

Minutes of the Meeting of the  
Lafayette Public Library Board of Control  
May 16, 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, May 16, 2016. Yung-Hsing Wu, President of the Board, called the meeting to order at 5:03 p.m.

**I. Roll Call**

Board Members Present: Adele Blue, Susan Dardeau, Andrew Duhon, Amy Goode (arrived 5:08), Joseph Gordon-Wiltz, Jamal Taylor, Yung-Hsing Wu

Board Members Absent: Joan Wingate

Administrative Staff Present: Teresa Elberson, Interim Library Director, Larry Angelle, Library Operations Manager

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

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

Members of the Public: Pat Logan, Comprehensive Plan Facilitator (City of Scott), Danny Gillane (Librarian IV), Benton St. Romain, Library Budget Analyst, Chuck Savoy, Library Technical Specialist

**II. Approval of Minutes**

A motion to approve the minutes of the March 7, 21, 29, April 18<sup>th</sup> was made by Adele Blue as written, with reservations for the meeting dated March 21, and 29<sup>th</sup>, and any necessary amendments regarding the transcriptions would be brought up at the next scheduled meeting. The motion was second by Amy Goode.

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

The motion to approve the minutes of the March 7, 21, 29 and April 18 was approved.

**III. Construction and Facilities Updates**

*West Regional* – Wayne Domingue, Architects Southwest presented the final Schematic Design for West Regional Library. He reiterated what a schematic design entails, stating that it's

the initial stage of a project where they review the building program as they work on the design of the building. They are working with Denelle as they adjust the square footages to correlate with the specific building program. Mr. Domingue said he would address minor deviations and changes and where they are in the grand scheme of things as the presentation moves forward. He discussed the site location and noted that it's going to be a significant future corridor when Apollo Rd is extended from Old Spanish Trail. On the site itself the library will be located on a 6-acre track. The property has fairly good drainage and the area is flat. Mr. Domingue pointed out that the area further west of the site gets to be a little low so we may have some challenges when we get into the infrastructure needs. Mr. Domingue stated that the City of Scott recently bid the Apollo Rd extension and the utility infrastructure along that road, so construction should begin fairly soon. Challenges we are going to have is we don't know exactly what will happen with Apollo Rd. extension and how it will interface into our particular site, and access onto the site because of the divided boulevard type concept at the lower south portion of the site. Currently there's no turnout off of that road if you were coming from the north. So there are things they may want to explore with the final road design and give them some access opportunities on that component. He stated access is available off of Old Spanish Trail from the north. He discussed the different orientations of the land and what's in that particular area taking into consideration the history of the city of Scott. Mr. Domingue then turned the presentation over to Greg Damico, lead designer.

Mr. Damico presented the design plans and discussed some factors they had to consider when implementing ideas for the building's design concept: 1) How the sun and the environment will affect the building, and how to address that in the most passive way possible, without introducing extra systems in the building 2) Location of the library noting that the city of Scott has a rich agrarian history and the design team wanted to incorporate some of the history when developing the initial schematic design. 3) A few requirements that they had to consider set by the city's planning commission, such as the building materials, and parking. He stated that parking has a potential impact since buildings in front of Apollo Rd. must have parking behind the building. Mr. Domingue stated that the uniqueness of the corner site location creates a challenge, for instance, what is defined as "behind the building" and possible entries and exits to the library site from Apollo Road or Old Spanish Trail. Mr. Damico discussed how the design team and the Planning Commission reviewed at least 15 different site plan orientations and they came to the consensus that allowances are needed for a couple of things:

1. Detention
2. Future expansion of the library facility, the building and the parking
3. Allow access for the public to enter the site and return books safely

Originally, they wanted to have the building closer to the intersection but felt because of future expansion that could, possibly, allow better internal routing of the drive-thru and they would get into the specifics of the how and why later but he said the final solution regarding the main entry of Apollo road would be a right turn in and a right turn out. They foresee a monument sign to the library, introducing the library to the public as they drive down the road. They also foresee a potential entry and exit onto Old Spanish Trail. Mr. Domingue stated that they are not quite sure how the actual road extension will turn out and there's a possibility that the library will be completed before the extensions completion. He also stated that the entrance off of Old Spanish Trail is a necessity at this point. Mr. Domingue stated that since this is the schematic presentation there is still movement in different directions about cost, quality and the size of the building before they move towards the next presentation called design development. Mr. Damico talked about the function and the size of the building and how it's oriented and changes to code such as making the bathrooms larger to accommodate more fixtures set by code. He discussed

the staff areas, teen lounge, and ultimately the support areas such as janitor, electrical, and mechanical closets. Mr. Damico highlighted the following areas during the visual presentation: Children's area, browsing, kitchen area, collections areas, the circulation desk, study rooms, storage and work areas, copy areas, meeting rooms.

