

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

August 15, 2016

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, August 15, 2016. Yung-Hsing Wu, President of the Board, called the meeting at 5:08 pm.

**I. Roll Call**

Board Members Present: Suzanne Dardeau (left at 5: 35 pm), Andrew Duhon, Joseph Gordon-Wiltz, and Yung -Hsing Wu

Board Members Absent: Adele Blue, Joan Wingate, Amy Goode

Administrative Staff Present: Teresa Elberson, Director; Larry Angell, Operations Manager

Other Staff Present: Nancy Hebert, Administrative Assistant

Members of the Public: Danny Gillane, Librarian IV (Main)

**II. Approval of Minutes**

A motion to approve the minutes of the July 18, 2016, regular meeting was made by Suzanne Dardeau and second by Andrew Duhon.

Yeas: Dardeau, Duhon, Gordon-Wiltz, Wu

Nays: none

Abstain: none

Absent: Blue, Goode, Wingate

Motion was approved.

**III. Director's Report & Comments**

Teresa Elberson was introduced as the new Library Director during the City-Parish Council Meeting on August 2, 2016. Her appointment was also announced in an LCG press release, the Library's Facebook page, and local newspapers.

The library is currently running a promo campaign "Library Life. The focus is on Main Library patrons and the services that they enjoy within the library. The response has been positive based on the amount of views and reactions from the public via the Lafayette Public Library Facebook page. Photography and services were donated by Photographer Jason Cohen.

Staffing

- Current vacancies :
  - Director's Secretary – Posted
  - Librarian II at ERL- testing
  - Library Administrator- Posted
- No new hires or resignations for the month of August.

## Professional Development:

The mandatory full-staff meeting scheduled for all library staff, Wednesday August 17, was cancelled indefinitely due to the recent flooding in the parish and surrounding areas.

## **IV. Construction and Facilities Update**

- A. West Regional: Teresa Elberson, Larry Angelle, and Jessica Cornay met with Architects SW on August 4<sup>th</sup> to further refine the cost of the building design. Several changes were made such as reducing the amount of landscaping and adding additional monies to the budget for additional square footage added to the building. Notice to proceed with the construction documents phase was presented to Architects SW. They will have a December 13 deadline for CD. Teresa Elberson stated there would be at least three additional meetings with the architectural firm to refine the final documents.

Suzanne Dardeau asked about the cut in funding for the Apollo Rd extension and how that would affect the construction of West Regional. Larry Angelle replied that the extension could possibly be delayed about a year or two. The City of Scott is currently working on the first phase of the project and Teresa Elberson stated that they would have an update, regarding Apollo Rd, from the City of Scott at a future board meeting. Currently, the focus is assuring a suitable entrance off of Old Spanish Trail since it will be utilized as the main entrance to West Regional Library. Teresa Elberson requested a cost saving reduction in the amount of parking spaces in the current plan that can be added back to the site once a connection is established to Apollo Rd.

- B. Report on other facilities: Teresa Elberson gave an update on the damages from the recent rain event.
1. **Main-** Water leaks from the window used to access the roof. Dan Crowley (Maintenance Supervisor) removed carpet tiles and dried the vinyl floors in the affected area. Maintenance is currently working on replacing the damaged drywall caused by an existing leak in the children's department.
  2. **Chenier-** No major leaks reported
  3. **South** – Water in the auditorium due to an ongoing leak problem that will be fixed as part of the water proofing project.
  4. **North** – No flooding, just leaks from existing areas. Library hours were reduced until 6 pm today.
  5. **East** – Monitored via remote cameras. Water didn't breach the building. Library hours were reduced until 8 pm today. The branch will be used as a FEMA application site if necessary.
  6. **Milton-** Remained closed due to road closures
  7. **Scott-** No reported problems, branch was closed because the staff couldn't leave their homes due to flooding.
  8. **Duson-** Sustained at least two inches of water; carpet removed but no library materials were damaged. Materials and furnishings were moved to the warehouse and staff is working at other branches.

Over dues will not be charged to patrons accounts. Due dates were updated. Patrons will not be charged for books damaged due to flooding.

Suzanne Dardeau ask for an update regarding the application process to replace former board member Mr. Jamal Taylor. Joseph Gordon-Wiltz indicated that Mr. Taylor would submit these minutes, when approved, and last month board meeting minutes as documentation acknowledging his resignation.

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

Foundation Board Report (Adele Blue and Joan Wingate were absent) Teresa Elberson informed the board about the upcoming Spell-A-bration and Friends of the Library book sale.

Expanding Services in North Lafayette Committee. Mr. Andrew Duhon volunteered to replace Mr. Jamal Taylor as head chair. Board President Wu accepted his request.

## **VI. Old Business**

### FY 2016-2017 Proposed Budget

For the record, Teresa stated, to the board, as it stands: two positions will be removed from the budget, the additional Library Administrator, and the Janitor position. She will also offer on the floor during the council budget review to keep, in the budget, four new positions Librarian I, Librarian II, Library Technical Supervisor and Technical Specialist. Teresa stated that regardless of the council's vote whether or not to roll-up the millages the positions are essential for the upcoming budget year.

Library Millage: Teresa Elberson stated that the budget is based on a roll-up and this is what the library will be defending on Thursday at the council review. Andrew Duhon commented that parish millages have a history of being underfunded. He suggested contacting the local council members in their prospective districts.

Eliminating Fines: Correspondence, from LCG attorney, Paul Escott, was presented to the board regarding fines. Teresa Elberson suggested that the board read Mr. Escott's response and discuss their options at a later date. Teresa Elberson said that how a fine and fee is interpreted could determine the legality of eliminating or waiving them. She will continue to pursue possible alternatives.

## **VII. New Business**

Millages: Updated FAQ about library millages was given to the board members. The information will be presented in the new Book Talk coming out later this month.

## **VIII. Announcements**

### Reminders

- Annual ethics training is required by December 31, 2016
- LLA workshop, September 1, 2016 (Suzanne Dardeau, Amy Goode, Joseph Gordon –Wiltz will be attending
- Next scheduled board meeting September 19, 2016

## **IX. Comments from the Public: None**

## **X. Adjournment:**

Meeting adjourned Board President Yung Hsing-Wu at 5:50 pm

Respectfully Submitted,  
Teresa Elberson, Secretary