

Minutes of the Meeting of the  
Lafayette Public Library Board of Control  
May 18, 2020

The regular meeting of the Lafayette Public Library Board of Control was held in the meeting room on the 2<sup>nd</sup> floor of the Main Library at 301 West Congress Street on May 18, 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; Yung-Hsing Wu, Vice – President; Nora Stelly; Doug Palombo; Rebekke Miller; Joan Wingate; Hilda Edmond

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; Nancy Hebert, Administrative Assistant

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 February 17, 2020 Regular Board Meeting was made by Rebekke Miller and seconded by Hilda Edmond.

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

Nays: None

Abstained: None

Absent: Blue

**III. Comments from the Library Board**

**A. Lafayette Public Library Foundation report**

Joan Wingate stated that some many plan are on hold due to COVID-19, but the Foundation was moving forward on a plan for a PR campaign to highlight different

aspects of the library and the value it brings to the community. The Awards Luncheon has been rescheduled for September 11, 2020.

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

Staff changes were announced to the board. No LCG positions are being filled at this time.

On May 5, 2020, the City and Parish Councils approved Ordinance No. JO823-2020 reorganizing the Lafayette Parish Library Board of Control. This states that the Parish Council is now the governing authority to appoint Library Board members.

The East Regional Library is being considered as an early voting site.

The Lafayette Public Library was awarded the 2020 Modisette Award for Public Libraries. This award is given every other year. The last time that the library received this award was 1988. Winners were announced during National Library Week in mid-April on Facebook.

The grand reopening celebration for the Milton branch in March was canceled. The library was open for three days before having to close again.

The West Regional Library has now been open for one year.

On March 16, 2020, all library locations were closed to the public. Drive thru service for holds pick up was available at Main and the regional branches only. Items could be returned. Due dates were changed for all items. Story times were filmed for use while closed.

On March 23, 2020, library was closed to staff. Library staff was given leave to obey the state's stay-at-home order. Staff worked from home if possible. Phone lines were transferred to two Librarians' cell phones so that calls could be answered for all locations. Library cards were issued, card numbers were sent to patrons through online applications and email inquiries, reference emails were answered, and online resources were highlighted on Facebook. Prerecorded story times were shown and several librarians filmed story times from home to continue Wednesday Morning Story Time Hour on Facebook. All due dates were changed again and no returns were allowed.

When the stay-at-home orders were extended past April 12, some staff began working in the building several times a week to film story times, answer emails, and work on budget and the newsletter.

- From March 23 to May 3, staff answered 2738 phone calls and helped patrons with all types of questions. Staff answered 162 patron reference emails and new cards and emailed library card numbers were sent to 107 people.
- In March, system-wide, there were 16,974 wireless sessions and 3472 holds placed for materials while the library was closed.
- System-wide, 66 programs and 30 story times were cancelled in March and 151 programs and 77 story times were cancelled in April.
- 1210 eBooks eAudiobooks were ordered to keep the wait time down for best sellers and new titles were added each week.

Staff returned to work on May 4, 2020 and holds pick up and return service resumed. Materials are quarantined for 72 hours before check in. Staff quickly began thinking about new and different summer programs for virtual presentations since booked performers were not able to travel and programs could not happen. Summer reading programs and newsletter content had to be changed. One person at a time was allowed to enter the lobby at Main to send faxes or use the copy machine free of charge.

Joan Wingate asked about quarantined items. Teresa Elberson stated that all libraries in the state were following the 72-hour guidelines. Regular disinfection practices are in place.

A new home delivery service called Booking it to You is being promoted. This is a contactless delivery option for library patrons unable to get to the library due to caring for out-of-school children, lack of transportation or health concerns.

Douglas Palombo asked how delivery service was being handled. The library has one van and a personal vehicle is being used as well.

Libraries reopened to the public at noon on May 18, 2020. All library locations opened with regular hours with the exception of the Butler Memorial Branch which will remain closed. The Chenier Branch Library's temporary business hours will be Monday – Friday from 9 AM to 5 PM.

