

Minutes of the Meeting of the
Lafayette Public Library Board of Control
February 20, 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, February 20, 2017. Joan Wingate, President of the Board, called the meeting to order at 5:15 PM.

I. Roll Call

Board Members Present: Joan Wingate, Board President; Amy Miller, Board Vice-President (arrived 5:17 P.M.); Adele Blue; Suzanne Dardeau (arrived 5:16 P.M.); Joseph Gordon-Wiltz; Nora Stelly; Yung-Hsing Wu

Board Members Absent: N/A

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

Members of the Public: Andrew Duhon; Danny Gillane

II. Approval of Minutes

A motion to approve the minutes of the December 19, 2016 Board meeting was made by Adele Blue. This motion was seconded by Nora Stelly.

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

Nays: none

Abstain: none

Absent: Miller

The motion to approve the minutes was carried.

III. Director's Report & Comments

Mrs. Elberson announced staffing changes that were made recently. She also told the Board about different Professional Development programs that staff have been involved with over the last month. Larry Angelle and Teresa Elberson have been attending the LCG Funding Evaluations Committee meetings. The Finance Committee, including Bruce Conque, Jay Castille, Kenneth Boudreaux, and Kevin Naquin have been looking at all departments within LCG that have millages.

Mrs. Elberson announced that the Library just purchased collectionHQ software. This program uses the Library's circulation data to create detailed reports that will help librarians manage collections and make better purchasing decisions with library funds.

She then brought up the current Book Talk issue, which touches on the Lafayette Reads Together Program. Lafayette Reads Together is helping to bring the community together by using the book *Ms. Marvel: No Normal*. Teresa said this book has something for everyone, because it is a graphic novel that touches on Muslims, women, and high school students. The Library has been successful with many programs having to do with Lafayette Reads Together, including a Mehndi Henna Tattoo class, Cooking Indian Food, Q&A programs on what it means to be Muslim.

The Board was reminded that financial data was in their packets. Larry Angelle stated that financials were good and on track with where we were at this time last year.

Teresa introduced the statistical packets that show the 2015/2016 fiscal year as compared to years prior. She said that all of the increases have been driven by the re-opening of Main and the opening of East. Some

numbers were skewed because of the closure of Duson for two months after the flood in August of 2016. E-book checkouts have gone up between 10 and 15 percent over the last year. Mrs. Elberson stated that there is no streaming service for libraries when it comes to DVDs right now, but that she is looking for a music streaming service. She said that physical books are still 51 percent of checkouts, and children's books make up 26 percent of those checkouts. Library card numbers are up, in direct relation to making every computer user have a library card. Library visit numbers are also up, and Mrs. Elberson says the increase is a response to having more meeting rooms, programs, and people coming in to use Wi-Fi.

Mrs. Elberson then told the Board that the 1st Quarter Statistics are in their packets, and reminded the board that the 1st Quarter included November, December and January. She told the Board that the numbers for computer sessions have gone down and said it was because the time was changed to allow for longer sessions.

IV. Construction and Facilities Updates

Mrs. Elberson told the Board that the Library is now leasing plants for the Main, South and East Regional Libraries. The Library has also purchased large magnetic marker boards for Main, South and North Regional. There is one placed by the elevators on each floor at Main to allow for posting of meetings and directional information for patrons' benefit.

Repairs at main in the children's department have been completed. Damage occurred when the children's department was flooded during roof drain repair work last fall. Bernard, the company that caused the damage, paid for the repairs.

The lease for the Buchanan parking lot has been signed. Staff has started parking there. A gate was installed to allow staff to cut through another parking lot to get to the Library, rather than have to walk around a building on Buchanan St. This has made parking there safer for staff.

A fire alarm evacuation occurred last month when popcorn was overcooked. The smoke detector set off the fire alarm throughout the building. While the source was known, the fire department still did a quick walk-through to determine it was safe for all staff and patrons to re-enter the building.

Larry Angelle and Teresa Elberson recently gave Lowell Duhon, LCG CAO, a tour of the Warehouse. Mr. Duhon was questioning the books to be discarded. The discard resolution was then forwarded to the council. Dr. Yung-Hsing Wu asked where the books went once discarded. Teresa said that if they are able to be recycled, such as paperbacks or magazines, they are. If the books have resale value, they are then given to the Friends to use at their semi-annual book sales. The rest are thrown out, as there is no secondary market for them. Teresa then said that she is now working on getting old computers at the Warehouse discarded.

The City-Parish Council has approved the move of \$180,000 from the Main Renovation account to a Branch capital account to use for Chenier. Renovations include painting, lighting, recarpeting, along with the purchase of new furniture. Larry Angelle and Teresa Elberson gave Councilman Pat Lewis a tour of the site before the Council meeting to explain the upgrades, as this Library is in his District. Library sign lettering has been placed on the glass and above the door of the Library to allow patrons to better spot the location.

Last week, Teresa Elberson, Terry Roy and Larry Angelle had a meeting with Denelle Wrightson to discuss furniture options for the West Regional Library. It was also their first face-to-face meeting concerning the expansion of the South Regional Library. During a previous phone conference, she was told what was wanted for the South expansion project. She took those ideas and suggested a buildout. Denelle is working on revising a cost estimate so that the plans can be presented to the Board at a later meeting.

