

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

February 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, February 15, 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, Jamal Taylor (arrived 5:09), Joan Wingate, Yung-Hsing Wu

Board Members Absent: none

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

Consultant: Denelle Wrightson, Dewberry Architects

Members of the Public: none

**II. Approval of Minutes**

A motion to approve the minutes of the December 16, 2015 Special Meeting was made by Andrew Duhon and seconded by Joan Wingate.

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

Nays: none

Abstain: none

Absent: Taylor

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

A motion to approve the minutes of the January 11, 2016 Regular Meeting was made by Joseph Gordon-Wiltz and seconded by Amy Goode.

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

Nays: none

Abstain: none

Absent: Taylor

The motion to approve the minutes of January 11, 2016 was approved.

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

Ms. Dombourian said the financial report is in the packets. The statistics reports are still being worked on with the automated system vendor. She expects usage numbers to have increased due to the activity observed in each library.

Ms. Dombourian distributed a revised Library Locations service locations, updated to reflect the current libraries and the future West Regional. The map was updated by LCG's GIS Division. They also provided a map of census tracts that Ms. Dombourian will use to pull other demographics that Mr. Taylor had previously requested. This will be useful in discussions of potential future library service locations.

Mr. Angelle gave an update of the parking lot over the Mardi Gras season. The parking lot was unavailable for parking when the library closed. The lot was barricaded and there appeared to be no issues. The same type of procedures will likely be used during Festival International. He recommended that Main close all day instead of a half day in the future on the Saturday of the dog parade due to issues getting patrons in and out while the parade was organizing.

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

*West Regional* – The property has been acquired. The staff, consultant, and public works liaison met today with the Architects for the project to begin discussions.

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

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

Mrs. Wingate reported that the Foundation's Awards Luncheon will have the theme *Allons à la Bibliothèque* and will be on April 15<sup>th</sup> at the City Club. Prospective new Foundation Board members are being considered.

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

##### *Library Director Position*

Dr. Wu updated the Board that there were currently ten applicants, with an additional five more considering applying. The deadline to apply remains February 21<sup>st</sup>. The applications will be put on the Dropbox account after the application deadline. The Search Committee meeting to review the applications is Monday, March 7<sup>th</sup> from 5:00 – 7:00 p.m. Bradbury Associates will be in attendance to conduct the meeting. The result of that meeting will be to choose semi-finalists.

A request was received from the Mayor's office to use one of the meeting rooms at South Regional on March 29<sup>th</sup>, when finalist interviews for the Director position would be held. After brief discussion, the Board confirmed it will interview candidates at the Main Library that evening and that the South Regional Library meeting space could be released for the Mayor's meeting.

#### **VIII. New Business**

##### *West Regional Library Building Program*

Ms. Dombourian introduced Library Consultant Denelle Wrightson. She said Ms. Wrightson had worked with the Library on the other Regional Libraries and the Main Library

renovation. Her involvement includes the Building Program, the interiors package, the furniture package, and, while she does not design the building, she works with the staff throughout the design process.

She said that once the Board approves the Building Program, it will be turned over to the Public Works liaison, who will send it to the architectural firm (Architects Southwest) with a Notice to Proceed with the design.

Ms. Wrightson explained the purpose of the Building Program and the design process. She said that the Building Program is a roadmap for the design team as the building takes shape and is the perfect 'wish list' for the Architects. It also includes issues that came up during or after the construction of the other buildings that the staff wants to refine or avoid. As the design process continues, there will be trade-offs depending on cost or design issues. The program calls for the design to allow for future expansion and flexibility, requests for an inviting and appealing design, and addresses acoustical, ADA, and lighting issues. The room data sheets shows the various spaces the library wishes to see in the new facility, along with what function, adjacencies, and furniture or equipment would be in each space. She handed out a summary sheet that lists the spaces and associated square footage. The building, overall, would be approximately 17,000 square feet.

Ms. Goode asked about the square footage for the other regionals. Ms. Dombourian provided this information and also gave a brief history of the property searches, construction costs, and budgets that were modified due to costs at the time of bid. Dr. Dardeau asked where the difference in square footage was since West would be larger than North and East. Mrs. Wrightson indicated most of this was the additional group study rooms and meeting spaces. She said that, in her experience, no library has ever indicated they had too many rooms or meeting spaces. Mr. Duhon asked if these rooms were where the library held the programs that are listed in the newsletter. Ms. Dombourian answered affirmatively. Mr. Duhon asked if space was assigned to the building based on demographics. Ms. Dombourian said that the library selected the number of computers, book collection, seating to be included in each area and then formulas were used to arrive at the size. Mrs. Wrightson also said that for this program, study rooms are shown under "adult" but really will be used by all ages. Ms. Dombourian said that initially, the library expansion program was based on the 2000 census population numbers and growth projections and impacted the initial size and order of construction. Population and growth changed dramatically with the hurricanes and the opening of Ambassador Caffery South. The Apollo Road project will have a similar impact in the Scott / West Lafayette Parish area, and Ms. Dombourian stated that, assuming construction costs hold, building 17,000 square feet and the spaces that could be included in that size facility would put the library ahead of the population curve.

Mrs. Blue asked about the project timeline. Mrs. Wrightson explained the various stages and the milestones at the end of each. Ms. Dombourian said that once the architects receive their Notice to Proceed, they will prepare a timeline that would be shared with the Board. Mrs. Wingate asked if there was attention to avoiding misconstrued or misinterpreted information such as that which happened with the roof and card assess at East and Main. Mrs. Wrightson said that the mechanical and electrical engineering firm is the same as worked on Main. In addition, the staff has addressed some issues in the building program document as issues to avoid and will discuss other areas of concern with the architect. Mrs. Blue expressed that she thought this library would be a very exciting facility to work on for all involved. Others expressed similar thoughts. Ms. Dombourian stated that officials in Scott were very excited about and supportive of the new library. She said that once design is underway, the library and architect would schedule presentations to keep the officials informed. Mrs. Blue asked about the demographics Ms. Dombourian mentioned earlier in the meeting. Ms. Dombourian said that the

numbers are 2010 census numbers. The Board was previously given 2010 population numbers for each service areas. The additional demographics include breakdowns by census tract for age, ethnicity, and possibly income. She said she is also using circulation and new cards issued from the old library system to do a demographic breakdown of current users. This, she indicated, would not be useful or impact what happens with the West Regional Library but would be useful as the Board considers future library service and if the library is meeting the goal of service within a 3½ mile radius of 95% of the population.

A motion to adopt the West Regional Library Building Program as presented was made by Jamal Taylor and seconded by Suzanne Dardeau.

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

Nays: none

Abstain: none

Absent: none

The motion to approve the West Regional Library Building Program was unanimously approved.

#### **IX. Announcements**

The Board was reminded about the annual Financial Disclosure Filing that is required of all current board members by May 15, 2016.

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 reminded of the upcoming American Library Association conference in Orlando, June 23-28, 2016. Mr. Taylor plans to attend this conference. Anyone else interested in attending a conference was asked to contact Mrs. Elberson to discuss. Mr. Duhon asked about attending the Louisiana Library Association conference in Baton Rouge. Ms. Dombourian said that there was still time to register. The conference starts the day after the March 7<sup>th</sup> visit by Bradbury Associates. Any Board Member wanting to attend should contact Ms. Elberson.

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

There were no comments from the public.

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

Jamal Taylor made a motion to adjourn. The motion was seconded by Joan Wingate. The motion was unanimously approved. The meeting was adjourned at 6:18 p.m.

Respectfully Submitted,

Sona J. Dombourian, Secretary