

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

October 15, 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 October 15, 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; Joan Wingate (arrived 5:20 PM); Adele Blue; Hilda Edmond

Board Members Absent: Suzanne Dardeau; Yung-Hsing Wu; Andrew Duhon, Jolan Jolivet

Other Staff Present: Teresa Elberson, Director; Terry Roy, Library Administrator; Larry Angelle; Library Operations Manager; Danielle Breau; Director's Executive Secretary; Benton St. Romain, Library Budget Analyst

Members of the Public: None

II. Approval of Minutes

A motion to approve of the minutes of the September 17, 2018 Board Meeting was made by Joan Wingate and seconded by Adele Blue.

Yeas: Stelly, Wingate, Blue, Edmond

Nays: None

Abstained: None

Absent: Dardeau, Wu, Duhon, Jolivet

The motion to approve the minutes was carried.

III. Comments from the Library Board

A. Lafayette Public Library Foundation Report

Nora Stelly announced that the Foundation is working on changing its focus to how to better raise funds and how to support the library in a more public manner.

IV. Director's Report & Comments

Teresa Elbertson announced staff changes, including one resignation, one transfer and two new hires. Terry Roy is currently interviewing to fill vacancies.

The Lafayette Public Library had a booth at Comic Con Lafayette 2018 at the Cajundome Convention Center October 6 & 7.

Amy Strohmer-Wood, Librarian II at SRL and Sarah Durr, Librarian III at Main, attended the Association for Library Service to Children National Institute in Cincinnati, Ohio. This conference is held every 4 years.

The Friend's Author Dinner is scheduled for Wednesday, October 24 at the Petroleum Club. This year's author is Ken Wells. Tickets are \$25.00.

Teresa Elbertson was sued (among others) in Federal Court by six members of the Warriors for Christ and Special Forces of Liberty. Mrs. Elbertson has been working with LCG-appointed legal counsel Tammy Parker-Pratt to get matters resolved. A hearing will be held Tuesday, October 16. As there are currently no funds in the budget for legal fees, a budget adjustment will be made after the final bill is received.

Monthly branch reports, financials, and statistics were included in board packets.

V. Construction and Facilities Updates

Drywall is being installed at the West Regional Library.

There is still no signed contract with Right Angle for the work on designing the wrap for the Bookmobile.

A go live set date has for November 1, 2018 is in place for the Dude Solutions Facility Assessment. Larry Angelle has set up the software, logins and training for all Managers, Clerks, Supervisor II, Supervisor II, Technicians, and Administrators. This software will be used for a Maintenance and IT request system-wide so this can be tracked and data can be compiled.

The RFID tagging project is about three weeks behind schedule, and began at the end of September. Several casual employees have been hired and regular employees were offered overtime to work toward getting the tagging done within the original 12 week plan. The delay has been on the part of MK Solutions. The Main Library is finished and the project has moved to SRL and NRL.

A new Downtown Development Authority director has been hired. A cost estimate was received on the Library Park Project from LAND Architecture. \$80,000 was budgeted by the Library for Phase I. Current estimates approach 1M.

VI. Old Business

A. FY 18/19 Library Budget

All LCG employees will be getting a 2% promotional raise. This only applies to civil service employees. It will not affect the pay scales.

B. Library Board Contact Information

Teresa Elberson presented the board with different options for contact information for the Board of Control. She stated that four options were as follows:

1. List personal email and/or work email addresses; list personal phone numbers; list personal or work addresses.
2. Make one library board address with @lafayettepubliclibrary.org that can be checked daily by the Director's Executive Secretary who can then forward mail to personal email addresses.
3. List Board contact phone number as the Director's Executive Secretary's phone number along with library mailing address.
4. Make @lafayettepubliclibrary.org email addresses for every board member. They would need to use Outlook 365 to retrieve emails and would need to set up an account.

Changes that have been made to the administrative side have included listing email addresses for all and listing the Director's Executive Secretary's name and email address, and revising the Comments and Suggestions form and making it available as an online form submittal.

A motion was made by Joan Wingate to implement options 2 and 3 as presented and seconded by Adele Blue.

Yeas: Stelly, Wingate, Blue, Edmond

Nays: None

Abstained: None

Absent: Dardeau, Wu, Duhon, Jolivette

The motion was carried.

C. Student Library Cards and Fines

The partnership with the Lafayette Public School System turning every ID into a library card with 24/7 access and no fines has been very popular.

