to LCG a cost per sq. ft. for operations. She is preparing this for the Administration and will also have it at the Library's budget hearing. LCG's initial review did not include the costs for the new personnel, and showed that approximately \$1.5 million in excess of expenditures would be generated in 2015/16. Ms. Dombourian did mention to the CFO that when West Regional opens, it will cost at least \$1 million annually in operation and maintenance costs in addition to increased maintenance and major replacement items on the other owned facilities. The Library's budget hearing before the Council is scheduled for August 20th starting at 1 p.m. There are other agencies ahead of the Library, so the Library review will probably begin around 2:00. The Board should be present to address items related to the Director's search and salary.

Main Library Fence and Parking Lot

This item was taken out of order and discussed following the Director's update on the Main Library.

Ms. Dombourian said that the Library was still pursuing an attractive, permanent fence around the Main Library, but that this would take time to accomplish, at least six months. The temporary hurricane fence is still around the site. When the fence was originally installed, it was fixed in place. After the Library was able to add the drainage and repaving improvements for the entire parking lot, the contractor had the fence converted to a moveable fence so they could relocate it as needed during this work. This moveable fence is not very sturdy and has blown down several times with recent high winds. There are also four entrances/gates onto the site that would have to be addressed as they are mostly designed for a construction site. There is a concern that once the Library opens, the fence could fall on patrons or cars. The staff is currently looking at sturdier temporary fence options with the fence company.

A permanent fence, in addition to aesthetics, would need to address the ability to easily cordon off the lot after hours as well as the ability to return books at the drive-through after hours, ideally mesh with any future plans of Downtown Lafayette for the Congress Street corridor, and work around the utility servitudes specifically along Rue Bibliotheque that would impact fence placement.

Before the renovations began, the lot was not fenced. There were incidents in the lot on weekend nights as well as some inappropriate parking on curbs, sidewalks, and landscaping. The Library also paid for a service to clean the parking lot of debris on Saturday and Sunday mornings. The lot currently has bollards at each entrance that could be used with locks and chains to block the entrances after hours as needed. The staff is considering placing a stand-alone book drop box outside the lot for convenience of people returning items after hours if the lot is closed.

Ms. Dombourian mentioned the idea of having the parking lot managed in the evenings after hours. This would provide some security for the lot if the parking spaces are needed for downtown events. A brief discussion was held about this with no action taken on parking lot management at this time. Mr. Bernard asked if there was still an issue with the City property vs. the Parish property. Ms. Dombourian said any of these issues would be resolved with an Intergovernmental Agreement.

A motion to take down the temporary fencing and use the bollards and chains across the entrances over the weekend evenings, use appropriate signage to prevent parking after hours, and

to proceed with getting a permanent, wrought-iron fence was made by Andrew Duhon. Bennett Bernard seconded the motion.

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

Nays: none

Abstain: none

Absent: Wingate

The motion was approved.

Mr. Bernard asked Ms. Dombourian to comment about the need for additional parking at the Main Library that was put in the Budget Request. Ms. Dombourian said that no parking spaces were gained during the renovation and that there will be more staff working during the business day in the building than prior to renovating. The staff will be monitoring the use of the lot once the building reopens. Mr. Bernard expressed concerns with having enough parking for the public and concurred with leasing additional spaces for staff as the library studies the situation.

Library Director position

Ms. Dombourian included in the board packet information about the search firm used by the East Baton Rouge and Shreveport libraries during their search for a new director. Discussion was held on the merits of using a search firm vs. the cost and time involved. Dr. Hill commented that often using a search firm for higher level positions helps speed the process and that there is precedent for doing this in the state with both Shreveport and Baton Rouge. Mr. Bernard commented that the Board could start by advertising as it has in the past to see if there was interest before investing in a search firm. Ms. Dombourian stated that the Board's first step should be to discuss and refine what the Board is looking for in a new Director and that a search firm could assist in this, even if the firm is not used to conduct the search. Dr. Dardeau said she had spoken with someone with the East Baton Rouge Parish Library Board and was going to be getting a timeline from them. She suggested that a committee be formed and the committee decides how to proceed. The Board was reminded that Committee meetings and any business of the committee would be subject to the same Open Meetings Law as the Monthly Board meetings. Committee meetings would need to be advertised in advance and also posted on the website. There may be some meetings and discussions that can be held outside of the public forum. Mr. Duhon said he would check with Legal on this.

After discussion, President Wu appointed the Director's Search Committee as follows: Yung-Hsing Wu, Committee Chair; Board Members Andrew Duhon and Suzanne Dardeau; former Board Members Jean Kreamer and Kay Theunissen (pending their acceptance of the appointment). Board Member Adele Blue will serve as an alternate. The first order of business of the committee will be to decide whether to use the services of a search firm and on a job description for a new Director.

VII. New Business

Millages for 2015

Ms. Dombourian stated that the Library's three operating tax millages are levied annually by the City/Parish Council. The Council will be considering millages in July or August. The

three library operating millages are currently set at 2.91, 1.61, and 2.00 mills, which are their maximum allowable rates. These millages generate the funds used to operate and maintain the libraries, including the newly opened East Regional and the renovated Main Library. This money will also be used to operate the West Regional Library when it is built.

A motion to authorize the Library Director to send a letter to the Lafayette City/Parish Council through the LCG Administration requesting that the three library millages continue to be levied at their current maximum levels of 2.91, 1.61, and 2.00 mills for 2015 was made by Vanessa Hill. Suzanne Dardeau seconded the motion.

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

Nays: none

Abstain: none

Absent: Wingate

The motion was approved.

VIII. Announcements

The Board was reminded the Council is scheduled to make an appointment to the Board on July 7th. This is to replace Bennett Bernard, who has served two terms and is ineligible for reappointment.

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 Andrew Duhon. The motion was unanimously approved. The meeting was adjourned at 6:52 p.m.

Respectfully Submitted,

Sona J. Dombourian, Secretary