

TENTATIVE AGENDA  
FOR SPECIAL MEETING OF THE  
EAST BATON ROUGE PARISH LIBRARY BOARD OF CONTROL

**MAIN LIBRARY  
BOARD ROOM  
7711 GOODWOOD BLVD.  
BATON ROUGE, LA 70806**

**JULY 10, 2012**

**4:00 P.M.**

I. ROLL CALL

II. REVIEW AND DISCUSSION OF THE PROPOSED 2013 LIBRARY BUDGET

**ALL MEETINGS ARE OPEN TO THE PUBLIC**

**IN ACCORDANCE WITH THE BOARD'S PUBLIC COMMENT POLICY, ALL ITEMS ON WHICH ACTION IS TO BE TAKEN ARE OPEN FOR PUBLIC COMMENT, AND COMMENTS AND QUESTIONS MAY BE RECEIVED ON OTHER TOPICS REPORTED AT SUCH TIME AS THE OPPORTUNITY IS ANNOUNCED BY THE PRESIDENT OF THE BOARD OR THE PERSON CONDUCTING THE MEETING.**

Minutes of the Special Budget Meeting of the  
East Baton Rouge Parish Library Board of Control

July 10, 2012

The special budget meeting of the East Baton Rouge Parish Library Board of Control was held in the Main Library Board Room on July 10, 2012. Ms. Kizzy Payton, President of the Board, called the meeting to order at 4:13 p.m. Members of the Board present were, Ms. Tanya Freeman, Mr. Jason Jacob, Mr. Travis Woodard, and Ms. Melanie Way. Absent from the meeting were Board members, Mr. Stanford O. Bardwell, Jr. and Mr. Derek Gordon. Also in attendance were Ms. Patricia Husband, Assistant Library Director of Branch Services and Co-Director, Ms. Mary Stein, Assistant Library Director of Administration and Co-Director, Ms. Rhonda Pinsonat, Library Business Manager, Mr. Ronnie Pierce, Assistant Library Business Manager; and Ms. Liz Zozulin, Executive Assistant to the Library Director. Also present were Ms. Lea Anne Batson, of the Parish Attorney's Office, and Mr. Faimon A. Roberts, III, reporter with *The Advocate*.

**Review and Discussion of Proposed 2013 Library Budget**

Ms. Payton asked Ms. Rhonda Pinsonat to discuss the budget. Ms. Pinsonat referred the Board members to the information she had given them. She said she received a memo from Ms. Marsha Hanlon, City-Parish Finance Director, which gave general instructions for submitting the 2013 proposed budget. The highlights of the memo were as follows:

1. No personnel reclassifications would be permitted in 2013.
2. Additional staff could only be requested if a department is being re-organized resulting in savings or a critical need.

Ms. Payton asked about the new positions that are being requested by the Library and whether they would need to present their request in front of the Metropolitan Council. Ms. Pinsonat replied that eighteen new positions are being requested with the deletion of six positions resulting in only twelve new positions. She noted that they will not need to present this request to the Council unless the Council asks the Library specifically to make a presentation. The Council has made such a request in the past with large departments of the City.

Ms. Pinsonat then outlined by division which positions would be added and deleted.

<b>Division</b>	<b>Position Added</b>	<b>Position Deleted</b>
Branch Services (Facility Maintenance)	(1) Instrument Technician (1) Trades Specialist (1) Trades Technician	
Business Office		(1) Sr. Fiscal Specialist
Children's Services	(1) Librarian I	
Circulation	(1) Librarian I (1) Library Technician II	
Community & Outreach Services	(1) Library Technician II (4) Library Technician I (1) Library Technician I (¼ time)	(2) Clerical Specialist (Only if Library Technician I's are approved)
Computer Services	(1) PC LAN Specialist (2) Network Technician I (1) Librarian III	(2) Computer Operator I
Reference	(1) Librarian II	
Technical Services	(1) Library Technician I	(1) Clerical Specialist

A discussion followed about these personnel requests. It was noted that Outreach Services needed additional staff because an additional bookmobile was being requested and because Outreach Services had assumed the duty of visiting senior patrons in nursing homes and assisted living facilities. In Computer Services a Librarian III is needed to manage the increasing complexity and volume of interfaces between the various digital systems and platforms. In the Business Office and Computer Services, the deleted positions are no longer needed because these jobs are no longer done at the Library. Ms. Stein noted that nobody in the Library is being fired due to these changes; all deleted positions are vacant. Ms. Husband added that in the past Branch Services has reclassified positions that were better served by another type of position.

Mr. Woodard arrived at 4:20 p.m.

