

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

August 17, 2020

The regular meeting of the Lafayette Public Library Board of Control was held in the meeting room on the 2nd floor of the Main Library at 301 West Congress Street on August 17, 2020. Andrew Duhon, President of the Board, called the meeting to order at 5:15 PM.

I. Roll Call and Pledge of Allegiance

Board Members Present: Andrew Duhon, President; Doug Palombo; Hilda Edmond; Nora Stelly; Adele Blue; Joan Wingate; Stephanie Armbruster

Board Members Absent: Yung-Hsing Wu, Vice – President

Other Staff Present: Teresa Elberson, Director; Terry Roy, Library Administrator; Larry Angelle, Library Operations Manager; Danielle Breaux, Director's Executive Secretary

Members of the Public: Glenn Angelle, Angelle Architects; Dione Sonnier, Angelle Architects; Maureen Arndt, 720 Design; Mimi Godwin

Andrew Duhon led the board in reciting the Pledge of Allegiance.

Board members introduced themselves and provided a brief biographical statement.

II. New Business

A. Approval of Minutes

A motion to approve the minutes of the June 22, 2020 Regular Board Meeting was made by Joan Wingate and seconded by Hilda Edmond.

Yeas: Duhon, Palombo, Edmond, Stelly, Blue, Wingate

Nays: None

Abstained: Armbruster

Absent: Wu

III. Comments from the Library Board

A. Lafayette Public Library Foundation report

The luncheon has once again been postponed, this time until April 2021.

Andrew Duhon gave a basic explanation of the roles of the Lafayette Public Library Board of Control, the Lafayette Public Library Foundation and the Friends of the Lafayette Public Library.

IV. Director's Report and Comments

Staff changes were announced to the board.

The library continues operations with Phase II guidelines still in place along with the statewide mask mandate. The five libraries with drive-thru windows served as distribution points for the Lafayette Consolidated Government free mask giveaway that started on July 13th. 9800 masks were handed out in July and the libraries received 10,000 early in August to distribute throughout the month. The library has also distributed 700 masks made by staff in makerspace at Main from May-August using fabric already on hand and several fabric donations.

The Bookmobile continues service by using offloaded book trucks and tables of material for patrons with masks to browse. No patrons are allowed on the Bookmobile at this time. The Outreach Services department is also doing home delivery of materials as requested. The bookmobile stops are now listed and mapped out on our website. The bookmobile awning was damaged while it was parked at an apartment complex in a hit and run by a U-Haul truck. The apartment manager got the license plate number for the police. Awning will be repaired soon.

Library Board of Control appointments for expiring terms in 2020 were made by the Parish Council on August 4th.

Andrew Duhon, President [term expires: 9/30/2020]

Yung-Hsing Wu, Ph.D., Vice – President, [term expires: 11/30/2020]

Nora Stelly [term expires: 8/31/2020]

Joan Wingate [term expires: 5/31/2023]

Douglas Palombo [term expires: 9/31/2024]

Stephanie Armbruster [term expires: 12/31/2024] Replacing Rebekke Miller

Adele S. Blue [term expires: 1/7/2022]

Hilda Edmond [Mayor-President Appointee]

James Thomas [term starts: 9/1/2020]

Mimi Godwin [term starts: 10/1/2020]

Landon Boudreaux [term starts: 12/1/2020]

In July, the first time checkout number which counts checkouts done in the building was down 38%, and electronic checkouts were up 9% over last year which brings the system wide monthly circulation down 28% from last year. This was an improvement over last month's figures. Electronic use of databases and the library website also increased this month. Library visits were down 53% for the month with no programs or meeting rooms in use, and limited computers. Drive thru uses were up 225% over last year and last month but the increase over last month can be explained by drive thru mask distribution.

With the once a month weekend Book Giveaway extended to everyday in June and July at 5 locations, the entire backlog of discarded books that was taking up space at the warehouse was given away. The Friends also let the library take some of their backlog of library book discards from past years.

September is Library Card Sign up month. This year the ALA promoted card features Wonder Woman. For the last several years they have been tying in the card and promotions to a summer block buster movie. This year the movie Wonder Woman 1984 was supposed to have been released early June, but date was pushed back because of COVID-19. The movie is now scheduled for release October 2nd.

This year Teresa Elberson asked local award winning comic artist Rob Guillory to design the limited edition library card that will also be promoted in September. He gave the library Alien Bookworm.

Ms. Lucille Arceneaux's sister passed away July 30th. Aline Arceneaux was 100 years old and she and Lucille were two of 13 siblings. Aline was a WAVE during WWII and was very active in the community. She attended the grand reopening of the library in 2015 and possibly painted the large canvas that has always hung in the library director's office.

UL Athletics contacted the library after the summer reading club program was finalized to partner with them to promote summer reading. Keith Guidry with Community Relations and Lawren Dodson, Head of Programming worked with Louisiana Athletics and its Young Ragin' Cajuns Club to modify both programs to cross promote. The library presented a challenge of 3 million minutes read and originally extended the deadline to August 15. The deadline has since been extended to August 28.

The library budget review before Parish Council was Thursday, August 13. Teresa Elberson gave a quick update on building projects and answered just a few minor questions. Mr. Naquin asked if the library would be using fund balance to operate. Lorrie Toups gave him the figure for fund balance estimated at the end of this budget year and said that the budget presented would be dipping into fund balance for O & M by 1.1 M estimated at the time.