Waterproofing projects are in the works for SRL and NRL and should go out for bid soon. The Library is waiting for Public Works to finish documents for the West Regional Library so it can be bid out this spring. The movement of additional funds for the West Regional Library is up for adoption by the City-Parish Council February 21, 2017. RFID (Radio Frequency Identification) specs are currently being written by Larry Angelle.

V. Comments from the Library Board

A. Lafayette Public Library Foundation Report

Joan Wingate announced that the Foundation is getting ready for their annual Awards Luncheon, to be held on Friday, April 7, 2017. Three entities who have been helpful to the Foundation will be honored. She stated that this will be held at City Club in River Ranch, and ticket sales are open to the public. The Foundation has made progress by getting their own laptop for the LPLF room, and this has been especially helpful to the Treasurer and other Officers.

B. Committee for Expanding Library Services in North Lafayette. Andrew Duhon said that no meeting of the committee had been held. Mrs. Elberson then brought up the option of a bookmobile to use in underserved areas. These are possibly the same areas that didn't vote for the millage during the tax election. She has plans to visit the one in Vermilion Parish on Friday. While there aren't many in the area, she knows that Baton Rouge has one. These can be useful for events and festivals. Andrew Duhon stated that he had walked through one during the last Louisiana Book Fair. Teresa said that these are made by the same companies that make bloodmobiles. She has no cost estimate as of yet, but she knows they are a bit costly. Joseph Gordon-Wiltz brought up the possibility of perhaps partnering with Parks & Recreation for areas to park said bookmobile. Teresa let the Board know that the generators in the bookmobiles are now natural gas, as are the city busses in the area.

Nora Stelly suggested that the bookmobile gave the opportunity to reach more areas and expand marketing for the Library. She stated that no areas would be underserved by a bookmobile. Joseph Gordon-Wiltz seconded that, asking if the committee could abandon the idea of the geographical specificity to North Lafayette and change the committee's focus to anywhere in the parish. Joan Wingate echoed that a bookmobile would help marketing for the library. Teresa Elberson stated that the money was still in the budget to expand services in North Lafayette. Mrs. Elberson said that with a bookmobile, she could park it and gather statistics. Dr. Wu said that she wouldn't want to abandon the idea of a stand-alone site. Dr. Dardeau also stated that the committee's purpose could be expanded to exploring where in the parish services are needed. She also brought up the idea of a kiosk, and would like to know the difference in cost between a bookmobile and a kiosk. Teresa said that the general consensus at conferences is that people have issues finding space to place the kiosks and that the use would be small as compared to a bookmobile. Larry mentioned that the specs he is working on for the RFP for RFID will be structured in a way so that all of the proposers give all equipment they have available and that would include kiosks, therefore would be on contract for as-needed purchases. Joan asked if the Board would need to pass a motion to change the focus on the committee, and suggested that we revisit this at a later date.

VI. Old Business

A. Reducing the Cost of a Library Card

Currently, the first library card issued is free. After that, the replacement fee for a new card is \$2.00. Library Administration proposed reducing this fine from \$2.00 to \$1.00. This reduction was voted for in the past by the Board in the original fine elimination action but later rescinded to be discussed at a later time.

Mrs. Elberson stated that most children that come in can't get a replacement card because they don't usually have \$2.00 on them, but they may have \$1.00. It was stated that the revenue would go down by \$9400.00 if fees were lowered to \$1.00 instead of \$2.00. Mrs. Elberson also stated that children and the homeless patrons tend to lose cards on a regular basis. Joseph Gordon-Wiltz asked if Legal had looked at this, because he wanted to know if it would need to go before the City-Parish Council. Mrs. Elberson stated that policy changes such as these have never had to go before council, and the revenue changes can be verified to auditors by showing the policy change date. Terry Roy then stated that most people no longer carry cash. While the library still accepts checks, people don't tend to have those either. She

indicated that while patrons may not mind paying \$1.00 for a replacement card, a \$2.00 fee tends to irritate people. Dr. Yung-Hsing Wu indicated that the change in fee may increase library usage. Nora Stelly made the motion to reduce the price of a replacement card from \$2.00 to \$1.00 starting on March 1, 2017. Dr. Yung-Hsing Wu seconded this motion.

Yeas: Nora Stelly, Joseph Gordon-Wiltz, Dr. Yung-Hsing Wu

Nays: Amy Miller, Adele Blue, Dr. Suzanne Dardeau

Abstain: N/A

Absent: N/A

President Joan Wingate then broke the tie with a vote in favor of the motion. The motion carried.

