

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

November 26, 2018

The regular meeting of the Lafayette Public Library Board of Control was held in the Board Room on the 3rd floor of the Main Library at 301 West Congress Street on November 26, 2018. Nora Stelly, Acting President of the Board, called the meeting to order at 5:16 PM.

I. Roll Call

Board Members Present: Nora Stelly, Acting President; Hilda Edmond; Andrew Duhon; Joan Wingate; Suzanne Dardeau; Yung-Hsing Wu; Adele Blue

Board Members Absent: Jolan Jolivette

Administrative Staff Present: Teresa Elberson, Director; Larry Angelle, Library Operations Manager; Danielle Breau, Director's Executive Secretary

Other Staff Present: Benton St. Romain, Library Budget Analyst

Members of the Public: None

II. Approval of Minutes

A motion to approve the minutes of the October 15, 2018 Board Meeting was made by Adele Blue and seconded by Joan Wingate.

Yeas: Stelly, Edmond, Duhon, Wingate, Dardeau, Wu, Blue

Nays: None

Abstained: None

Absent: Jolivette

The motion to approve the minutes was carried.

III. Comments from the Library Board

A. Lafayette Public Library Foundation Report

Joan Wingate stated that there has been movement in revitalizing the Political Action Committee. The Friends of the Library and the Library Foundation are working together in this effort. The Foundation has also agreed to start reciprocating attending meetings with the Friends. The Annual Awards Luncheon will be held on April 12 with Camille Claiborne as the guest speaker. The new Foundation website will be revealed soon.

IV. Director's Report & Comments

Teresa Elberson announced staff changes, including two new hires.

Amy Wander attended the ABOS (Association of Bookmobile and Outreach Services) conference held in Raleigh, North Carolina October 17-19. Linda Broussard, Larry Angelle, Cara Chance, Teresa Elberson and Terry Roy attended the Fall Administrative Librarians' Conference held by the State Library at the EBR's Goodwood Branch.

All LCG employees received a 2% pay raise effective with the pay period starting November 4, 2018. There was no increase in health premiums. Open enrollment for supplemental insurances will be done in January with only one provider for each type of insurance. LCG was able to negotiate better plans and rates going with one provider per type of insurance. A new benefit went into effect for all unclassified directors. Directors will have an additional retirement benefit with funds going into a 501 (a) plan. Appointed directors may not have the opportunity to become vested thus losing retirement benefits. The additional plan will give them retirement security. Approximately \$5,512 was added to the library budget for this director's benefit.

Monthly reports from all branches were included in the board packets along with the latest BookTalk newsletter.

Statistics will be posted online. Year-end statistics will be presented at the January meeting.

Larry Angelle discussed financials. The Board was presented with a financial report from the previous fiscal year (not finalized), a financial report for November 2019 and a copy of the final adopted FY 2018/2019 budget. He reminded the board that 2019 was the last year that the library will collect on the failed millage.

Andrew Duhon asked what the total revenue was from the failed millage. Teresa Elberson answered \$3 Million. Suzanne Dardeau asked if the library knew how much our legal fees associated with the Drag Queen Story Time would be. Mrs. Elberson said she was not sure how the legal fees were billed and paid for and would check with the LCG attorney to get an answer since we did not have legal fees in the budget.

V. Construction and Facilities Updates

As of October 25, 2018, workers were on site at West Regional finishing up with the interior dry wall. The plan was to start putting up the exterior black tiles and installing the ceiling tile grid layout for tiles and light fixtures. The next monthly meeting with the contractor, public works, and the architects is scheduled for November 29. The last change order giving the contractor additional time for rain delays brings the substantial completion date to January 12, 2019. This date is pending delivery of the permanent power switch.

Furniture delivery has been delayed with the change to the substantial completion date. This means the library will have to incur vendor storage fees since vendors have received shipments and cannot deliver or install furniture.

The bookmobile should be out of production in late December, then they will be installing interior items. A meeting with Right Angle is scheduled for November 28. The library hopes to get a wrap design finalized by the end of the year.

The RFID tagging project should be wrapped up before year end. Equipment is set for install in January.

Larry Angelle and Dan Crowley worked this year to find just the right outdoor table product to install at several of the library locations including SRL, NRL and ERL. Staff and patrons lacked any outdoor seating for breaks or lunch. Specifications were written, quotes accepted, and the tables were installed in October. They are beautiful, comfortable, and enhance the facilities. The same product will be installed at West Regional.

