

Minutes of the Meeting of the  
Lafayette Public Library Board of Control  
January 10, 2022

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 January 10, 2022. Robert Judge, President of the Board, called the meeting to order at 5:17 PM.

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

Board Members Present: Robert Judge, Board President; Landon Boudreaux, Vice – President (arrived 5:18); Joan Wingate; Stephanie Armbruster (attended via Zoom); James Thomas; Shane Landers; David Pitre; Doug Palombo (arrived 5:18)

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; Andrew Duhon; Mary Lib Guercio; M. Christian Green; Ainsley Lerille; Lynette Mejia; Pablo Mejia; Avi Weill; Cadence LeBlanc; Ella Greenway; Cara Chance

The invocation was led by James Thomas.

**II. Pledge of Allegiance**

Robert Judge led the board in reciting the Pledge of Allegiance.

**III. Introduction of New Members**

Shane Landers and David Pitre introduced themselves to the Board.

#### **IV. Approval of Minutes**

A motion to approve the minutes of the November 15, 2021 Regular Board Meeting was made by Landon Boudreaux and seconded by James Thomas.

Robert Judge called for an amendment and suggested changes to be made to the November minutes.

A motion to approve the minutes of the November 15, 2021 Regular Board Meeting with the amendment by Robert Judge was made by Landon Boudreaux and seconded by Robert Judge.

Yeas: Judge, Boudreaux, Wingate, Thomas, Landers, Pitre, Palombo

Nays: None

Abstained: None

Absent: Armbruster

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

Joan Wingate stated that the Foundation is getting ready for an event on April 22.

The Friends of the Lafayette Public Library are getting ready for their Spring book sale.

#### **VI. Director's Report and Comments**

Staff changes were announced to the Board.

The library has cut approximately \$3M from capital and approximately \$383,300 from operations thus far.

While the Governor's mask mandate has ended, COVID has not. The Library staff are required to wear masks when not at their desks and socially distanced. Patrons are not required to wear masks.

The Library received the Louisiana Endowment for the Humanities grant and has gone through all of the budgeting hoops to make it a reality.

Director attended Lafayette Parish Council meeting to thank the Council and Administration for its support.

Director attended Northeast Library Exploratory Committee meetings in December and January.

Director attended a meeting of the Bayouland Library System.

Director attended State Library Virtual Directors meeting.

The Library has begun the process of centralizing the receiving and processing of new materials. This will provide a more consistent workflow. The NRL and ERL books and AV materials began coming to Main in January. This may result in cost savings in the future.

The library is working on the new monthly statistics workbooks and will report as soon as they are ready.

The Library was open at full capacity in 2020-2021. Computer usage was down 13% compared to last year. Library visits were down 4% compared to last year. First-time checkouts were up 4% compared to last year. Library program attendance was up 35% compared to last year.

## **VII. Facilities Update & Financial Report**

A notice to proceed has been issued by the Public Works department for the Main Library Roof Replacement project. An asbestos sampling/inspection was performed on 12/13/21. Results are pending.

An elevation Survey was performed on 12/13/21. This was done to ensure the height allowance of the roof allows for enough height to install the tapered insulation to meet current slope requirements.

An updated pricing estimate based on the revised scope of work and alternates for the South Regional Upgrade project were reviewed by Library Administration.

Library administration recommended removing Alternate Option 1 – Lactation Room addition and Alternate Option 2 – Conference Room modifications into office spaces, in an effort to reduce the costs of the project.

Library administration also recommended adding electric entrance sliding doors to the backup generator and other interior lighting to help keep the building lit and the entrance doors operational during a power outage.

The library is currently awaiting an updated pricing estimate based on the revised scope of work and alternates for the North Regional Library Upgrade project.

Library administration spoke with Architect and Public Works and helped clarify any miscommunication to move the process forward.

Architect plans on starting the revised Schematic Design and updated pricing estimates in mid-January.

The library warehouse lease amendment to reduce the square footage and establish a new lease is still pending legal review while we pay on a month-to-month basis.

A timeline was drafted and the various steps and processes involved in such a project were identified to help the northeast library exploratory committee understand the entire process and the possible time involved. Cost estimates were provided for a related presentation.

A Request for Proposal template has been drafted for a possible land purchase. Library Administration is currently researching Request for Proposal Templates for building leases.

Revenues were 10.8M in 2021, and expenditures were 11.3M. These numbers are not yet finalized and are pending annual audit.

Revenues are 2.2M in the 21/22 fiscal year, and expenditures are at 3.0M.

Expenses typically exceed revenues early in the fiscal year due to large one-time annual expenses and due to property tax collections not yet being received.

The Current Fiscal Year 21/22 Adopted Budget has been published by LCG's Finance Department and can be found at [https://www.lafayettega.gov/docs/default-source/finance-management-documents/budget-files/2021-2022-adopted-budget.pdf?sfvrsn=e840139\\_2](https://www.lafayettega.gov/docs/default-source/finance-management-documents/budget-files/2021-2022-adopted-budget.pdf?sfvrsn=e840139_2). Physical copies of the budget document are also available to the public at library locations.

