

Minutes of the Meeting of the
Lafayette Public Library Board of Control
Director Search Committee

January 29, 2024

Recordings of all meetings can be found on the Library Board of Control page of the Lafayette Public Library website.

The regular meeting of Director Search Committee was held in the meeting room on the 2nd floor of the Main Library at 301 West Congress Street on January 29, 2024. Stephanie Armbruster, Committee Chair, called the meeting to order at 10:01 AM.

I. Roll Call and Invocation

Committee Members Present: Stephanie Armbruster, Committee Chair; David Pitre; Allan Moore; Dawn Williams

Other Staff Present: Sarah Monroe, Interim Library Director

The invocation was led by David Pitre.

II. Pledge of Allegiance

Stephanie Armbruster led the board in reciting the Pledge of Allegiance.

III. Comments from the Director Search Committee

Stephanie Armbruster welcomed everyone in attendance, and the committee members introduced themselves.

IV. New Business

A. Job Posting

After discussion, Dawn Williams made a motion to approve all revisions to the previous job posting and job description as discussed and reflected below:

Job Posting:

The Director of the Lafayette Public Library serves as the CEO of the public library in what has often been called the [Happiest City in the United States](#). The Lafayette Public Library Board of Control (LA) seeks an exceptional leader and executive who demonstrates commitment to the Library's mission. The successful candidate will have the skills and experience to efficiently administer the [Lafayette Public Library \(LPL\)](#) in accordance with policies and plans adopted by the Library Board of Control and to

effectively interpret those policies to the staff and the public. Political acumen, an understanding and proficiency in library technologies, a proven record of successful staff leadership, and in-depth knowledge of library funding streams are critical skill sets. Boasting a dedicated staff of 143 and a nearly \$12 million annual operating budget, the Library serves the 249,400 parish residents through a 9 branch system (with a new branch recently approved) and a bookmobile; a refurbished main library, four recently constructed regional libraries, and four branches, circulating 1,800,000+ items annually.

[Lafayette](#), located at the intersection of Interstates 10 and 49, serves as an economic center of Louisiana. The region's *joie de vivre* and Cajun and Creole cultures are known around the globe, creating a unique environment for work and play. Lafayette is also home to a world-class workforce, an integrated transportation network, a diversified business base, preeminent high-tech infrastructure, and a metropolitan appeal. The city is the center of a multi-cultural and multi-industrial region that's surrounded by a publicly-owned fiber-optic loop. Today, Lafayette has diversified by positioning itself as a medical, transportation, entertainment, education, and retail hub, and its economic resilience is a result of strategic growth, an entrepreneurial spirit, and a skilled workforce steeped in southern values. The home of the University of Louisiana at Lafayette, a Ph.D. granting and R1 level research institution, as well as South Louisiana Community College, Lafayette draws from a metropolitan population of nearly 500,000, and as the retail, medical, and cultural heart of Acadiana, is known as the Hub City. For additional information on the Lafayette region, visit [Lafayette](#).

Responsibilities. The Director reports to a seven-member Library Board of Control with the overall responsibility for fulfilling the mission of the library within the framework of the Board's plan, policies, and budget. The Director creates all proposed budgets; directs personnel, branches, outreach services; supervises development and maintenance of library collections in accordance with Louisiana law and community standards; oversees facilities maintenance; executes the strategic plans of the Board; serves as the spokesperson for internal and external communications; and attends all relevant Lafayette Government Council meetings. As an ex-officio Library Foundation Board member, the Director is expected to actively participate in the civic life of Lafayette.

Qualifications. Minimum qualifications are a relevant Master's Degree, a minimum of five years of progressively responsible administrative and managerial experience in public libraries with three years of management or executive-level experience, and certification by the Louisiana Board of Library Examiners. (Candidates who do not have this certification must be

able to attain it within the first year of employment.) Vital attributes include superior oral and written communication skills, thorough knowledge of financial and personnel management, political skills, and the ability to work in a collaborative team environment. Success working closely with a governing board as a Director or Assistant Director in a multi-branch, urban environment is crucially important.

Compensation. The salary for this position is negotiable, with placement within the range of \$100,000-\$120,000 (dependent on experience and qualifications) with an excellent benefits package.

Job Description. [Lafayette Public Library Director Job Description](#) For a complete listing of responsibilities, refer to the Louisiana Directors' Handbook.

https://www.state.lib.la.us/images/stories/Publications/Louisiana_Directors_Handbook.pdf

For more information, contact lplboard@lafayettepubliclibrary.org. Please apply for this position via email with a professional cover letter and resume as Word or pdf attachments to [Stephanie Armbruster](#), Search Committee Chair.

The closing date for receiving your cover letter and resume for this position is April 30, 2024.