Financials were included in packets.

## **V. Construction and Facilities Update**

Construction and Facilities were discussed in New Business.

## **VI. Unfinished Business**

There was no unfinished business to discuss.

## VII. New Business

### A. Library Book Discards

A motion for the library to discard 5088 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

### B. South Regional Expansion

The Sellers Group submitted Design Development documents for the South Regional Library Expansion Project on March 18, 2020. Teresa Elberson and Larry Angelle reviewed the plans and documents and submitted comments to the architect on April 9, 2020. No changes were made and the submitted project budget was what was approved in SD. Mark Lavergne with Public Works reviewed and approved Schematic Design and gave official approval to the Sellers Group to proceed into Construction Documents on April 18, 2020. Project budget as submitted and project timetable were included in board packets. Furniture plans and finishes submitted as part of Schematic Design/Design Development after the March 12 Board Meeting are still being reviewed.

Doug Palombo asked if there was a time if the economy was in a downturn where we could stop this process. Larry Angelle explained that this would have to be done before the project went out for bid. Andrew Duhon reiterated that most of library funding comes from Ad valorem taxes. Teresa Elberson said that the money is already in the budget, and it is a one-time cost.

A motion to approve Design Development as submitted and proceed to Construction Documents was made by Hilda Edmond and seconded by Joan Wingate.

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

Nays: None

Abstained: None

Absent: Blue

### C. Budget for FY 2020/2021

The proposed budget reflects the full operating costs of the owned facilities of the Main Library, the North Regional Library, the South Regional Library, the East Regional Library, and the West Regional Library. It also includes costs associated with the small least library branches in Duson and Milton. There are operating costs for two libraries in LCG buildings, Chenier and Butler, and the least Warehouse facility. No new capital is included in the budget.

Revenues estimated at \$11,449,174 are budgeted according to LCG/Library projections for FY 20/21. This is based on revenues from two millages that will be assessed at the end of 2020 for the budget year beginning November 1, 2020. The current rate of assessment is 2.91 and 1.84 for a total of 4.75 mills. With the third millage now expired, also lost were the revenue sharing dollars associated with that millage.

Ad valorem taxes, state revenue sharing and interest on those funds make up 99% of the library revenue stream. The other 1% is fines, printing and Xerox revenues, and donations. 97% of donated funds come from the LPL Friends and LPL Foundation and reflect regular levels of giving for library programs/printing and book endowments.

Expenditures proposed for 20/21 include \$12,695,744 in O&M and \$0 in capital, \$60,000 in election expenses.

Administrative fees, leave payments to retiring employees, adjustments to salaries or benefits are budgeted per the library's projected costs. This is for informational consideration and will likely change once the budget process moves toward council adoption.

Personnel cost is estimated at \$7,709,243. This is 61% of O&M.

Operating and Maintenance (O&M) is estimated at \$4,986,501.

An estimated \$100,000 in cuts were made to the budget over the current 19/20 budget. These cuts are subject to be absorbed with any unanticipated increases in costs that may arise during the budget process. With all facilities being built and open, actual numbers will be available to estimate true expenses in some areas. No new services have been added to this budget, but it has kept up with increasing costs for all items.

Capital costs are estimated at \$0. No new capital funds have been allocated in the new budget. SRL expansion funds of 4M, NRL expansion funds of 4M, and the new library funds of \$8M are still included in past capital allocations.

The budgeted use of fund balance, excluding any capital expenses, is estimated at \$1,256,570 for FY 20/21. This number may be lower or higher depending on actual costs incurred related to O&M expenses, and of Capital Project expenses.

A motion to accept the FY 2020/2021 as presented was made by Nora Stelly and seconded by Joan Wingate.

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, June 15, 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 7:04 PM.

Respectfully Submitted,  
Teresa Elberson, Secretary