

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

April 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, April 18, 2016. Yung-Hsing Wu, President of the Board, called the meeting to order at 5:08 p.m.

I. Roll Call

Board Members Present: Adele Blue, Andrew Duhon, Amy Goode (arrived 5:10), Joseph Gordon-Wiltz, Joan Wingate (arrived 5:17), Yung-Hsing Wu

Board Members Absent: Suzanne Dardeau, Jamal Taylor

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

Members of the Public: Beth Chiasson

II. Approval of Minutes

A motion to approve the minutes of the April 11, 2016 Special Board Meeting was made by Andrew Duhon and seconded by Joseph Gordon-Wiltz.

Yea: Blue, Duhon, Gordon-Wiltz, Wu

Nay: none

Abstain: none

Absent: Dardeau, Goode, Taylor, Wingate

The motion to approve the minutes of the April 11, 2016 Special Board Meeting was approved.

Ms. Dombourian stated that minutes of other recent Board Meetings will be ready for approval at the May meeting.

III. Director's Report and Comments

Ms. Dombourian provided preliminary 3-month statistics covering December, January, and February, discussed a pie chart that showed the percentage of circulation done by each location, and reviewed the statistics that are usually provided to the Board – including the statistics that are still pending. She shared an article with the Board about the way people use their card and the library that had been sent to her by the Library Consultant.

The financial report was included in the packets. Ms. Dombourian reminded the Board that they will be considering the 2017-18 budget request at the May meeting. She spoke about the additional personnel requests being made, including one new Librarian I and one new Librarian II, two additional IT staff, and status changes for four part time Library Technical Assistant I and eight Library Associate I positions to become full-time. The personnel changes

would allow the Main Library to increase makerspace hours and offer traditional computer training for the public, offer increased children's programming, allow IT staff to continue to maintain and improve the library's technology offerings, and hopefully reduce staff turnover due to part time staff seeking full time employment elsewhere.

She suggested that it was time for the Board and Library Administration to review the way the library is serving the community and if there is a need for additional facilities or service methods. She stated that money would be put in the budget to allow an additional small location or service method if needed. In addition, the budget request will include funds to accommodate upkeep of the facilities and additional services with the Consultant for replacement furniture for the older Regionals. The staff continues to pursue options for having law enforcement personnel provide some of the security at the Main Library, and funds will be added to accommodate the extra cost if this looks like a possibility.

Mr. Duhon asked what the net staff increase would be on the manning table for LCG. Ms. Dombourian stated that the net number of people would increase by four, for the new positions. The part time to full time positions would not be a net increase in number of people, although the full time equivalence would increase.

Mr. Angelle stated that there would be some capital items that he would be presenting for consideration at the May meeting. Ms. Dombourian stated that LCG budget input deadlines are prior to the May Board meeting. The Library will be submitting the personnel requests mentioned during this meeting, as well as the operational and capital items that staff is still preparing. Even though the request will be submitted, it will still require Board approval. If the Board has changes, the staff will submit those changes to Budgeting. LCG is aware at the time of submittal that the Board has yet to approve the request.

IV. Construction and Facilities Update

West Regional – Ms. Dombourian passed around the newspaper article about the groundbreaking for the Apollo Road extension. The timeline for the road work was discussed. The infrastructure improvements have been bid and that work should begin by summer. The road is scheduled to be bid later this year. Access to the library property currently exists from Old Spanish Trail, so it will not be a problem if construction on the library begins before the Apollo Road extension is complete in front of the library.

