

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

November 16, 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 November 16, 2020. Doug Palombo, President of the Board, called the meeting to order at 5:18 PM.

I. Roll Call and Pledge of Allegiance

Board Members Present: Doug Palombo, President; Hilda Edmond, Vice-President (arrived 5:21, left 6:30); Stephanie Armbruster; Joan Wingate; Yung-Hsing Wu; Adele Blue

Board Members Absent: James Thomas

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

Doug Palombo led the board in reciting the Pledge of Allegiance.

II. New Business

A. Approval of Minutes

Prior to the meeting, Stephanie Armbruster asked for the October minutes to state that the salary increase was proposed by the Lafayette Consolidated Government Administration.

A motion to approve the minutes of the October 19, 2020 Regular Board Meeting was made by Joan Wingate and seconded by Adele Blue.

Yeas: Palombo; Armbruster; Wingate; Wu; Blue

Nays: None

Abstained: None

Absent: Edmond; Thomas

III. Comments from the Library Board

A. Lafayette Public Library Foundation report

Joan Wingate dispersed a handout on endowments. The Friends of the Lafayette Public Library and the Lafayette Public Library Foundation are in the second phase of their public relations program. Billboards with the tag line “We’re Bound Together” are displaying around the parish with different library locations featured.

IV. Director’s Report and Comments

Staff changes were announced to the board.

The Library is still following Phase III guidelines. Phase III was extended statewide until December 4, 2020. Programs will remain virtual and contact-free through the end of the year. Programming staff are investigating ways to get some programs back with social distancing guidelines, masks, and limited attendees; no changes will be made as long as Louisiana is in Phase III and infection rates remain high in the area. Student resource centers were not being utilized so they were dismantled. Meeting rooms were reopened for booking and quiet study spaces were created in new areas.

First-time checkout number, which counts checkouts done in the building, was down 33% over last October (last month down 21%), and electronic checkouts were up 22% over last October (last month 10%). This brings system-wide monthly circulation down 22% from October 2019 (last month 14%). October numbers were skewed by the fact that 5 large libraries were closed for 4 days including a weekend as a result of Hurricane Delta. The use of databases was up 44%. Library visits were down 50% for the month over last year with no in-person programs and activities, but still an improvement over last month. Drive-thru uses were up 45% over last October. (Monthly statistics are posted on the Board Page on the library website).

On November 4th, the City Council and the Parish Council did pass an ordinance giving a 2% raise to all classified and unclassified employees. This is estimated to impact library’s budget by about \$130,000-\$135,000 with salary increase and adjusted benefits.

The last of the printing funds for the year were used to publish a Library Resource Guide. This guide will be used year-round to highlight online services. The guide was included in board packets.

South Regional and East Regional were closed to the public on Nov. 3 (Election Day). This made it easier to accommodate crowds and parking. Staff reported to work. Duson

Branch also closed since the community center was a polling place and parking at the center is very limited. Staff reported to West Regional to work.

Friends will be having another curbside book sale at SRL from 10-1 on Saturday, November 21. Bags can be preordered and picked up that day.

SRL won Lafayette Garden Club's Civic Pride Award for October. It is awarded to a business or public facility that has made a concerted effort to beautify its grounds and overall appearance with landscaping. Signs are displayed on the grounds to help increase community awareness of having pride in the community. Photos of SRL's grounds with descriptions of the landscaping are placed on the Lafayette Garden Club Facebook page, the Louisiana Garden Club Federation quarterly newsletter, and submitted to local newspapers by the Lafayette Garden Club.

Changes were made to the Civil Service RULE XII Layoffs and Furloughs and approved on October 13, 2020 by the Civil Service Board. This section of the revised civil service rules was included in the board packets. All library employees except for the Library Director are civil service employees. The Library Director is the Appointing Authority for the library. All of the Civil Service rules can currently be found at <https://old.lafayettela.gov/CivilService/Pages/Rules>.

In January 2020, Teresa Elberson rolled out an early literacy initiative and met with all the librarians involved with services to youth to put ideas and current programs under the umbrella of one goal of supporting early literacy that could be branded and promoted.

