

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

September 16, 2019

The regular meeting of the Lafayette Public Library Board of Control was held in the meeting room on the 3<sup>rd</sup> floor of the Main Library at 301 West Congress Street on September 16, 2019. Nora Stelly, President of the Board, called the meeting to order at 5:15 PM.

**I. Roll Call**

Board Members Present: Nora Stelly, President; Andrew Duhon, Vice – President; Hilda Edmond, Yung-Hsing Wu

Board Members Absent: Jolan Jolivette, Adele Blue, Joan Wingate

Other Staff Present: Teresa Elberson, Director; Terry Roy, Library Administrator; Larry Angelle, Library Operations Manager; Danielle Breaux, Director's Executive Secretary; Benton St. Romain, Library Budget Analyst; Jason Gilbert, Accounting Specialist; Keith Guidry, Community Relations Coordinator

Members of the Public: Michael Lunsford, Stephanie Armbruster, Douglas Palombo

**II. New Business**

**A. Approval of Minutes**

A motion to approve the minutes of the August 19, 2019 board meeting was made by Andrew Duhon and seconded by Hilda Edmond.

Yeas: Stelly, Duhon, Edmond, Wu

Nays: None

Abstained: None

Absent: Jolivette, Blue, Wingate

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

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

As Joan Wingate was absent from this meeting, there was no Foundation report.

#### **B. Finance Committee report**

The Finance Committee of the Lafayette Public Library Board of Control met on September 11, 2019. The purpose of this meeting was to look at finances in light of millage votes happening on September 17, 2019. There are two ordinances on the ballot, one to establish the millage at its current rate and one to roll forward. Proformas were given to the committee showing a no roll forward of the millage and a roll forward. These proformas were provided in packets. With no roll forward, the library will be operating in a deficit as soon as 2020. Fund balance will carry finances until 2027. With a roll forward, the fund balance wouldn't be in the negative until 2030. A letter was sent to the City-Parish council saying that because 2020 is an assessment year, if this particular millage isn't rolled forward to the voter approved maximum of 2.0 mills, then the library loses the ability to have the millage assessed at a higher rate in future years.

Michael Lunsford asked if the board's position had changed. Andrew Duhon explained that reviews of finances convinced the board to ask for the roll forward at this time.

### **IV. Director's Report and Comments**

Departmental reports were included in packets.

There were no staff changes to report. There are currently 7 vacancies to be filled.

The Bookmobile was the focus of a great article in the Acadiana Advocate September 12. This fall the focus will be on getting regular stops worked out. Currently, Outreach staff is targeting apartment complexes and senior facilities across the parish and working on the logistics of parking at businesses and college campuses.

September 14-22 is National Drive electric week so the library did co-host an event with Bayou Electric Vehicles last Saturday evening from 3-5. EV owners used the WRL lot as the launch pad to offer people rides in their various EV models. The rides were used as the opportunity to talk up the pluses of EV's in our community.

The half day full staff meeting on August 22 was a success. This is done one day every fall, with all locations closed until 1:00 pm in order to get all the staff in one place. An outside service organization comes in to give a talk on what they do, giving staff the opportunity to see how the library mission fits in with the organization. This year the Miles Perret Cancer Services coordinator spoke about their long list of free services to cancer patients and their families and how they are involved in the community. 6 mini training sessions were held where staff taught specific things to other staff members on library related skills like readers advisor services for children, customer service, the Music Library, etc. Staff took the opportunity to have breakfast together and participate in Foodnet's 100 Food Item Challenge. Library staff donated about 500 lbs. of food.

The Chenier Library is now hosting free music lessons using instruments from the M.I.Brary. ASO is providing classes. Registration is free. Violin lessons were offered in August and the library is looking to do ukulele classes.

The 2<sup>nd</sup> annual Homeschool Expo was a success. The library plans this event. Last year it was so popular it had to be moved to a bigger location. This year it was held at the Carencro Community Center. 250 attended with 30 different groups and organizations participating.

