

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

December 21, 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 December 21, 2020. Doug Palombo, President of the Board, called the meeting to order at 5:14 PM.

**I. Roll Call and Pledge of Allegiance**

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

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**

Stephanie Armbruster made a motion asking that the minutes be changed to read that 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. This was seconded by Joan Wingate.

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

Nays: None

Abstained: None

Absent: None

A motion to approve the minutes of the November 16, 2020 Regular Board Meeting as amended was made by Adele Blue and seconded by Hilda Edmond.

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

### **III. Comments from the Library Board**

#### **A. Lafayette Public Library Foundation report**

A handout entitled “Keeping our Libraries Great for the Future!” was given to board members. Joan Wingate explained different LPLF activities. These include purchasing the books for Lafayette Reads Together, paying for the wrap design on the Go Go Biblio bookmobile, providing funding for the entrance of the Children’s department at Main, and the Named Endowment Program. An informational and educational PR program was launched in Fall 2020 with help from the Friends of the Lafayette Public Library.

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

Staff changes were announced.

The Library is now following Phase II guidelines that limit the number of people in the building. Masks are still required for entering the building. No in-person programs are being planned for January or February 2021.

BookTalks were included in packets. LRT title Haben is the feature. Mayor/President Josh Guillory will be doing a proclamation for LRT month at the February 9 council meeting. Books will be distributed to all City and Parish Council Members.

Hours at the Butler Branch were changed to coincide with a change to the hours of the facility. Hours of the branch changed from M-TH 3-7 to M-TH 2-6 starting December 14, 2020.

First-time checkout number, which counts checkouts done in the building, was down 25% over last November, and electronic checkouts were up 13%. This brings the system-wide monthly circulation down 22% from November 2019. Use of databases was up 36% over November 2019. Library visits were down 42% for the month over last year with no in-person programs or activities. Drive-thru uses were up 81% over last November. Monthly statistics are posted on the LPL website.

LPL now has Gale Analytics. Library will be working on getting patron data imported in January so this product can be utilized. Training was held with Library Administration.

Stephanie Armbruster asked whether the board had to approve entering into a contract with Gale Analytics.

An Overdrive year-end report was included in packets. This is an overview of cost and popularity of the eBook service.

An announcement of the library board vacancy will take place at the January 5, 2021 Parish Council meeting. Council office will accept resume submissions thru noon, Tuesday, January 19, 2021 and the appointment is scheduled to be made on February 9, 2021.

LPL did get council approval to apply for a \$2700 Louisiana Endowment for the Humanities grant to fund expenses with a book discussion. Information on this grant was included in packets.

Denoting a letter received last month, Stephanie Armbruster requested that this program and the library remain apolitical and neutral. To bolster the image of LPL and garner community support, she suggested two speakers from opposing sides to offer differing perspectives.

Monthly branch reports were included in packets.

Included in packets were two financial reports.

The FY2020 report included may not be complete and has not yet been audited. 11.7M was collected in revenues and 12.2M was spent.

The FY2021 Financial report does not currently reflect the added budget expenses of the 2% pay raise, does not currently reflect an accurate projected budget related to the property tax 2.91/1.84 millages, and does not currently account for capital carryovers. Expenses are currently at 1.9M.

## **V. Reading of Communications**

LPL received a \$100 donation from a patron whose company gave money to be sent to the individual's preferred charity. The letter with this donation was included in packets.

## **VI. Unfinished Business**

### **A. Library Board of Control Bylaws**

A revised version of the current Bylaws was provided. After discussion, it was agreed that the board would continue to work with Teresa Elberson to finalize revisions. These revisions will be brought back before the board in January before being sent to Legal before final Board approval.

### **B. Library Card Policy – issuing cards with borrowing privileges to non-residents of Lafayette Parish**

Information was included in packets explaining the Bayouland consortium and cost savings that result. Also included was a comparison to other similar-sized library systems in the area.

If everyone living outside of Lafayette Parish that received a card in FY 18/19 paid \$25.00 for a card, the library could have collected an estimated \$44,050.00. Charging for a card would be in conflict with library policies across the state, and LPL would be voiding the Bayouland agreement. The same budget benefit could be accomplished by eliminating one Librarian I position equaling to \$48,238.00 per year with benefits.

Following board discussion, this topic was tabled until a later meeting.

## **VII. New Business**

### **A. Library Book Discards for Oct/Nov 2020**

A motion for the library to discard 952 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 Landon Boudreaux.

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

Nays: None

Abstained: None

Absent: None

### **B. Library mobile hot spot devices and Wi-Fi service policy for 2021.**

LPL received funding through the CARES Act in 2020 through the State Library of Louisiana for expanding broadband access and/or digital inclusion in Lafayette Parish due to COVID-19.

LPL funded 14 mobile hot spots with 6 months of service to circulate to patrons for a 7-day period. The six-month period ends March 2021.

At this time, LPL is investigating external funding sources only for future funding of mobile hot spots. Library Administration does not consider the circulation of mobile hot spots a top priority for funds and did not budget for this service in FY 20/21. LPL will instead concentrate on providing high-speed internet service and Wi-Fi at all locations.

## **VIII. Announcements**

A motion to change the January meeting date to January 25, 2020 was made by Joan Wingate and seconded by Hilda Edmond.

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

Nays: None

Abstained: None

Absent: None

- A. Reminder that the next Library Board meeting will be Monday, January 25, 2021.
- 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 7:43 PM.

Respectfully Submitted,  
Teresa Elberson, Secretary