

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

April 17, 2017

The regular meeting of the Lafayette Parish Public Library Board of Control was held in the Library Board Room on the 3rd floor of the Main Library at 301 West Congress St. on April 17, 2017. Amy Miller, Vice-President of the Board, called the meeting to order at 5:19 PM.

I. Roll Call

Board Members Present: Amy Miller, Vice-President; Adele Blue; Nora Stelly; Dr. Suzanne Dardeau (Arrived 5:20); Andrew Duhon

Board Members Absent: Joan Wingate, President; Dr. Yung-Hsing Wu; Joseph Gordon-Wiltz, City-Parish Liaison

Other Staff Present: Teresa Elberson, Director; Larry Angelle, Library Operations Manager; Danielle Breaux, Director's Executive Secretary

Members of the Public: Kevin Berry

II. Approval of Minutes

A motion to approve the minutes of the February 20, 2017 Regular Meeting was made by Andrew Duhon and seconded by Nora Stelly.

Yeas: Blue, Stelly, Dardeau, Duhon, Miller

Nays: None

Abstained: None

Absent: Wu, Gordon-Wiltz, Wingate

III. Director's Report & Comments

Teresa Elberson presented the newest edition of Book Talk, the Lafayette Public Library System's newsletter. She said that twice a year, the Friends of the Lafayette Public Library have an insert placed in our newsletter, and this is one of the editions with said insert.

She announced that the February and March reports were combined. She said that people are currently being interviewed for vacancies in the Library system. Mrs. Elberson announced that Terry Roy, the Library Administrator, was currently at the Texas Library Association Conference in San Antonio.

Mrs. Elberson then announced that Brenda Lavergne, a former Duson Branch Manager, had passed away in March. She was very well known within the community, and her funeral was attended by at least two staff members.

29 staff members were able to make it to the Louisiana Library Association Conference this year, held in Lafayette on March 8 & 9. Plans are for it to be held in Alexandria next year.

The Lafayette Reads Together program, featuring the book *Ms. Marvel: No Normal*, has ended. Teresa stated that the staff was getting together to plan next year's read.

The Friends of the Library Book Sale brought in \$12,782.75. Staff from the Lafayette Public Library worked the sale on Thursday night so that the sale could stay open later, and were able to get a portion of the

proceeds adding up to almost \$800. This money will go into the LPL Staff Association account, which is used to fund full staff meeting expenses.

Mrs. Elberson indicated that branch reports were included in the packets, and that there were many patron encounters featured. She also let the Board know that there would be many programs within each branch this week, with schools being out for the Easter Holiday.

Statistics for the month of March show a fairly healthy increase over March of 2016.

Larry Angelle reported that the financials showed everything on track and that the trend he sees is that we are spending more on O&M lately as opposed to new construction.

Teresa told the Board that maintenance had been done in the Main Library. In the area where the garage used to be, the cement was sanded down to make it even, and then the floor was sealed and coated. This process took three days and was done over a weekend. She stated that it is now much easier to clean. She also told the Board that improvements that have been done at the Chenier branch so far included vinyl letters on entrance glass of the building indicating the library is located in the building, and a bulletin board in the hallway.

IV. Construction and Facilities Updates

Teresa Elberson let the board know that the library had to go back out for electric bids for the lighting updates for Chenier. No bids were received the first time. The carpet has gone out for bid. Pricing is already known on painting. The plan is to get the carpet, paint, and electric upgrades all done at the same time so the branch doesn't have to be closed for long.

Teresa did say that on Sunday, her 'Dream Team' of "weeders" headed to Chenier to weed out books from the collection. She said that 2,600 items were weeded and were ready to go through the discard process. This will make room for newer things.

There will be a pre-bid meeting on Wednesday, April 19 where Public Works will meet with contractors interested in bidding on the West Regional project.

V. Comments from the Library Board

A. Lafayette Public Library Foundation Report

Nora Stelly reported that the annual Foundation Awards Luncheon was very well attended. The honorees were Marley's Sports Bar, Kiwanis Club of Lafayette, and Senator Fred Mills. Nora Stelly said that the honorees were very well received. She stated that there was good success with other activities held during the luncheon. Coasters from the Lafayette Public Library were used, and they were a big hit with the attendees.

