

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

May 17, 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 May 17, 2021. Doug Palombo, President of the Board, called the meeting to order at 5:20 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

Board Members Absent: Robert Judge

Other Staff Present: Danny Gillane, Interim Director; Terry Roy, Library Administrator; Larry Angelle, Library Operations Manager; Danielle Breaux, Director's Executive Secretary; Benton St. Romain, Library Budget Analyst; Daphne Boudreaux; Duane Prejean; Linda Broussard; Cara Chance

Members of the Public: Michael Hebert, Assistant City-Parish Attorney; Lynette Mejia; Jean Menard; Margaret Oelkers

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 April 19, 2021 Regular Board Meeting was made by Landon Boudreaux and seconded by Adele Blue.

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

Nays: None

Abstained: None

Absent: Judge

III. Comments from the Library Board

Lafayette Public Library Foundation report

Joan Wingate announced that the Lafayette Public Library Foundation held their Annual Meeting and Awards Banquet on Friday, May 14. The theme was The Future is Local and it was a great success. A handout was given to attendees with information about the upcoming 1.84 millage renewal on the October 9, 2021 ballot.

IV. Director's Report and Comments

Staff changes were announced to the Board.

The Library is following the latest state guidelines. Masks are required to be worn by library staff in public areas, but masks are not required for anyone entering the building.

The Library is expanding limited in-person library programs.

Downloadable material usage was down 2% compared to April 2020. Electronic usage was up over 50% compared to April 2020.

Compared to April 2019, library visits were down 40%, checkouts were down 23%, program attendance was up 32% and drive-through usage was up 100%.

All meeting spaces at the South Regional Library, including the newly repurposed maker space, are available for public use.

The Library has begun moving staff back into staff areas and out of meeting rooms at all branches.

The Library participated in Maker Faire Lafayette in April. MLF has been a free event since 2017. It is part science fair, part festival. This year's faire was hybrid, so people could participate in whatever way they felt comfortable in light of Covid-19. Over 40 vendors participated. Hundreds of families and individuals attended the in-person portion of the faire.

Financials were included in packets. Revenues collected as of 5/10/2021 are 10.4M. Expenses as of 05/10/2021 are 6.3M.

V. Facilities Update

The Roof Moisture Survey Report for the Main Library Roof was included in packets. The report indicates that 85% of the lower roof section and 80% of the upper roof section contain moisture under the existing roofing system. A roof coating is no longer an option and a tear off and replacement is recommended utilizing a modified bitumen system with a $\frac{1}{4}$ " taper with a 20-year warranty or a TPO roof system with less slope that can stand up against standing water.

New grass cutting services for the Library are going well. Inspections and scheduling has been delegated to Library Maintenance Staff. Landscaping services are to begin soon.

Replacement glass for the Main Library second-floor window arrived broken. A reorder was placed by the installer.

A variable frequency drive failed within the HVAC system at SRL. This is the fourth out of four at this location that has been replaced due to age.

VI. Unfinished Business

- A. South Regional Library Expansion Project
- B. North Regional Library Expansion Project Schematic Design

The Library proposed that instead of expanding the two regional libraries, they instead be updated.

A motion was made by Stephanie Armbruster to authorize the Library to work with architects to update the South Regional Library and was seconded by James Thomas.

Yea: Palombo, Edmond, Wingate, Blue, Armbruster, Thomas, Boudreaux
Nay: None
Abstained: None
Absent: Judge

A motion was made by Hilda Edmond to authorize the Library to work with architects to update the North Regional Library and was seconded by Joan Wingate.

Yea: Palombo, Edmond, Wingate, Blue, Armbruster, Thomas, Boudreaux
Nay: None
Abstained: None
Absent: Judge

C. North Regional Library Roof Replacement

As the North Regional Library Roof Replacement will be included in the update to North Regional, a motion was made by Landon Boudreux to table the North Regional Library Roof Replacement indefinitely and seconded by Joan Wingate.

Yea: Palombo, Edmond, Wingate, Blue, Armbruster, Thomas, Boudreux

Nays: None

Abstained: None

Absent: Judge

VII. New Business

A. Main Library Roof Replacement

A motion was made to replace the Main Library roof by Landon Boudreux and was seconded by Hilda Edmond.

Yea: Palombo, Edmond, Wingate, Blue, Armbruster, Thomas, Boudreux

Nays: None

Abstained: None

Absent: Judge

B. Library Book Discards

A motion for the library to discard 1,904 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 Boudreux and seconded by James Thomas.

