

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

July 10, 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 Street on Monday, July 10, 2017. Joan Wingate, President of the Board, called the meeting to order at 5:15 PM.

I. Roll Call

Board Members Present: Joan Wingate, President; Amy Miller, Vice-President; Adele Blue; Nora Stelly; Dr. Suzanne Dardeau (left 7:00 PM); Joseph-Gordon Wiltz, City-Parish Liaison (arrived 5:20 PM); Andrew Duhon

Board Members Absent: Dr. Yung-Hsing Wu

Other Staff Present: Teresa Elberson, Director; Larry Angelle, Library Operations Manager; Terry Roy, Library Administrator; Nancy Hebert, Administrative Assistant

Members of the Public: Dr. Jean Kramer

II. Approval of Minutes

A motion to approve the minutes of the May 15, 2017 Regular Meeting was made by Dr. Suzanne Dardeau and seconded by Nora Stelly.

Yeas: Miller, Dardeau, Stelly, Duhon, Blue

Nays: None

Abstained: None

Absent: Wu, Wiltz

III. Director's Report & Comments

Mrs. Elberson explained that the Director's Report encompassed May, June and July. She explained that there were many new hires, most starting in the last 30 days. Two of our acquisitions librarians, Rose St. Romain and Rebecca Libersat, attended the Book Expo in New York May 31-June 2, 2017. Six librarians attended the ALA conference in Chicago this year.

Summer Kickoff was moved up a week this year. Because of rain, all activities had to be moved indoors.

We are now posting pictures of patrons of the South Regional Library on Facebook to showcase the diversity of different library users and the varying uses available.

Project Front Yard has received a grant of \$20,000 to renovate an adjudicated property in the McComb-Veazey neighborhood. The library wrote a letter in support of this grant. The plan is to put a community center/small library in this little house and the hope is to be able to team up with other community organizations to bring this to fruition. Dr. Dardeau asked if the Library would be receiving any of the \$20,000. Teresa answered that the Library will not receive any of the money.

Mrs. Elberson shared with the Board pictures of different kinds of book kiosks that she saw at the ALA conference. There were quite a few different companies that designed these kiosks. She also looked at bookmobiles. During the 'Parade of Bookmobiles', three different communities in the area brought their bookmobiles to show. They were all made by the same company. There was also something called pop-up libraries which were, in essence, shipping containers that were converted. In addition, bicycles were shown but Teresa says they are so heavy that you cannot actually ride them with the books stocked.

She mentioned that financials were also included in the packets. Larry Angelle, Library Operations Manager, mentioned that everything seems to be on track. Expenditures are good and revenues are great. Teresa told the Board that statistics were in the packets. Scott numbers are up. Kickoff did affect numbers a bit. Ebooks are gaining so checkouts are going down. Electronic audio numbers are also very high.

IV. Construction and Facilities Updates

Teresa let the board know that the notice to proceed for West Regional has been issued. It was effective July 17. The contractor time of 365 calendar days starts July 27, 2017. The library is looking at taking possession of the building in August of 2018. Rain delays and change orders may add to this time. As of now, no time has been set for a groundbreaking ceremony.

Larry Angelle and Teresa Elberson met with photographer Douglas LeFleur and hired him to document the building process of West Regional. His quote for services was very reasonable. This will give us professional organized photo documentation of the progress of our building from beginning to end, and these will be used on our construction blog.

Lighting, carpet, and furniture have been ordered for the Chenier Branch. Mrs. Elberson stated that the library will be closed while this work is being done.

The waterproofing project for the NRL and SRL Libraries includes draining/gutter improvements, sealing masonry, resealing and recaulking joints and repairing plaster sections of buildings. There will be a site visit for prospective bidders on July 11, 2017. Bidding will be opened at LCG on July 20, 2017 at 2:00 PM. Afterward, the bids have to be approved, accepted and signed before the work can be scheduled.

Larry Angelle scheduled a virtual tour of East Regional. This is what has been done for Main.

Specifications have been written to bid out LED upgrades to the NRL parking lot pole lighting. In the future, we will be working toward having LED energy efficient lighting for all of our libraries.

The security guard company used by the library will be changing as of July 23. LCG now has a professional services contract with HUB Enterprises. Several of our current guards plan to make the move to the new company. Larry is still working on a contract to get a sheriff's department deputy for first floor main duties. Adele Blue mentioned that she is still concerned about people parking at the curb and leaving their cars unattended, and the guards not reacting. Teresa let her know that it isn't a fire lane and so there are no signs there saying no parking. Larry Angelle mentioned that there is a good amount of activity there as a pick up and drop off.

Dr. Suzanne Dardeau asked who would typically be invited to a groundbreaking ceremony if one is done for the opening of West Regional Library. Teresa stated that typically it is a short and sweet function. She said that for East light refreshments were served. All of the City-Parish Council members are invited, the building architects, and anyone else that wanted to be included. This is not as big of a ceremony as the Grand Opening of the Library.

V. Comments from the Library Board

A. Lafayette Public Library Foundation Report

Joan Wingate said that the Foundation had taken a little break for the summer, but expressed that they are getting back on track with new members and there are many younger members joining. A social was held to help members get to know one another better. The Spellabration is still expected to be held in the Fall at the Main Library.

VI. Old Business

A. Library Parking (informational)

Mrs. Elberson gave the Board an update on Library Parking. The Library no longer has leased parking as of July 1st, 2017. After the last board meeting, she sent a letter to Lowell Duhon, CAO of LCG, explaining that we wanted a reprieve from his canceling the lease. He responded that we had enough parking with the new street parking. So far, staff has been utilizing street parking and we haven't heard of any issues. Adele Blue mentioned that she has noticed that the new street parking is not 50 percent utilized as of yet, but it will probably increase. Teresa mentioned that the parking on Congress isn't used much, because there isn't enough space for a person to open their car door. Nancy Hebert said that the Capital One employees are utilizing the parking around the hair salon. Teresa said that we will monitor and keep a record of any complaints. Andrew Duhon asked how much the lease was, and Teresa told him that it was \$16,500 a year for 25 spaces.

B. 2017-2018 Budget (informational)

Teresa gave an update on budget. The library has already had a meeting with the LCG budgeting staff. August 1, 2017, Lorrie Toups will present the budget. The Library's budget hearing in front of the Council will be in the afternoon of August 15, 2017.

C. FEMA Claims for damaged materials (informational)

The Board was updated and learned that there were 320 items that have been turned in as flood damaged by 104 different patrons for a total of \$5266. This was turned into FEMA by LCG. FEMA approved it and the Library is now repurchasing the same items as much as possible.

VII. New Business

A. Millages and Fund Balance discussion

Teresa told the board that she spoke to budgeting today. The millages that were paid in 2016 were at 2.68, 1.48, and 1.84 for the library. They had been rolled down during the reassessment year. In 2017, voters in Lafayette agreed to renew the 2.91 mill tax for the parish library system. Teresa's proposal is to leave the millages right where they are, leaving the 1.48 and 1.84 and the 2.91 be levied to 2.68 again. Joan Wingate asked for further explanation on how the millages were rolled back and Teresa stated that things have changed, it wasn't possible to just roll back one in the past. Last year, they took all 18 millages as separate ordinances.

Adele Blue spoke of concern because the last millage up for election in Lafayette did not pass. The Library has a millage on the ballot next year and she is afraid of what will happen if it does not pass. Teresa Elberson and Larry Angelle told her that if it doesn't pass, the library can go out again after 6 months. Andrew Duhon explained that the millage for the jail inexplicably failed, and they will definitely be going back. He surmised that they will probably only lose one year of revenue. Dr. Jean Creamer, member of the public, mentioned that she is worried that our millage will fail because of other failed millages.

Amy Miller indicated that there are firm earmarks on things we intend to spend money on, including the expansion of South, West Regional Library, and a Bookmobile. She estimated that the North Regional Expansion would potentially be \$4,000,000, we needed to keep a potential \$4,000,000 for Millage, 3,000,000 for buying the property near Main for parking and/or expansion, \$3,000,000 for the expansion of West, and \$4,000,000 for potential satellite locations. This would leave about \$5,000,000 in our budget, and she would be comfortable to allow that \$5,000,000 to be rededicated to the drainage project.

