

REVISED AGENDA
FOR REGULAR MEETING OF THE
EAST BATON ROUGE PARISH LIBRARY BOARD OF CONTROL
MAIN LIBRARY
FIRST FLOOR CONFERENCE ROOM
7711 GOODWOOD BOULEVARD
BATON ROUGE, LA 70806
JULY 17, 2014
4:00 P.M.

- I. ROLL CALL
- II. APPROVAL OF THE MINUTES OF THE SPECIAL LIBRARY BUDGET WORKSHOP OF JUNE 16, 2014 AND THE REGULAR MEETING OF JUNE 19, 2014
- III. REPORTS BY THE DIRECTOR
 - A. FINANCIAL REPORT
 - B. SYSTEM REPORTS
- IV. OTHER REPORTS
 - A. MAIN LIBRARY AT GOODWOOD
 - B. RIVER CENTER BRANCH LIBRARY
 - C. MAINTENANCE REPORT
- V. NEW BUSINESS
 - A. REVIEW OF BOOKMOBILE SERVICES AND OPERATION – MS. MARY STEIN
 - B. STRATEGIC PLAN – APPROVAL OF 5-YEAR PLAN FOR STATE LIBRARY AND DISCUSSION REGARDING COMMUNITY INPUT – MR. SPENCER WATTS
- VI. OLD BUSINESS
 - A. UPDATE ON SITE SELECTION PROCESS FOR A SOUTH BRANCH LIBRARY – MR. SPENCER WATTS
 - B. TO DISCUSS AND VOTE ON THE POLICY FOR THE EVALUATION OF THE LIBRARY DIRECTOR – MR. JASON JACOB
 - C. ANNOUNCE THE RESULTS OF THE ANNUAL PERFORMANCE EVALUATION OF LIBRARY DIRECTOR – MS. TANYA FREEMAN
 - THE BOARD MAY GO INTO EXECUTIVE SESSION TO DISCUSS THE CHARACTER, PROFESSIONAL COMPETENCY OR PHYSICAL OR MENTAL HEALTH OF MR. SPENCER WATTS IN ACCORDANCE WITH LA. R.S. 42: 17(A)(1). MR. WATTS MAY REQUIRE THAT SUCH DISCUSSION BE HELD IN OPEN SESSION.
 - D. ESTABLISH A PROCESS TO PERMIT THE BOARD PRESIDENT AND LIBRARY DIRECTOR TO APPROVE NON-BINDING AGREEMENTS OF INTENT FOR THE ACQUISITION OF PROPERTY – MR. SPENCER WATTS
- VII. COMMENTS BY THE LIBRARY BOARD OF CONTROL

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 Meeting of the

East Baton Rouge Parish Library Board of Control

July 17, 2014

The regular meeting of the East Baton Rouge Parish Library Board of Control was held in the first floor Conference Room of the Main Library at Goodwood at 7711 Goodwood Boulevard on Thursday, July 17, 2014. Ms. Tanya Freeman, President of the Board called the meeting to order at 4:04 p.m. Members of the Board present were Mr. Jason Jacob, Mr. Logan Leger, Ms. Terrie Lundy, and Ms. Kizzy Payton. Absent from the meeting was Mr. Stanford O. Bardwell, Jr., and Mr. Travis Woodard. Also in attendance were Mr. Spencer Watts, Library Director; Ms. Mary Stein, Assistant Library Director of Administration; Ms. Rhonda Pinsonat, Library Business Manager; Mr. Ronnie Pierce, Assistant Library Business Manager; Ms. Liz Zozulin, Executive Assistant to the Library Director; Ms. Kelli Bonin, Library Network Technician I; and Ms. Sonya Gordon, Library Public Relations Coordinator. Mr. Davis Rhorer, Director of the Downtown Development District and Mr. Terry Jones, reporter with *The Advocate* were also present. Captain Blair Nicholson of the East Baton Rouge Parish Sheriff's Office; Mr. Frank Hillyard, videographer for Metro 21; and five members of the community were also in attendance.

Ms. Freeman asked Ms. Zozulin to take the roll which she did. Ms. Freeman then asked for the approval of the minutes of the special Library Budget Workshop of June 16, 2014. Ms. Payton made a motion to approve the minutes, seconded by Ms. Lundy and approved unanimously. Ms. Freeman then asked for the approval of the minutes of the regular Board meeting of June 19, 2014. Ms. Payton made a motion to approve the minutes, seconded by Ms. Lundy and approved unanimously.

