

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

September 21, 2015

The regular meeting of the Lafayette Public Library Board of Control was held in the Library Board Room on the 3<sup>rd</sup> floor of the Main Library at 301 W. Congress St. on Monday, September 21, 2015. Yung-Hsing Wu, President of the Board, called the meeting to order at 5:15 p.m.

**I. Roll Call**

Board Members Present: Adele Blue (left at 6:29), Suzanne Dardeau, Andrew Duhon (arrived 5:19), Amy Goode, Vanessa Hill (arrived 5:35), Jamal Taylor (arrived 6:15), Joan Wingate, Yung-Hsing Wu

Board Members Absent: none

Administrative Staff Present: Sona Dombourian, Director; Teresa Elberson, Assistant Director; Larry Angelle, Budget Analyst

Members of the Public: Danny Gillane (library staff) attended as a member of the public.

**II. Approval of Minutes**

A motion to approve the minutes of the August 17, 2015 Regular Meeting was made by Joan Wingate and seconded by Adele Blue.

Yeas: Blue, Dardeau, Goode, Wingate, Wu

Nays: none

Abstain: none

Absent: Duhon, Hill, Taylor

The motion to approve the minutes of August 17, 2015 was approved.

**III. Recognize Incoming and Outgoing Board Members**

This item was taken up after Dr. Hill arrived. Outgoing Board Member Vanessa Hill was recognized for her ten years of service on the Library Board. Dr. Hill served from 2005-2015 and was president in 2008/09. Mrs. Elberson showed the title selected for the library collection, book-plated in Dr. Hill's honor – *Abroad at Home: the best international travel in North America* and presented her with a Library Board service pin. Ms. Dombouian thanked her for her service to the Library system. Dr. Hill expressed that she has enjoyed her time on the Board.

**IV. Director's Report and Comments**

Mrs. Elberson told the Board about the new Lactation Room that staff set up at the Main Library and discussed private spaces at other libraries that can be used for mothers needing such an area. Future new library facilities (including remodeling projects) will include this type of

area. She also discussed the new 'lock your bicycle' program, where the library will check out a bike lock to a patron for locking their bike while at the library. She also passed around one of the new 'children's ipads' that are available currently at the Main Library. The ipads are in a child friendly/shock resistant case and are loaded with children's apps. They are kept secure and are checked out for use in-library only. Response has been positive and the program will be expanded to other libraries in the future.

Ms. Dombourian stated that the September-October Booktalk was in the board packet; she highlighted several upcoming programs. She reported study room use in August was very heavy at all four locations having these facilities. City-Parish President and Council forums have been held in the Meeting Room at Main. Besides being a community service, this afforded the opportunity for people who had not yet seen the renovated Main library. The Friends' book sale was a success, with over \$15,000 in sales.

She said that the financial report from LCG as well as the August 2015 statistical report was in the board packet. It is nearing the end of the fiscal year and many projects are in the works, including the major upgrade to the library automation system. The budget hearing held in August went well. The budget for 2015/16 was adopted by the Council. Millages were also approved by the Council at the rate requested by the Board. She announced that, although neither the library nor Dr. Wu had been notified, Dr. Wu's term expires at the end of November and the vacancy was announced at a recent Council meeting. Dr. Wu is eligible for reappointment and has submitted her application.

## **V. Construction and Facilities Update**

*West Regional* - a Purchase Agreement has been signed by the three property owners and is now going to the City/Parish President for his signature. That will start the clock on 90 days for the Library to do due diligence, including the environmental study. If all is in order, the ordinance authorizing the purchase of the property will go before the Council in November or December. The draft Building Program for West will be reviewed again by library administration and then given to the Board for review in the next few months. The building program is the document that states what the Library wants to see in the new library. Ms. Dombourian stated that the library hopes to build a 15,000 to 16,000 sq. ft. library initially. The property will be 6 acres, allowing for future expansion.

*East Regional* – Ms. Dombourian said that the opening for East Regional will be scheduled mid-October, pending availability of elected officials. There is no additional update on the noise from the mechanical yard. Ms. Dombourian said she was not aware of any additional complaints from the neighboring residents. She stated she understood Public Works is still addressing the issue with the Architect relative to the design specifications and the Noise Ordinance.

*Main Library* – The contractor has completed their punch list, with the exception of the children's crafts room floor. The architect and contractor are at an impasse with this item and the library has involved Legal to work with us on a resolution. The major warranty item continues to be the elevators. There is no update on the parking lot and fence at this time.

## **VI. Comments from the Library Board**

### *Lafayette Public Library Foundation Report*

Mrs. Wingate said that the check for fully funding the Children's Entrance was given to the Library recently. This year's Spellabration will fund the community copies of the Lafayette Reads Together book title. The Spellabration is on Thursday, November 19<sup>th</sup> at the Lafayette Science Museum and all were encouraged to attend. The Endowments Committee is working on distributing memorial gift envelopes encouraging donations to establish a book endowment for a loved one to the area funeral homes.