Joan Wingate asked about substantial completion time, remembering issues with the Main Library. Teresa Elberson said that the architects and contractors are constantly monitoring this and everything is moving along as planned.

A list of library projects and goals for FY 17/18 was given to the board along with updates to progress as of November 2018.

VI. Old Business

A. Election of Officers

A motion to elect Nora Stelly as the 2018-2019 Board President was made by Adele Blue and seconded by Andrew Duhon.

Yeas: Stelly, Edmond, Duhon, Wingate, Dardeau, Wu, Blue

Nays: None

Abstained: None

Absent: Jolivette

Motion carried.

A motion to elect Andrew Duhon as the 2018-2019 Board Vice President was made by Adele Blue and seconded by Suzanne Dardeau.

Yeas: Stelly, Edmond, Duhon, Wingate, Dardeau, Wu, Blue

Nays: None

Abstained: None

Absent: Jolivette

Motion carried.

VII. New Business

A. Proposal for West Regional Library Hours of Operation

A proposal to set West Regional Library's hours of operation to be the same as North Regional and East Regional was proposed. Hours would be Monday – Thursday 9:00am to 8:00pm, Friday 9:00 am to 6:00 pm, Saturday 10:00 am to 5:00 pm, Sunday 12:00 pm to 6:00 pm. The staffing model for West Regional is the same as both North and East Regional Libraries.

A motion was made by to accept the West Regional Library Hours of Operation as presented was made by Andrew Duhon and was seconded by Joan Wingate.

Yeas: Stelly, Edmond, Duhon, Wingate, Dardeau, Wu, Blue

Nays: None

Abstained: None

Absent: Jolivette

Motion carried.

B. Proposal to approve 2% raise for the Library Director effective December 2, 2018 in line with the 2% raise given to all LCG employees as of November 4, 2018.

Suzanne Dardeau noted that Teresa Elbersen had not been evaluated in the last year. Andrew Duhon stated that the CAO may have the form, and it should be looked into. Joan Wingate suggested that the evaluation should be put on the board calendar. Teresa Elbersen stated that she would look into it and get the evaluation sheet to the Board President as soon as possible.

A motion was made by Andrew Duhon to accept the proposal to approve the 2% raise for the Library Director effective December 2, 2018 in line with the 2% raise given to all LCG employees as of November 4, 2018 as presented and was seconded by Joan Wingate.

Yeas: Stelly, Edmond, Duhon, Wingate, Dardeau, Wu, Blue
Nays: None
Abstained: None
Absent: Jolivette

Motion carried.

C. Proposal that the optional December board meeting be cancelled.

A motion was made by Yung-Hsing Wu to cancel the December board meeting and was seconded by Hilda Edmond.

Yeas: Stelly, Edmond, Duhon, Wingate, Dardeau, Wu, Blue
Nays: None
Abstained: None
Absent: Jolivette

Motion carried.

D. Update on book complaint

Teresa Elbersen did a bit more investigation on the children's picture book titles owned and new titles being published on these subjects. Subject headings varied widely and have changed over the years. Some titles don't have subjects attached making it impossible for anyone to find them. She also discovered that the book industry has updated their subject categories for this type of material last year. She

met with the children's librarians and proposed that the BISAC subject heading be changed for this material and to now include picture books in this new heading taking them out of the main picture book collection and placing them with like subject material so that parents would only have to look one place for these titles. To do this, the library will have to pay close attention at time of ordering and receiving to make sure the title fits this category. The book industry has adopted LGBT as the new juvenile subject of fiction and non-fiction books in the area. The term "homosexuality" is no longer used. Right now for Juvenile NF the library uses Social Issues. BISAC NF Juvenile subject "Social Issues" has been changed to Social Topics. The two BISAC juvenile subject headings were combined and a new Social Topics/LGBT subject was made for children's picture books and non-fiction materials. Material is being labeled with subject and moved to its new location at all locations.

VIII. Announcements

A. Yearly Ethics Training due before December 31, 2018

IX. Comments from the Public on any matter not on this Agenda

X. Adjournment

There being no further business, Adele Blue made a motion to adjourn the meeting. Joan Wingate seconded the motion. The motion was unanimously approved. The meeting was adjourned at 6:40 PM.

Respectfully Submitted,
Teresa Elbertson, Secretary