Job Description:

Job Title: Library Director, Lafayette Public Library, Lafayette, LA

JOB SUMMARY: Under the direct supervision of the Lafayette Public Library Board of Control, the library director serves as the library's executive officer, responsible for the operations and the development and implementation of its service programs, including:

- A. Assisting the Board with the long-range planning and policy development and managing all library resources, including human resources, i.e., the hiring and supervision of all assistants, substitutes, and volunteers who work in the library.
- B. Organizing and managing the acquisitions, access, storage, and control of collections.
- C. Designing and implementing services and programs for users of all ages.
- D. Overseeing the maintenance and safety of the library buildings and grounds.

RESPONSIBILITIES OF THE LIBRARY DIRECTOR:

BOARD MEETINGS:

- Attends all regular and special board meetings.
- Gives appropriate public notice of meetings.
- Acts as secretary to the board, prepares agendas, provides minutes.

PUBLIC RELATIONS:

- Maintains an active program of public relations.
- Interprets board policies to staff and public and involves library in community activities.
- Serves as liaison with community organizations and the public to establish positive relationships for mutual benefit of the community and the library system.

CONTINUING EDUCATION:

- Presents relevant educational materials to the attention of the library board.
- Organizes orientation of new trustees.
- Informs trustees of important meetings and workshops for them to attend.
- Urges travel money be provided in budget.

PLANNING FOR THE LIBRARY'S GROWTH:

- Suggests and provides materials for the analysis of community needs.
- Helps analyze the library's strengths and areas of needed improvements.
- Recommends plans for library's growth and means for implementing plans.
- Administers library in terms of plans adopted by the board.
- Supplies materials aiding board's knowledge about the library systems.

POLICY MAKING:

- Provides assistance and direction to the board in setting goals and objectives and determining methods of evaluation.
- Recommends needed policies.
- Advises board on merit of proposed decisions.
- Administers library in accordance with adopted policies.
- Interprets policies to staff and public.
- Oversees the selection and purchasing of all books and other library materials, print and non-print.

ADMINISTRATION OF THE LIBRARY:

- Has direct responsibility for administration of the library within the framework of the board's plan, policies, and budget.
- Reports at each board meeting and, when necessary, keeps the board informed of the library system's progress and challenges.

PERSONNEL:

- Recruits, selects, hires, employs, supervises, evaluates, and makes changes to library staff in compliance with library policy and state and federal laws and any applicable local compliance with library policy.
- Recommends needed improvement in working conditions, fringe benefits, and salary scale of employees under his/her direction.
- Utilizes skills and initiative of staff members to the library's advantage.
- Oversees salary recommendations as needed.
- Oversees maintenance of personnel evaluations records.

BUDGET:

- Prepares preliminary budget recommendation based on present and anticipated revenues and needs in relation to the board's plan for library growth.
- Calls board's attention to ways of optimizing the budget through cooperation with other libraries or agencies
- Decides on the prudent allocation of money on the basis of approved budget. Receives and expends library funds according to established guidelines and maintains accurate and up-to-date records showing status of library finances.
- Prepares the draft of the budget for the Board for approval and then participates in the presentation of the adopted budget to governing body.

FURTHER RESPONSIBILITIES RE: GOVERNING AUTHORITY

- Informs board and the clerk of the Parish Council when a new appointment is necessary.
- Provides counsel and documentation.
- Helps to plan educational information for the tax election.
- Prepares budget and claims for approval.
- Advises board of needs and provides specifications.
- Purchases items as authorized.
- Locates property, counsels board, and negotiates with landlord.
- Provides background information to board members.
- Serves as liaison to governing authority member(s).

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Refer to [Louisiana Director's Handbook](#).

QUALIFICATIONS:

Minimum qualifications are a relevant Master's Degree, a minimum of five years of progressively responsible administrative and managerial experience in public libraries with three years of management or executive-level experience, and certification by the Louisiana Board of Library Examiners. (Candidates who do not have this certification must be able to attain it within the first year of employment). Vital attributes include superior oral and written communication skills, thorough knowledge of financial and personnel management, political skills, and the ability to work in a collaborative team environment. Success working closely with a governing board as a Director or Assistant Director in a multi-branch, urban environment is crucially important.

SALARY RANGE:

The salary for this position is negotiable, with placement within the range of \$100,000-\$120,000 (dependent on experience and qualifications) with an excellent benefits package.

Allan Moore seconded the motion.

Mary Lib Guercio commented.

Yeas: Armbruster, Moore, Williams, Pitre
Nays: None
Abstained: None
Absent: None

The motion carries.

B. Timeline for the Search

The Committee Chair will present the Job Posting and Description as approved to the Board of Control. No action was taken.

V. Other Discussion Related to the Search

There was no other discussion related to the search.

VI. Closing Prayer, Adjournment

The closing prayer was led by Allan Moore. There being no further business, the meeting was adjourned at 11:43 AM.

Respectfully Submitted,
Sarah Monroe, Interim Secretary