

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

July 18, 2016

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, 18, 2016. Yung-Hsing Wu, President of the Board, called the meeting at 5:04 pm.

I. Roll Call

Board Members Present: Suzanne, Dardeau, Andrew Duhon, Amy Goode, Joseph Gordon-Wiltz, Jamal Taylor, Yung –Hsing Wu

Board Members Absent: Adele Blue, Joan Wingate

Administrative Staff Present: Teresa Elbersen, Interim Director; Larry Angell, Operations Manager.

Other Staff Present: Nancy Hebert; Administrative Assistant, Jessica Cornay (Public Works)

Architects Southwest: Wayne Domingue (Principle Architect), Greg Damico (Lead Design)

Dewberry- Denelle Wrightson (Building Consultant)

Members of the Public: Amanda McElfresh (Daily Advertiser), Jason Gilbert, Courtney McKnight, Adam Melancon, Danny Guillane, Teresa Roy, Benton St. Romain

II. Approval of Minutes

A motion to approve the minutes of the May 16, 2016 Regular Meeting was made by Andrew Duhon and second by Suzanne Dardeau.

Yeas: Dardeau, Duhon, Gordon-Wiltz, Goode, Taylor, Wu

Nays: none

Abstain: none

Absent: Wingate, Blue

The motion to approve the minutes of May 16, 2016 was approved.

III. Construction and Facilities Update

- A. West Regional - Architects Wayne Domingue, and Greg Damico presented the second phase, design development package for West Regional Library. It was basically a refinement of the schematic design they presented at the board meeting held in May. He indicated that there was still a lot more work to be done particularly with the involvement of the consultants (structural, mechanical and electrical). Relative to the sight plan, the location is on the corner of Old Spanish Trail and the future Apollo Road Extension in Scott, La. He stated that they are in discussions with the City of Scott regarding the number of parking spaces provided and possible reductions due to the excess of what the Code requires. Mr. Domingue indicated they met with the road engineers about the possibility of a left turn onto the property. Currently this isn't allowed due to the stacking distance to Old Spanish Trail. They are still in discussions with the City of Scott about being able to have some revisions to the geometry of the road since it's not fully designed, at this point. Wayne also commented that the extension road will not be in place by the time construction for West Regional is underway and potentially completed so the focus was place on the entry from Old Spanish Trail. He also discussed several areas for future expansion, such as heavy duty pavement toward the Apollo extension, potential detention area as the buildings location will affect the overall drainage plan, and landscaping.

Floor Plan- Greg Damico presented the floor plan that was tweaked to reflect changes in janitorial areas but in essence the plan remained the same. Denelle Wrightson commented that the main goal for West Regional is flexibility for future use, for example: all of the shelving except for the adult shelving is on castors and can be arranged in short units, lower shelves for easier browsing.

Elevations- The building was lowered two feet in its overall height in an effort to economize the design. Slight renovations included a screen element that was removed due to cost and the addition of vertical extensions on the framing of the windows to help filter light (northwest light during late part of the day), coming from the north.

Exterior Color/Material Selection – Keeping up with the overall rural agrarian theme, Greg Damico showed slides of the color components of the building.

Interior Color Selections- Denelle Wrightson presented a layout of the color schemes and possible themes for the inside of the building.

Probable Costs- Although, there was an additional two hundred to three hundred thousand uptick on site due to the corner lot location and drainage issues Wayne Domingue stated that they are still tracking cost in line with the previous schematic design phase. Currently the location is 18 inches above the base flood elevation. The city of Scott requires 12 inches and knowing a little bit about the area Wayne stated that there is a potential for flooding and some of the drainage issues have not been fully addressed. Some infrastructure for utilities has actually started. Wayne presented a breakdown of the current cost since the budget approval for the schematic design. Current and projected costs highlighted on the slide presentation were:

- Quantity take-offs for materials systems and components and site elements
- Landscaping budget
- Mechanical and Electrical consultant costs

- 3 Potential alternates not factored into the base bid: Sky fold partition (50,000), HVAC surround wall (17,000), Garden Wall (25,000)

Floor Open for Questions:

Amy Goode asked whether any decisions were made about the extra pavement and the two exits. Wayne stated that 24 spaces were added above what the Code requires. Damico used the slides to display the possible location of the two exits. They did have discussions with the Apollo Rd engineers from (Fenstermaker) and would probably consider bringing the heavy gray pavement to the property line and if they are not able to accommodate a left turn in, coming from the north, they may actually suggest to run a parallel road along the property line of the future site development that will be to the south. They are working with the engineers to get some type connectivity to the site and will keep Teresa posted.

