

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

August 17, 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, August 17, 2015. Yung-Hsing Wu, President of the Board, called the meeting to order at 5:05 p.m.

I. Roll Call

Board Members Present: Bennett Bernard, Adele Blue, Suzanne Dardeau, Andrew Duhon, Amy Goode, Vanessa Hill, Joan Wingate (arrived at 5:08), Yung-Hsing Wu

Board Members Absent: none

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

Incoming Board Members: Joseph Gordon-Wiltz and Jamal Taylor

Invited guests: Director's Search Committee members Jean Kreamer (arrived 5:57) and Kay Theunissen

II. Approval of Minutes

A motion to approve the minutes of the July 20, 2015 Regular Meeting was made by Vanessa Hill and seconded by Bennett Bernard.

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

Nays: none

Abstain: none

Absent: Wingate

The motion to approve the minutes of July 20, 2015 was approved.

III. Recognize Incoming and Outgoing Board Members

Jamal Taylor, an educator teaching in St. Martin Parish, was introduced as an incoming Board Member who will replace Bennett Bernard effective September 1, 2015. Joseph Gordon-Wiltz, Assistant Clerk of the City-Parish Council, was introduced as an incoming Board Member who will replace Vanessa Hill effective October 1, 2015. Both incoming members stated that they were looking forward to working with the Board and the Library administration moving forward the library system.

Outgoing Board Member Bennett Bernard was recognized for his ten years of service on the Library Board. Mrs. Elberson showed the two titles selected for the library collection, book-plated in his honor – a new book about Hurricane Katrina and a new book by C.C. Lockwood.

Ms. Dombourian presented him with a Library Board service pin and thanked him for his service and accomplishments in keeping the Library financials on track.

Item VII. A. – Library Director Position was taken out of order

VII. Old Business

Library Director Position

Dr. Wu reviewed the discussion held at the August 10, 2015 Search Committee meeting. The committee discussed the advantages and disadvantages of using a Search firm. Before making a decision, the committee decided to speak with the firm Bradbury/Gossage Sager, with the Baton Rouge and Shreveport libraries that recently underwent searches using this firm, and with the State Library.

Dr. Wu reported on her conversation with Mr. Dan Bradbury, managing partner of the search firm. She received a proforma that listed broad services to be performed, a six month timeline, and a ballpark quote of \$20,000-\$24,000 for a system the size of Lafayette Public. Concerns about the autonomy of the search committee and the committee being able to view all applications were satisfied in favor of the committee. The suggested procedure would be i) craft the job advertisement in conjunction with the Board/Search Committee; ii) Skype interviews with the staff, Board, and others so designated by the Board; iii) a seven to eight week advertising period on over 50 web sites that are part of their network plus a number of professional organizations and associations; iv) all applications posted to a Dropbox account for the Board/Search committee's review; v) Skype interviews with semifinalists; vi) on-site interviews with finalists. There would likely be two on-site visits from the firm to assist in the process. The firm would conduct references and background checks. The firm could also make the offer and negotiate on behalf of the Board. This procedure could be modified to suit the Library. Mrs. Blue asked if a candidate had to pay a fee to the firm to be considered; Dr. Wu stated that Mr. Bradbury said no one had to pay to be considered.

Mr. Duhon reported that he had spoken with the Board member in Shreveport who had headed their search committee. They worked with Bradbury. The Board created the job description. There were nineteen applicants and Bradbury culled it to twelve and then to eight. Shreveport Skyped with the top eight, selected a top four, and then brought in their top two candidates for on-site interviews. They did an RFP for a search firm through their City's Purchasing Division. She highly recommended using a search firm and also recommended Bradbury.

Mrs. Theunissen reported that she contacted the East Baton Rouge Parish Library and was directed to one of the assistant directors who had worked with the firm on the recent director search. They used a firm to assist with a transparent process. They interviewed two firms and selected Bradbury. The process was concluded at least two years ago and worked well for their library. They felt that Bradbury was proactive in seeking applicants. They Skype interviewed the semifinalists and only selected one finalist for an on-site interview. The Director for this system concurred with that assessment and also said that this does expand the search pool.

Mr. Duhon reported on a conversation he and Dr. Creamer had with the State Librarian about using a search firm or possibly using the resources of the State Library. The State Library offered assistance, although they have very limited staff and resources to offer to actively take part in this process due to budget cuts. They could provide the Board with language to use in a job description and handouts on steps involved in hiring a new director, including questions to ask and things to consider.