Board Members were reminded that sexual harassment training and ethics training should be completed before December 31, 2020.

Monthly branch reports and financials were included in packets.

V. Construction and Facilities Update

South Regional opened over ten years ago and remains the busiest library location. Plans are underway to add 7700 square feet to the existing 37,600 sq. ft. library. The original architects, Sellers and Associates, are designing the expansion.

Plans include:

- Add a public meeting room and a multi-purpose craft room for all ages near current meeting rooms.
- Add a lactation room in the children's area.
- Give the teen space a new look.
- Add sq. ft. on the back side of the building for restrooms, study rooms, shelving, and seating.
- Update lighting and mechanical systems to lower utility bills and eliminate hot and cold spots.
- Add outdoor patios to the back and side for patron use.

Four million dollars in funding comes from library fund balance appropriated in the FY17/18 capital budget. This project has a tentative completion date of early 2022.

North Regional opened in 2007 and was the first regional library funded with bond money. As the smallest of the regional facilities (12,700 sq. ft.), it is next in line for expansion since it is in a growing area in the northern part of Lafayette Parish. Plans are underway to add approximately 6200 square feet with the original architects, Angelle Architects, designing the expansion. There were 444 responses to an online survey with patrons indicating their desire for more books, a makerspace, quiet reading area, more seating, and more room for children and teens. Mechanical systems will also be replaced to make the building more energy efficient. Design phase of this four-million-dollar expansion should begin in fall 2020 with library fund balance funds appropriated in 2019. Completion of this project is slated for early 2023.

Eight million dollars in library fund balance funds were appropriated in 2019 for a new library to be located in the north east section of Lafayette Parish. Jim Ziler Architects will be designing this library. Exact location has not yet been determined.

Gathering information from patrons is the first step in developing a building program for the facility. LPL will be working with 720 Design to collect responses from the community this fall to outline what services and spaces the public wants in a new library. Additionally, an online survey will be conducted in September, and once safe, community meetings will be held for feedback. While collecting this data, LPL will also be searching for several acres of property on which to build in north east Lafayette.

Architect MBSB was selected by the Professional Services Review Committee to oversee the roof coating project at the Main Library. The estimated project cost is \$180,000 - \$200,000 with architect fees costing \$6,700.

A handicap ramp has been installed at the East Regional Library to allow access to the front patio area from the parking lot. This will better allow patron directional flow in and out of the facility without crossing paths for early voting. The project cost was \$3,163.00 and was performed by Xpert Contractors after obtaining three quotes.

A rotten water oak was cut down at ERL and the stump was grinded at the edge of the parking lot. The cost was \$1,500.00 and the work was performed by Green Leaf Landscape after three quotes were obtained.

A surplus property auction list has been compiled and will be submitted to the Property Department to auction old library furniture (tables, chairs, computer desks, and shelving units), old library computers and monitors, and old audiovisual library materials consisting of music CDs, DVDs, and CD audiobooks. This auction should allow consolidation into one side of the warehouse while reducing future rent costs.

Annual backflow preventer inspections are scheduled for the main and regional branches.

The water cooler compressor was replaced at the South Regional Library.

All T8 florescent (1,100+) bulbs at SRL were replaced with LED retrofit bulbs. Future maintenance and utility cost savings are expected.

Lobby wallpaper at the East Regional Library is scheduled to be removed. This will then be floated and painted. The estimated cost for the project is \$2,425.

Nora Stelly was thanked for her time on the Lafayette Public Library Board of Control and given a black service pin and a book that was plated in honor of her service.

VI. Unfinished Business

A. Proposed Building Program for the North Regional Expansion

Maureen Arndt with 720 Design presented the proposed building program for the North Regional expansion project. This included an overview, introduction, a project summary, a program summary, general library design considerations, an adjacency diagram, a furniture test fit, and an existing furniture plan for reuse. The building program also encompassed an overview of the online community survey.

It was determined that the current design planned for the North Regional expansion has a flat roof, but with new flat roof technology.

After discussion between board members, staff, 720 Design, and Angelle Architects, a motion was made by Nora Stelly to accept the proposed Building Program as presented and move into Schematic Design and seconded by Adele Blue.

Yeas: Duhon, Palombo, Edmond, Stelly, Blue, Wingate

Nays: None

Abstained: Armbruster

Absent: Wu

VII. New Business

A. Library Book Discards

A motion for the library to discard 2685 books having been out of use for over a year due to the books being superseded, obsolete, unused, or otherwise unnecessary was made by Joan Wingate and seconded by Hilda Edmond.

Yeas: Duhon, Palombo, Edmond, Stelly, Blue, Wingate, Armbruster

Nays: None

Abstained: None

Absent: Wu

B. Discussion of library space and resources to assist students

An open discussion was held between library staff and board members about the increased demand expected on study rooms and resources as the 2019-2020 school year begins. The library will work on having student resource centers at regional

facilities allowing students to work in quiet environments throughout the school week with someone to assist with technical issues and library resources.

VIII. Announcements

- A. Reminder that the next Library Board meeting will be Monday, September 21, 2020.
- B. Reminder that yearly ethics training and sexual harassment training must be completed before December 31, 2020.

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

There were no comments from the public.

X. Adjournment

There being no further business, the meeting was adjourned at 7:22 PM.

Respectfully Submitted,
Teresa Elberson, Secretary