Andrew Duhon questioned, what looked like, on the slide, a boulevard construction on Apollo Rd. Wayne indicated that it was a “stacking” space to turn left onto Old Spanish Trail and they are trying to see if the engineers can shorten up some of the stack space to create median space to allow stacking heading south.

Yung-Hsing Wu – asked about the timing of the alternate projects and how they would affect the overall bid. Wayne Domingue stated that alternates are added to the base bid, and are bid on separately. Time frame, for public projects is 90 days after the bids are open Jessica Cornay added that the contractor will hold the prices, for a few months, after the project gets started. Teresa stated the alternates are usually not decided on until CD is complete. Denelle commented that if it’s an item, such as the sky fold, that is wanted, you may not want to put it in as an alternative. She added add alternates are things you’d like to have but you absolutely don’t have to have, or can’t afford, but you’re hoping maybe the bidding climate is favorable.

Motion was made to move into the construction documents phase by Jamal Taylor. Andrew Duhon seconded the motion.

Yeas: Dardeau, Duhon, Gordon-Wiltz, Goode, Taylor, Wu

Nays: none

Abstain: none

Absent: Wingate, Blue

The motion was approved to move into the construction documents phase.

IV. Directors Reports & Comments

Teresa presented the statics for the month of June and the year to date which amounted to eight months to compare against previous years. She also presented the financial reports for the board to review.

Main Library celebrated its one year anniversary on July 7th.

Library experienced a denial of service attack (DOS) on the IP address. It disrupted the use of internet services for seven days. Susanne Dardeau inquired about preventive measures, Teresa stated that our filtering software isolated the attack and the library was a random target.

After a two year absence, a mandatory full staff meeting is scheduled for August 17 at the Main Branch. All library locations will be closed until 1pm that day.

Comments/Questions: None

Report on Other Facilities

East Regional- Larry discussed the water intrusion coming in from the roof area, various emergency exit doors and a few of the window systems. A meeting was scheduled with the architects, contractors, sub-contractors, and manufactures of the window systems. After inspections, deficiencies were found and now the subcontractors will have to disassemble the window systems and reassemble according to manufactures specs to prevent any leaking.

Leaks from the roof were coming in through the brick face. Flashing was used to cover the area and no further leaks were present. Ceiling area was checked for mold or mildew buildup and Larry is currently waiting on reports. All involved with the leak repairs have been cooperative and are eager to correct the problems.

Andrew Duhon inquired about the extent of the repairs and the disruption of service during the window repairs. Larry stated that the windows will be removed and repaired, one at a time. He's also trying to get the subcontractors to go early Sunday mornings to repair windows.

Main Library - The children's craft room floor was reinstalled with new flooring.

Beekeeper was called to remove a bee colony located under the canopy in front of the children's craft room

We are under contract for termite treatment.

Parking lot expanding gates with reflective tape were installed.

North/South Branch- Capital Improvement Projects specifications for North and South were submitted to LCG to start the bid process. Purpose is to clean and reseal the brick to prevent water from getting into the bricks of the building, clean and seal the stucco and parking lot exteriors (North is asphalt). The 295,000 dollar project is covered under the capital budget.

Comments/Questions: None

V. Comments from Library Board

Foundation Board Report (none, Adele Blue and Joan Wingate weren't present)

Expanding Services in North Lafayette Committee- No report

Mr. Jamal Taylor reported that, after careful consideration, he is resigning from the board and requested appointment of another member. Teresa stated she would find out the correct protocol regarding Jamal resigning from the board.