Discussion on using a search firm, logistics including confidentiality of applications, public meetings, and the search process continued based on these reports. Mrs. Theunissen said that an Executive Session is appropriate when discussion references and qualifications of applicants. Mr. Taylor, speaking as an incoming Board member, stated that he was very hesitant to spend funds for a search firm, felt that the Board should use the resources available from the State Library and conduct its own search, felt that this would yield a good applicant pool, and that the Library had qualified individuals who could step up if the search took longer than expected. He also expressed concern that the current director has not given a specific date for her retirement, even though she has said she is retiring in the spring. He expressed concern that due diligence has not been done since no other firm was contacted and that it seems only the good things about using a search firm have been considered. Board members stated that they had done searches online for consultant firms and that this company was the only one that seemed to do exclusively library positions. Mr. Taylor said that Dr. Kreamer stated in the committee meeting that the Board should take time with the search process and not rush through anything. Mrs. Blue stated that she felt the Board should not begin a search or using a search firm until the Board established their criteria for replacing the director. Dr. Dardeau stated that the firm could assist in this process as part of what they do. Mr. Duhon said that he felt the job description from the previous director search would still be valid, with some revision. Mr. Bernard suggested that regardless of what process is used, the Board needs a strong director and that if a search firm could best help accomplish this, it would be money well spent.

Dr. Kreamer arrived and made several comments. She said that after discussions with the other libraries and with the State Library, she now supports moving forward with a search firm. She spoke of moving forward on the Board's timeline, making sure the firm did not dictate the timeline, and suggested taking time with the process.

A motion to have the Board pursue a formal proposal to consider from Bradbury/Gossage-Sager for services in searching for a new library director was made by Vanessa Hill and seconded by Amy Goode.

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

Nays: none

Abstain: none

Absent: none

The motion to approve pursuing a proposal from the search firm of Bradbury/Gossage-Sager was approved.

Discussion continued on procedures and logistics, responsibilities of the search committee vs. the Board, and the process of having any contract approved through the government. Mr. Duhon will contact the appropriate parties at Lafayette Consolidated Government to clarify this process. Dr. Kreamer suggested that a member of the City/Parish Council be asked to join the search committee.

A motion to amend the membership of the Search Committee to include City/Parish Councilman Kenneth Boudreaux and extend an offer to him to join the committee was made by Suzanne Dardeau and seconded by Adele Blue.

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

Nays: none

Abstain: none

Absent: none

The motion to extend the membership of the Search Committee to include City/Parish Councilman Kenneth Boudreaux was approved.

After additional discussion on the Board's charge to the Search Committee regarding the search firm and process, the consensus was that the Board President would act as liaison with the committee and the firm and would establish the appropriate process and timeline to move this forward.

The agenda then continued with the next item, IV.

IV. Director's Report and Comments

Ms. Dombourian stated that the financial report from LCG as well as the preliminary July 2015 statistical report was in the board packet. Overall, East Regional is doing very well after two months of full operations. She noted that the Main Library, during its first partial month of business, has been extremely busy. The meeting spaces, study rooms, computers, library cards, and other usage numbers have been high. A report was given on the activities in the Maker Space.

Mrs. Elberson gave a report on the Summer Reading Club, including children, teens, and adult clubs. The number signing up for the children's reading club was higher than in 2014. The completion rate remained at 44%.

Ms. Dombourian reported that she has heard very positive feedback from people as they visit the newly reopened library.

V. Construction and Facilities Update

Ms. Dombourian gave an update on a few building issues with the Main Library. The elevators are continuing to have issues, including an incident where the fire department had to come to open the elevator doors to let patrons out. She discussed the problems and the due diligence the Library has undertaken by having a separate, independent elevator inspection and are working through the process with the contractor and other parties to have these issues resolved as soon as possible. Another punch list item concerning the HVAC system control software will be worked on later this week. There is one other item concerning the floor in the children's crafts room that is in dispute between the architect and the contractor that will need resolution. There is nothing new to report on the fence project. Ms. Dombourian reported that the entrances to the property are being chained off overnight during the weekend and that seems to be working to deter parking, incidents, and debris.

East Regional's punch list is finished. The contractor has been very responsive to roof leaks at the facility. The public service desks are being worked on by the contractor and should be back on site soon. A grand opening will be scheduled once that furniture is in place. There is no update on the noise issue due to the chillers and sewer system.

A meeting was held last week with the City/Parish Attorney handling the West Regional Library property acquisition and the process is moving forward. West would be a 15,000-16,000 square foot facility, similar to East Regional. Public Works is moving forward with the Architect's contract. The Library will start moving forward on the Building Program with the Library Consultant. Dr. Dardeau asked about the problem with oil leases on the property. Ms.