Parents are still coming into the library to get their children library cards. Staff tells them about the school program with the student ID, but they want their children to have a physical library card. The school registration ID information in the system is separate from regular library card registrations so this can be accommodated. Children can have physical

cards with a library card number and also student ID numbers. However, if they use the student ID number they don't get charged fines.

Parents are asking if they can have the fine free option on a regular card as well.

After the publicity with the LPSS, many private schools have called to see how they could have the same service for their students. Initial investigation shows there is no easy way to go about doing this, and separate agreements would be needed with every school.

A motion was made by Joan Wingate that no student attending Pre-K through 12th grade in Lafayette Parish be charged fines for items checked out with their library card and seconded by Adele Blue.

Yeas: Stelly, Wingate, Blue, Edmond

Nays: None

Abstained: None

Absent: Dardeau, Wu, Duhon, Jolivette

The motion was carried.

VII. New Business

A. Library Calendar

A motion was made by Joan Wingate to accept the 2019 Library Calendar as presented and was seconded by Adele Blue.

Yeas: Stelly, Wingate, Blue, Edmond

Nays: None

Abstained: None

Absent: Dardeau, Wu, Duhon, Jolivette

B. Board Meetings

A motion was made by Joan Wingate to accept the 2019 Board Meeting Calendar as presented and was seconded by Adele Blue.

Yeas: Stelly, Wingate, Blue, Edmond

Nays: None

Abstained: None

Absent: Dardeau, Wu, Duhon, Jolivette

C. Election of Officers

Nora Stelly, Acting President of the Board, tabled the Election of Officers until the November Board Meeting.

D. Prints, Fax, Xerox

Currently, the first five black and white computer print outs are free. This was started as an emergency response to the displaced victims of Hurricane Katrina and the need for information. Every page after five is \$0.05 for B&W and/or \$0.25 for a color copy.

Xerox copies are \$0.10 a copy. The library does not own color copy machines.

Since the library has the cheapest printing around, patrons are using the printers to print out large print jobs. Patrons are limited to \$10.00 (200 pages) for each print job, but they print out multiple jobs.

These print jobs tie up printers and the patron print que can get long even with multiple printers. Patrons are better off printing large jobs faster and cheaper at any print shop in town.

Raising the cost per page will cut down the big print jobs that are submitted, costing the library less in toner, paper and wear and tear on printers.

Currently, LPL is the cheapest as most surrounding parish libraries charge \$0.10 for a black and white print out.

At present, FAX 24 is used as a service for patrons needing to fax. Patrons must use a credit card or purchase a fax card that matches their fax job. Though Fax 24 is fairly simple to use, library staff still has to assist most patrons.

New money procedures have been put into place and having to sell fax cards through the Friends account and monitor fax card sales adds extra steps to the money procedures. The staff feels it would be easier to offer free fax services with our own fax machines and assist patrons with the service. Fax service would then be the same at every location and no funds would be handled relating to faxing.

A motion was made by Joan Wingate to make computer printouts 10 cents a copy after the first 5 pages making it the same price as a Xerox copy to bring us in line with other library systems and assist us addressing costs of paper and toner while still allowing the library to cover the cost of free pages and to offer free faxing services to patrons simplifying the internal money procedures and was seconded by Adele Blue.

Yeas: Stelly, Wingate, Blue, Edmond

Nays: None

Abstained: None

Absent: Dardeau, Wu, Duhon, Jolivette

VIII. Announcements

- A. Reminder that the next Library Board Meeting will be Monday, November 19, 2018.
- B. Yearly Ethics Training due before December 31, 2018

After announcements were made, Joan Wingate brought up an email that she and other board members had received. Said person had asked about having books about gender fluidity clearly marked. Teresa Elberson said that she did not personally receive the email, but that it had been forwarded since. She said there is a procedure that patrons must follow, and a form to fill out. Nora Stelly stated that this goes back to the library not acting in loco parentis, or in place of a parent. Joan Wingate suggested the Board needed to be responsive to this patron. Teresa Elberson said that she would send on the proper form.

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

X. Adjournment

There being no further business, Joan Wingate made a motion to adjourn the meeting. Adele Blue seconded the motion. The motion was unanimously approved. The meeting was adjourned at 6:45 PM.

Respectfully Submitted,
Teresa Elberson, Secretary