

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

July 19, 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 July 19, 2021. Hilda Edmond, Vice-President of the Board, called the meeting to order at 5:15 PM.

I. Roll Call and Pledge of Allegiance

Board Members Present: Hilda Edmond, Board Vice-President; Joan Wingate; Adele Blue; Stephanie Armbruster; Landon Boudreaux; Robert Judge

Board Members Absent: Doug Palombo, Board President; James Thomas

Other Staff Present: Danny Gillane, Library Director; Terry Roy, Library Administrator; Larry Angelle, Library Operations Manager; Danielle Breaux, Director's Executive Secretary; Benton St. Romain, Library Budget Analyst

Members of the Public: Michael Hebert; Assistant City-Parish Attorney (arrived 5:20); Mary Lib Guercio

Hilda Edmond led the board in reciting the Pledge of Allegiance.

II. New Business

A. Approval of Minutes

A motion to approve the minutes of the June 9, 2021 Director's Search Committee Meeting was made by Joan Wingate and seconded by Landon Boudreaux.

Yeas: Edmond; Wingate; Blue; Armbruster; Boudreaux; Judge

Nays: None

Abstained: None

Absent: Palombo; Thomas

A motion to approve the minutes of the June 21, 2021 Regular Board Meeting was made by Joan Wingate and seconded by Adele Blue.

Yeas: Edmond; Wingate; Blue; Armbruster; Boudreaux; Judge

Nays: None

Abstained: None

Absent: Palombo; 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. The mission of the Lafayette Public Library Foundation continues to be keeping our libraries great for the future.

IV. Director's Report and Comments

Staff changes were announced to the Board.

Approximately \$3 million will be saved by changing the expansion projects for North Regional and South Regional into building upgrades.

The Library has cancelled two software subscriptions that were used by the acquisitions department to assist with selection and management of materials. Savings is \$34,800 per year.

Operations to date: Software and previous personnel changes: Approximately \$185,000 per year.

Director Danny Gillane had a telephone conference with Parish Councilman Josh Carlson.

Summer Reading is in full swing.

The Library was open at 25% capacity in June 2020. Downloadable material usage was down 2% compared to June 2020 but up 10% compared to 2019. Compared to June 2020 library visits were up 20% but still down about 33% compared to June 2019. First-time checkouts were up 28% compared to last year. Library programs increased in number by 62% over last year. Attendance was up 40% over June 2020.

Larry Angelle stated that financials as of July 12 show revenues at 10.7M and expenditures at 7.7M.

V. Facilities Update

The Budget Revision was approved by the Parish Council on 07/06/2021 which authorized the moving of \$420,000 to supplement existing funding to cover the costs of the Main Library Roof Replacement Project.

Architectural services contract amendments are just about finalized and should be sent for execution sometime this month or next allowing MBSB Architects to begin performing architectural services for this project.

The East Regional Library is now the permanent polling location for Precincts 104 and 128 which were previously located at the Comeaux Recreation Center. East Regional Library is also an early voting location.

Architect fees to hourly and estimated to be about \$9,000 to rework scope of the South Regional upgrade project and provide updated cost estimate. Regular % Fees to apply with updated renovation factor at each phase of the project in addition to those already paid for previous work.

Non-Fiction shelving being replaced. To be handled by Library staff while not utilizing Library Consultant or Architect; furniture will also be handled this way to save money.

Architect fees will be hourly to rework North Regional Library upgrade scope and provide updated cost estimate based on new scope. Estimated hourly fees \$3,000 - \$5,000. Regular % Fees with updated renovation factor to apply at each phase of the project in addition to those already paid for previous work.

Chair recovering finally complete. Cost \$485 (Labor), Fabric (\$0.00 Extra Stock from Library), Supplies (\$40.00). Will evaluate using this process again after considering fabric cost and labor vs. the purchase cost of a new chair.

VI. Unfinished Business

Robert Judge asked that the previously tabled agenda item about the library mission statement be added to the agenda to be discussed and that action possibly be taken.

Mike Hebert stated that this was possible with a unanimous vote.

A motion was made by Robert Judge to suspend Robert's Rules of Order and add the matter of the library mission statement to the agenda. This was seconded by Stephanie Armbruster.

Mary Lib Guercio asked that the proposed change to the mission statement be read.

Robert Judge's proposed Mission Statement reads: The mission of the Lafayette Public Library is to enhance the quality of life for the citizens of Lafayette Parish by promoting: literacy, life long learners, and access to information through various and diverse sources. To be an aid in research, use of technology and to enhance access to information and to provide adequate staff to facilitate each patron's journey to their educational goals. This mission is for the purpose of having an educated and informed public.