He opened the floor for questions about the layout of the library as shown on the visual presentation. Mr. Duhon asked about the location of the staff parking, where staff would enter, and the sprinkler room. Mrs. Dardeau inquired about a doors location next to a small study room and Mr. Damico stated it's a required means of egress. It was a desire for the library staff to have views off of Apollo road into the library, but the challenge there is the location of the light coming from the West. He suggested the use of vertical blinds to block the light. Mr. Duhon asked about the location of the potential expansion which Mr. Damico pointed out on the design sketches. Mrs. Dardeau asked about the overhang and the vertical sunshade. Mr. Damico stated the shade would be part of the vertical blind system.

Mr. Domingue discussed the schematic design to cost based on the previous project, East Regional. What stood out when they compared both sites was that West has much more paving needs because of the corner site location, and the need to come up with two access points. An additional 200,000 of cost was benchmarked just the paving. They looked at the architectural costs, ranging about 93 dollars a square foot, landscaping more cost involved. On the mechanical side the numbers were about 28 dollars a square foot. The facility is larger so 31 to a 29 range but felt because of additional plumbing fixtures needed for code requirements the number was bumped up slightly. The structural cost they felt was pretty close in the range and they have a pretty efficient structural system and they actually lowered those numbers slightly. The sky wall mentioned earlier is in the range of \$30,000 for a normal operable wall partition. It is included in the library building program so they wanted to at least acknowledge it. He stated they didn't have a lot of information yet on the infrastructure and the water service to the site so he felt it appropriate if they didn't have the necessary water pressure to allocated fire costs at 50,000. Contractor overhead, profit, and cost allocated at 8% were in direct correlation with East Regional Library. Based on current square footage they would probably be at 4.9 M lower range or 5.3 M on the higher range. And again, he noted that's over the library's current budget, but they did want to get included what was approved in the building program. So looking at alternatives he said they hit the program on the nose at the 16,796 square feet by looking at reductions in certain areas of the buildings:

(Option 1) reducing square footage throughout the facility as proposed

(Option 2) reducing square footage and, potentially, the quality of systems (cooling and heating) and paving.

The options Mr. Domingue discussed were included in the design packet that was given to the board members and staff present using the East Regional Library.

Mrs. Goode asked about the ditch and piping and was the cost factored into the presentation. Mr. Domingue stated that it would take about three weeks for the technical engineer to provide information and they currently didn't have that information yet but would at the next presentation. Mrs. Dardeau asked about the sky wall and if it was factored into the cost as well. Mr. Domingue stated it was set as an alternate so it wasn't included in any of the numbers, but was just considered a regular operable panel similar to what is at East. The numbers are just projections and the architects are still in the schematic phase. As they get into design development the numbers will become more firm however, they did want to put the numbers out there based on the recent cost of the East Regional Library. Mr. Taylor questioned where we are from low to high end on the first option. Mr. Damico stated that at the low end would be 4.9 and