The contract with the Sheriff to provide security services at the Main Library was renewed for an additional year. Hourly rates were increased. This will be an added cost to library operations.

## **VIII. Discussion of Louisiana Law and Local Ordinance regarding the creation of Libraries in the State of Louisiana and Lafayette Parish respectively**

Mike Hebert, Assistant City-Parish Attorney, gave a brief explanation of the legal history of how the Lafayette Public Library was formed.

Robert Judge read from the Comments from the Public Policy before the calling of New Business.

1. Persons wishing to address the Board must complete this speaker's request form and submit it to the Library Director/Board Secretary, or his/her designee, **prior to the calling of the agenda item.** The speaker's request form will be made available to the public upon arrival at the Board meeting.
2. Each speaker will be allowed three (3) minutes to state his/her comments, questions, or concerns on items being considered for adoption by vote of the Board, as well as on discussion items/reports noted on the agenda. Public comment will be restricted to the subject matter described on the agenda. **No additional time will be granted.**

## **IX. New Business**

### **A. Northeast Library Exploratory Committee Report**

A motion was made by Landon Boudreaux to un-pause the Northeast Library project and seconded by Doug Palombo.

Mary Lib Guercio asked how the dedicated 8M could be utilized if it was not all needed for the building of a Northeast Library.

Andrew Duhon asked for clarification of the Request for Proposal. He asked that the Board ask for public input to find out the needs of the community.

Michael Hebert stated that Stephanie Armbruster was allowed to participate in the meeting but would not be allowed to vote.

Larry Angelle is currently drafting a Request for Proposals (RFP). The Northeast Library Exploratory Committee will decide on specifics to be met. Once these decisions are made, it will be presented to the Board for final approval.

Yeas: Judge, Boudreaux, Wingate, Thomas, Landers, Pitre, Palombo  
Nays: None  
Abstained: None  
Absent: Armbruster

B. Discussion of elimination of Sunday hours at regional branches, Saturday hours at Chenier

Closing all regional branches on Sundays is expected to save \$250,000-\$350,000 per year. This would half the current deficit of the library.

There is no public transportation on Sundays.

A motion was made by Joan Wingate to pursue the elimination of Sunday hours at regional branches and Saturday hours at Chenier in an effort to almost half the deficit and move forward with plans to improve the library system and was seconded by Landon Boudreaux.

This change will be implemented at the discretion of the Director.

M. Christian Green asked for comprehensive data about Sunday usage and said that Sunday closures hearkened back to Sunday Blue Laws.

Ainsley Lerille utilizes the library on Sundays and stated that the libraries are a haven for many.

Yeas: Judge, Boudreaux, Wingate, Thomas, Landers, Pitre, Palombo  
Nays: None  
Abstained: None  
Absent: Armbruster

C. Library Card Policy Changes

The Board discussed providing children's cards that are restricted to checking out non-adult materials. Action was not taken.

D. Allowing access to gambling (pari-mutuel betting) computer web sites

The Board considered allowing access to gambling sites on computers in the library.

A motion was made by Robert Judge that the library internet policy regarding gaming including gambling/pari-mutuel betting remain as is without any changes. This was seconded by Landon Boudreaux.

Yeas: Judge, Boudreaux, Wingate, Thomas, Landers, Pitre, Palombo

Nays: None

Abstained: None

Absent: Armbruster

E. Enumerate the appeals process regarding challenged materials

Anyone who wishes to request that a specific item be considered for reclassification or for removal from inclusion in the collection is asked to complete and sign the Request for Reconsideration of Library Materials form. This form is available online or at any library location at any service desk.

The form is sent to the Library Director. The Director then gives the form to the library's Reconsideration Committee. This committee is an ad hoc committee that conducts business in a closed meeting. It is composed of two library staff members appointed by the Library Director and one Library Board Member.

The questioned material and information provided on the form will be reviewed in its entirety by the Reconsideration Committee. Once a decision has been made regarding the retention, reclassification, or removal of the material, a letter will be sent by the Library Director to the person.

If the person is dissatisfied with the resolution, he or she may appeal to the Library Board of Control. The Library Board will reconsider the decision as an agenda item at a regularly scheduled board meeting. The Library Board's decision will be final.

F. Library Book Discards November 2021-December 2021

A motion for the library to discard 3,326 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. This motion was seconded by James Thomas.

Yeas: Judge, Boudreaux, Wingate, Thomas, Landers, Pitre

Nays: None

Abstained: Palombo

Absent: Armbruster

**X. Announcements**

A. Reminder that the next Library Board meeting will be Monday, February 21, 2022.

B. Reminder that yearly ethics training and sexual harassment training must be completed before December 31, 2022.

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

M. Christian Green stated that the 3-minute limit on public comment is restrictive. Louisiana State Legislature allows for a 5-minute comment, unless constrained for time by amount of comments to be heard.

**XII. Closing Prayer, Adjournment**

Doug Palombo led the Board in a closing prayer.

There being no further business, the meeting was adjourned at 6:55 PM.

Respectfully Submitted,  
Danny Gillane, Secretary