

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

August 16, 2021

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 16, 2021. 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, Board President; Joan Wingate; Adele Blue; Stephanie Armbruster; Robert Judge

Board Members Absent: Landon Boudreaux, Hilda Edmond, James Thomas

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

Members of the Public: Michael Hebert; Assistant City-Parish Attorney; Lynette Mejia

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 July 19, 2021 Regular Board Meeting was made by Joan Wingate and seconded by Adele Blue.

Yeas: Wingate, Blue, Armbruster, Judge

Nays: None

Abstained: Palombo

Absent: Boudreaux, Edmond, Thomas

III. Comments from the Library Board

Joan Wingate announced that the Lafayette Public Library Foundation was in the final stages of its educational and informational campaign to raise community awareness. Over the next month a speaker's bureau will be active, presenting information over various different civic and cultural association meetings.

The Friends Book Sale will be held in the Heymann Convention Center Ballroom September 15-18. Friends Day will be September 15 from 3-8 PM. Public sale will be held Thursday September 16 from 9 AM to 8 PM, Friday September 17 from 9 AM to 6 PM, and Saturday from 9 AM to 2 PM.

IV. Director's Report and Comments

Staff changes were announced to the Board.

Larry Angelle has found that the library can reupholster many of the chairs that need to be replaced rather than buy new chairs. Savings for the 6 current chairs in need of replacement is estimated to be \$6,500. The library will possibly save over \$1,000 per chair moving forward.

The Library has filled five management positions. The new appointments will earn \$19,300 less than the previous incumbents. The library is eliminating one children's librarian position at the Main Library for a savings of \$57,300. The Library will downgrade one Librarian position for a minimum savings of \$5,000. The Library is working to reduce its needed Warehouse space and is in the process of renegotiating its lease. Savings will be approximately \$25,000. Total projected annual savings moving forward \$106,000.

Software and previous personnel changes to date add up to a savings of approximately \$291,000 per year.

Capital savings to date add up to approximately \$3 million.

The Library is adhering to the Governor's mask mandate. The Library staff are required to wear masks when not sitting at their desks in a non-public area. Patrons are required to wear masks.

Director had a meeting with Mayor-President Josh Guillory. Director met with Michael Lunsford of Citizens for a New Louisiana. Director had a telephone meeting with former Councilman and current political and community leader Christopher Williams.

Library attended Parish Council budget hearing.

Summer Reading is over. Our community logged over 2 million words read. Over 28,200 unique library cards used the library during June and July 2021.

The Registrar of Voters will be hosting voter registration at four of our regional libraries 23-26 August.

The Library was open at 50% capacity in July 2020. Computer usage was up 43% compared to last year. Compared to last year, library visits were up 16%. First-time checkouts were up 7% compared to last year. Library programs increased in number by 33% over last year. Attendance was up 22% over June 2020.

Adele Blue asked for explanation for not filling positions. The library has seen that those positions are not needed. Terry Roy explained that staff has been working hard and cross-training.

Stephanie Armbruster asked when hours would be changing at the Main and South locations. On September 1, hours of operation of the Main Library and South Regional Library will match the hours of operation of the other regional libraries, 9 AM to 8 PM Monday through Thursday and 9 AM to 6 PM on Friday. Robert Judge asked if this would be tracked to see if there was any appreciable drop in patronage.

V. Facilities Update & Financial Report

Larry Angelle stated that revenues as of August 10 show a collection of revenues at 10.7 M and expenditures at 8.8M.

An ordinance of the Lafayette Parish Council is on the August 17, 2021 Parish Council agenda, amending the FY 20/21 operating budget of the Lafayette City-Parish Consolidated Government by increasing revenues in the amount of \$47,064.84 and appropriating within the Library Department for funds received from the 2021 American Rescue Plan Act for technology enhancements and library e-Resources. Plans for these funds include storage backup upgrades, replacement copy machines for the Milton, Duson and Chenier locations, iPads, laptops, and e-resources.

Architectural services contract amendments for the Main Library Roof Replacement Project have been finalized. The contract amendment should be executed by MBSB this week or next week. Once executed by MBSB it will be sent through the signature process of LCG. Once finalized this amendment will allow MBSB Architects to begin performing architectural services for this project.

Architect is moving forward with providing us an updated pricing estimate for South Regional upgrades based on the revised scope of work and alternates.

Library staff will meet with the Architect and Public Works late August to discuss the North Regional Library upgrades revised scope of work and alternates and allow the architect to move forward with providing us an updated pricing estimate.