Andrew Duhon spoke on how he has always been very vocal about not considering a rededication of millages. He says it is important that we keep that firm. We have a good system because the voters voted for that. LCG should not take from the Library millage that is adequately funded and give to a millage that

isn't. He agreed that the fund balance is different and that there was about \$4,000,000 that has been gained in interest.

Joseph Gordon-Wiltz asked how long it would last if there was a possible rededication of fund balance. Teresa Elberson stated that it would be a one-time solution. Adele Blue asked if it would be a problem when it became public knowledge that we have an excess of \$5,000,000 that the voters would be asked to take away from the library when we have a millage vote. Suzanne Dardeau suggested encumbering the \$5,000,000 for other projects. Joan Wingate, President of the Board suggested that the library possibly reimburse things the library used, such as roads and drainage, where it would be more like paying a debt.

Dardeau explained that the other side of things is that the library does have a millage, and has properly and responsibly invested money, and planned accordingly. Joseph Gordon-Wiltz explained that the City-Parish has also been good stewards of money. This isn't so much a testimony of the Library being good stewards of money and the City-Parish being irresponsibly with money and/or drainage. He explained that there was a very old millage being used. Larry Angelle explained that the Library probably has the most relevant millage. Andrew Duhon said that the Parish Drainage millage has been inadequate since the 1980's. Wiltz agreed that the millages underperform in these modern times. Dardeau questioned why the Drainage Board hasn't gone out for millage increases.

Dr. Jean Kreamer explained that having served on the Consolidation Commission and having written the charter, she knew that parish funding was inadequate over 20 years ago. Lafayette City doesn't flood as much as Lafayette Parish and the Parish millages are inadequate. She did caution the Board to remember years ago when the Library was first built, Ms. Arceneaux and her Board ran out of money and were forced to close the children's library during summer months. She said the only reason we have a fund balance now is because the Library has improved, not because of the stewardship of money. She said the Parish has done a good job of budgeting knowing how low they were on funding. To give up money for something that is inadequately funded would give us no control over how money is spent, and that money may never come back. She said that it is not the Library's job to pay any excess for City-Parish services, as the Library already pays a substantial amount.

Suzanne Dardeau stated that the Board was appointed by the City-Parish Council to be the custodians of the money.

A motion was made by Amy Miller to support the Mayor's request to present to the voters a rededication of a portion of the Library's fund balance towards parish drainage projects. This was seconded by Andrew Duhon.

Yeas: Duhon, Wiltz, Miller

Nays: Dardeau, Blue, Wingate, Stelly

Abstained: N/A

Absent: Wu

The motion did not carry.

B. Policies (action items)

1. Makerspace Policy for board approval

The board asked that wording be changed in the safety section of this policy and also in the eligibility for use section to better reflect what the Library was trying to convey to patrons.

2. Exam Proctoring Policy for board approval

Teresa Elberson explained that the Library does not charge for Exam Proctoring. While it is a new policy, it follows what we were doing before. She then explained to the Board that all Proctors fit the criteria of the schools, and are usually Librarian IIs.

3. Bulletin Boards, Exhibits, and Display Policy for board approval

The Bulletin Board policy has been in place since 1986. This policy is just bringing the Bulletin Board Policy, the Exhibits Policy, and the Display Policy into one cohesive policy.

A motion to accept the policies in globo of Makerspace with the revisions made to section IV regarding safety, and the revision to eligibility for use as stated earlier, Exam Proctoring and Bulletin Boards, Exhibits and Displays with revisions noted was made by Amy Miller and seconded by Adele Blue
Yeas: All
Nays: None
Abstained: None
Absent: Wu, Dardeau

VIII. Announcements

- A. Annual Ethics Training for Public Servants must be completed by December 31, 2017.
- B. Reminder that the next library board meeting will be August 21, 2017.

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 7:10 PM.