

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

September 18, 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, September 18, 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; Adele Blue; Joseph Gordon-Wiltz; Dr. Suzanne Dardeau (Arrived 5:16); Dr. Yung-Hsing Wu (Arrived 5:20)

Board Members Absent: Joan Wingate, President; Nora Stelly, 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: Wendy Mouton, Risk Management; Scott Feehan, Executive Director of Festival International

II. Approval of Minutes

Being that there weren't enough board members for a quorum, approval of minutes was tabled until the October meeting.

III. Director's Report & Comments

Teresa Elberson, Director of the Library, announced that the Library recently had a full-staff meeting on Thursday, August 31 from 8:00 AM – 1:00 PM. All branches were closed at this time so all employees could attend. She gave the annual State of the Library address and the program covered suicide prevention and stress management. A food drive was held and 250 items were collected for donation from the staff.

She then stated that she had given a tour of the Main Library to Diane Brown, the Deputy State Librarian, and a representative from the National Institute of Museum and Library Sciences. Included in the board packets was an IMLS handout. IMLS is the federal funding source of the state library databases. The handout explained how IMLS funding impacts Louisiana.

Several enhancements have been made to the online library catalog. The data has been enriched with Accelerated Reader information. A 2nd layer of catalog enhancement has been purchased from Syndetics Unbound.

South Regional Library served as a sandbag station during Hurricane Harvey.

The Branch/Department reports for August were included in packets, excluding Main, Chenier, and Butler. Teresa commented on the fact that South Regional updated all of its audio/visual equipment. This includes new sound systems, projectors, and screens along with other equipment. Security Cameras were updated at the same time, and new ones were added.

Statistics and Financials from August 2017 were included in the packets. Teresa made note that the flood of 2016 happened in August of last year, which may have skewed some of the numbers compared to this year.

IV. Construction and Facilities Updates

The contractor at West Regional was granted a 28 day extension due to rain delays. They are now back to work, moving dirt and getting it compacted correctly. The contractor is looking into the possibility of adding an electric car charging station and space for electric vehicles. A change order to the contract will be issued once prices are known on total site and equipment costs.

The Chenier Branch was reopened on September 5th after being closed for three weeks. It was completely repainted and new carpet was installed. The move went smoothly and it allowed for cleaning of every space and surface. The re-dedication will be pushed back until mid-October, pending touch-up paint, furniture delivery, camera installation, LED can lighting installation and roof repair.

The contract has been awarded on the waterproofing/weatherproofing project at South and North Regional. A pre-construction meeting will be held on September 28th, during which the logistics and timetable of the project will be discussed.

Carpet is to be replaced in the Children's section of the North Regional Library. Parking lot lights at NRL will be upgraded to LED pole lights.

V. Comments from the Library Board

A. Lafayette Public Library Foundation Report

Adele Blue announced that plans for Spellabration are well underway. The Spellabration will be held at 6:00 PM on November 12th at the Main Library. It will cost \$30 to attend, or \$50 if two tickets are bought.

VI. Old Business

A. 2017/2018 Budget Update

Teresa Elberson announced to the Board that the library millages were introduced and that they are up for final adoption on September 19th. It was asked that they be levied at their current assessed rate. There is only one ordinance for all LCG millages including the library.

The budget was adopted on September 7th. As Teresa mentioned in the last meeting, Mr. Castille removed all promotional costs from the budget. During the budget meeting, that ordinance was rescinded and a new one was introduced, still keeping the Library's promotional costs cut from the 2018 budget. It affected two positions that were in the budget for a total cost of \$9300. Mr. Castille met with Civil Service last week, and has mentioned publically that he will meet with each departments individually to reassess promotional costs.

Joseph Gordon-Wiltz asked if the Board was allowed to make resolutions to express support of putting the money back into the budget.

A motion was made by Suzanne Dardeau to have a Board Resolution written supporting reinstatement of promotional costs. This motion was seconded by Joseph Gordon-Wiltz.

Yeas: Gordon-Wiltz, Blue, Wu, Dardeau, Miller

Nays: None

Abstained: None

Absent: Duhon, Stelly, Wingate

VII. New Business

A. Early Closing of Main Library November 12

Teresa Elberson wanted the Board to be aware that the Library will be closing at 3:00 PM on Sunday, November 12 in preparation of the Lafayette Public Library Foundation's Spellabration Fundraiser.

A motion was made by Joseph Gordon-Wiltz to approve the early closing of the Main Library on November 12. This motion was seconded by Adele Blue.

Yeas: Gordon-Wiltz, Blue, Wu, Dardeau, Miller

Nays: None

Abstained: None

Absent: Duhon, Stelly, Wingate

B. Discussion on the use of the Main Library's Lot for Festival International Event

Larry Angelle explained to the Board that in 2015 the Main Library was approached by Festival International about using the parking lot for reserved parking during Festival events. This was approved and has gone smoothly for two years. Festival is now looking to put a stage on the Main Library lot for the 2018 Festival International.