A comparison of purchasing new chairs vs. recovering old chairs was completed with the inclusion of fabric costs. Recovering old chairs will save an estimated \$650 to \$1,000 per chair depending on the make and model and new purchase price. The library is starting the process to recover six South Regional chairs currently stored at the library warehouse. This will free up warehouse space and also allow the library to evaluate other chairs on site once the six are recovered. This will allow for a rotation of other chairs to be recovered while maintaining available seating on site. The library is also targeting two North Regional Library chairs to be recovered to start a rotation while keeping enough seating onsite. Fabric has to be obtained for all chairs to be recovered. Larry Angelle will work with the person recovering the chairs on obtaining a quote or contract for a large number of chairs.

Two teen stools at Main were replaced under warranty at no cost to the Library.

The library is almost finished downsizing and consolidating leased warehouse spaces. A draft lease amendment was sent to the Lessor for review. Once finalized this change will reduce the leased warehouse space from 17,900 square feet to 11,060 square feet. Estimated annual savings \$25,000 to \$30,000. The goal is to have this finalized by November 1, 2021 or earlier.

The public printer at the North Regional Library was replaced having been in use since the opening of this facility in 2007. Recurring issues and repairs were preventing reliable usage. The printer reached over 1.3 million printed pages. In comparison, the Main Library second floor printer has also exceeded 1 million printed pages since 2015. This printer will be repaired and swapped out with an existing Main Library 1st floor less used public printer to rotate the usage and wear.

VI. Unfinished Business

There was no Unfinished Business.

VII. New Business

A. Northeast Regional Library

Danny Gillane presented the Board with options think about with regard to a northeast regional library. It was suggested that the library and the Board begin to think of ways to open a northeast regional library and that it be considered that some people may have to have less access in order to provide everyone with some access. Gillane proposed different options such as closing Milton, eliminating Sunday hours, limiting the number of nights the smaller regional libraries are open, having libraries open for a single night shift a week, closing Chenier on Saturdays.

Following through on some of these possibilities could possibly staff a northeast regional library, but the difference between library revenue and expenditures would go up, leaving the library system with a bigger shortfall than it is now facing.

It was explained that if the library were allowed to change hours freeing up staff, staff discomfort would be more of an adjustment to schedules changing and moving to different locations, and would not be in addition to reorganization of work within buildings happening now.

B. Library Post Election Scenarios

Doug Palombo asked Assistant City-Parish Attorney Michael Hebert for clarification on the Board's abilities to advocate for the upcoming tax election. Louisiana State Constitution, Article 11, Section 4 states No public funds shall be used to urge any elector to vote for or against any candidate or proposition, or be appropriated to a candidate or political organization. This provision shall not prohibit the use of public funds for dissemination of factual information relative to a proposition appearing on an election ballot. This also appears word for word in the Election Code. What is permitted across the board is factual information. Problems occur with urging to try to influence someone to vote for or against the proposition. Board members are able to advocate without use of public monies or in the public library. Violation of this could result in fines or imprisonment.

Gillane suggested that if the tax renewal fail in October 2021, the library should begin making cuts before again going before the voters in 2022. Changes suggested mirrored those to staff a northeast regional library, that the materials budget be cut in half, and that the library stop filling positions. There would be no plans for a new library. There could be layoffs. If the tax failed in 2022, the library would lose nearly 40% of its revenue and would only be able to afford to keep a couple of a few libraries open, perhaps Main and South or Main and two smaller regional libraries.

VIII. Announcements

Danny Gillane stated that he planned to attend the Carencro City Council meeting on September 20.

A motion to was made by Robert Judge to take up a matter not on the agenda to move the date of the September meeting. This was seconded by Joan Wingate.

Yeas: Palombo, Wingate, Blue, Armbruster, Judge
Nays: None
Abstained: None
Absent: Boudreaux, Edmond, Thomas

A motion to was made by Adele Blue to move the previously scheduled September 20, 2021 meeting to September 21, 2021. This was seconded by Robert Judge.

Yeas: Palombo, Wingate, Blue, Armbruster, Judge
Nays: None
Abstained: None
Absent: Boudreaux, Edmond, Thomas

- A. Reminder that the next Library Board meeting will be Tuesday, September 21, 2021.
- B. Reminder that yearly ethics training and sexual harassment training must be completed before December 31, 2021.

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 6:39 PM.

Respectfully Submitted,
Danny Gillane, Secretary