high would be 5.3 and the reality is that it may cost somewhere in between these numbers. Mr. Taylor asked what was currently budgeted. Dr. Wu stated 4.6. Mr. Taylor directed additional question(s) to Larry how much wiggle room we have in our budget to make sure if we needed, with these options, could we increase the budget and what would be the impact. Mr. Angelle stated he wanted to clarify if they were basing the cost on what is budgeted in the contract, which Mr. Damico and Mr. Domingue stated were correct. Mr. Angelle continued by saying that Ms. Dombourian sent an email to Jessica Cornay notifying her that the budget was increased by a million dollars last year for additional expenditures. Mrs. Elberson stated that 4.9 is the actual target. Mr. Damico stated that the site is the biggest contributor to the cost of the project. Mr. Duhon asked about the status of current project bidding and Mrs. Cornay stated the city is 20-25% under budget, currently, and agreed that bidding is competitive due to a softer economy. She also stated that the sooner they get the approvals the more opportunities they have to take advantage of a little dip in the building costs. Mr. Duhon asked about the projected construction time. Mr. Domingue stated probably one year. Mr. Logan commented on the time line of the construction of the Apollo Rd expansion. Mrs. Goode asked if adding additional paving in the future would be easy because if they were to cut cost she'd rather omit additional pavement verses a lesser quality building. Mr. Domingue stated it would be easier to add future pavement. Mrs. Dardeau asked about the feasibility for access off of Apollo Rd. from the south. Mr. Domingue stated that the Engineer is open to discuss the possibility but noted there are limitations and concerns about the intersection. If we know that the road enters off of Apollo is a desirable overall site arrangement then they would take the next step to give a more detailed design. Mrs. Adele stated that would be a prime consideration because of the concerns about access from Old Spanish Trail to get onto the site of the library. Dr. Wu asked, from her understanding, if Teresa would want the board to approve a design. Mrs. Elberson stated not a particular one just the general overall schematic design and permission to move forward to the next stage, design and development. They will be working with Denelle to bring the project in line with the budget. Mrs. Blue asked how much parking is provided and signage and its visibility. Mr. Damico said from his last count 95 which is the minimum code requirement for the facility and he would have to talk with Mr. Logan about additional parking needs. Mr. Domingue indicated from the site plans there will be signage on the building and other locations as well.

Motion to approve the schematic design as present with consideration for cost as available to the board was made by Jamal Taylor. Second by Andrew Duhon

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

Nays: none

Abstain: none

Absent: Wingate

*Comments from the public:* Mr. Blue asked about the open soil drainage from Apollo Rd. Where does it go and how it will affect the West library property. Mr. Domingue stated that the civil engineers are still looking at the site and drainage. The location is in a high area so everything moves away from the site. Mrs. Cornay stated one of the biggest logistic issues is the completion of Apollo Road and from the drainage standpoint they are leaning towards putting the detention near the existing drainage for Old Spanish Trail, so they will have that to discharge to. In a major massive flood everything will go underwater to some degree including our pond system but during a regular storm it will deposit the drainage away from Old Spanish Trail.

## *Facilities-*

There are ongoing leak issues (roof and some windows) at East Regional. Flashing was replaced in one spot. The lack of flashing at this particular spot may have contributed to the leakage into the building from the roof. Mrs. Dardeau asked if this would fall under existing warranties. Mrs. Elberson and Larry commented that the building was still under warranty. Mrs. Dardeau asked about the length of the warranty. Larry stated it depends on what parts of the building because the warranty varies. The roof has a 20-25 year warranty, windows and other equipment could be covered for up to five years if it's defective. The initial warranty is about one year on most HVAC equipment with a five year built, but for the most part we're covered. Mrs. Elberson stated that they never had that type of leak before but with the right elements the leak could pose a much larger problem. Heavy rains caused pooling and water to enter the library around at least two, maybe three fire escape doors and caused water damage, and mold issues along the baseboards and carpet. The mold was tested (regular mold), and the company suggested remediation and cleanup options. Larry stated the sub-contractors who installed the doors and windows suggested methods to prevent leaks. We included the architect who also included the manufacturer of the windows so they could check to see if the windows had been installed properly. Mrs. Goode inquired about the company that conducted the mold tests. Larry stated that it was a third party company (Environmental Solutions).

At Main water was coming through above the windows located on the second floor with hard wind driven rains. The existing joints above the window frame were not scheduled to be redone in the renovation project. These joint seals are now compromised with age and will be replaced.

## **IV. Directors Reports and Comments**

Danny is still working on the April library statistics. More information will be presented at the next board meeting. We are currently working on the Summer Reading Kick-off Event and the Summer Reading Program has officially started. The Kick-off Event will be held here at the Main Library May 27 after being held for several years at South Regional. We have use of Park Putnam at no charge. Fun jump, food trucks, the Children's Museum and a few other organizations will be joining us at the park. This month marks the one year anniversary of East Regional's opening. Additional comments about databases, staffing, and department and branch library activities can be found in the attached Director's Report.