III. Reports by the Director

A. Financial Reports

Ms. Freeman asked Mr. Watts to present the reports. Ms. Pinsonat made the financial report. She said that the Statement of Revenues, Expenditures, and Encumbrances through June 30, 2014 show operating expenditures of \$15,588,204.77 or 36.34% of the operating budget. Through June, we should have spent no more than 50% of the budget.

Cash collections from Property Taxes for 2014 remain positive, as we are approximately \$1,500,000 and 4.05% ahead of the same seven months in 2013.

Ms. Pinsonat then distributed a schedule of tax and bond elections for 2015. She noted that the Library's tax renewal election would be held on October 24, 2015. She added that there are several deadlines we will be required to meet in order to place this item on the ballot such as the State Bond Commission application, the filing with the Secretary of State, and the official journal publication. Ms. Pinsonat also said there are only two election dates that the City-Parish Metropolitan Council can call for an election. October 24th is the earlier date. Ms. Freeman

asked if they had the election in October, would there be sufficient time for the Library to collect the taxes for that year. Mr. Watts replied that he will get a definitive answer regarding the October date, but he was told the October date would meet the Library's requirement.

B. System Reports

Mr. Watts asked Ms. Stein to present her report. Ms. Stein gave the PowerPoint presentation *Around the Parish in 90 seconds* which included the months of June and July 2014. Some of the highlights include:

- We have added new databases such as newspapers from around the world.
- The database *fold3* is useful for genealogical research, and focuses on military records.
- *FastPencil* is for writers on any level who wish to improve their writing ability.
- Another new database for all ages is *Financial Literacy*. It is useful to patrons from young adults to retired persons.
- The Library was represented at the Advancing Entrepreneurship and Innovation Conference at Southern University.
- The Summer Reading program continues. Adults can sign up, too and receive a book bag for the 75th Anniversary of the Library.
- The themes of the programs for teens and children are about STEM (Science, Technology, Engineering and Math) and STEAM (Science, Technology, Engineering, Art and Math).
- On July 10th Mr. Glen Davis visited the Eden Park Branch Library as part of his "Booking It with Baby" tour. He and his Foundation promote literacy stressing reading and writing along with healthy bodies. He read to the children from his new book and spoke with them about healthy living. Mr. Davis donated an early literacy learning center to the Library.
- Students are developing their technology literacy at the Library in groups such as the Carver Tech Club.
- Book Buds and Math Buds are ongoing programs in which children read to teens and sharpen their reading and mathematical abilities.
- The Carver Cubs Book Club continues this year providing reading enrichment for children with LSU reading buddies. These buddies are student teachers from the LSU C-Cell group.
- The 40th Anniversary celebration of the Scotlandville Branch Library on July 1st was attended by public officials and Board members.
- There was a special recognition of the Scotlandville Branch Library's 40 years at the Metropolitan Council meeting.
- The musical entertainment for the anniversary celebration was great. Many former employees of the Scotlandville Branch Library came to celebrate.

Ms. Stein then noted that the State Library has informed us that they will drop the database *Mango Languages* and replace it with *Pronunciator*. She said that our Library will continue to offer *Mango* to our patrons as so many have been using the lessons to learn languages other than English. We will also offer *Pronunciator*.

Ms. Freeman asked if there were any public comments on the Director's reports. There being none, she proceeded to Item IV, Other Reports.

IV. Other Reports

A. Main Library at Goodwood

Mr. Watts then presented the report on the Main Library at Goodwood. He noted that there is a much activity on the site today because the ground has dried. He added that the completion date for the east parking lot will not be July 18, but sometime around July 31st due to the muddy conditions after the numerous rainstorms. The contractor still needs to pour concrete for some connecting areas and for the apron. The rain projections for the next week are very discouraging.

The latest issue today was the discovery that the parking lot lights do not have connections to electrical power which is near the west side of the building. They are working on a solution so that when the east lot is complete there will be lighting after dark.

Mr. Watts added that we are concerned about construction in the plaza. That area must be finished when the east parking lot is ready so that patrons can enter the building through the plaza.

He said that progress has been made with the grass and weeds along the pathways. We paid a contractor to do this work as an additional service under our landscaping contract. We have been working with BREC on grounds maintenance concerns and they have been very helpful. BREC built a bridge on the north walkway to provide a passage into the building during heavy rain events.

Mr. Jacob arrived at the meeting at 4:23 p.m.