## **VII. Old Business**

### *Library Director Position*

Dr. Wu reviewed the discussion held at the September 14, 2015 Search Committee meeting. The committee discussed the proposal received from Bradbury/Gossage Sager. The Committee voted to recommend to the Board to move forward with using this search firm. A copy of the proposal was distributed and discussed. Dr. Wu reported that Mrs. Thenunissen on the Search Committee had reviewed it and had no issues from a legal perspective. She also stated that, if approved by the Board, LCG's Legal Department would review the proposed contract before it is forwarded for signatures. She reported an update on the one background check in the proposal and that it is possible LCG's contracted vendor could be used for checks on more than just the top candidate. Ms. Dombourian added that LCG's background check does not include an academic background check, something that the Board would likely want. Dr. Dardeau expressed that the cost per background check from Bradbury seemed reasonable. Ms. Dombourian stated that LCG concurred that this cost was reasonable, especially with the inclusion of an academic background check. Discussion was held about Skype interviews with candidates and who would get to see this, as well as the idea of site visits to the top candidates' current locations. After discussion, several Board members expressed that site visits to a candidate's workplace might not be appropriate and could be awkward for the candidates and their current employers. Dr. Wu will send changes to Bradbury that the Board wishes to incorporate in the proposal / contract.

A motion to proceed to secure a contract with Bradbury/Gossage-Sager for the purpose of conducting a Director's search was made by Suzanne Dardeau and seconded by Andrew Duhon.

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

Nays: none

Abstain: none

Absent: Taylor

The motion to proceed with securing a contract with the search firm of Bradbury/Gossage-Sager was approved.

## **VIII. New Business**

### *East Regional Library Furniture and Liquidated Damages*

Ms. Dombourian discussed how the furniture packages were bid out for the libraries, including the East Regional Library. The furniture is bid out as separate packages, including the shelving package, the furniture (chairs, tables) package, and the architectural woodwork package (end panels, service desks). The low bidder for the Architectural Woodwork at East Regional was Louisiana School Equipment. They, in turn, subcontracted the job to an out-of-state vendor, Adagio One.

A vendor gets a Notice to Proceed and has 'x' days, as specified in the contract, to order or manufacture the furniture and deliver/install. This particular vendor received his Notice to Proceed in November 2014 and had, contractually, 90 days for the work. Due to building availability, the vendor was given extra time to do this work, with the Architectural Woodwork package delivery and installation scheduled to be finished by March 19, 2015. This would allow the consultant to punch out this installation with the rest of the furniture packages on March 20<sup>th</sup>. The subcontractor cancelled and rescheduled several times, causing delays until April 14, 2015, when the package was finally installed. The last delay meant that the furniture was not ready for punching when the consultant returned on April 10<sup>th</sup> for the follow-up punch visit for the other packages. The consultant had to make an extra visit on May 6<sup>th</sup> to punch this package and then a second extra trip on July 28<sup>th</sup> for the follow-up punch visit.

Because the Architectural Woodwork package was not on site for the Consultant to punch during the March and April visits, extra trips were required for her to complete her contract. This was due to no fault of the Library, Consultant, or any other vendor; it was due strictly to the delays caused by the Architectural Woodwork Vendor's subcontractor. The amount of the expense was \$5,281.34, including actual travel expenses, labor on-site, and labor related to the delays. Dewberry, the consultant, has requested reimbursement of this expense. Ms. Dombourian recommends that the Board approve this expense.

To offset this expense to the Library, the Library will be exercising its ability to assess liquidated damages, as defined in the contract with the Architectural Woodwork vendor. LCG's contract is with the vendor, not his subcontractor. Liquidated Damages will be for 26 days, at \$300 per day. This is the number of days calculated from March 19<sup>th</sup> when the installation was due until April 14<sup>th</sup> when furniture delivery and installation took place. LCG's legal and purchasing departments have concurred with this assessment. This amount will be withheld from the invoice payment to this vendor.

Mr. Taylor arrived at the meeting during this discussion and asked for a recap, which Ms. Dombourian provided. Mr. Taylor asked who authorized the Consultant to return twice more and that she would be paid. Ms. Dombourian stated that the Consultant is responsible for punching out the furniture; to fulfill her job, she had to make the two extra trips; no one said the Library would pay her for this.

A motion to approve reimbursing Dewberry Architects for the amount incurred due to extra trips needed to complete her contract and additionally to approve the liquidated damages from the Architectural Woodwork vendor to offset this extra cost to the Library was made by Suzanne Dardeau and seconded by Jamal Taylor.

Yeas: Dardeau, Duhon, Goode, Hill, Taylor, Wingate, Wu  
Nays: none  
Abstain: none  
Absent: Blue

The motion to reimburse Dewberry Architects for the amount of the extra trips and work, and using the liquidated damages to offset this cost was approved.

**IX. Announcements**

The Board was reminded about the annual Ethics Training that is required of all public servants by December 31<sup>st</sup>. Library Board Members are considered public servants for this purpose. The Board was reminded about the Friends' upcoming Author Dinner and the Library Foundation's Spellabration. Information about these items is in the packets.

**X. Comments from the public**

There were no comments from the public.

**XI. Adjournment:**

Jamal Taylor made a motion to adjourn the meeting. The motion was seconded by Joan Wingate. The motion was unanimously approved. The meeting was adjourned at 6:35 p.m.

Respectfully Submitted,

Sona J. Dombourian, Secretary