B. Reducing the Maximum Fine on DVDs and Games.

Mrs. Elberson stated that the fine for DVDs and Games would still be \$0.25/day but the maximum fine would change to \$2.00 instead of \$5.00 which makes it consistent with other fines charged for other items within the library. She stated that the impact on Library revenue was unknown. Patrons typically check out 10 DVDs at a time, therefore they are running up \$50.00 fines. Teresa stated this is part of the no-fine policy that the Library Board had passed in the past, but was rescinded and this part had been taken out separately. She said that people never pay the \$50, sometimes they will just return the DVDs or games and never return to the library. The flip side of that is that they don't return them and then the library never sees the items again. She felt that reducing fines would encourage the return rate and the library may actually see an increase in the fines being paid.

Mrs. Elberson gave an example of someone living in subsidized housing that doesn't have cable or internet that is bored, but has a DVD player so comes to the Library to check out DVDs. Then they get sick and have to go to the hospital, but have no phone or computer to renew said DVDs. In this case, it would be easier for said patron to keep the DVDs and never return them rather than have a fine associated with their name that they could never afford to pay.

Joseph Gordon-Wiltz stated that he DVDs and games seem to be strictly leisure items. Dr. Yung-Hsing Wu stated that the library does serve everyone, in whatever service the library offers, and no one service that the library offers is superior. Danny Gillane, attending the meeting as a member of the public, stated that he also thought a library card a leisure. He has been in libraries for 25 years and the majority of people do come to the library for leisure materials. He stated that the Board should look at anything that would reduce the burden of patrons.

Nora Stelly stated that she thought not changing the fines would not be a huge impact on the Library but could make a huge impact on a child whose parent may get upset and not want to pay the fine and therefore stop coming to the library. Dr. Suzanne Dardeau stated that a responsibility comes with having a library card, and Nora Stelly responded by saying that we cannot take on the responsibility of making others responsible. Our doors are open to everyone and it would be too easy for some to just say that they would never return to the library.

Mrs. Elberson stated that one of the reasons that the fines were so high to begin with was that there was a very high demand for the product and the number of DVD's that the library owned was low. The library has now more DVDs and games and the demand is no longer high. Dr. Wu stated that the public perception of cutting fines could be that the library was equally welcoming to everyone.

A motion to reduce the maximum fine per DVD or Game from \$5.00 to \$2.00 starting March 1, 2017 was made by Dr. Yung-Hsing Wu. This motion was seconded by Nora Stelly

Yeas: Dr. Yung-Hsing Wu, Nora Stelly

Nays: Joseph Gordon-Wiltz, Adele Blue, Amy Miller, Dr. Suzanne Dardeau

Abstained: N/A

Absent: N/A

The motion did not carry.

VII. New Business

A. Camera Policy

Teresa Elberson stated that this is a completely new policy. The library has had cameras in place for several years but there was no policy to say how the library was using them. This policy simply states what has been happening in practice, and attorneys have approved said policy. Patrons have been asking to see camera footage, and the policy shows who is allowed. If a crime is committed, the patron is told to call the police, and then the police can request to see the footage. Also, it is a good tool if a patron or an employee of the library falls, this footage can be burned and sent to LCG Risk Management. The reason for putting the policy in place now is because of an abundance of theft everywhere and while the cameras are easily visible, there are no signs stating that patrons are being recorded. Once said policy is in place, signs will be posted so that people know the library will have proof of any and all wrongdoings.

A motion was made Amy Miller to accept the Camera Policy as so presented. This motion was seconded by Adele Blue.

Yeas: Amy Miller, Adele Blue, Dr. Suzanne Dardeau, Nora Stelly, Dr. Yung-Hsing Wu, Joseph Gordon-Wiltz

Nays: None

Abstained: N/A

Absent: N/A

The motion to accept the Camera Policy carried.

B. Dress Code Policy

Mrs. Elberson stated that there were no major changes to the dress code. Most of the changes were updating words and clarifications on certain items to bring them in line with current practice. A motion was made to accept the newest revision of the Dress Code Policy for LPL Personnel by Joseph Gordon-Wiltz. This motion was seconded by Amy Miller.

Yeas: Amy Miller, Adele Blue, Dr. Suzanne Dardeau, Nora Stelly, Dr. Yung-Hsing Wu, Joseph Gordon-Wiltz

Nays: None

Abstained: N/A

Absent: N/A

C. Library Card Policy

Mrs. Elberson state that there were no major changes to the library card policy. Just an updating of wording and clarification on certain items to bring them in line with current procedures. A motion was made to accept the newest revision of the Library Card Policy by Dr. Yung-Hsing Wu. This motion was seconded by Joseph Gordon-Wiltz.

Yeas: Amy Miller, Adele Blue, Dr. Suzanne Dardeau, Nora Stelly, Dr. Yung-Hsing Wu, Joseph Gordon-Wiltz

Nays: None

Abstained: N/A

Absent: N/A

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. Louisiana Library Association Conference is March 8-9, 2017 in Lafayette.
- D. ALA Conference is in Chicago June 22-27, 2017.
- E. Reminder that the next Board Meeting is March 20, 2017.

IX. Comments from the Public

There were no comments from the public.

X. Adjournment

There being no further business, Adele Blue made a motion to adjourn the meeting. Amy Miller seconded the motion. The motion was unanimously approved. The meeting was adjourned at 6:45 PM.

Respectfully Submitted,

Teresa Elbersen, Secretary