Exterior RFID monitors at Main and West have been replaced. Screens can now be read in outside conditions. With staff dedicated to helping patrons use this technology, we have gone from just over 20% using self-check to achieving a summer checkout rate of over 55% at Main, SRL and NRL. These are now called "express checkout" machines.

Suzanne Dardeau's board vacancy should be announced at the October 1, 2019 council meeting for appointment on November 5<sup>th</sup>. We are asking to fill the remainder for the current unexpired term as well as for the upcoming five year term, as there are less than 6 months remaining in the current term.

Financial Reports were included in packets. Larry Angelle stated so far this fiscal year, the library has taken in around \$14.7M and spent \$12M. When compared to a projected 19/20 income of 11M, we would already be seeing a loss. Andrew Duhon clarified that the \$11M revenue for 19/20 is without a roll forward.

Statistics will be posted this week online.

Summer reading statistics were included in packets.

## V. Construction and Facilities Update

There were no updates to report.

## VI. Old Business

### A. Update on Library Budget

LCG budget (including Library budget) was approved by the City-Parish Council on September 5, 2019. All Parish/City millage rates for 2019 are up for adoption on September 17 with O-132-2019 and O-133-2019.

As of September 16, 2019, council members Castille and Boudreaux ask that Ordinance O-132-2019 be changed to say *Library (2017-2026)* millage rate...from 2.68 to 2.91 and delete the reference to the *Library (2016-2022)* millage rate (1.84), given the setting of this millage rate will be set with O-157-2019.

O-157-2019 adjusts the library (2013-2022) millage at 1.84.

O-158-2019 rolls forward that same millage from 1.84 to 2.00.

The library fund balance rededication is on the October 12 ballot. A vote “no” is what the library wants to keep its funds intact.

### B. Update on SRL schematic design (SD).

It was asked that Gene Sellers make major modifications to the expansion plans for SRL, since the cost estimate for the project had come in higher than anticipated.

Increase was seen after the original building program was done with Denelle Wrightson to update the mechanical and electrical systems in the building including AC and LED lighting. Some figures supplied by Denelle Wrightson were discovered later to be incorrect so the budget should have been \$500,000 more than the 4M budgeted.

Gene Sellers was asked to reduce the square footage of the expansion to reduce the cost and to bring the cost of construction within the budget for the project. The cost was also reduced by taking carpet replacement and roofing repairs out. These projects can be done cheaper as separate projects with budgeted capital funds.

The only way to reduce cost was to reduce the demolition of interior building components, leaving the back periodicals room intact and moving most changes to the new part of the building, working the extra square footage around that design. This means having to redo Schematic Design.

Gene Sellers and Associates have officially requested:

- 1) Additional fees for additional services necessary to revising Schematic Design due to an Owner initiated Scope of Services Change. The total estimated fee for Additional Services is a little over half the fees of the original SD Phase Design Fees. The firm says they will need to revise almost every sheet of drawings in the submitted set and fully revise the Cost Estimate to compete the Revised SD Submittal Package. The amount of additional services to SD was submitted as \$16,594.50.
- 2) The revised construction cost estimated budget at the end of the Revised SD Phase will be \$3,230,000.00. Fees in their contract for SD were based on a construction budget of \$2,500,000.00. They are asking for approximately \$8,120.00 in base fees for SD to coincide with the revised Construction Cost budget.

A motion to approve the cost of the revised Schematic Design and to approve additional SD base fees based on revised construction cost was made by Andrew Duhon and seconded by Hilda Edmond.

Yeas: Stelly, Duhon, Edmond, Wu

Nays: None

Abstained: None

Absent: Jolivette, Blue, Wingate

## **VII. New Business**

- A. The Library Board will be presented with a recommendation regarding the selection of an architectural firm for the N.E. Regional Library. After discussion, action may be taken to accept the recommendation for submittal to LCG's Professional Services Committee.

