

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

October 19, 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 October 19, 2020. Doug Palombo, President of the Board, called the meeting to order at 5:16 PM.

I. Roll Call and Pledge of Allegiance

Board Members Present: Doug Palombo, President; Hilda Edmond, Vice-President; Adele Blue; Joan Wingate; Stephanie Armbruster; James Thomas

Board Members Absent: Yung-Hsing Wu; Mimi Godwin

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

Members of the Public: Landon Boudreaux; Duane Prejean (arrived 7:33)

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

II. New Business

A. Approval of Minutes

A motion to approve the minutes of the September 21, 2020 Regular Board Meeting was made by Joan Wingate and seconded by Stephanie Armbruster.

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

Nays: None

Abstained: None

Absent: Wu, Godwin

III. Comments from the Library Board

A. Lafayette Public Library Foundation report

Joan Wingate announced that new billboards highlighting libraries are now displayed across the parish as part of the informational campaign collaboration between the LPL Foundation and the Friends of the Lafayette Public Library.

IV. Director's Report and Comments

Staff changes were announced to the board.

Monthly branch reports were included in packets.

LPL is still in Phase III following state mandate. Programs will remain virtual and contact-free through the end of the year. Staff is investigating ways to get programs back with social distancing guidelines, masks, and limited attendees.

First-time checkout number, which counts checkouts done in the building, was down 21% over last September and electronic checkouts were up 10% over last September. This brings system-wide monthly circulation down 14% from September 2019. This is an improvement over August 2020 numbers by 11%. Renewals were down, meaning people are coming back into the building to checkout. Electronic use of databases and the library website decreased this month. Library visits were down 52% for the month over 2019 with no in-person programs or meeting rooms in use. This is an improvement over August 2020. Drive-thru uses were up 92% over September 2019.

Monthly statistics are posted to the Board page on the LPL website.

The 14 mobile hotspots were circulated 45 times since September 18. Cost is estimated to be \$9.33/week per device thus far.

Friends of the Lafayette Public Library hosted a curbside sale at the South Regional Library on September 26 from 10:00 AM – 3:00 PM. Roughly \$1000 was collected. Plastic donation book bins at the warehouse were blown apart by Hurricane Delta.

The library was closed and Civil Leave was declared for all LCG employees October 16-19 due to Hurricane Delta.

BookTalks are back from the printer. Lafayette Reads Together is mentioned. This program begins in January. Programs are being created surrounding the title *Haben*. The Lafayette Public Library Foundation has given the library a \$10,000 donation to purchase books for the community. Author Haben Girma is scheduled for a virtual presentation.

Extended early voted started Friday, October 16. East Regional Library is open October 16 – October 27 as an early voting site. Early voting was extended this year by several days. The morning of October 16 was extremely busy and the library foresees it being a popular location.

Parish Ordinance PO-066-2020 was introduced on October 6 to make East Regional Library a polling place for the November 3 election after it was determined that voting for two precincts could not be accommodated at the Comeaux Recreation Center with social distancing guidelines in place. This is up for final adoption on October 20. Library administration was not contacted about ERL being a polling place for this date. Administration has spoken with Councilman Carlson and LCG CAO Wingerter about this oversight.

Clarification of patron comments on departmental reports was relayed to the board.

The library encourages patrons wishing to make comments or suggestions on library services, procedures, collections, or library policy to fill out this form. This form can also be filled out in person at any library branch. Forms are then routed to the appropriate department.

Teresa Elberson shared two suggestions sent to the library in September.

The Bulletin Boards, Exhibits, and Displays policy was included in board packets.

Financials were included in packets. Larry Angelle stated that as of October 13, revenues were 11.7M and expenditures were 11.2M.

V. Construction and Facilities Update

The contract with MBSB for the Main Library roof repair is pending.

Four trees at the South Regional Library were blown down during Hurricane Delta. No leaks or other damage was reported at this branch.

Minor debris cleanup was needed at Main.

East Regional Library had window leaks above study rooms. Warranty roof repairs above the meeting room hallway appeared to prevent any leaks to this area. Roof damage was reported at the North Regional Library. 95 ridge caps were replaced by library staff for \$124.74. An inspection was then performed by a roofing contractor. The library is now waiting on the written condition report and options to consider.

West Regional Library sustained roof siding and flashing issues. Four pole light mount rods were loosened. The exterior can light cover is missing. The architect and contractor have been notified. The library is awaiting a pricing quote from the roofing contractor.

Duson, Milton, Butler, and the Warehouse all had limited to no damage.

VI. Unfinished Business

A. FY 20/21 Budget Cuts

Proposed FY 20/21 budget was included in packets. Also included were budget percentages, current and planned budget cuts, and the latest proforma for fiscal years 2020 to 2030.

A 2% increase for employee salaries is proposed by the Lafayette Consolidated Government Administration for introduction on October 20. If adopted on November 4 by both councils, the library would have an additional annual cost of \$132,000.

Teresa Elberson offered up the following suggestions for FY 20/21.

- Continue to make adjustments in operating budget throughout the year. Programs and some services are still depressed; programming and other related budgets may be less than expected.
- Work with library administration and branch managers to make calls on not a filling position immediately or working around the position by moving staff around when there is a vacancy.
- Wait until January before making calls on further cuts. FY 19/20 revenues/losses will be more apparent.
- Work with Civil Service to determine a plan of layoffs and furloughs if necessary for future budget years. This would go hand-in-hand with branch closures or reduction in service days and hours for all locations. If the salaries were adjusted every year (as proposed) without increased revenues this means positions will have to be cut.
- Work on getting millages adjusted back up next September.

B. Vendor Proposal for analytical data

A short video clip from the company Gale Analytics was played for board members. The cost of this product is \$6,000. The interactive dashboards provided by Gale Analytics would allow the library to make more informed decisions for plans going forward.

C. Capital Projects

Teresa Elberson offered up the following suggestions for FY 20/21.

- Hold off on moving forward with the expansion of SRL. Construction Documents are currently in the final review stage. Pause project until further analysis of budget and user data can be studied.
- Continue with Schematic Design for North Regional expansion. Use data for decisions later.
- Continue to collect and analyze community data for potential library services expansion and construction projects. Wait on making any decision on library services and North East Regional construction until there is more user/non-user data.

VII. New Business

A. Library Book Discards

A motion for the library to discard 557 books having been out of use for over a year due to the books being superseded, obsolete, unused, or otherwise unnecessary was made by James Thomas and seconded by Joan Wingate.

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

Nays: None

Abstained: None

Absent: Wu, Godwin

B. By-laws Revision

A revision of the current Bylaws of the Lafayette Parish Library Board of Control was included in packets for further review. Once revised, this will be sent to Legal for final approval.

VIII. Announcements

- A. Reminder that the next Library Board meeting will be Monday, November 16, 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 7:41 PM.

Respectfully Submitted,
Teresa Elberson, Secretary