

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

January 11, 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, January 11, 2016. Yung-Hsing Wu, President of the Board, called the meeting to order at 5:03p.m.

**I. Roll Call**

Board Members Present: Adele Blue, Suzanne Dardeau, Andrew Duhon, Amy Goode, Joseph Gordon-Wiltz (arrived 5:06 p.m.), Jamal Taylor (arrived 5:16 p.m., left 5:51 p.m.), Joan Wingate (arrived 5:12), Yung-Hsing Wu

Board Members Absent: none

Administrative Staff Present: Sona Dombourian, Director; Teresa Elberson, Assistant Director; Larry Angelle, Library Operations Manager

Members of the Public: none

**II. Approval of Minutes**

A motion to approve the minutes of the November 16, 2015 Regular Meeting was made by Andrew Duhon and seconded by Suzanne Dardeau.

Yeas: Blue, Dardeau, Duhon, Goode, Wu

Nays: none

Abstain: none

Absent: Gordon-Wiltz, Taylor, Wingate

The motion to approve the minutes of November 16, 2015 was approved.

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

Ms. Dombourian said that the statistics reports are being reworked and that numbers should be available within a few weeks. The new reports will show items that have not previously been reported.

The financial report in the packet reflects the first two months of the new fiscal year, but may not yet reflect all revenues through December. Ms. Dombourian gave an overview of items that are expensed at the beginning of the fiscal year and items that are encumbered for the entire year. She also said that capital carryovers and other carryovers from the prior fiscal year will not yet be reflected.

The January-February *Booktalk* was distributed and upcoming events were discussed. Ms. Dombourian promoted the Lafayette Reads Together programs, including the books that will be distributed to the public courtesy of the Lafayette Public Library Foundation, and the author

visit on February 23<sup>rd</sup>. Mr. Duhon and other board members commended the library staff for the variety of interesting programs available to all people in the community and professional newsletter promoting them. Ms. Dombourian thanked the Board on behalf of the staff and said she would pass along the praise to the staff.

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

*West Regional* – In November, the Council approved the Ordinance authorizing the purchase of the property. Closing was set for January 2016 to accommodate the sellers and to allow for LCG to finalize the surface waivers on any oil and gas leases that might still be in effect. Ms. Dombourian said that the Act of Sale was anticipated to occur later in the week or early the next week. She said that the contract with the Architect is in place and that the Consultant is working on the revisions to the Building Program. The Building Program document should be ready for the Board to review in the next few weeks. This document specifies spaces, rooms, number of computers, books to be housed and similar items and is presented to the Architect after the Board approves. The Architect designs the library based on the Building Program document.

*East Regional* – There have not been any reports of additional window or roof leaks since the last heavy rains. Ms. Dombourian mentioned that the one year warranty on the building would be up in February. She reminded the Board that there is a total of five years from the point of building acceptance for major items that might surface. Ms. Dombourian also notified the Board that the Architectural Woodwork issues involving the Library/LCG, that furniture contractor and his subcontractor have been resolved.

*Main Library* – The Library is still working on a resolution to the children's crafts room floor. The elevators continue to be an issue of inconvenience with people getting stuck or doors closing but the units not moving on a regular basis. The elevator subcontractor and the contractor state that all deficiencies identified on the punch and warranty list have been completed. The Library is contacting the elevator inspector who identified these items for his verification.

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

##### *Lafayette Public Library Foundation Report*

Mrs. Wingate reported that the Foundation's first meeting of the year would be on Wednesday. She stated that the Foundation Board was working on its annual Awards Luncheon, which is set for April 15<sup>th</sup> at the City Club.

##### *Customer Service*

Mr. Taylor stated this was covered in previous meetings and no longer needs to be on the agenda. He urged the Board to visit the Maker Space at the Main Library if they haven't already had the opportunity. He commended Cara Chance and the staff working in that space.

#### **VII. Old Business**

##### *Library Director Position*

Dr. Wu thanked Mrs. Wingate for chairing the meeting with the Consultants in her absence. She and the consultants are in the process of reviewing the transcript of the meeting and minutes of that meeting will be sent out to the Board soon.

A brief discussion was held on the possible Public Forum or a social event for the finalists, whether it would be at the South Regional Library or at the Main Library, what room(s) would be used, if the Libraries would close for staff to be able to attend, and what format it might be. Ms. Dombourian said that staff has reserved meeting rooms, Board Room (at Main), conference rooms, auditorium (at South Regional), and larger study rooms (at Main) for the days of the finalists visit and that logistics could be finalized closer to the finalist visits. She said any staff member who worked the night of the Public Forum (or Social) and wanted to attend would be able to work with their supervisor to arrange this. She also said it sounded like staff would have the opportunity to meet the finalists over the two-day visit.

Dr. Wu announced that Councilman Boudreaux, who stepped down from the Search Committee, has recommended the Board consider Joseph Gordon-Wiltz to take his place. Mr. Gordon-Wiltz indicated he would be willing to serve. She asked for Board discussion and approval.

A motion to name Joseph Gordon-Wiltz to the Director's Search Committee in place of Councilman Kenneth Boudreaux was made by Jamal Taylor and seconded by Andrew Duhon.

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

Nays: none

Abstain: none

Absent: none

The motion to approve the appointment of Mr. Gordon-Wiltz to the Director's Search Committee was unanimously approved.

Ms. Dombourian said it looks like the Board is in good hands with Bradbury Associates and announced that she plans to retire in April 2016. She stated she realized with the timing of the job search, that a new director would not be in place in April. She said she was flexible with her date and would work with the staff and Board if needed on the budget and other matters. The Board and Ms. Dombourian expressed confidence in the staff in handling the budget and other matters during the interim. Mrs. Blue asked if Ms. Dombourian would overlap with a new director. Ms. Dombourian said that while she would not overlap with a new director, she would be available to the new director and is willing to meet with him or her as needed or desired. General discussion was held on the possibility of appointing an interim director with signature authority if there was a gap between outgoing and incoming director.

## **VIII. New Business**

### *Compliance with Act 693, 2012*

Ms. Dombourian gave a brief overview of this Act, passed by the State Legislature in 2012, effective in 2013, that required libraries to adopt a policy that placed limits on public library use by certain sex offenders. She distributed the current policy that was adopted in November 2012, with red-lined proposed changes for consideration. The changes reflect the changes in library facilities since the policy was first enacted, as well as making other minor revisions for typos and format.

A motion to approve the revisions to the Sex Offender policy in compliance with Act 693 of the 2012 State Legislature was made by Jamal Taylor and seconded by Andrew Duhon.

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

The motion to approve the revised policy was unanimously approved. Ms. Dombourian stated that the revised policy would be distributed to the libraries and the website updated.

#### **IX. Announcements**

The Board was reminded about the annual Financial Disclosure Filing that is required of all current board members by May 15, 2016. A copy of the FAQs for form 417 was included in the folder.

The Board was reminded about the 2016 annual one hour of 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 notified about the dates and locations of the 2016 Louisiana Library Association, Public Library Association, and American Library Association conferences. Anyone interested in attending a conference was asked to contact Mrs. Elberson within the next few days to discuss and make arrangements.

The next regular board meeting is scheduled for Monday, February 15<sup>th</sup> at 5:00 p.m.

#### **X. Comments from the public**

There were no comments from the public.

#### **XI. Adjournment:**

Joan Wingate made a motion to adjourn. The motion was seconded by Adele Blue. The motion was unanimously approved. The meeting was adjourned at 5:55 p.m.

Respectfully Submitted,

Sona J. Dombourian, Secretary