

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

June 22, 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 June 22, 2020. Andrew Duhon, President of the Board, called the meeting to order at 5:18 PM.

I. Roll Call and Pledge of Allegiance

Board Members Present: Andrew Duhon, President; Yung-Hsing Wu, Vice – President; Nora Stelly, Douglas Palombo, Rebekke Miller, Joan Wingate, Hilda Edmond (arrived 5:23)

Board Members Absent: Adele Blue

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

Members of the Public: None

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

II. New Business

A. Approval of Minutes

A motion to approve the minutes of the May 18, 2020 Regular Board Meeting was made by Rebekke Miller and seconded by Joan Wingate.

Yeas: Duhon, Wu, Stelly, Palombo, Miller, Wingate

Nays: None

Abstained: None

Absent: Edmond, Blue

III. Comments from the Library Board

A. Lafayette Public Library Foundation report

Joan Wingate let the board know that the Awards Luncheon has been postponed and is now planned for September 11th. On June 24th, the Foundation will have an installation of officers. An informational media campaign is forthcoming.

IV. Director's Report and Comments

Staff changes were announced to the board.

Charlotte Guillot, Likassina Brown, and Deborah Clifton, all from the Science Museum, started June 8th at the library filling three vacant LTA I positions. The library worked with Civil Service to transfer them to the library since their positions were cut as part of Community Development layoffs.

\$6500 is expected in Federal CARES ACT/MLIS funds coming down from the state library to fund items related to expanding access and digital inclusion in the community. LPL has asked for funds to provide circulating mobile internet hotspots, screen capture software for producing training tutorials, and webcams to use with PCs so staff and patrons can use ZOOM to video conference. LPL is required to spend said funds before the end of 2020. All public libraries in the state are receiving the same amount.

More keyboards and accordions were added to the M.I.brury for checkout.

The library has a new collection called Binge Boxes. These are packaged movie titles to binge on. About 45 different titles will be going into circulation shortly along with popcorn and candy with our promotion of this new collection.

There has been a big demand in titles related to racism. There were many lists with titles for all ages published on the internet. LPL purchased roughly \$3300 worth of eBook titles for all ages. Some funds were used to purchase titles not previously owned, but the majority of funds was used to purchase additional copies to handle requests. *How to be an Antiracist* by Ibram Kendi was the biggest in-demand title. Counting eBooks and eaudio books, there are 20 copies and 72 holds as of June 17.

LPL is working with UL and SLCC to have all student IDs work as public library cards.

The library went to Phase II on June 8th with just a few changes from Phase I. LPL is once again taking money for fines, fees, copies, and prints. Building capacity is at 50%.

Stays are not limited. No programs are planned. Meeting rooms are not being booked other than for things that are library related or government groups. LPL is asking that children under 12 be accompanied by a parent. Vending machines are now available at Main and South.

Staff is still required to wear masks, follow social distancing guidelines, and have temperatures taken when arriving to work. Phase II is in place until June 26th.

On May 5, 2020, the city and parish councils approved Ordinance No. JO823-2020 reorganizing the Lafayette Public Library Board of Control. This states that the parish council now appoints Library Board members. Rebekke Miller's position expired December 31, 2019 and she was to serve until the appointing authority was approved. The council has decided to post all the library board positions that are expiring this year. Letters went out to several board members letting them know about term expiration dates. The city released a list of 25 and the parish a list of 20 board vacancies to be filled.

Joan Wingate suggested that board members reach out to council members.

Mrs. Elberson received the physical certificate for the Modisette Award. This award was given to the Lafayette Public Library System in recognition of continued improvement in public library service over the past two years. LPL will be recognized at the council meeting on July 7.

Statistics for May were explained to the board. First time checkout numbers were down 56%, but electronic checkouts were up 20%. This brings system-wide monthly circulation down 41% overall for May over last year. Library visits were down 84% with the library only open to the public May 18-31, no meeting rooms in use, and limited computer use. Drive-thru uses were up 137% from a total of 2824 last May to 6700 cars in May 2020.

Items are quarantined for three days before being checked in. Libraries around the country are following this protocol.

BookTalks and Financials were included in packets.

V. Construction and Facilities Update

North Regional Library

A survey is available online for patrons to give input on what they want in the NRL expansion. The survey was released June 10 and will continue through July 8th. Public meetings could not be scheduled so the survey is a way to get public input to incorporate into the building program before it is completed in late July. Anyone is allowed to fill out the survey. There are nine questions. This can be completed online or by using a paper form and turning it in at the library.

Library staff has had two Zoom meetings with building consultant Maureen Arndt and the building architects. Adjacencies and square footage needs for certain areas were finalized June 5. Maureen Arndt will be in Carencro for a site visit in the coming weeks. Intentions are to have the building program ready for board review in August. Once approved, it can be submitted to architect with approval to go into Schematic Design. With replacement of roof and mechanical systems, 6300 square feet will be added to the existing building.

North East Regional Library

A survey is also going to be available in the fall to get citizen input for the North East Regional Library. Community meetings will be held once FY20/21 budget is approved and restrictions on meetings are lifted. A draft copy was available for board review.

South Regional Library

The second draft of the furniture layout for the South Regional Expansion has been reviewed by LPL Administration. FFE Design Development was officially submitted on June 5 and furniture is now within budget. To bring cost down, amount of furniture was reduced as well as the use of particularly expensive pieces. All behind the scenes office furniture will be purchased off of state contract using capital instead of the building furniture budget. Twenty shelving units from Main will be reused. Metal shelving in storage is also being inventoried to find pieces to use in the Teen section.

Warehouse

LPL has been leasing two warehouse spaces at 211 E. Pinhook since 2010. The lease is now up. LCG has questioned why so much space was needed. An explanation was provided on storage space needs. Larry Angelle and Teresa Elbersen gave Robert Benoit and others a tour around the space. The warehouse space currently costs \$77,000 a year to rent 15,000 square feet. LPL is attempting to get out of the back warehouse (saving up to \$37,000) but there is still a large amount of heavy shelving and office panels that must go through a disposition process. Larry Angelle has been working very hard to get shelving organized and items rounded up for auction disposal. The goal is to give up that space within one year and slowly make other arrangements for storage. Currently there are storage needs for collection overflow, Bookmobile collection,

maintenance supplies, equipment including two trailers, and surplus items awaiting disposition.

A slideshow of furniture being considered for the South Regional Expansion including prices was shown to the board.

VI. Unfinished Business

A. Library Proposed Budget 2020/2021

LCG Budget Review was held June 17. Library staff was told by Chief Financial Officer Lorrie Toups that Administrative costs would increase from \$578,095 to \$605,000. This is the fee that LCG charges to handle administrative services provided such as human resources, hiring, payroll, budgeting, finance, risk management, purchasing, etc. LCG typically charges the maximum allowed by state law.

Parish Council review of the library budget will be Thursday, August 13 at 9 AM.

B. Election Dates

The board was provided with information about elections and library millages. Millage history and election dates were included in packets.

VII. New Business

A. Library Book Discards

A motion for the library to discard 2336 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 Nora Stelly.

Yeas: Duhon, Wu, Stelly, Palombo, Miller, Wingate, Edmond

Nays: None

Abstained: None

Absent: Blue

VIII. Announcements

- A. Reminder that the next Library Board meeting will be Monday, July 20, 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 6:36 PM.

Respectfully Submitted,
Teresa Elberson, Secretary