Yeas: Judge, Armbruster

Nays: Edmond, Wingate, Blue, Boudreaux

Abstained: None

Absent: Palombo, Thomas

VII. New Business

A. Setting Millage Rates

The Board was provided with four options regarding millages for recommendation to LCG. Option A was a continuation of existing levy amounts of 2.91 and 1.84 for a total of 4.75 mills. Option B would levy the voter approved 2.91 millage at a rate of 3.07 and levy the voter approved 2.0 millage at a rate of 1.84 to equal the voter approved rate of 4.91. Option C would levy the voter approved 2.91 millage at a rate of 2.91 and levy the voter approved 2.0 millage at the current adjusted maximum millage rate of 1.97 for a total of 4.88 mills. Option D would levy the voter approved 2.91 millage to the adjusted maximum rate of 3.12 and the voter approved 2.0 millage to the adjusted maximum rate of 1.97 for a total of 5.09 mills.

Landon Boudreaux thanked administration for providing clarity to the proposals and millage rates. He stated that Option D was rolling both millages past what the voters had approved, and was therefore out of the picture. He stated that he was not a fan of Option C, as it was a temporary fix and could only be utilized up to the 2022 expiration date. Option B would be rolling the millage past what the voters approved. He said that it was a good marketing strategy to show voters that the library has done more with less. He stated that he reasonably assumed that Option A was the option with which the Parish Council would be most comfortable.

Hilda Edmond asked if the council could roll up the current 1.84 millage to the voter-approved 2.0. Danny Gillane stated that the council could not levy the millage higher than 1.97. The library is going to the voters in October to ask for a renewal at a rate of 1.84. This could cause confusion if the tax is levied at 1.97 and the ballot states a renewal of 1.84.

Mary Lib Guercio stated that when property value declines, there is an opportunity to raise the levy amount, which would have brought in the same amount of money. She said that the Board has to justify the increase and the responsible thing to do is to not support and adopt a millage rate that would create a deficit. She said that while the public does not generally like taxes, they will support taxes if they feel they are getting justified returns.

Hilda Edmond asked for clarification on Option C. Danny Gillane explained that the voter approved 2.91/levied 1.84 millage expires in 2022 and the renewal millage amount being voted on October 9, 2021 is 1.84, and the adjusted maximum millage rate of 1.97 can only be utilized up to the 2022 expiration date. This option would still bring in more funding until 2022 as compared to Option A, which would bring in the same amount the library is collecting now.

A motion was made by Landon Boudreaux to approve Option A, the continuation of existing levy amounts of 2.91 and 1.84 for a total of 4.75 mills. This was seconded by Joan Wingate.

Mary Lib Guercio said that it is incumbent upon the board to accompany that option with the impact that vote will have on the library. The board should provide what is projected with the current budget.

Yeas: Wingate; Blue; Armbruster; Boudreaux

Nays: Edmond, Judge

Abstained: None

Absent: Palombo, Thomas

B. Library Hours

Danny Gillane suggested changing the hours of operation of the Main Library and South Regional Library to 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.

Joan Wingate asked how the success of implementing this change would be assessed. It was stated that over the course of 6 months to one year, it would be easily apparent if this change had provided any benefits to the library.

Robert Judge asked if the main point of the schedule change increase staffing without new hires. Likely benefits would be things not seen by the public, including shelving.

Hilda Edmond asked if there was an influx of people with seasons in the year, such as summer breaks. Terry Roy explained that the library used to hold summer hours and only stay open later one night a week. She said that while people will stay later if the library was open, patrons are not coming in late.

It was asked when this change was anticipated and how much notice would be given to the public. After discussion, this was left to the discretion of the Director.

Stephanie Armbruster thanked the Director for cutting the budget, however minimal, in preparation of the millage renewal vote, and for looking for ways of efficiency.

A motion was made by Robert Judge that the library hours be changed as proposed by Director Gillane and to be implemented at the date of his discretion. This was seconded by Landon Boudreaux.

Yeas: Edmond; Wingate; Blue; Armbruster; Boudreaux; Judge

Nays: None

Abstained: None

Absent: Palombo, Thomas

C. Library Book Discards May-June 2021

A motion for the library to discard 1,648 books having been out of use for over a year due to the books being superseded, obsolete, unused, or otherwise unnecessary was made by Landon Boudreaux and seconded by Robert Judge.

Yeas: Edmond; Wingate; Blue; Armbruster; Boudreaux; Judge

Nays: None

Abstained: None

Absent: Palombo, Thomas

VIII. Announcements

- A. Reminder that the next Library Board meeting will be Monday, August 16, 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

Mary Lib Guercio stated that utility costs may be a hidden benefit to the change in library hours at the Main Library and the South Regional Library. She questioned if the Board had a plan to advocate for the millage renewal. She also touched upon digital access for the patrons of the library.

X. Adjournment

There being no further business, the meeting was adjourned at 6:27 PM.

Respectfully Submitted,
Danny Gillane, Secretary