Mr. Watts then gave an update on the Cooperative Endeavor Agreement (CEA) between BREC and the Library. The CEA has already been approved and signed by the mayor. He also said that we need to finalize some of the cost sharing details within the CEA along with those that are not as defined.

Mr. Watts reported that the staff has made good progress in regard to the audiovisual and sound system problems in the meeting rooms by re-cabling and changing network connections. The sub-contractors were contacted and corrected some of the issues with the system.

Mr. Watts then said that the LED screen has been approved. There will be a site review with the vendor, the architects and the Library staff tomorrow.

He concluded his remarks about the Main Library by stating that light poles have been installed in the service yard, and bases have been formed in the parking lot.

B. River Center Branch Library

Mr. Watts said we are continuing to meet with the architectural team on the design development of the River Center Branch Library. He added that we had an initial meeting with Mr. William Daniel, Chief Administrative Officer in the Mayor's Office, regarding the demolition of the vacant Municipal Building. Mr. Daniel said they would like the Library to primarily pay for the demolition in exchange for parking for patrons of the River Center Branch. The demolished site could be used as a staging area during the construction of the new River Center Branch, but the space will ultimately be designated as green space. Parking for the Library would be at another location. Mr. Watts said we have no other details, so further discussions will be needed.

Mr. Watts then said that Ms. Freeman had asked us to research in the minutes whether parking was included in the budget of \$19 million. He said that discussions occurred about providing parking and the concern for patrons driving to the Library. However, parking was not budgeted for nor did the Metropolitan Council approve parking.

Mr. Watts noted that a Phase I Environmental study was conducted on the River Center Branch. It indicated that there were no major issues in the building such as lead paint. However, a Phase II study will be required to analyze such items as the location of asbestos in the facility.

Mr. Watts added that we have reached an agreement with the State Fire Marshall on setting limits for the number of people on the third floor. We have also had discussions with the architects about the concrete flooring. The Library staff looked at several examples, but we were not impressed. They were not satisfactory for our needs in areas such as maintenance.

Mr. Watts noted that on July 8th we met with the electrical engineers and our technology consultants concentrating on technology infrastructure. We reviewed a wide range of items such as electrical support, projector configurations, monitors and racks. We also looked at the media wall for the lobby, and both the interactive and directional/informational components of it. We discussed the use of a durable cover called gorilla glass which is resistant to being cracked. He explained that they had another technology meeting yesterday to review lighting control and types of fixtures.

Ms. Freeman said she had some comments. She would like the staff to do some research on the funding of the demolition of government buildings in the past. She wondered if the money for demolition was part of the budget. Ms. Freeman said she is concerned about this issue.

She also asked if we pay for the Phase II study of the River Center Branch Library, and when would it be done. Mr. Watts replied that we will pay for the Phase II study and he hoped the City is planning to have the study completed as soon as possible.

C. Maintenance Report

Mr. Watts noted that Ms. Husband was not at this meeting today as she is representing the Library at DPW during a question and answer session for the architects interested in bidding on the branch library assessment project. So Mr. Watts gave the maintenance report. He stated that lighting preventive maintenance was completed at the Main Library, Baker, Bluebonnet Regional, Eden Park, Greenwell Springs Road Regional, Jones Creek Regional, Pride-Chaneyville, Scotlandville, and Zachary Branch Libraries.

The facilities staff completed chiller preventive maintenance at the Carver, Delmont Gardens, Eden Park, Fairwood, and Pride-Chaneyville Branch Libraries. They completed chiller repairs at the Bluebonnet Regional and Fairwood Branch Libraries. At the Jones Creek Regional, and Scotlandville Branch they worked on the air handlers. At the River Center the staff performed preventive maintenance on the chilled water and hot water pumps, and at the Delmont Gardens Branch they completed preventive maintenance on the air handlers.

At Eden Park, the staff also pressure washed the building and completed some minor painting in preparation for the event with Glen “Big Baby” Davis. They also installed the new end panels and manipulatives in the children’s area. The new interactive features are a fun and inviting addition to the Children’s Department.

Areas of the Scotlandville Branch were also pressure washed in time for their 40th anniversary celebration. This week, the staff is pressure washing the Greenwell Springs Regional Branch for the Multicultural Festival that will take place on Saturday, July 19th.

Library staff have met with the architect to work on the Bluebonnet renovations. We also made site visits with the interior designer as part of the re-flooring project at the Greenwell Springs Road Regional and Scotlandville Branch Libraries.

