

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

May 15, 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, May 15, 2017. Amy Miller, Vice-President of the Board, called the meeting to order at 5:18 PM.

I. Roll Call

Board Members Present: Amy Miller, Vice-President (Arrived 5:18); Adele Blue; Nora Stelly; Dr. Suzanne Dardeau; Joseph-Gordon Wiltz, City-Parish Liaison; Dr. Yung-Hsing Wu

Board Members Absent: Joan Wingate, President; Andrew Duhon

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

Members of the Public: Bennett Bernard

II. Approval of Minutes

A motion to approve the minutes of the April 17, 2017 Regular Meeting was made by Dr. Yung-Hsing Wu and seconded by Dr. Suzanne Dardeau.

Yeas: Blue, Stelly, Dardeau, Wiltz, Wu

Nays: None

Abstained: None

Absent: Duhon, Wingate

III. Director's Report & Comments

Teresa Elberson told the Board about Becky Stickell's recent retirement from the South Regional Library. She worked as a children's librarian at Main, as a teen librarian at SRL, and was most recently the programming librarian at SRL. She announced that Emma Guillory, who had worked in Community Services and as a children's librarian, has accepted the Community Services Coordinator position replacing Beth Chiasson. Teresa mentioned that she got great compliments from the State Library thanking our IT staff (Adam Melancon, Chuck Savoy, and Peter Thompson) for giving such a great presentation using our HTC Vive virtual reality system during the State Library Tech Fest 2017. Terry Roy attended the Texas State Library Association conference in San Antonio in April. Peter Thompson and Danny Gillane attended the Customers of SirsiDynix User Group, Inc. (COSUGI) conference in Salt Lake City in April.

Larry and Teresa went to a LCG Funding Evaluations/Finance Liaison Committee meeting. The library was one of many taxing entities outside of regular LCG departments asked to give an overview of their current financial state and their millages.

Teresa announced that Kickoff Day for the Summer Reading Program will be held on June 3rd at the Main Branch from 10:00 AM until 3:00 PM. Included in the Board Packets was a lineup of performers. Food trucks that will be present include Big Daddy's BBQ, the Rice Kings, and Kona Ice. Kids will also be able to enjoy a fun jump, crafts, tattoos, and more. Sign up for summer programs started today, May 15.

She announced to the Board that financials and statistics were also included in the packets. April Statistics and the Mid-Year Statistics were included. As the budget year starts in November, Mid-Year is comprised of November through April. Healthy increases were shown at North and at East. Programs have been increased

significantly, and more people are using Wi-Fi and the meeting and study rooms. Adele Blue made a note that the numbers at SRL went down. Teresa said that this may have been because SRL was closed a day to be used as a polling location in April.

IV. Construction and Facilities Updates

Teresa Elberson let the Board know that a map was included in their packets that showed current and planned locations of library coverage in Lafayette Parish. Dr. Dardeau mentioned that there wasn't much of a gap of places not covered by a library system.

Mrs. Elberson said that the painting, electrical work, and carpeting project has been finalized at Chenier. Larry Angelle is working with everyone to get a date set to get the project scheduled and to figure out how long it will take to get everything out of the library and how long the branch will need to be closed.

The paperwork has come in to get a bid date set for the Exterior Weatherproofing project for the North and South Regional Libraries. This will consist of cleaning the brick and plaster surfaces, applying waterproofing to the brick and an elastomeric coating of the plaster. This project also includes removal and re-caulking around windows, doors, wall joints, miscellaneous penetrations and pavement joints, and repainting of miscellaneous exterior surfaces. Larry Angelle told the Board that about \$270,000.00 has been set aside for this project.

The bid opening for the West Regional Library was held on May 10, 2017. All of the bids came in extremely close to one another. The library currently has 5.53M allotted for construction. Dr. Dardeau asked for a tentative timeline on when the project would be completed. Teresa Elberson said that she hopes for an opening in the late fall or winter of 2018.

V. Comments from the Library Board

A. Lafayette Public Library Foundation Report

Nora Stelly said that the next big thing for the Foundation will be their Fall Spellabration. This year it will be held at the Main Library on Sunday, November 12, 2017.

B. Suzanne Dardeau asked about a follow up from the last Board meeting. A member of the public, Kevin Barry, had asked about food being allowed next to the computers at the Main Library. Teresa Elberson said that Linda Broussard currently had signs ready to be put up banning food next to the computers and in study rooms on the second and third floors. Food will still be allowed in the Children's Department and in the Teen Department. No other branches have voiced concerns, so small snack items will still be allowed elsewhere.

VI. New Business

A. Library Parking

Teresa Elberson explained the parking situation at the Main Library to the Board. When the temporary Jefferson Street Branch along with the Administrative offices at 604 South Buchanan were leased, parking spaces were leased adjacent to the office. The library continued renting these spaces until the lease could be renegotiated this past fall reducing the number of spaces to 25 at a cost of \$55.00 per month per spot. Library staff was asked mid-January of this year to begin utilizing these spaces first, then street parking, and then the library parking lot Monday-Friday from 8:00AM to 3:00PM.