Dombourian stated that it was discovered that the lease impacts only a very small portion on the very edge of the property. The attorney is still pursuing a surface waiver through the lease holders, but the concern that since there was not currently a surface waiver, the leases might impact a significant area or portion of the property has been resolved.

Ms. Dombourian reviewed the typical building process timeline for the Board. A request was made to include this outline in the minutes for the Board's future reference.

- Building Program is developed by the Library Consultant (Dewberry Architects) in conjunction with the Library staff and the Board. This includes what spaces, collections, computers and other items are desired in the new facility. This is not a design of the building, but rather a document that discusses the various library service components and ideal square footages for each. This process for West Regional began in 2014 and will continue now that the property purchase is moving forward. The Board will get this document for review and approval later this Fall.
- The Architect will be given the Board-approved Building Program and a notice to proceed with the design of the library. The architectural firm Architects Southwest has been selected to design West Regional. Public Works is finalizing the contract with the firm. Because the City of Scott, in which jurisdiction the property resides, has a master plan and related new ordinances, the timeline has been slightly lengthened to accommodate anything that might come up due to this.
- The Architect will first have 75-90 days to do his schematic design. This will be done in conjunction with the Library and will be his concepts of how to accomplish what the Library has requested with the Building Program document.
- Once schematic design is approved by the Board, the Architect moves into the Design Development phase. This phase will likely take 120 days. The design is more refined and budget estimates are better established. The interiors are also developed during this phase.
- After the Design phase is approved by the Board, this will then move into the construction drawings/documents phase. At this point, the bid documents are prepared, final selections are made, and the document is sent to the various code approval bodies for approvals. This typically takes 60-90 days.
- The project is bid out through Purchasing (but handled by the Architect), generally about 6 weeks. This can increase if there are clarifications that might take some time to resolve and get out to prospective bidders. When bids are opened and evaluated, and if within budget, the architect recommends the lowest responsive bidder for acceptance. If the bids are overbudget, the library can work with the architect and low bidder to value engineer some items in an effort to bring the project within budget, look at adding funds to the construction budget, or reject the bids and work on a redesign with the architect to bring the cost down.
- Once a bid has been accepted by the government, a contract must be signed. This takes generally 4 – 6 weeks to make sure all insurances are in place and other documents signed.
- After a contract is signed, a notice to proceed is issued to the contractor. For a building the size of West Regional, construction will likely take 12 months from the issuance of the notice to proceed. Any unforeseen events or change orders could lengthen this process.
- Once the building is completed and accepted with a small punch list, the library will start to have furniture, computers, and book collection moved in. This process will take another 3 to 6 months, as it involves coordinating with multiple vendors.

- The West Regional Library, given this timeline, would likely open during FY 2017-18.

VI. Comments from the Library Board

Lafayette Public Library Foundation Report

Mrs. Wingate said the Foundation Board is working on the 2015 Spellabration event to be held on Thursday, November 19th at the Lafayette Science Museum and that the Board is working on endowments. Mrs. Blue encouraged all Board members to attend the Spellabration. This year's theme is tied to the 250th arrival of the Acadians and the tag line is BEE-nvenue. Proceeds in the past have fully funded the Children's Entrance work in the Main Library. For 2015, the proceeds will fund the books for the community component of the 2016 Big Read.

VII. Old Business

There was no additional old business to come before the Board.

VIII. New Business

There was no new business to come before the Board.

IX. Announcements

The Board was reminded the Library's budget hearing before the Council was scheduled for Thursday, August 20th at 1:00. The Board is encouraged to attend since the budget request includes the funds for increasing the amount of pay available for the next library director and funds for the director's search. Ms. Dombourian also announced that the 2015 millage setting will be done at the Council Meeting on August 18th.

Dr. Wu thanked everyone for attending and for their interest and efforts as the Board searches for its next director.

X. Comments from the public

Mrs. Theunissen congratulated Ms. Goode on her recent engagement. Dr. Kreamer thanked and congratulated Mr. Bernard for his years of service to the Board. Dr. Wu clarified that the Search Committee will not meet next week as originally planned.

XI. Adjournment:

Joan Wingate made a motion to adjourn the meeting. The motion was seconded by Bennett Bernard. The motion was unanimously approved. The meeting was adjourned at 7:05 p.m.

Respectfully Submitted,

Sona J. Dombourian, Secretary