Suzanne Dardeau then asked if the Library would be reimbursed in any way for the use of the lot. Larry Angelle answered that the Library would not be reimbursed. She then stated that she would like to know Legal's position on alcohol being served on the lot. She asked what time the Library would be closed on said days. Larry Angelle explained that on the Wednesday of Festival, the Library would be closed at 5. On the Thursday and Friday, the Library is usually closed at 4, and would be closed all day on Saturday and Sunday. Teresa and Larry said that the Board will vote in October to possibly close the Library earlier on the Friday.

Scott Feehan, Executive Director of Festival International, stated that what had been envisioned was that the stage on the Library lot would essentially be what used to be the Heritage Stage that was on the Chase parking lot. What has happened with that stage in the past is that it was put together on the Friday morning with a half-day setup. It would be opened Friday evening, Saturday, and Sunday, with everything completely gone by Sunday at midnight.

Joseph Gordon-Wiltz asked if it had been envisioned for Lafayette Public Library to be branded as a sponsor for Festival International. Larry Angelle stated that he wanted to bring this to the attention of the Board, and ask their opinions on how to capitalize on such an event. Mr. Wiltz suggested the wording 'X sponsorship in partnership with the Lafayette Public Library'. Suzanne Dardeau proposed bringing some of the musicians in for a performance at the Library the month before Festival.

Larry Angelle showed the Board a map of the Library parking lot indicating the parts over which Festival would have control. He let the Board know that they would bring their own security guards, and that over the last two years we have not had any incidents during Festival. The agreement would be that they had to return the parking lot on Sunday evening as it was given to them. Festival staff has their own insurance. The Library would put up temporary fencing around landscaping. The lighting on the lot would be adjusted to Festival schedule that weekend so they would remain on all night.

Scott Feehan showed a PowerPoint presentation explaining what the Heritage Stage used to be while in the Chase lot. He stated that having the stage at the Library would help to spread their footprint, alleviating all traffic from Jefferson Street, and would look good as two entities came together as one under Joel Robideaux's CREATE initiative.

Amy Miller said that she noticed the Library basically using the bigger LCG agreement for Festival. Larry Angelle agreed, stating that the lot was essentially LCG property. Things added included time the Library needed to be closed and making sure nothing was attached to the building or property.

C. Discussion on library late fees

Mrs. Elberson let the board know that there was a special packet included for the discussion of library late fees. A change was first proposed on library late fees in July of 2016. After a positive response from board members, the proposal was withdrawn by the Library Director in September of 2016 so that more information on the legality and timing of the proposal could be collected.

The proposal on the table is to eliminate late fees on most overdue items. Patrons would still have a due date, and be sent overdue notices. As is currently the practice, patrons will be encouraged to return their items on time or to renew said item for another loan period.

As of now, there is a one-day grace period on all items. Returning an item one day late will incur no late charges. The existing late fee on a book is \$0.05 a day, up to \$2.00 an item. The late fee on a DVD is \$0.25/day, up to \$5.00 an item.

The proposal would block patrons from checking out any more materials after an item is overdue by 90 days. Present-day practices state that a patron is blocked after 120 days of an item being overdue.

Patrons would not be blocked from owing previous late fees. Now, they are blocked if they owe more than \$5.00 of late fees. State law says that the Library is not allowed to waive or remove a charge already on an account.

Presently, the only way to pay a late fee or fine is with cash or check. LCG banking doesn't allow for debit or credit cards.

Ten percent of checkouts from the Lafayette Public Library system is electronic with no late fees involved. This no late fee model appeals to many and is one of the reasons eBooks are so popular. The Library is looking into a new bookmobile service to start next year. Most libraries do not charge late fees on bookmobile materials because of changes in routes and the dangers associated with collecting and travelling with money. A new program is in the works in which every student ID works as a library card. Programs such as this usually don't involve late fees. There is also an increasing nationwide trend of public and academic libraries not charging late fees.

If the library were to eliminate late fees, it is expected that there will be: an increase in circulation and in new library cards issued, an increase in the return of previous long overdue items as patrons reestablish borrowing privileges; an improvement in staff relations with patrons; an improvement in circulation staff morale; a need for more reminders sent to patrons to return their items (email, text, and phone); a big savings since circulation staff in 8 locations will not have to collect, count, and send money to the business office every day; savings on time within the business office since it will not take as long to get a daily deposit compiled; and recognition of being a trend setter by possibly being the first library system in the state to eliminate fees for all.

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 October 16, 2017 with a possible change in meeting location.

IX. Comments from the Public

There were no comments from the Public.

X. Adjournment

There being no further business, Joseph Gordon-Wiltz made a motion to adjourn the meeting. Suzanne Dardeau seconded the motion. The motion was unanimously approved. The meeting was adjourned at 6:38 PM.