

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

December 19, 2016

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 Street on Monday, December 19, 2016. Joan Wingate, President of the Board, called the meeting to order at 5:14 PM.

I. Roll Call

Board Members Present: Joan Wingate, President; Amy Miller, Vice-President (arrived 5:15); Adele Blue; Joseph Gordon-Wiltz; Nora Stelly; Yung-Hsing Wu; Suzanne Dardeau; Andrew Duhon (arrived 5:17)

Board Members Absent: None

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

Members of the Public: None

II. Approval of Minutes

A motion to approve the minutes of the October 17, 2016 Regular Meeting was made by Suzanne Dardeau and seconded by Yung-Hsing Wu.

Yeas: Wingate, Miller, Blue, Gordon-Wiltz, Stelly, Wu, Dardeau, Duhon

Nays: None

Abstained: None

Absent: None

A motion to approve the minutes of the November 21, 2016 Regular Meeting was made by Joseph Gordon-Wiltz and seconded by Nora Stelly.

Yeas: Wingate, Miller, Blue, Gordon-Wiltz, Stelly, Wu, Dardeau, Duhon

Nays: None

Abstained: None

Absent: None

III. Director's Report & Comments

Teresa Elberson presented Yung-Hsing Wu with a plated book for her years of service as Board President. The book chosen was Bob Dylan's The Lyrics: 1961-2012.

Mrs. Elberson stated that statistics were not included in the packets, and reminded the Board that all statistics start over when the Library's Fiscal Year starts over in November. She is working on updating the complex Excel spreadsheets that compare current months and year to previous yearly statistics. The current Financial Report was in the packet.-Also included was the most current list of Library Board members with their contact information.

Mrs. Elberson said that Adele Blue's term was up this month. She is the only one that applied, and her reappointment will be decided at the Lafayette City-Parish Council meeting on December 20, 2016.

One retirement coming up is Kathy Hudson, a Library Associate III who ran Yoga classes for the Library. Gloria Sellers, who retired with 35+ years with the Library, passed away on December 5, 2016 and was put to rest on Friday, December 9, 2016.

Mrs. Elberson also included the Overdrive Year-end report in the packets. She mentioned that Overdrive accounts for-10% of the Library's circulation. The e-book cost for a best-selling novel is between \$60 and \$85. An adult print book costs around \$13, whereas an e-book averages \$18.62. We will be looking into putting more money in the budget for e-books next year. Suzanne Dardeau asked how often we had to re-buy e-books. Teresa Elberson said it depends on the publisher. Some are good for a year, and some are good for 26 uses no matter how long that takes. Typically the ones that are re-bought are from \$50 on down. Mrs. Elberson said that recently, \$9000 was spent on new e-books in anticipation of everyone getting new phones and e-readers for the Christmas. A typical wait for an e-book is 24 days. Yung-Hsing Wu asked how long a hard cover would last as opposed to an e-book. Teresa said that is the model that the publishers look at to see if they will make us re-buy books, and they all look at it differently.

Also, some publishers won't sell to us at all, or will just sell audiobooks and not e-books. In the 2015-2016 fiscal year, \$159,000 was spent on e-books. That is about one-fourth of the money spent on print books annually. Joan Wingate asked if there was any sort of consortium and Teresa Elberson stated that we do have a consortium, but we are the biggest library in it. Adele Blue asked if it was statewide. Mrs. Elberson stated it was Bayouland, and is composed of 9 surrounding parishes. All libraries that belong have to spend at least \$5,000 per year; LPL spends the bulk of the money. The Lafayette Public Library pays \$12,000 for the use of this service. Mrs. Elberson said that the State does Tumblebooks for children. There is just more control over the content if you do it at a local level.

Thanks to an Eagle Scout project, there is now a flag depository in the lobby of the Main Library. This has been in place for almost two months and seems to be very popular with the patrons.

Mrs. Elberson also mentioned that we have programs this month involving the popular Escape Room-type game in at least two of the libraries, North Regional and East Regional.

During the board meeting, water was set on coasters for board members. These coasters are a Community Services project to get more patrons into the Library, and will be distributed to bars in the downtown area.

Mrs. Elberson reported that we have increased the page count for our Book Talk newsletter. The cost for printing the 6 newsletters for the Fiscal Year is \$14,330. Half of this is funded by the library and half is funded by donations from the Friends of the Library. Suzanne Dardeau asked who they get sent to. Teresa Elberson said that these newsletters get sent to all Friends members and emailed to any patron that request it to be sent. Andrew Duhon called it a dynamite publication and said it shows exactly how relevant the library is and said you can use to newsletter to show that the library is no longer just a 'place to read a book'. Terry Roy said that they are very popular in branches, and that patrons get upset when the library runs out of copies.

Makerspace-at Main got a lot of new equipment including new sewing machines, an embroidery machine and a serger machine. Cara Chance did a demonstration and Teresa Elberson stated that Cara is very well-versed on the equipment though she doesn't typically sew!

IV. Construction and Facilities Updates

South Regional Library received additional shelving which has improved the look of the whole space. Items are no longer jammed together.

New educational computers have been sent to several libraries, including Chenier, Butler, Scott, and Duson.

The lease for parking spaces at Buchanan is pending signature of the Mayor-President.
Lease – almost done – Buchanan

South Regional Expansion Consulting Services Agreement has been executed with Dewberry Architects.

Lighting, painting and remodeling at Chenier is being scheduled. Larry Angelle is trying to coordinate it so it can all be done at one since things will have to be moved out and the branch will have to be closed. Joan Wingate asked if pods will be brought onsite to store some of the things taken out of the library, and Teresa Elberson said it had been mentioned as a possibility.

V. Comments from the Library Board

A. Lafayette Public Library Foundation Report

Joan Wingate reported that on the heels of a quite successful Spellabration, there was a death of a staunch supporter of the Foundation, Susan Allen. As the Foundation was mentioned in her obituary, many calls flooded in with donations adding up to around \$6000. There was already an endowment established in her name, so this just adds many more books per year in perpetuity. The Foundation just had their Christmas party and is winding down for the holidays before getting ready for their Luncheon in the springtime.

B. Committee for Expanding Library Services in North Lafayette

Andrew Duhon stated that this stems from fund balances and a need for services. He said there seems to be barriers to access for some residents in the northern part of town, such as crossing thruways and the fact that NRL is so far away in Carencro. Some of these patrons have no transportation. Mr. Duhon said that he recently spoke with Councilman Ken Boudreaux and that he envisions a small committee of about 3-5 people to establish the feasibility of establishing a new library in the area. They will discuss potential resources for a small/satellite location. Joan Wingate asked if the committee will be made up of diverse people from the area. Dr. Suzanne Dardeau asked if this was just a feasibility study. Andrew Duhon assured her that it was just to establish the need for services in the Northeast area of Louisiana Avenue; the Teurlings area. Teresa Elberson reiterated that the money is already there for staffing, books, rent, utilities, and buildout, but a true need has not yet been determined. Dr. Dardeau asked Mr. Duhon to urge the committee to think of other options, such as a book mobile, a vending area, or a kiosk before making any final decisions. Mr. Duhon stated that the committee should be formed around the middle of January.

C. Correspondence Received

Joan Wingate asked if any correspondence was received. Teresa Elberson stated that she had signed the Board up for United for Libraries, the ALA Association of Library Trustees, Advocates, Friends and Foundations. Included in the packets for the meeting were the login and password for the United for Libraries Trustee Zone.

There will also be a Trustees Workshop on January 24th for any Board Members interested. Joseph Gordon-Wiltz and Amy Miller attended last year. Joseph Gordon-Wiltz said that it was very worthwhile and informative while Amy stated that it was also very thought-provoking.

VI. Old Business

A. Millage Information

Lafayette City-Parish council had to pass a resolution to accept the results of the election. This was done at the Council meeting on December 6, 2016. The next millage renewal will not be on the ballot until December of 2018.

VII. New Business

A. West Regional Library

A motion was made by Andrew Duhon to approve Library Administration seeking Council Approval to move funds (currently estimated to be \$800,000.00) from the Capital Budget – Main Building Program to the West Regional Capital Budget to cover additional costs associated with construction and accepting alternates, and future site improvements to be done after Apollo Road is finished (Phase II). This motion was seconded by Joseph Gordon-Wiltz.

Yeas: Wingate, Miller, Blue, Gordon-Wiltz, Stelly, Wu, Dardeau, Duhon

Nays: None

Abstained: None

Absent: None

B. West Regional Library

A motion was made by Dr. Suzanne Dardeau to direct the library director to request via Public Works a move into the construction documents phase of the project after the library administration, library building consultant, and public works have completed the final review of the complete construction documents set submitted to Public Works on November 7, 2016. This motion was seconded by Nora Stelly.

Yeas: Wingate, Miller, Blue, Gordon-Wiltz, Stelly, Wu, Dardeau, Duhon

Nays: None

Abstained: None

Absent: None

C. Lafayette Public Library's Records Retention Policy was presented

A motion to approve the Lafayette Public Library's Records Retention Schedule to be sent to the State was made by Amy Miller and seconded by Yung-Hsing.

Yeas: Wingate, Miller, Blue, Gordon-Wiltz, Stelly, Wu, Dardeau, Duhon

Nays: None

Abstained: None

Absent: None

VIII. Announcements

Annual Ethics Training for Public Servants must be completed by December 31, 2016.

The next Board Meeting will be held on January 9, 2017. This is the 2nd Monday of the month.

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. Amy Miller seconded the motion. The motion was unanimously approved. The meeting was adjourned at 6:19 PM.