Yea: Edmond, Wingate, Blue, Armbruster, Thomas, Boudreux

Nays: None

Abstained: None

Absent: Judge, Palombo

C. Budget for FY 2021/2022

The proposed budget reflects the full operating costs of the owned facilities of the Main Library, the North Regional Library, the South Regional Library, the East Regional Library, and the West Regional Library. It also includes costs associated with the small leased library branches in Duson and Milton. There are operating costs for two libraries in LCG buildings (Chenier, Butler) and the leased Warehouse facility. No new capital is included in the budget.

Revenues estimated at \$10,667,647 are budgeted according to Library projections for FY 21/22. This is based on revenues from two millages that will be assessed at the end of 2021 for budget year beginning Nov. 1, 2021. The current rate of assessment is 2.91 and 1.84 for a total of 4.75 Mills. This estimate is subject to change as more information is released from the Assessor/LCG Budgeting Department. Proposed is a conservative flat estimate for tax collections. Unfortunately, our projections indicate a large reduction to the Interest on Investment earnings. Ad Valorem Taxes, State Revenue Sharing, and Interest makes up 99% of our revenue stream. The other 1% consists of Fines, Printing, Xerox revenues, and donations. 97% of our donation funds come from the LPL Friends and LPL Foundation and reflect levels of giving of the current fiscal year for library programs/printing and book endowments.

The current budgeted FY20/21 Ad Valorem Tax account \$10,642,106 is overstated as previously identified in prior meetings. This budget was not adjusted down to match the loss of property values during the previous budget process.

Expenditures proposed for FY 21/22 \$12,336,420 in O&M and \$0 in Capital, \$24,000 in Election Expenses.

Administrative fees, leave payments to retiring employees, adjustments to salaries or benefits are budgeted per the library's projected costs. This is for informational consideration and will likely change once the budget process moves toward council adoption.

Personnel cost is estimated at \$7,795,903. This is 63 % of O&M.

Operating and Maintenance (O&M) is estimated at \$4,540,517.

An estimated \$350,000-\$400,000 in cuts were made to the budget over our current 20/21 budget. These cuts are subject to be absorbed with any unanticipated increases in costs or additional decreases in revenues that may arise during the budget process.

Capital costs are estimated at \$0. No new capital funds have been allocated in the new budget.

It is estimated that a portion of the election expenses will be paid out of the current fiscal year and a portion of the election expenses will be paid out of next fiscal year.

The budgeted use of fund balance/deficit, excluding any capital expenses, is estimated at \$1,682,773 for FY 21/22. This number may be lower or higher depending on the actual costs incurred related to O&M expenses, and of Capital Project expenses.

Lynette Mejia asked for a copy of the FY21/22 Proposed Budget. She also asked that copies be posted online before the meeting or otherwise made available to the public.

A motion to accept the FY2021/2022 budget as presented was made by Doug Palombo and seconded by Hilda Edmond.

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

Nay: None

Abstained: None

Absent: Judge

VIII. Report and Recommendations of Director's Search Committee and Vote

A. Report and Recommendations of Director's Search Committee

The Director's Search Committee voted on May 13, 2021 to interview Danny Gillane and Michael Mitchell contingent upon said applicants showing certification by the State Board of Library Examiners.

Danny Gillane sent his credentials to the Committee. Joan Wingate reached out to Michael Mitchell to ascertain if he was in possession of the required certification or if he was able to obtain said certification within a year of employment. Michael Mitchell stated that he was not in possession of the certification and asked that his name be removed from consideration.

B. Vote on Recommendations of Director's Search Committee

A motion that the Lafayette Public Library Board of Control allow the Director's Search Committee to proceed with the interview process of Danny Gillane for the Library Director position was made by Joan Wingate and seconded by Landon Boudreaux.

Yea: Palombo, Wingate, Blue, Armbruster, Thomas, Boudreaux

Nays: None

Abstained: None

Absent: Judge, Edmond

IX. Announcements

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

X. Comments from the public on any other matter not on this agenda

Margaret Oelkers stated that it seemed that the library system was under attack from political operatives and through the reconfiguration of the Board. She thanked the devoted journalists and private citizens for holding the Library Board accountable and thanked librarians.

XI. Adjournment

There being no further business, the meeting was adjourned at 7:04 PM.

Respectfully Submitted,
Danny Gillane, Secretary