

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

November 20, 2017

The regular meeting of the Lafayette Public Library Board of Control was held on Monday, November 20, 2017. Joseph Gordon-Wiltz, President of the Board, called the meeting to order at 5:20 PM.

**I. Roll Call**

Board Members Present: Joseph Gordon-Wiltz, President; Andrew Duhon, Adele Blue, and Joan Wingate

Board Members Absent: Nora Stelly, Vice-President; Yung-Hsing Wu, Suzanne Dardeau

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: None

**II. Approval of Minutes**

Because of the absence of a quorum, the approval of Minutes from the October 16, 2017 meeting was tabled until the December Board Meeting.

**III. Director's Report & Comments**

Mrs. Elberson reported library staffing changes to the Board. She also announced that she had recently attended the Association of Bookmobile and Outreach Services conference in Pittsburg, Pennsylvania.

A new budget year began Nov. 1st and Mrs. Elberson announced that there is money to send the trustees to the American Library Association Conference in New Orleans in June of 2018 if they would like to attend.

The Chenier Grand Re-Opening was held on November 1, 2017. It was well attended and guests included library staff, patrons, and LCG staff. Notable appearances were made by Councilman Patrick Lewis and the CAO of LCG, Lowell Duhon.

Branch/Department Reports along with Financials were included in packets.

**IV. Construction and Facilities Updates**

Larry Angelle announced to the board that the Waterproofing Project was ongoing. Waterproofing at North Regional is essentially done. This includes caulking of all joints, repairing stucco, and improving drainage. All resources have now been designated to South Regional.

Expansion for South is in the 2018 budget. The Professional Services Committee approved hiring Gene Sellers, the original architect of the building. Larry Angelle drafted the contract and sent it to Public Works. Once the contract is approved, a Public Works Engineer will be appointed as a project manager.

Framing to pour foundation for the West Regional Library has begun. Underground drainage has been completed, along with underground electric.

Carpet has been changed at North Regional in the children's area, replacing rolled carpet with carpet tile. Carpet in other areas of the library was also replaced.

Office cubicle furniture has been ordered for the IT department and should be installed this week.

## **V. Comments from the Library Board**

### **A. Lafayette Public Library Foundation Report**

Joan Wingate told the Board that the Spellabration was recently held on the second floor of the Main Library and seems to have been the most successful one yet. 13 Library staff members were in attendance, with three competing as a team.

## **VI. Old Business**

### **A. Report on our new automatic renewal program (Informational)**

The new library automatic renewal program, Renew Dat, was launched on November 1, 2017. All feedback from patrons has been positive. The only issue for patrons has been that if they do not have an email address, they will not get a notification about their items being renewed. Staff has been working with these patrons to either get email set up, email addresses changed, or have instructed them to call the library for account information.

### **B. Continue review of processing fee policy change**

This topic was tabled until the December meeting.

### **C. Year-end Review**

This topic was tabled until the December meeting.

## **VII. New Business**

### **A. Goals for FY 2017/2018 (Informational)**

Facilities Maintenance Software is being purchased from Dude Solutions, Inc. There is an estimated one year process where engineers will visit library sites and establish historical maintenance history, inventory of facilities and equipment, capital forecasts up to thirty years for budget planning and budget defending, preventative maintenance schedules and history of completion, and easy mobile device work order input and tracking. This will also provide an estimated cost and prioritize repairs needed if and when the library takes responsibility of Building C of the Clifton Chenier Center.

The Library continues to explore options when it comes to RFID to get the best return and work flow without limiting patron service and staff speed.

Larry Angelle is working to establish a Sheriff Deputy Security Service Agreement.

The Library is working to establish an internal inspection team of staff to yearly review all facilities to replace furniture, improve signage, recommend improvements or complete minor repairs to facilities.

The Milton Branch of the Lafayette Public Library will be surveyed in December to see what is possible, as it is a leased facility. Possible changes include new furniture and rearrangement of the library.

At the North and South Regional Libraries, waterproofing projects will continue. Outdoor tables will be added to the front area at SRL and in the NRL courtyard. Pole lights at both NRL and SRL will be converted to LED. Parking at South will be restriped using Thermoplastic. The South Regional Library Expansion Architect Contract will be established.

The Library will continue the process through the Property department with Council approval to sell or transfer old furniture and equipment stored at the Warehouse to make room for replacement furniture and the closing of the Scott Branch.

An Engineer has been hired to draft plans and specifications to divert water in the parking lot at the East Regional Library. A consultant will be hired to help resolve acoustic issues in the Storytime and Large Meeting Rooms.

Cameras and servers from the South Regional Library have been repurposed to be used at the Chenier Branch. The Library continues to work toward taking over Building C so that updates can be made and a plan can be established for utilizing the facility to its full potential.

Contracts are being bid out to purchase furniture and shelving for West Regional. Library materials will be purchased and staff will be hired, and then the Scott location will be closed.

Leaning windows at Main that are no longer covered under warranty will be repaired.

A Bookmobile will be ordered, along with material for the Bookmobile. Routes and stops will be planned by the new Outreach Services Librarian III. The Lafayette Public Library Foundation will fund the purchase of the skin to be placed outside of the Bookmobile.

The Business department will be working to change processes and procedures as it relates to money handling, Symphony reports, deposits and reconciliation to be in compliance with state mandates and LCG PPMs. Accounting software will be researched to replace an early 90's Q&A Database. The Library will be working with Civil Service to update all position classification descriptions and getting all of the new positions in the budget filled. The Library will continue working with the school system so that all school IDs can be used as a library card. The emergency procedures manual will be updated.

The Library will apply for the Modisette Award for Public Libraries. This is ~~is~~ presented in even numbered years to a public library to reward and encourage the improvement of public library service in a two-year period.

The library millage will be put on the ballot at the end of the year to have it renewed.

**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 December 18, 2017.

**IX. Comments from the Public**

There were no comments from the Public.

**X. Adjournment**

There being no further business, the meeting was adjourned at 6:27 PM.

Respectfully Submitted,

Teresa Elberson, Secretary