Ms. Dombourian said that the staff has met with the Architects and Consultant on Schematic Design. Another meeting is planned for the end of the month. Ms. Dombourian gave a brief overview of what the schematic design phase entails and said that the Architects plan to present a final schematic design to the Board at the May Board meeting. The Board will be asked to approve the design and authorize the Director to request via Public Works that the project move into the next phase (Design Development). The design will be further refined in that phase, including interiors and a more refined budget estimate. That is currently scheduled to be ready for Board consideration in July, although it may be later if the Board decides not to hold a July meeting. The Board will be asked to approve at the Design phase, and then the project will move into the preparation of documents and drawings for bidding. Unless the project bids are over budget or there are significant change orders, the Board generally will not need to approve anything beyond the Design phase. Bidding is currently estimated for late 2016, with bids opening in early 2017. If this timing holds, construction would likely begin by mid 2017 and the library could be open in 2018.

Ms. Dombourian thanked Mr. Duhon and Mrs. Wingate for attending the INDesign Awards luncheon, where the architects for both the Main Library and the East Regional Library were honored for these designs.

V. Comments from the Library Board

Lafayette Public Library Foundation Report

Mrs. Wingate reported that the Foundation's Awards Luncheon is on Friday. Mrs. Blue is the incoming President for the Foundation. There will be seven new Foundation Board members. Endowments continue to grow. The Book Endowments are fully funded at \$1,000 and the interest from these funds provides one book per year to the Library for each \$1,000 in an endowment. This year, \$8,250 was given to the Library and purchased 330 items for the named book endowments.

Board Visits to Library Follow-up

Mr. Taylor was not in attendance. Dr. Wu recognized Ms. Dombourian regarding a follow-up to this item. Ms. Dombourian read the following statement:

"An incident happened in the library while I was out of town on annual leave. Mr. Taylor tried to contact me via email but did not state what it was in reference to. Before we could discuss the issue, Mr. Taylor made a public records request to view certain emails and other correspondence from library staff concerning library board members. This was provided, via LCG policy, to the Assistant City/Parish Attorney handling the request. The materials are ready for his viewing; as of April 11th, Mr. Taylor – due to illness and being out of town - had not yet had a chance to go by to view. He and I have briefly spoken, but I would like to make a statement for the record.

As I collected the emails for the public records request and from discussion at last month's Board Meeting, I realized the source of the issue was that a library manager – without the permission, direction, or knowledge of the Director (me) or the manager's supervisor (Teresa) – sent several emails to staff indicating that all encounters or incidents with Board Members should be directed immediately to the manager. It is not this Library Administration's policy or practice to keep tabs on anyone, including Board Members and I apologize to the Board and to Mr. Taylor that this has happened. The matter is being addressed through the proper channels and should not recur. As it involves a personnel matter, I will not offer further comment in this public meeting."

Ms. Dombourian stated that once she saw the emails, she realized why Mr. Taylor was so upset at the last meeting and that they would discuss it once he has had a chance to review the records.

VI. Old Business

Offer of Employment for new Library Director

Dr. Wu reported that she received an email from Dan Bradbury, Consultant, after the Board voted to make an offer for the position of Library Director to Adam Brooks. Mr. Brooks notified Mr. Bradbury that he would decline the offer. She reported that Mr. Brooks had spoken with his family and, after a lengthy discussion, felt that Lafayette was not the right fit for him and his family at this time. He asked Mr. Bradbury to convey that this was not a reflection on the Board or the staff, that everyone had been very nice, but that this was not the right move for them.

Dr. Wu said that she called Mr. Bradbury to discuss this further, as Mr. Brooks had also mentioned the delay between the interviews and the offer. Dr. Wu wanted to make sure Mr.

Brooks knew that the delay had nothing to do with him, but rather the timing of completed background checks and the holidays. Both she and Mr. Bradbury reached out to Mr. Brooks, but had not been able to reach him. They recently learned Mr. Brooks had a family emergency and hoped he would be able to contact one of them soon to further discuss.

Dr. Wu suggested that these options were available to the Board:

- 1) Allow Mr. Brooks additional time to reconsider;
- 2) Offer the position to one of the other finalists;
- 3) Revisit the existing pool of candidates, especially the semi-finalists who had been Skype-interviewed to see if the Board wanted to further pursue any of those candidates;
- 4) Ask the Consultant to contact Paula Settoon, originally chosen as a finalist who had withdrawn before the on-site interviews, to see if she was interested in reactivating her candidacy;
- 5) Reopen the search. Dr. Wu reported that Bradbury would not charge further, although there would be additional cost of \$500-\$600 for advertising and the cost of bringing in additional candidates.

Dr. Wu suggested that the Board wait to hear back from the planned follow-up conversation with Mr. Brooks. Mr. Duhon said the Library would need an interim Director regardless, and he had no issue with waiting. Discussion took place on what the terms of an offer would be, should Mr. Brooks still be interested. Ms. Dombourian said that the Special Meeting of April 11th had been adjourned before the terms of the offer were voted upon. Mrs. Blue expressed concern that Mr. Brooks may have felt he did not have the full support of the Board and that she would support having Mr. Bradbury or Dr. Wu make a stronger case to Mr. Brooks that the delay was not related to any reservations about him.

A motion to authorize these options in ranking order:

- 1) waiting to hear back from Adam Brooks
- 2) make contact with Paula Settoon to see if she is interested in being reconsidered for the position
- 3) have Bradbury Associates re-open the search

was offered by Amy Goode. The motion was seconded by Andrew Duhon. There were no additional comments from the Board. There were no comments from the public.

Yea: Blue, Duhon, Goode, Gordon-Wiltz, Wingate, Wu

Nays: none

Abstain: none

Absent: Dardeau, Taylor

The motion to authorize the ranked order of actions was approved.

Discussion regarding the specifics of an offer to Mr. Brooks was discussed.

A motion for salary, benefits, and contingencies to make an offer to Adam Brooks for the position of Library Director was offered by Amy Goode, to include:

- 1) salary up to the budgeted amount with authority for the Board President to negotiate up to the budgeted amount of \$110,240 ;

- 2) car allowance consistent with the PPM, up to the maximum amount, which is \$500 a month;
- 3) benefits consistent with other LCG employees;
- 4) reimbursement of relocation costs up to \$20,000;
- 5) contingent upon all LCG hiring policies;
- 6) contingent upon obtaining Louisiana certification from the State Board of Library Examiners; and
- 7) contingent upon a start date on or before August 1, 2016.

The motion was seconded by Adele Blue. There was no further discussion from the Board. There were no comments from the public.

Yea: Blue, Duhon, Goode, Gordon-Wiltz, Wingate, Wu

Nay: none

Abstain: none

Absent: Dardeau, Taylor

The motion to make the offer with these specifics to Mr. Brooks was approved, with six in favor, none opposed or abstaining, and two members absent.

Comments from the Public Policy & Procedure

Mr. Gordon-Wiltz presented a procedure and form concerning comments from the public on specific agenda items, as well as comments on other items not on the agenda. This would formalize the procedures currently being followed as Chair Rules. The procedure, modeled after the procedure used by the City/Parish Council, will allow speakers up to three minutes to state his or her comments. Mr. Gordon-Wiltz read the proposed Procedure for Interested Persons Wishing To Be Heard on Matters Related to the Lafayette Public Library Board of Control.

Mrs. Wingate asked for clarification regarding the time keeping or if there is a derogatory comment made. Mr. Gordon-Wiltz said that the President would generally use the gavel to keep public comments in line with policy. Ms. Goode asked about the Board Secretary, and it was confirmed that the Library Director serves in this capacity.

A motion to adopt this policy for allowing public comment at Library Board meetings was offered by Joseph Gordon-Wiltz. The motion was seconded by Amy Goode.

There was no additional Board discussion. There were no comments from the public.

Yea: Blue, Duhon, Goode, Gordon-Wiltz, Wingate, Wu

Nay: none

Abstain: none

Absent: Dardeau, Taylor

The motion to adopt this policy for public comment at Library Board meetings was approved.

VII. New Business

Millage Election Renewal

Ms. Dombourian reported that one of the three operating millages for the Library will expire with the 2016 tax year and is up for renewal. She distributed the election schedule for the remainder of 2016 and for 2017 and discussed the possibilities. The Board would request that the City/Parish Administration send forth the proposition to the City/Parish Council for setting an election date. She recommended the Board consider this for the November 2016 ballot or the December 2016 ballot as a second choice.

A motion was made by Andrew Duhon to authorize the Library Director to request that the City/Parish Council, through the City/Parish Administration, place the renewal of the 2.91 mills millage on the November 8, 2016 election ballot. The motion was seconded by Amy Goode.

There was no further discussion from the Board. There were no comments from the public.

Yea: Blue, Duhon, Goode, Gordon-Wiltz, Wingate, Wu

Nay: none

Abstain: none

Absent: Dardeau, Taylor

The motion to request that the 2.91 millage renewal be placed on the November 8, 2016 ballot was approved.

South Regional Library and the November 8, 2016 General Election

The South Regional Library is a polling place. Ms. Dombourian stated that having the library open during elections is not an issue when voter turnout is low to moderate. During high voter turnout elections, parking and access to the building becomes an issue. The Library does not want to impede the voting process and is recommending that the South Regional Library be closed that day for most library services to allow voting to happen smoothly. Some staff would be present and patrons would be able to call in holds as well as return books and pick up holds at the drive-thru window. All other locations would be open regular hours. Staff not needed at South Regional that day would be reassigned for the day to another location. The library would publicize the closing in advance. Mrs. Elberson said that the library does not schedule programs on Election days due to the parking lot and in-library congestion.

A motion was made by Amy Goode to close the South Regional Library to the public for all library services on November 8, 2016 to accommodate voting, and that staff will be available to handle transit, holds pickup window, drive thru returns, handle the phones, and maintenance, and that other staff will be reassigned to other locations as necessary. Joseph Gordon-Wiltz seconded the motion.

There was no further discussion from the Board. There were no comments from the public.

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

The motion to close the South Regional Library on November 8, 2016 to allow access for voting was approved.

Appointment of Interim Library Director

Dr. Wu suggested that the Board ask Teresa Elberson if she would be willing to serve as Interim Director. Mrs. Elberson said that she was willing to serve in this capacity and, until the meeting, had thought this might be only for two or three months. Mrs. Elberson stated that she would be willing to accept a 25% increase in her current pay to serve as interim director for up to three months. She said she would reserve the right to revisit these terms should the need for an interim appointment extend beyond three months.

Andrew Duhon moved to appoint Teresa Elberson as Interim Library Director for up to three months, beginning May 1, 2016, with full signature authority for Lafayette Consolidated Government as it relates to personnel, budgeting, and other matters, at an interim rate of pay of \$45.18, which is a 25% pay increase above her current rate of pay. Joseph Gordon-Wiltz seconded the motion.

There was no further discussion from the Board. There were no comments from the public.

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

The motion to appoint Teresa Elberson as Interim Library Director for 90 days, effective May 1, 2016 at a pay rate of \$45.18 per hour was approved. Six members voted in favor. No member voted no or abstained. Two members were absent. The Board thanked Mrs. Elberson for agreeing to serve in this capacity.

VIII. 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 31st. 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.

IX. Comments from the public

There were no comments from the public.

X. Adjournment:

Before entertaining a motion to adjourn, Dr. Wu presented Ms. Dombourian with service pins for 35 years of service and for retirement. Mrs. Elberson presented 4 library books that the Library Board and Staff selected and plated in recognition of Ms. Dombourian's service to the library. Mrs. Elberson also presented Ms. Dombourian with a memento laser cut by the Makerspace that was originally a piece of the light grid from pre-renovated library. Ms. Dombourian expressed her thanks.

Andrew Duhon made a motion to adjourn. The motion was seconded by Joan Wingate. The motion was unanimously approved. The meeting was adjourned at 7:17 p.m.

Respectfully Submitted,

Sona J. Dombourian, Secretary