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

### *Lafayette Public Library Foundation Report –*

Adele Blue reported that the Foundation Awards banquet was held last month and that the foundation has installed new officers. Adele Blue is now the foundation president. The Foundation is currently preparing for Spell-a-bration scheduled for November 2016 and they are looking forward to participating in the next Lafayette Reads Together program.

### *Lafayette Director Vacancy*

Dr. Wu commented that she did speak with Teresa regarding the interim director position and that Teresa would be happy to take the position for 90 days and we would meet again to re-assess after that time. The time would allow the board to get to know Mrs. Elberson

and vice versa. In today's meeting packet she included her resume for the board to take a look at. Mrs. Dardeau asked Mrs. Elberson if she was more open to serving as director when at one time she expressed no interest. Mrs. Elberson did state that she didn't, at the time, apply for the job specifically because of Drop and didn't think she could commit to more than two years. She thought that it was unfair for a director to give a library two years and leave. At the time that she accepted the interim director position, she didn't know that the candidate had turned down the Director Position offer. She is happy being interim director and previously spoke with Dr. Wu about staying longer in that position than the 90 days. She discussed the civil service rules about going from classified to an unclassified position. Mrs. Dardeau commented that she thinks Mrs. Elberson is open to the idea but not necessarily committed and wants to see how the job goes. Mrs. Elberson commented that she wants to make a decision that is best for the library and she wants to stay and implement things already in effect, such as West Regional. Mr. Taylor commented that if the board is going to hire another director then letting someone stay interim for two years certainly is not good for the continuity of the library. He stated that Mrs. Elberson is imminently qualified, but he doesn't think it's fair to the staff to keep her for two years as interim. He said that as the board goes through three months; he thinks the board should ask the consulting firm to search for other director candidates. Mr. Taylor commended Mrs. Elberson for her humility but what troubles him with a person acting as interim director is the amount of work they do is no different from the person that is permanent director. He was troubled that she wasn't paid the full salary. He noted that she did not ask and to her credit said to him that she didn't want the full salary but he felt that keeping anybody we ask to be interim, the work is the same and so the salary should reflect that. Mrs. Elberson commented that she would renegotiate if she would stay longer than the 90-days as interim, but at the time she agreed to 90 days she didn't know that Mr. Brooks had not accept the job offer. So she realized the board would need additional time to hire someone. Mr. Taylor stated that the board should afford her the same courtesy that is given to any Director.

Dr. Wu stated the board could pull together two items from the meeting's agenda since the board is discussing the Library Director vacancy and the position and what did the board think about the issue of what we want to indicate to Bradbury. Mrs. Dardeau asked how long we have with Bradbury to reopen the process. She said Bradbury did agree that it was not the strongest pool they've seen citing the economy. At this level people did not want to make a lateral move and so there were obstacles conducting a successful search plus the quality of the candidate pool. She said that the board could decide today, either to try again, or asked if there was anything specific that we want to say to Bradbury. Mrs. Goode asked if there is any kind of "failure to perform" provision to recoup some of the money back or is any money owed. Mr. Taylor asked who is going to take on the task of reviewing applications and he wanted to be clear that he did have concerns how the board handled it but he if the board is going to ask for another search committee we need to be very deliberate about who is asked to serve on the committee. Mrs. Elberson commented that money was placed back into the budget for some of the expenses of continuing the director search.

Mr. Duhon asked if it was possible to review the contract to see what the terms are and the boards' obligations. Mr. Angelle stated that he did scan over the contract and from his understanding there is a \$5000 retainer fee, upfront, to cover travel and initial advertising cost. The remainder of the fee is due at hiring of the director, but there's a lot of fine print he did not go through. Mr. Angelle also asked what the board wants to do with the contract. Should we see what our options are if we end the search, or continue on? Mrs. Goode asked if a balance is due if we don't hire someone? Mr. Taylor questioned the rationale behind backing out of the contract with Bradbury. He did think they have been pretty diligent about complete information and he doesn't think that they did a bad job. If the board thinks Bradbury did a bad job then address how

the board wants the firm to go back and select more applicants? Mrs. Goode stated she was extremely unimpressed with them not only with the candidate pool but the way they handled information the board didn't receive until it was too late. She stated she was very disappointed and she thinks it wasn't necessary with knowledge of information they had at the beginning of the process. She doesn't want them to do the search again. Mrs. Dardeau thought the candidate pool was very weak. At first Bradbury was promising a lot of numbers and as the emails came out, she thought they may not have had the responses they wanted. She asked Mrs. Goode to elaborate on her issues with Bradbury (because of privacy issues Mrs. Goode did not). Dr. Wu asked the board what they thought about the process and if they were to re-engage how involved they wanted Bradbury to be with crafting the interview questions. There was some sort of notion that maybe the search committee, and the board, would have been more satisfied, if they had crafted the questions. However, Bradbury did submit questions to the board and only a few responded. Mrs. Dardeau responded that if we wanted to write the questions, we could have. Mr. Duhon stated he thought Bradbury did the job that was asked of them. However, errors were made and the background checks weren't submitted at one time which placed the search committee in a bad position and he didn't understand why it was handled that way. He did think, from hiring people, it happens sometimes were the pool of candidates is weak and in this case that's what happened. We didn't have strong candidates. We had some at the top, but everyone, it seemed, had issues that just made selecting impossible and of course with Mr. Brooks backing out we are currently in this position. He didn't have a lot of issues with Bradbury and noted it was bad luck and key errors, like the background checks but Bradbury has done quite a bit of work and they have a good record in terms of producing Library Directors for other systems. So, based on that he didn't think the board could be faulted for the decisions made. Mrs. Dardeau pointed out that she was taken aback by the presentation of the timing for the background checks. If they do decide to go back and the board sees similarities to the previous pool that we could stop the process and request another pool. Mr. Gordon-Wiltz commented that he had no issue with Bradbury's presentations and ultimately they did find a finalist who if he accepted, the board would have been satisfied with their services. He stated he doesn't mind reopening the search and allowing Bradbury to continue with the process.

#### *Expanding library services in North Lafayette*

Mr. Jamal Taylor stated that currently there isn't a library facility on the northeast side of the Evangeline Thruway. He discussed possible locations and asked for feedback from the board about establishing an exploratory committee.

Jamal Taylor moved to establish a committee to investigate the possibility of placing a library facility in northeast Lafayette. Dr. Wu added Mr. Taylor as chair of the exploratory committee. Second by Mr. Gordon-Wiltz.

Comments from the public: Mr. Danny Gillane commented that it was a great idea.

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

Nays: none

Abstain: none

Absent: Wingate

## **VI. Old Business**

### *Library Director Position*

Jamal Taylor motioned to adjust the salary of the interim director during her tenor to what is currently budgeted for the library director. This was seconded by Mr. Gordon-Wiltz. The floor was open for discussion. Mr. Duhon stated he appreciated what Mr. Taylor was saying but he would like Mrs. Elberson to take the permanent position at some point in time. Mr. Taylor realizes the work that goes into serving as library director and Mrs. Elberson has not hired an assistant director. Mr. Duhon asked Mr. Taylor that if the board approves the motion, she would earn the full salary while serving as interim. Mr. Duhon suggested that the salary remains and to use the offer of director position with the increase in salary as an incentive for applying for the position, if she chooses and if the board decides to retain her. Mr. Gordon-Wiltz commented that he was under the impression that Mrs. Elberson would not remain with the library longer than five years. So he didn't think there would be an incentive to apply. Mrs. Elberson addressed the board explaining her position as the interim director. She said she is honored and the board would not receive any less of her experience or drive being interim director as than if she were director. She would turn it down if the board voted now but after 90 days she is free to discuss her options. Mrs. Blue stated she was concerned because Mrs. Elberson did not apply for the job. She asked Mrs. Elberson would she be able to commit for whatever period of time. Mrs. Elberson reiterated that originally before knowing Mr. Brooks declined the job offer she planned to act in the capacity of interim director for 60 days. Because at the time she thought he would be the incoming director. Mr. Taylor addressed his opposition to keeping someone on as interim for longer than two years or beyond 90 days. He stated the board needs to be in the process of moving forward. Mrs. Goode stated she would be comfortable if Teresa serves 90 days and if the board wanted to hire her for the next two years to see the completion of West Regional, with reservations towards Bradbury continuing as consulting firm. Ms. Blue asked, after 90 days, would our contract with Bradbury be fulfilled if Teresa is considered and offered this position. Would we have to pay Bradbury? Mr. Jamal commented yes, if she were to apply and was hired from the pool of applicants. Mrs. Goode said that she respects Mr. Taylor's comments that the board shouldn't have an interim director for more than a certain amount of time. However, in unusual circumstances, while West is being built Teresa has the experience but could only be here for two years she thinks it might be an exceptional and appropriate situation.

Mrs. Dardeau motioned that this topic be deferred until the next meeting and second by Mrs. Goode.

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

Nays: none

Abstain: none

Absent: Wingate

*Comments from the public:* None

## VII. New Business

### 2016-2017 Proposed Library Budget

Mrs. Elberson presented the 2016-2017 budget packets and highlighted some of the proposed budget requests and personnel changes for next year. The budget is normally submitted to LCG before the boards sees it. The board will be able to make any changes.

Mr. Duhon asked; while going through the directors' search did Bradbury indicate if the salary was an impediment in any way. Mrs. Elberson stated no. Mr. Duhon indicated that even with the increase in salary the library director's salary is currently the lowest. Is there an opportunity to bump up the salary to get a better pool of applicants? Mrs. Elberson commented that the salary was discussed, but it wasn't increased. Last year an increase was put in as a promotional cost and not in the salary. This year they put that promotional cost in salary so it's there to use as salary. Larry stated we can't budget higher than what the board would approve for a salary. Jamal Taylor motioned to increase the salary to 135,000.

Mrs. Elberson commented on the revenue and that we will not know until year end how much revenue was actually generated with property tax, but it's projected at 13,000,000 in 16/17. In expenditures, the library is proposing just over 11,000,000 in operations and a little over 1,000,000 for this year's capital and 35,000 in election costs. There are some costs that are just estimates at this time, such as administrative fees and increases in salary and benefits packages including insurance. For personnel, this is basically the same plan for that was mentioned at the last board meeting, except for one position. It doesn't include any raises at this time for existing employees but we did add additional customer service training to the personnel budget. We've added five new full time positions, asked for 2 promotional changes, and changed 12 part-time positions to full time. Again, those are subject to LCG's and civil service approval. We added a children's librarian I for the Main library, and a Librarian II which is our electronic resources librarian to expand our Maker's space and provide computer technology training to staff and patrons. Technical Specialist and the Library Technical Supervisor are two positions up for review that Sona previously discussed. For your consideration we would like to add an additional library administrator. Right now, one large library, using Baton Rouge as an example, has two assistant directors who share responsibilities and although Larry is at the assistant director level; he is more facilities and IT. With the addition of West and more facilities to maintain there are more jobs to do. Teresa stated if she were stay interim for two years, and the board considered the interim for two years, she can only put someone in her position interim for 6 months. However, if we include a new position in the budget she could hire somebody and train them as assistant director during this transitional period. The library has hired a few people, considered casual employees and a storyteller who helps during the high demand periods. This will bring our staff up to 141 positions, not including West.

Jamal Taylor expressed concerns with the library administrator position for a couple of reasons. He wants to give the new director the opportunity to hire the administrator. He understands the idea of transitioning someone but he doesn't necessarily agree with the idea. He asked if there is documentation to justify the need for another assistant director. Mrs. Dardeau stated Mr. Taylor's position is well taken but due to the date of the budget the board does not have to be concerned with that. But we wouldn't be in this position of not having a person, when originally; the board thought it would be nice to have someone in house to move into the director's position. Mr. Taylor asked if anyone knew about the civil service rule regarding interim positions. Mrs. Elberson responded 6 months and you can't ask for a waiver. You can go back if you have specific reasons for keeping that person past 6 months. Discussion continued regarding the

assistant directors position. There is uncertainty if the request will be approved by LCG. The library still has to defend the proposal.

Mrs. Elberson moved on to discuss increase operating costs. We will have increases with janitorial services contracted through LCG associated with the opening of two libraries and Main being several floors. We are expecting an 80% discount for our e-rated telecommunication but we won't know that until July. We will have some increases associated with the security guard service for Main and Chenier. We are still trying to get off duty sheriff's deputy at Main but we also want to extend guard services at Chenier to six days a week. We have an increase in advertising costs due to future promotional costs for more visibility campaigns planned for this fall. There is an increase in the budget for printing costs for both staff and public printers. The materials budget is flat, but there is an increase in databases (journal and electronic resources), eBooks, e-audio books, and the library has just added another new subscription services for eBooks and e-magazines. Mr. Taylor requested a Makers space breakdown which is included with the budget packets. Various monies in the budget that we designated for makers space in was used to create a dedicated makers space budget for planning. This includes capital equipment for the printers, supplies, filaments and other general programming supplies, personnel training and staffing. The 2016/17 budget also reflects additional costs added to the budget for additional neighborhood libraries. Mr. Taylor asked what the total amount was and Mrs. Elberson stated the internal breakdown included building maintenance, supplies and services, utilities, rent, telecommunication, contractual services, security, etc., which amounted to \$83,000. This does not include furniture and staff. Usually when you rent a facility some work needs to be done to bring the public space up to code such as adding electrical for running computers and that build out is in the capital budget. Mr. Taylor stated he's not sure if there is a need for two additional facilities. Dr. Wu stated she is happy with the two. Mr. Taylor suggested an increase in the amount of money since he considers it a very small pool of money. Mrs. Elberson stated they reviewed the figures for the Southside location, before the new SRL was built, and the budget was about 100,000 a year and thought that was a good starting point. Mr. Taylor asked if it's possible to increase the budget over the amount mentioned instead of having to go back to the city council later and ask for additional money. Teresa stated it would be justified to change the amount, if needed. Mrs. Dardeau stated it was more prudent to go the other way. If the committee comes in and sees the project is underfunded they could let the board know. Mrs. Elberson stated that in reality it wouldn't be until next year's budget (2017/2018) to really realize what money would be needed to establish another facility. Mr. Taylor had one more concern and that was increasing the in funding for security guard at main. Teresa explained hiring an off duty sheriff's deputy is expensive, and police department is part of LCG so a police officer would be paid premium overtime. The money, in the budget, is an increase for our guard services and additional hours for Chenier. The money for Main was placed in the budget last year and increased this year.

Other capital items discussed were the purchase of a new truck with GPS installed for tracking purposes, ongoing replacement computer hardware and software, and maintenance and improvements projects for our facilities. Capital funds are used for restriping the parking lots, painting, and other large projects with the buildings.

The 2.91 millage is up for renewal this year. It's scheduled for the November ballot. Mrs. Elberson stated we will have more on the final budget for the next meeting; Larry is still working on some numbers. The Fund Balance numbers presented are incorrect but the total audited of 36,000,000 is the true audited fund balance, but the breakdown is incorrect. Mr. Duhon asked if the 13,000,000 committed to incomplete capital projects include the almost 5 million for West library. Mrs. Elberson replied no, but added that for any new construction that money is needed since there is no bond money to use for buildings. Mr. Duhon asked once the numbers are updated to please inform the board.

Currently construction for West is 4,930,000 without contingency.

**Jamal Taylor moved to approve the budget with the one change to increase the salary of the director to 135,000 per year and second by Mr. Gordon-Wiltz.**

*Comments from the public: None*

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

Nays: none

Abstain: none

Absent: Wingate

*June and July Library Board Meeting:*

Jamal Taylor moved to cancel the June meeting and meet in July. Motion was second by Mr. Gordon Wiltz.

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

Nays: none

Abstain: none

Absent: Wingate

**VIII. Announcements** *Annual Ethics Training for Public Servants required by December 31, 2016*

**IX. Comments from the Public on any other matter not on this Agenda**

Tuesday May 24, 2016 Councilman Bruce Conque will issue a proclamation in honor of Sona Dombourian's service to the Lafayette Public Library System at 5:30 and request presence, if possible, of all board members.

**X. Adjournment**

Jamal Taylor moved to adjourn at 7:52 second by Amy Goode and all were in favor.

Respectfully Submitted,

Teresa Elberson, Acting Secretary