- Read to Me book club. This book club for children birth to 5 will be launched in January 2021. Parents can record books read to children. Goal is 100 books and activities done in one year. Unique to LPL, but branded in conjunction with Teaching is Talking. Runs concurrently with the 100 Book Club Challenge.
- Distribution of materials related to early literacy skills. Also branded. Press release this month. Used donated funds for these items.
- Early literacy calendar distribution year-round. This is produced by the Public Library Association (PLA) and branded by the library.
- All storytime and children's programs have always had early literacy components built-in. We will continue to focus on the 5 core skills Singing, Talking, Reading, Writing, and Playing.
- Partnerships/Outreach-Currently working with daycares. Working with other groups in the community with the same goals.
- Webpage for one-stop shopping for all the resources.

Monthly branch reports were included in packets.

Financials were included in packets. Larry Angelle stated that this report was not final. As of November 9, \$11,770,000 was collected in revenue for FY 19/20 and expenditures were \$12,040,000. This does not account for recent loss in revenues.

A copy of a complaint received about a book discussion program was included in board packets. Teresa Elberson was advised on how to respond to the complaint.

Yung-Hsing Wu was honored with a black pin and a plated book for her years of service.

V. Facilities Updates

There was no facility update.

VI. Unfinished Business

A. Board members and meeting attendance

Doug Palombo discussed the importance of meeting attendance and the need for a quorum. There was discussion to determine if the board currently has a vehicle in place to force the resignation of board members that do not attend a required amount of meetings.

B. Library Board of Control Bylaws

Current Bylaws with markups were included in packets. Board members will review and send in suggested changes to the draft. Further changes will be discussed at the next meeting. It will be sent to Legal after the board approves the final revision.

Mimi Godwin resigned from the Lafayette Parish Library Board of Control. Doug Palombo accepted her immediate resignation on November 13, 2020.

VII. New Business

A. Library Calendar of Closings for 2021

A motion was made by Joan Wingate to accept the 2021 Library Calendar as presented and was seconded by Stephanie Armbruster.

Yeas: Palombo, Edmond, Armbruster, Wingate, Wu, Blue

Nays: None

Abstained: None

Absent: Thomas

B. Library Board Meeting Schedule for 2021

A motion was made by Stephanie Armbruster to accept the 2021 Board Meeting Calendar as presented and was seconded by Joan Wingate.

Yeas: Palombo, Edmond, Armbruster, Wingate, Wu, Blue

Nays: None

Abstained: None

Absent: Thomas

C. Public records request procedures

Teresa Elberson explained the procedure followed by LPL when a public records request is received.

Any public request for information received in writing by the Library is turned over to the LCG legal department for an official response or plan of action. The Library does not respond directly to any request.

D. EV charging stations at WRL

There are four EV charging stations at the West Regional Library. Two Universal charging stations share one pedestal, and two Tesla charging stations share another.

Electricity used for each charging station is not currently tracked.

The unit needed to monitor use and electricity used costs \$700.

VIN systems accept credit cards and at this time the library does not accept credit cards. Efficiency may be low with a lock and key system.

Larry Angelle monitored use over the span of one month. The chargers were used 12 times. Three were Tesla charges, and nine others were plugged into the Universal chargers. The average charge time was 1 hour and 20 minutes. LPL currently pays an average of 11 cents per kilowatt-hour.

Every vehicle uses a different rate but Tesla bases their average on 12 cents per kilowatt-hour so the expected rate for a one-hour charge is \$1.00/hour. L2s charge \$1.50/hour. Looking at October numbers, this would be \$27.00/month or \$324/year.

More research will be conducted and this will be brought back to the Board.

E. Issuing library cards to people out of Parish

The current Library Card Policy was included in packets. A breakdown was given on cards used over the last 3 years by individuals living inside and outside of Lafayette Parish.

Stephanie Armbruster questioned why patrons living outside the parish were not being charged a fee for the card.

Additional information will be collected for the Board.

VIII. Announcements

- A. Reminder that the next Library Board meeting will be Monday, December 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 8:16 PM.

Respectfully Submitted,
Teresa Elberson, Secretary