Mr. Watts noted that Mr. Tim Bankston, Library Facilities Manager, and his staff are to be thanked for their efforts in well maintaining our buildings especially for Scotlandville’s 40th anniversary, the “Bookin’ It with Big Baby” event at the Eden Park Branch, and the Multicultural Festival at the Greenwell Springs Road Regional Branch Library. The facilities staff ensured the branches were in great condition. They were also available during the events, ready to help with any building concerns we had, especially issues of cooling the areas once our patrons assembled.

Mr. Watts noted that the new component to our landscaping contracts at Scotlandville, Bluebonnet Regional and Fairwood Branch Libraries includes pruning, weeding, and mulching. Trees and plants are being maintained in a healthy way that has not been done in the past. It appears to be working well.

Mr. Watts asked if there were questions about his reports. There were no comments by the Board, so Ms. Freeman asked for public comments.

Mr. Harvey Landry, a member of the public, asked about the River Center Branch parking and demolition issues. He said that at the other branches in the system, parking and demolition are part of the cost of the construction of the branch. He said in the minutes of the Board meeting on June 10, 2010 it states that Ms. Lovett, the former Library Business Manager, confirmed that the \$19 million would include the entire project. Mr. Landry said parking should be included in the construction costs. If the budget of \$19 million does not include parking, then some of the extra amenities should be deleted, so that parking can be included.

Mr. Landry then said Electronic Arts (EA) had input on the technology for the River Center Branch project. He added he learned this at a Cajun Clickers Computer Club meeting at which Mayor Holden spoke. Mr. Landry asked if EA had specific suggestions and how much they would charge. Mr. Watts replied that EA is not requesting any features. They attended because they were interested in seeing that the Library has the type of technology that encourages people to be creative. Their interest is in assisting young people to acquire the skills for future employment in a company like theirs. They want the latest and best technology for future programmers and workers in their field. Mr. Watts added that he has not received any specific suggestions from EA. They were excited about Maker Spaces, and the gaming areas. He also said we hope that they might support some of the technology we want in the building.

Mr. Landry then said if these new technologies are successful in drawing patrons to this new library, there will be a need for parking. The idea that this is an urban library and parking will not be necessary is erroneous.

Mr. John Berry, a member of the public, said he has the same concerns as Mr. Landry. He noted that EA is giving more than input on the plans. They are being allowed to state what they want in the facility and in specific rooms. That is a mixing of public money and private enterprise and it is wrong. Mr. Berry added that EA has been identified as one of the forward moving companies in Baton Rouge. The Library should not support EA to increase its commercial endeavors. Mr. Berry said they need to look at this more closely.

Ms. Freeman asked Mr. Berry if he wanted to know how this meeting came about. Mr. Berry said that Mayor Holden is supporting this business. Mr. Watts replied that the Library tries to help all businesses and industries in the area. We are foolish if we do not utilize the expertise of large companies like Exxon, and IBM, and also of small businesses. The larger corporations have the money and the time to assist in developing public projects and will offer assistance. We are not in a position to turn away this type of assistance. Mr. Berry then said it's not turning away assistance, but giving EA a major advantage in spending public money.

Ms. Freeman asked Mr. Watts to explain how the meeting with EA came about. Mr. Watts replied that we had one meeting with one person from EA who had just moved here from their San Francisco office. He was excited and surprised by the features the Library was planning for

the River Center Branch. He gave us some general suggestions on the technology we might wish to have in this building.

Ms. Freeman then asked what role EA is playing. Ms. Stein replied that there is no role for EA. Their business is in video-gaming, and we want to provide video-gaming for teens. They are giving us their free advice on how we might set up gaming stations differently from what we have done here at Main. They shared how to provide for gamers and spectators. They even endorsed the installing of white boards in the rooms to encourage creativity. Mr. Watts added that much of the conversation endorsed what we have already seen at the new Main Library.

Mr. Jacob asked if the concern with EA's involvement is because of monetary incentives or some other reason. Mr. Berry replied that it is good to talk to a company for technical data advice. But if the Library is designing the new facilities to EA's specifications in digital gaming and not inviting other gaming companies for information, then this is wrong. Mr. Watts then noted that the Library is not paying any organization for their suggestions. Mr. Jacob added that he wanted a clarification on what the concern was because it seemed to him that we were simply asking for advice and not showing favoritism. Ms. Payton then said for clarification we are not designing anything to anyone's specifications, nor have we given any public money to anyone. We've only had a conversation. She added that in the coming months it would seem that we would have further conversations with other technology companies on how to best design this building. At this time we are in early conversations and we are very happy to hear from individuals who are interested in making it the best library that it can be. