

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

August 21, 2017

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 West Congress Street on Monday August 21, 2017. Joan Wingate, President of the Board, called the meeting to order at 5:20 PM.

I. Roll Call

Board Members Present: Joan Wingate, President; Amy Miller, Vice-President; Adele Blue; Nora Stelly; Dr. Suzanne Dardeau; Joseph-Gordon Wiltz, City-Parish Liaison; Andrew Duhon

Board Members Absent: Yung-Hsing Wu

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

II. Approval of Minutes

A motion to approve the minutes of the July 10, 2017 Regular Meeting was made by Amy Miller and seconded by Nora Stelly.

Yeas: Miller, Blue, Stelly, Dardeau, Wiltz, Duhon

Nays: None

Abstained: None

Absent: Wu

III. Director's Report & Comments

Mrs. Elberson, Library Director, told the Board that the statistics for July were in the packet, as well as the nine-month statistical report for November through July. Also included was the current financial statement. She announced that there have been three resignations along with three new hires that should be starting soon. There are two retirements coming up soon. More than 25 staff members recently took re-certification training on AED units and CPR as is required every two years. A full-staff meeting is planned for August 31. All library locations will be closed until 1:00 PM so that all staff can participate in this annual meeting. As September is National Library Card Sign-up Month, our libraries will have two new designs for an annual limited edition card. The Friends' fall book sale will run September 13-16. The Friends Member night is Wednesday, September 13 with the sale open to the general public starting Thursday, September 14 and running through Saturday afternoon. The Louisiana Book Festival is set for October 28th in Baton Rouge. The Kiwanis Club of Acadiana will hold their Zydeco Pancake Breakfast fundraiser downtown on October 14, and the tickets will be \$7.00. The funds will be going toward the Zydeco Park downtown. This park will be adjacent to the Main Library. A library booth was hosted at the *Kiwanis Southwest-Lafayette Back 2 School BBQ & Family Fun Day* by two children's librarians from the Main Branch, Meredith Crawford and Angela Criddle. LPL Director Teresa Elberson bravely agreed to sit in a dunking booth while reading books. The Library will soon be working with Ryan Cazares on something called the m.i.brury, which involves lending musical instruments. Teresa then told the board that the monthly department library reports were in the packets. She announced that the Library had a great summer. Each of the board members received a scratch-off ticket. These were used for the summer reading program, and prizes included candy, doodle pads, and coin purses. She said there were over 4,000 kids that joined the summer reading program and over 2,000 completed the whole program to get the prize. This means that 44 percent of children completed the program. Mrs. Elberson also said that there was an influx of programming this summer. The Board was told about a Summer Feeding Program that was started this summer. Every afternoon, children gather in the crafts room and Second Harvest

Food Bank distributes a snack and a juice. It will be open again in October. The newest Book Talk was also included in the board packets. Joan Wingate, President of the Board, commended the Library on all of the wonderful programming that make connections in our city and parish.

IV. Construction and Facilities Updates

Construction has started on the West Regional Library. Site prep is happening between rainstorms. Brush has been removed and fill dirt is being spread to raise the site elevation. The only issue to come up so far is the discovery of an old septic tank. The Library has asked for a change order to remove the tank from the site for environmental reasons. There is now a construction sign at the West Regional Library site. The City of Scott discovered that they did not have the property utility easement on this property and contacted Public Works. The Library agreed that Scott needed the easement to match the property on both sides of the lot. Therefore, Public Works and Lafayette Consolidated Government will work to grant or donate that easement to Scott.

The Chenier Branch is currently closed for remodeling and will reopen on September 5th. The lighting has been replaced with LED bulbs which are brighter and more energy efficient. Painting was started while the branch was still open, and will be completed while the branch is closed. Carpet replacement will begin on August 21 and should be completed within a week. During the week of August 28th, the books and shelving will be moved back into place. A moving company supplied the library with book trucks to relocate books while the library was being painted. The company was paid to move and store this material and some furniture for a week. A thorough cleaning job was done of the facility. New furniture has been ordered for the public space. In keeping with the Clifton Chenier name, the new theme for the library will be a musical motif.

The bids for the Waterproofing Project for the North Regional and South Regional Libraries came in over budget at \$332,500.00. The project has been awarded to Garden City Construction. Money was transferred to this project so it could go forward.

A section of the tiled roof ridging came off of the steeply pitched children's story time roof at the North Regional Library. The entire line of tile crashed to the patio and shattered. An emergency roof repair of \$10,000 was issued after an inspection uncovered that the ridge tiles had not been properly installed. Miller Roofing removed the existing caps, cut the existing shingles properly and installed underlayment, ridge caps, grout, and two fasteners on each side of the ridge between each cap were installed before grouting.

A virtual tour of the East Regional Library is now available on the library website. Larry Angelle is currently working with Parks and Recreation managers to improve some drainage issues around the East Regional Library parking lot.

Comments from the Library Board

A. Lafayette Public Library Foundation Report

Nora Stelly announced that LPLF is gearing up for Spellabration 2017, their annual fall fundraiser. She said membership letters are in the works and they have expanded their mailing list. Spellabration will be held at the Main Library this year on November 12. The library will be closed for the event. Suzanne Dardeau asked what the sponsorship price was for a team, and Nora let her know that it was \$500/team and that each team will consist of 3 players. The proceeds from the fundraiser will go toward Lafayette Reads Together.

V. Old Business

A. 2017-2018 Budget

The City-Parish review of the Library budget was held on Tuesday, August 15, 2017. The Board was told that it went well. The only thing questioned was the price of a bookmobile, which was explained. Councilman Castille is questioning every department about promotional costs. Many other departments use the money for internships and apprenticeships. Teresa explained that the two positions in the promotional cost budget are classed in the wrong positions, and she is trying to get them to the proper job

title. Civil Service has already approved of such. Teresa was advised to meet with Councilman Castille in person to explain their position on the matter. Public comment on the budget is scheduled for August 22, with final adoption set for September 7, 2017.

B. Makerspace Policy

It was explained to the Board that the policy that was approved during the previous board meeting was the wrong version. The newest version was included in the board packets.

A motion was made by Andrew Duhon to approve the revised version of the Makerspace Policy and was seconded by Amy Miller.

Yeas: Miller, Blue, Stelly, Dardeau, Wiltz, Duhon

Nays: None

Abstained: None

Absent: Wu

VI. New Business

A. Change to FY17/18 capital budget – Library Park

In 2015, Kiwanis and DDA came to the library to discuss the plan that the triangle piece of property adjacent to the Library be changed into a park. Once all of the restriping was done on Congress Street, that area would be repurposed. The Library administration was asked if they would be willing to help with said park. Kiwanis' main goal was to provide parks for children, so they signed on to provide fundraisers for the playground equipment. The Library had only agreed to supply a security guard to lock and unlock the park, and to monitor intermittently during the day. A map of the proposed park was given to the Board, drawn by Geoff Dyer of the Downtown Development Authority. The night before the latest budget hearing, the Library found out that \$80,000 was put into the library's capital budget instead of being put into Public Works' budget for Phase I of the park.

Suzanne Dardeau asked if the Library Park was to be entirely fenced, and it was affirmed. Joan Wingate asked if it was to be our project in entirety. Teresa let her know that Public Works will be able to help, and that we do not know yet what the total cost will be. The \$80,000 will just go toward Phase I. Andrew Duhon mentioned that Jessica Cornay with Public Works helps us with our construction projects. Larry Angelle mentioned that Geoff Dyer said DDA would pay for architecture costs and consultants. Teresa explained that the \$80,000 will be mainly for site improvements needed before a park could be build.

The playground concept theme will be zydeco. Equipment will be interactive and musical.

A motion was made by Andrew Duhon to support the amendment that the City-Parish Administration made to the Library's capital budget on the Line Item Library Park for \$80,000. The motion was seconded by Amy Miller.

Yeas: Miller, Blue, Stelly, Dardeau, Wiltz, Duhon

Nays: None

Abstained: None

Absent: Wu

B. Millages and Fund Balance discussion

Andrew Duhon explained to the Board that a committee consisting of Nora Stelly, Amy Miller, and himself had been formed to discuss things needed by the Library that would help to explain our need for the \$23M fund balance. He said since it hasn't been formally adopted, it is more like a response to a public information request and available if needed. Joan Wingate said she wanted to point out the ongoing

renovations to Chenier. Teresa said she agreed, and brought up the recent \$10,000 spent on roof repair as an unforeseen cost to the Library.

Suzanne Dardeau asked Larry Angelle if someone had checked on the Reserve needed. Larry Angelle and Teresa explained that it is a Lafayette Consolidated Government policy that a 20% operating fee should be kept on hand at all times.

Larry Angelle explained to the Board that he is currently working with Dude Solutions to create an RFP for maintenance software. With this type of service the company will come out to each facility and do a thorough assessment of all equipment. The company then gives a 20-30 year maintenance and replacement cost for all equipment provided in a spreadsheet that is updated as things are repaired or replaced. This will give us a better idea of the cost to keep our buildings properly maintained over time and justify a need for a fund balance.

VII. Announcements

- A. Annual Ethics Training for Public Servants must be completed by December 31, 2017.
- B. Reminder that next board meeting will be September 18, 2017

VIII. Comments from the Public

There were no comments from the Public.

IX. Adjournment

There being no further business, Adele Blue made a motion to adjourn the meeting. Nora Stelly seconded the motion. The motion was unanimously approved. The meeting was adjourned at 6:43 PM.