Ms. Pinsonat then discussed the contracts that are being requested in 2013. These contracts include janitorial services, grounds maintenance, on-line cataloging services, television show production services, maintenance of the Integrated Library System, digitization of obituaries, courier services, repair, and maintenance on equipment and a multi-functional device contract. She told the Board that the contracts placed in the proposed budget will not need to be approved by the Council individually at a separate time because they are part of the entire 2013 budget request. Ms. Payton asked if there had been any questions about the current janitorial contract to which Ms. Pinsonat replied no. She added that she and the staff are pleased with the three companies who are providing the services.

The Board then discussed Capital Outlay consisting of furniture, fixtures, office equipment and computer hardware. Included in this category were ten 3M Self Check Systems at \$70,000 to allow patrons to check out their own materials, and equipment for a Radio Frequency Identification (RFID) system at \$1,207,000. This system would include RFID capable security gates throughout the system and automatic sorting systems. This new system would allow for more efficient processing and circulation of library materials. Ms. Stein then gave some background information. She noted that they first looked at this system in 2005. They have

waited until now to budget for it because the system has been standardized and perfected and works very well. It would result in a much faster and more accurate processing of materials; thus eliminating some of the false claims patrons encounter currently. Ms. Stein added that they would like to tag the entire collection of about 1.76 million items which would be a one-time cost. As new materials were purchased they would be RFID ready. Ms. Stein said that the tagging of the entire collection would be a huge undertaking but worth it. Ms. Payton said this system would increase efficiency in serving our patrons.

Ms. Freeman arrived at 4:30 p.m.

Ms. Pinsonat then discussed the Capital Outlay for motor vehicles. She said they are requesting a truck at \$18,000 for the new Instrument Technician in Facilities Maintenance. They are also asking for a new smaller bookmobile to assist with the expanding outreach services of the Library. Ms. Freeman asked why they would like another bookmobile to which Ms. Stein said patrons have requested the bookmobile because they like to get on the vehicle. They consider the bookmobile a "small library" on wheels. Senior patrons want to pick out their books from a collection on the bookmobile. Ms. Stein added that they are trying to reach the patrons that the Board has said need outreach services. She also noted that it would be helpful to have three of these vehicles so that if one were in the shop for maintenance work, there would be two others in service. Ms. Payton said it sounds like patrons are asking for bookmobiles. Mr. Jacob asked the age of the two bookmobiles that the Library currently owns. Ms. Stein said that they are a 2003 and a 2010 model.

Ms. Pinsonat then reviewed the Capital Improvements portion of the budget request. She said that the Library would like to purchase and retrofit a building to consolidate several of the non-public service functions into one facility. She added that this purchase would eliminate the need to lease office space for Outreach Services, the Facilities Management Office, and Recycled Reads which would be a savings for the Library. In addition to housing these three divisions, this facility could also accommodate a training lab for Library staff, a storage and redundant site for Computer Services and 10,000 square feet of temperature and humidity controlled space to store future archived items that will not be housed in the Baton Rouge Room in the new Main Library.

Ms. Stein then explained that they have been interested for about a year in a building which was the VA hospital located across the street from the YMCA near Baton Rouge Community College. She added that the building is in very good condition and contains 36,000 square feet. The asking price is \$1,800,000. Ms. Way asked about the condition of the building. Ms. Stein noted that Mr. Tim Bankston, Library Facilities Manager, inspected the building last year and thought that the air conditioning system and the building in general were in good shape. Ms. Way suggested they check into the tenant improvement plan. Ms. Stein explained to the Board that the City will only accept a purchase price that matches the appraised value of the property. Ms. Husband noted that one consideration that might support the purchase, rather than the lease of the building, would be the installation of special temperature and humidity control systems to accommodate back storage of archival materials. She stated moving walls is not as expensive as installing these features, which they might not want to invest in for a leased building.

Ms. Husband also stated that Mr. Bankston has noted that the building has been vacant for a year and that it would have to be inspected before they decided to move forward. Mr. Jacob said in the long-term it is better to own than lease a facility. Ms. Stein asked Ms. Batson how they would go about getting an appraisal of the building. Ms. Batson said that Mr. Rip Manint in the Parish Attorney's Office could begin that process for the Library. The Board also discussed placing the purchase of the building in the 2013 budget and what type of commitment this implies. Ms. Batson answered that the budget simply appropriates the money and that no commitment is implied. She added that the Library can re-allocate any capital improvements requested through an interdepartmental transfer to reallocate funds back to the operating budget or fund balance.

Ms. Payton then asked how long they have been renting the facility for Outreach Services, the Facilities Management Office, and Recycled Reads. Ms. Pinsonat replied that they are beginning their second year of leasing the 4,000 square foot space on Little John. It was noted that there have been multiple issues with the plumbing and air conditioning at this leased building.

