

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

July 20, 2015

The regular meeting of the Lafayette Public Library Board of Control was held in the Library Board Room on the 3rd floor of the Main Library at 301 W. Congress St. on Monday, July 20, 2015. Joan Wingate, Vice-President of the Board, called the meeting to order at 5:09 p.m.

I. Roll Call

Board Members Present:, Adele Blue, Suzanne Dardeau, Amy Goode, Vanessa Hill, Joan Wingate

Board Members Absent: Bennett Bernard, Andrew Duhon, Yung-Hsing Wu

Administrative Staff Present: Sona Dombourian, Director; Teresa Elberson, Assistant Director

Invited guests: Director's Search Committee members Jean Kreamer and Kay Theunissen (Mrs. Theunissen arrived at 5:30).

II. Approval of Minutes

A motion to approve the minutes of the June 15, 2015 Regular Meeting was made by Vanessa Hill and seconded by Suzanne Dardeau.

Yeas: Blue, Dardeau, Goode, Hill, Wingate

Nays: none

Abstain: none

Absent: Bernard, Duhon, Wu

The motion to approve the minutes of June 15, 2015 was approved.

A motion to correct the approved minutes of the May 18, 2015 Regular Meeting, correcting the date in the first paragraph from March 16 to May 18, was made by Vanessa Hill and seconded by Adele Blue.

Yeas: Blue, Dardeau, Goode, Hill, Wingate

Nays: none

Abstain: none

Absent: Bernard, Duhon, Wu

The motion to correct the May 18, 2015 minutes was approved.

III. Director's Report and Comments

Ms. Dombourian stated that the financial report from LCG as well as the June 2015 statistical report was in the board packet. She noted that the Jefferson Street Branch had limited

services available in June as the staff continued moving the collection back to the Main Library. She also noted that June was the first full month of circulation for the East Regional Library and mentioned that it was over twice as busy as the former Youngsville and Broussard branches were last summer.

Ms. Dombourian discussed the positive feedback and publicity the staff has received following the reopening of the Main Library. She showed a slide show of Grand Opening pictures compiled from various sources. The first day of business was July 7th, and it was busy from opening to closing. The library has been busy each day since.

Dr. Hill asked how the Makerspace was going. Staff mentioned the publicity received recently in the *Advocate*, demonstrations that were being given daily by staff, and that classes would be set up later as staff determined public level of interest in various technologies and areas.

Ms. Dombourian announced that a new board member, Jamal Taylor, has been appointed to replace Bennett Bernard on the Board. Mr. Taylor's term will begin on September 1st. He is out of town and expressed regrets at being unable to attend today.

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 one pre-existing oil and gas lease that affects the property.

Ms. Dombourian gave an update on the status of the East Regional Library. Warranty items have been addressed by the contractor in a timely fashion. There is no update on the decibel level issue. A grand opening has not yet been set, as there is still a furniture issue with the public service desks that needs resolution.

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 continue to cause issues. The elevator subcontractor filed bankruptcy. The contractor has arranged for necessary repairs to be done by the company that maintains elevators in LCG's buildings. Some HVAC warranty work is pending.

V. Comments from the Library Board

Lafayette Public Library Foundation Report

Mrs. Wingate verbally reported on the updated tag line for the Library Foundation – *Keeping our Libraries Great for the Future*. She also spoke about the shift from memberships to support and encouraged Board Members to consider starting an endowment using the envelopes that were included in the packet. She showed an example of an endowment book plate. She also mentioned that the 2015 Spellabration event would be on Thursday, November 19th.

VI. Old Business

Library Director Position

Mrs. Wingate noted that a handout about the Open Meetings Law was in the Board packets. Ms. Dombourian briefly reviewed posting requirements, that meetings were recorded, and that all meetings, including committee meetings, were open to the public. Discussion ensued about open meetings and executive sessions as it related to the Director's Search, specifically review of the applications, interviews, and reference checking. Dr. Kremer expressed concern that some candidates might not apply if the names and/or applications of everyone who applied were required to be made public. She also expressed concern if reference checking needed to be a public process. Mrs. Theunissen expressed concern that some of the information on an application might be personal and should not be made public.

Dr. Dardeau reported on her recent attendance at the American Library Association (ALA) conference. She distributed several handouts, including one on communications. She stressed the Library Board's responsibility in policy making and that probably the most important role of the Board is to select a Director. She presented a checklist for conducting a Director's search. She also presented the advantages and disadvantages of using / not using a consulting firm for the search.

Discussion was held on the procedures for appointing a firm and what professional liability insurance would be required. Ms. Dombourian stated that the Council would have to approve the monies in the budget for the search firm as well as the maximum rate of pay for a Director, and that the Library Board would be able to hire a Director up the amount budgeted. This is being addressed in the Library's 2015/16 Budget Request. Dr. Dardeau stated that the Trustees she spoke with at ALA highly recommended using a search firm and that the Board would still retain control over who was selected.

Discussion continued, including a review by Dr. Kremer of the QSN (Query, Search, and Nominations) process previously used to hire the current director. She spoke of the distinction between hiring a manager and hiring a librarian to direct the Library. Ms. Dombourian said that she would pull the relevant documents from the previous Director's search for the current committee's use. Ms. Dombourian mentioned that methods of advertising have changed since the last director's search, now being almost exclusively online rather than in the professional journals. She also mentioned that her predecessor was hired with a directive for advocacy and building support for library expansion; when Ms. Dombourian was hired, the directive was to move forward with building the new libraries. She suggested that while the next director would still have one regional library to build and facility expansion to consider, the emphasis on advocacy and community would be possibly more important. Dr. Kremer expressed concern that candidates should not have to pay to use the search firm.

The Search Committee will meet in advance of the next regular Board meeting. The meeting was tentatively scheduled for Monday, August 3rd at 6 p.m., pending the availability of Dr. Wu and Mr. Duhon.

VII. New Business

Mrs. Blue commented about a recent letter to the editor in the *Advocate* that probably was about the Baton Rouge Library. The letter was commenting about teenagers eating fried chicken while using the study rooms at the library. She inquired about Lafayette Public's policy about food and drink in the Library and if it was restricted to the café. Ms. Dombourian reviewed the current library policy, approved when North Regional opened, to allow light snacks and covered drinks in the building. She said there had not been a problem with this and the few incidents were quickly addressed. In the libraries with a café, most people use that space if they are going to eat a meal. She will bring the current policy to the Board at a future meeting for review.

Mrs. Wingate passed around an article from the *Advertiser* commenting on how libraries were staying relevant in today's changing society.

VIII. Announcements

The Board was reminded the Council is scheduled to make an appointment to the Board on August 4th. This is to replace Vanessa Hill, 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 Amy Goode. The motion was unanimously approved. The meeting was adjourned at 6:48 p.m.

Respectfully Submitted,

Sona J. Dombourian, Secretary