Four architectural firms submitted proposals to Jessica Cornay with Public Works for designing the North East Regional Library. The library's building committee met on August 7, 2019 to discuss the merits of each firm after reviewing the proposals. It was decided that Chase Marshall be asked to come in and discuss the project. The committee liked the fact that they had collaborated with Gould Evans in New Orleans to build five new public libraries in New Orleans to replace branches destroyed or damaged by Hurricane Katrina. They have built neighborhood libraries and are proposing the same collaboration for the N.E. Regional design team. The building committee was interested in finding out if that sort of collaboration would work as there is a building consultant on board and staff with prior building expertise. After meeting with Chase Marshall on August 27, the committee felt favorably that this collaboration would work well for the N.E. Regional Library, with a chance of bringing a new idea of library and community to the area.

A motion to recommend Chase Marshall Architects to the LCG Professional Services Committee as architects for the N.E. Regional Library was made by Yung-Hsing Wu and seconded by Hilda Edmond.

Yeas: Stelly, Duhon, Edmond, Wu

Nays: None

Abstained: None

Absent: Jolivette, Blue, Wingate

- B. Library Materials Discard Process – Updated procedures for discarding library materials will be discussed. Board will be asked to take action related to the disposition of books.

From August 2008 – August 2019, the library's procedure was to submit a list of items that the library wants to discard to the LCG property department. The list of items was forwarded as a Resolution for City-Parish Council to approve. Books, AV, and magazines were discarded following this procedure to remove items from library inventory yearly. The Library Board of Control agreed that materials would be

- Given to the Friends free of charge to sell
- Items that could not be sold would be junked or recycled if possible.

Attorneys for LCG thought the process could be simplified by following state law to the letter and gave an opinion on how that should be done.

Considering the nature of the unused property that the library wishes to dispose of, utilization of both La. R.S. 33:4712 and La. R.S. 25:151 will be required.

## **I. Disposition of Books**

With regards to unused library books, the library can take advantage of the quick disposal provisions of La. R.S. 25:151. In order for the library to do so, however, the following actions will need to be taken:

1. At its regularly scheduled meeting, the Library Board of Control passes a motion declaring the books (specify number) it desires to dispose of have been “out of used for over a year” due to the books being “superseded, obsolete, unused, or otherwise unnecessary.”
2. Place all unused books in a “convenient location in the library,” available to be claimed “by any hospital correctional facility, public or private institution, nonprofit organization, adult education program, youth organization, school, or any individual for private use free of charge.”

NOTE: If no one takes the items, then the items can be junked/recycled.

The Friends group must claim books along with everyone else.

## **I. Disposition of “Other Materials:**

With regards to the “Magazines” and “Related Materials identified by the library, the library cannot simply donate or otherwise discard these materials. Instead, these materials must be disposed under the general laws on disposition of surplus movable public property. First, the materials should be evaluated and appraised. If the appraised value of the materials is greater than \$5,000, the procedure of La. R.S. 33:4712(B) applies and should be followed. If the materials appraise at \$5,000 or less, the provisions of La. Rev. Stat 33:4712(F) apply. The procedures for both are outlined above in the Applicable Law, Section II of this memorandum. In the event these materials are offered for sale at the appraised value and do not sell, the materials are deemed to have no value and can be discarded thereafter.

A motion to adopt the procedures identified in the document given to the board titled Library Discard Procedures and also for the library to discard 1824 books having been out of use for over a year due to the books being superseded, obsolete, unused, or otherwise unnecessary was made by Andrew Duhon and seconded by Yung-Hsing Wu.

Yeas: Stelly, Duhon, Edmond, Wu

Nays: None

Abstained: None

Absent: Jolivette, Blue, Wingate

**VIII. Announcements**

- A. Reminder that the next Library Board meeting will be Monday, October 21, 2019.
- B. Reminder that yearly ethics training and sexual harassment training must be completed before December 31, 2019.

**IX. Comments from the public on any other matter not on this agenda**

**X. Adjournment**

There being no further business Yung-Hsing Wu made a motion to adjourn the meeting. Andrew Duhon seconded the motion. The motion was unanimously approved. The meeting was adjourned at 6:18 PM.

Respectfully Submitted,  
Teresa Elberson, Secretary