Ms. Payton then asked when the VA building had gone on the market to which Ms. Stein said last August. Ms. Way asked if the Library has a real estate agent that they use. Ms. Stein said that Mr. Bob Abbott in the Parish Attorney's Office has helped them in the past with land purchases. She noted that a sign at the building shows Beau Box as the agent. Ms. Payton asked Ms. Husband and Ms. Stein to get some background information about this building and property.

Ms. Pinsonat then said that Mr. Bardwell had requested that \$2,000,000 be budgeted to construct a shared parking garage within walking distance of the River Center Branch Library. This garage would accommodate downtown patrons. The Library would like to research the possibility of entering into a Cooperative Endeavor Agreement with other downtown agencies to build this garage.

The Board members asked for some background surrounding this request. Ms. Stein said that Judge Clark in the past had expressed interest in purchasing a piece of property at North Boulevard and 5<sup>th</sup> Street near the new courthouse to build a parking garage. She invited other parties that had expressed a need for parking downtown to partner, purchase the land and build this garage. Ms. Freeman said that this concept was discussed years ago when Mr. Dan Reed was President of the Board. She added that there is a parking garage within walking distance from the Library. Mr. Jacob said this request is a red flag. Mr. Woodard said if the Library states that it has \$2,000,000, they will figure out a way of making the garage a \$2,000,000 project. Several Board members asked if they can remove the parking garage from the budget to which Ms. Batson replied affirmatively.

Ms. Payton then asked about the plans for the River Center Branch construction and for parking for the patrons. Ms. Stein said that in previous years, they spoke to officials at the garages near the River Center Branch and on Third Street. They were told that there was no parking available for the Library. Ms. Freeman agreed that they need parking for patrons. She said the Board

committed to having parking for patrons at the new River Center Branch. However, she added that the Council is watching the Library's budget and how it spends its money. Ms. Stein then said that they could use more parking right now at the River Center Branch. Mr. Woodard then noted that possibly the people who were going to partner on this garage, may not be interested any longer. Ms. Payton asked Ms. Stein and Ms. Husband to do some research about the parking downtown and to report their findings to the Board.

Ms. Pinsonat then discussed the Special Funds Budget Summary page of the proposed budget. The total estimated revenues for 2013 were listed as \$36,551,390, and the total appropriations were \$46,011,340. Mr. Woodard asked why the revenues were declining in 2013. Ms. Pinsonat explained that this year is a property re-assessment year. Most properties will increase in value; thus increasing the property tax. However, an agency receiving its portion of the tax can elect to not increase the dollar amount of taxes collected for its department by rolling back the millage to reflect the 2011 rate. Ms. Stein noted that in the case of the Library the roll back would result in a 10.78 millage rate. Ms. Pinsonat added that the Library had not intended to roll forward this year. They did roll forward in 2008, the prior re-assessment year. Mr. Jacob asked how much more revenue would the Library have received if the millage had been rolled forward this year to which Ms. Pinsonat answered at least \$1,000,000. Mr. Jacob asked if the Board votes on the millage roll forward request and why they could not roll forward this year. Ms. Stein said the Board does give its preference. However, the Council ultimately decides whether an agency will be allowed to roll forward.

Ms. Pinsonat asked if there were any other questions. Ms. Way asked when the Board would be asked to express their opinions on the design and features for the new River Center Branch. Ms. Stein replied that the architects are ready to set up a focus group for Board input with the local architectural firm and via Skype with the design team partner located in Boston. Ms. Payton then asked Ms. Zozulin to poll each Board member on their availability to meet for the focus group.

Ms. Payton then discussed the process the Board would follow in order to vote on approving the budget. She said that the Board members should e-mail or call Ms. Pinsonat, Ms. Stein or Ms. Husband with any questions or concerns they have after reviewing the proposed budget. She added that they will discuss the budget, will vote on any changes they would like to make and then vote on the entire proposed budget at the next meeting scheduled for Thursday, July 19<sup>th</sup>. If any changes are made, Ms. Pinsonat will produce revised pages after the meeting for the Board members' binders.

Mr. Woodard said he would not be able to attend the next Board meeting, so he asked if he could vote by proxy prior to the meeting to be included in the Board voting results. The Board members answered that this is not possible. If a Board member is absent for a meeting in which a vote is taken, that Board member cannot vote.

There being no further discussion, Ms. Freeman made a motion to adjourn. The motion was seconded by Mr. Jacob. The meeting adjourned at 5:25 p.m.

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Kizzy Payton, President

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Patricia Husband, Co-Director

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Mary Stein, Co-Director