While this lease was being renegotiated, Congress Street was being restriped to bring it down to two lanes and extra parking was added street side. After the lease was signed, it was also discovered that Lafayette Street would be restriped to offer street side parking.

Lafayette Consolidated Government had a meeting on parking that the library administration was not a part of. LCG owned spots at the Jefferson Street Towers and it wanted the library to use those spots instead of the leased spaces. The legal department of LCG was instructed to cancel the lease that the library had with the Buchanan lot. Mrs. Elbersen was notified of this by a phone call with Tammy Parker Pratt, Assistant City-Parish Attorney.

Teresa Elbersen then contacted Lowell Duhon, CAO, who suggested that she speak with Warren Abadie in Public Works. Mr. Abadie explained that those particular parking spots at Jefferson Towers were already under contract and Teresa explained that those spots wouldn't have been ideal for library staff as it would be a further walk. She told both Mr. Duhon and Mr. Abadie that more information would be collected.

The Main Library is 66,000 sq. ft. under roof. There are currently 128 parking spaces in the lot. Denelle Wrightson, the building consultant/architect, has said that a building this size should have 294 spaces for adequate parking.

Over a two week period in the month of March, information was collected on staff parking spaces. On average, 42 staff members were working in the building at a time Monday-Friday and needed a parking space.

Adele Blue asked if library staff had parking tags and it was confirmed that they do, it was a requirement for parking in the Buchanan lot.

Larry Angelle mentioned that we needed to collect more numbers during the summer, which is the busiest time of the year.

As busy summer is set to begin we would have the additional staff parking like we have had in years past. Patrons and staff could utilize the free street parking. Keep lease for the remainder of the lease terms at a total cost of \$16,500. Library admin would have time to reevaluate the need for paid parking vs. utilizing street parking before renewing the lease.

After discussion, Dr. Suzanne Dardeau made a motion to ask LCG to rescind the parking lease termination (currently due to be terminated by May 31, 2017) giving the library extra parking for summer while leased parking needs are reevaluated. Joseph Gordon-Wiltz, City-Parish Appointee, seconded the motion.

Yeas: Blue, Stelly, Dardeau, Wiltz, Wu

Nays: None

Abstained: None

Absent: Duhon, Wingate

B. 2017-2018 Budget

Teresa Elbersen explained to the Board that the proposed 2017-2018 budget reflects annual operating costs of the owned facilities of the Main Library, the North Regional Library, the South Regional Library, the East Regional Library and five smaller non-owned facilities (Duson, Scott, Milton, Chenier, Butler) and the leased Warehouse.

West Regional is expected to be completed in the fall of 2018. Some operational costs have been budgeted associated with taking possession of the building at that time. Furniture, equipment, and materials will have to be put into place before the branch can be opened to the public.

The proposed budget adds 18 full-time positions, of which 12 are related to staffing the new West Regional Library and 4 to starting Bookmobile Service and increasing Outreach Services throughout the parish. Only 3 positions are funded for the full 12 months, since the West Regional branch and Bookmobile service will not be in operation until after mid-year or later. Staffing was reduced by two part-time positions.

West Regional and new Bookmobile services will not have a dramatic impact on the budget until FY 18/19 when staff and operations expenses reach 100 percent. Some costs will be offset by closing the Scott Branch.

Two large capital projects were added to the 2017-2018 capital budget. \$300,000.00 was added for a new Bookmobile and \$4,000,000.00 was added for the South Regional Expansion Project.

The proposed budget reflects a use of Fund Balance in FY 2017/2018 of \$3,648,205.

Teresa Elberson stated that this budget was turned in on Friday, May 12, 2017, pending Board approval.

Bennett Bernard, a member of the public, asked for clarification on the fund balance calculations. Larry Angelle explained to him that last fiscal year was ended with 39,491,514.00 balance. Revenue increased this by about \$13,000,000.00. Expenditures approximated \$27,000,000. This brings us to a balance of about 25,000,000.00.

A motion was made by Joseph Gordon-Wiltz to approve the budget as presented. Dr. Suzanne Dardeau seconded the motion.

Yeas: Blue, Stelly, Dardeau, Wiltz, Wu

Nays: None

Abstained: None

Absent: Duhon, Wingate

C. June and July Board Meetings

As the June and July Board Meetings are optional, Teresa Elberson suggested that the June meeting be canceled and the July meeting date be pushed up to July 10, 2017. Nora Stelly made a motion to adjust the meeting schedule consistent with the Director's recommendation to cancel the June meeting altogether and to hold the single meeting on July 10. This motion was seconded by Joseph Gordon-Wiltz.

Yeas: Blue, Stelly, Dardeau, Wiltz, Wu

Nays: None

Abstained: None

Absent: Duhon, Wingate

VII. 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.

VIII. Comments from the Public

There were no comments from the Public.

IX. Adjournment

There being no further business, Dr. Suzanne Dardeau made a motion to adjourn the meeting. Dr. Yung-Hsing Wu seconded the motion. The motion was unanimously approved. The meeting was adjourned at 6:26 PM.