VI. Old Business

Library Director Position

Yung-Hsing Wu gave a status update on Library's contract with Bradbury. Previously, the contract along with several questions were submitted, to attorney Tammy Parker Pratt, regarding the contract. Questions and responses were discussed among the board members present.

In summary, the fees are owed, Bradbury provided the services regardless if the candidate declined the position, and the search can be reactivated with a one year time frame.

Floor was open for comments and concerns regarding offering the job to Teresa Elberson

Motion was made by Jamal Taylor to hire Teresa Elberson as Library Director, salary 110,240 dollars to be adjusted to the appropriate salary pending approval by the Lafayette Parish city council, a car allowance of 500 dollars a month with benefits consistent with LCG employees', contingent on all hiring practices. The start date is immediate, and continued appointment contingent upon receiving appropriate State Board Certification within one year. The motion was seconded by Andrew Duhon.

Yeas: Dardeau, Duhon, Gordon-Wiltz, Goode, Taylor, Wu

Nays: none

Abstain: none

Absent: Wingate, Blue

The motion was approved to hire Teresa Elberson as Library Director.

Budget Update:

Teresa reported that the library's budget hearing was on June 13th, and attended by Larry Angelle, and Andrew Duhon. All went well but the CFO and administrators did question the increase in the directors' salary and the additional assistant director position. The budget will be introduced to the council on July 26th, and another budget hearing with the council members on August 18th to defend the budget.

VII. New Business

Millages:

Teresa presented a spreadsheet to the board displaying three millages with one up for renewal this year. Property is reassessed every four years. Last one was in 2012. It is reported that city parish is required to roll back the millages to the adjusted maximum millage so that collections do not exceed the amount collected the previous year.

Motion was made by Jamal Taylor to request that the Lafayette City/Parish Council increase the millage up to but not exceed, the prior years' maximum authorized from the year prior to the assessment. Andrew Duhon seconded the motion

Yeas: Dardeau, Duhon, Gordon-Wiltz, Goode, Taylor, Wu

Nays: none

Abstain: none

Absent: Wingate, Blue

Comments/ Questions:

Motion was approved

Elimination of fines for overdue materials

Teresa discussed the possibility of eliminating fines charged for overdue materials. One purpose is to increase library use and eliminating the fear patrons have of fines and using the library. She stated that fines collected is less than 1% of our budget and that's not small change. She reiterated that she is grateful and thankful for people who actually pay their fines, however; she viewed it as a burden for this library moving forward.

Board continued discussions regarding fines. Yung-Hsing Wu suggested that it's a "big picture proposal" of what the library means in other words we want you to come and utilize all the services offered. The patron still has to pay for lost and damage materials. Replacement library cards would be reduced to 1.00 dollar. Teresa stated that she is currently discussing with staff about several ideas on how the elimination of fines would be publicized. Suzanne stated that because of the upcoming millage increase we could potentially have some problems particularly public perception. Teresa stated the millage is an operating millage that the library needs to function. We do not operate on fines. Fines have been structured as a penalty. Operational millages is 98% of our budget. Andrew Duhon brought up an issue concerning Charter rules and if we would need approval from the council to eliminate the fines or if the Library Board has the authority to approve the proposal.

Motion was made by Jamal Taylor to approve the elimination of fines, proposed by the Library Director, with the exception if council brings up a concern that this be immediately brought to the council in the form of a request. The motion was seconded by Joseph Gordon-Wiltz

Yeas: Dardeau, Duhon, Gordon-Wiltz, Goode, Taylor, Wu

Nays: none
Abstain: none
Absent: Wingate, Blue

Motion was approved.

VIII. Announcements

Reminders:

- Annual ethics training is required by December 31, 2016
- LLA workshop, September 1, 2016
- Next scheduled board meeting August 15, 2016

IX. Comments from the Public- None

X. Adjournment:

Motion moved to adjourn meeting made by Jamal Taylor and Seconded by Suzanne Dardeau

Yeas: Dardeau, Duhon, Gordon-Wiltz, Goode, Taylor, Wu
Nays: none
Abstain: none
Absent: Wingate, Blue

Meeting adjourned at 6.35 pm

Respectfully Submitted,

Teresa Elberson