VI. Old Business

A. Reestablishing a committee for expanded library services

Suzanne Dardeau asked Teresa to clarify if this was reestablishing the committee that Jamal Taylor had suggested. Teresa explained that Danielle Breaux had gone back through the library minutes and had found that in May of 2016, a vote was taken to establish a committee to investigate the possibility of placing a library facility in Northeast Lafayette, and Dr. Wu had appointed Mr. Taylor as the chair of the exploratory committee. The motion was passed. In July of 2016, Mr. Taylor reported that he was

resigning from the board. In August of 2016, Andrew Duhon volunteered to replace Mr. Taylor on the committee. Dr. Wu accepted.

Discussion has been brought up in prior meetings about possible changes to committee. Teresa stated that since the motion was already made, we would either need to make a motion to disband or rename the committee.

Dr. Dardeau asked if it was a committee of one right now, which was confirmed. Andrew Duhon stated that as chair, he was fine with a change of direction of the committee. He said that initially, it was for North Lafayette, as Mr. Taylor felt it was underserved. Ms. Elberson stated that a need in the area was never actually established.

In previous meetings, different options were discussed. These included the possibility of buying a bookmobile, renting a space within a shopping mall, or building a new location in an underserved area of the parish. Mr. Kevin Berry, a member of the public, stated that if a book mobile was used, we should consider stocking it with only books, not CDs or DVDs.

A motion to create an ad hoc committee of Andrew Duhon with the purpose to liaison with staff to establish options for expanding library services was made by Dr. Suzanne Dardeau and seconded by Andrew Duhon.

Yeas: Blue, Stelly, Dardeau, Duhon, Miller
Nays: None
Abstained: None
Absent: Wu, Gordon-Wiltz, Wingate

A motion was made by Andrew Duhon to disband the previous Committee to investigate the possibility of placing a library facility in Northeast Lafayette. This motion was seconded by Dr. Suzanne Dardeau.

Yeas: Blue, Stelly, Dardeau, Duhon, Miller
Nays: None
Abstained: None
Absent: Wu, Gordon-Wiltz, Wingate

B. Records Retention Schedule

Mrs. Elberson stated that records retention schedule was already approved by the Board in December before it was sent to the State for review. The State Division of Archives and Records Services made a few minor changes. Mrs. Elberson ask the board to reapprove the schedule as amended.

Andrew Duhon made a motion to accept the changes made by the State Division of Archives, and this was seconded by Dr. Suzanne Dardeau.

Yeas: Blue, Stelly, Dardeau, Duhon, Miller
Nays: None
Abstained: None
Absent: Wu, Gordon-Wiltz, Wingate

C. Library Card Revenue (Informational)

Mrs. Elberson explained that since the Library started allowing patrons to use their Driver's License instead of their Library card in February, and the fee for a replacement Library card had gone down from \$2.00 to \$1.00 in March, revenues have gone down by 51 percent. Andrew Duhon noted that while this seems like a huge drop in revenue, it has actually only been about an \$800 difference.

D. FEMA Claims (Informational)

Mrs. Elberson explained that 104 patrons have asked to be forgiven for 320 items that were damaged in the August 2016 flood. The Library has turned in a \$5,266.49 FEMA claim which is being processed. She stated that while no one paid for anything in August, some damaged materials were paid for in September and October.

VII. New Business

A. Patron Behavior Policy

Mrs. Elberson told the Board that the Library has had a Patron Behavior Policy in place since 2003, and it was last revised in 2007. The proposed revised policy included more clarifications and no mentions things such as vapor cigarettes and gaming devices. These are very minor revisions. She explained that the part about setting fires has to do with mulch being set on fire at South and at Main, a fire set intentionally at East, and a fire in the bathroom at South where there is no sprinkler system. That was not addressed in the last policy revision. She let the Board know that the Library has zero tolerance for fighting or threats, and that if it happens, that patron is banned for up to 6 months or more. She explained that the staff uses a grid of consequences, so all patrons are treated equally. Dr. Suzanne Dardeau asked if there was a plan in place to remove someone from the Library. Teresa told her that this was in the policy under banning. The security guards typically ask the patron to leave, and if they do not vacate the premises, the police are called.

Amy Miller asked if there was any more discussion on the topic. A member of the public, Kevin Barry, said that he comes to the Main Library to use the computers, sometimes 2-3 times a week. He said that since there is a designated room downstairs for patrons to eat and drink, he thinks that food should be banned next to the computers. Teresa Elberson told him that food and drinks were not allowed until 2007, when the policy was revised to state that bottled drinks and drinks with lids, and light snack foods would be allowed unless otherwise posted. She explained that it is up to the Branch Managers to make this decision, and it wasn't fair to restrict branches that aren't having issues. Mrs. Elberson said they were already aware of the food issues at the computers at Main and would probably be making changes soon.

Nora Stelly made a motion to approve the Patron Behavior Policy as revised. This was seconded by Andrew Duhon.

Yeas: Blue, Stelly, Dardeau, Duhon, Miller

Nays: None

Abstained: None

Absent: Wu, Gordon-Wiltz, Wingate

B. Computer use policy

Mrs. Elberson told the Board that clarifications were made to the Computer Use Policy last revised in 2007. She said that parts added or reworded had to do with Wi-Fi, and things like cyberbullying. Explained in the policy is the fact that you need a library card to use a library computer. Andrew Duhon asked about the habits of patrons, as to whether they came in and sat and 'parked' at a computer all day. Teresa told him that if no one else is waiting on a computer, they can stay as long as they would like. Larry Angelle explained that we have reservation software for patrons to reserve computer spaces if they are all in use.

A motion was made by Andrew Duhon to accept the revisions to the Computer Use Policy as noted. This motion was seconded by Dr. Suzanne Dardeau.

Yeas: Blue, Stelly, Dardeau, Duhon, Miller
Nays: None
Abstained: None
Absent: Wu, Gordon-Wiltz, Wingate

C. South Regional Library Expansion

Mrs. Elberson presented the Board with the Lafayette South Regional Expansion Plan. She explained that when it was built by Gene Sellers, there was room for it to be expanded by up to 10,000 square feet. A phone interview was done with Denelle Wrightson with Dewberry, followed by a site visit to Main to meet with Teresa Elberson, Terry Roy, and Larry Angelle to further refine the building expansion program. Gene Sellers supplied the plans for Ms. Wrightson to work with.

The plans show that the new 7,500 square feet expansion for the South Regional Library will include 2 multi-purpose meeting rooms for groups of 50-100, a media lab for creating digital content, 8 additional group study/collaborative study rooms, a smaller quiet reading room, and a children and a teen staff work area.

Along with extra office space, this plan also allows work room expansion in the front by removing a wall to allow for installing a (RFID) sorting system.

Other things that may be improved with this renovation include roofing and the HVAC system.

Dr. Suzanne Dardeau asked if a proposal would be needed from the Board. Larry Angelle explained that if the board decided to move forward, the library would put funds in the budget and would ask the Professional Services Committee to appoint an architect for the project.

D. 2017/2018 Budget

In the Board packets was an informational sheet on proposed personnel for the 2017/2018 budget year. It showed what the total impact to the budget would be in the 2017/2018 budget and then again in the 2018/2019 budget. Included was possible staffing for starting Bookmobile service. Mrs. Elberson explained to the board that a bookmobile typically costs over \$250,000. It needs to be staffed, stocked, and some have computers for patron use. Other costs can include gas, maintenance, inspection, washing, tires, a generator that will have to be serviced, and powering it up with internet services. Mrs. Elberson will be attending a bookmobile conference in October and will have more information for the board at that time. Andrew Duhon mentioned that he would like to see pro forma fund balances. He would like for the Board to be better educated as to what the Library budget is used for.

VIII. Announcements

- A. Annual Ethics Training for Public Servants must be completed by December 31, 2017
- B. Financial Disclosure Statement Deadline is May 15, 2017.
- C. ALA Conference will be held in Chicago June 22-27, 2017.
- D. The next Board Meeting is May 15, 2017 which will be the budget approval meeting.

IX. Comments from the Public

There were no comments from the Public.

X. Adjournment

There being no further business, Nora Stelly made a motion to adjourn the meeting. Andrew Duhon seconded the motion. The motion was unanimously approved. The meeting was adjourned at 7:10 PM.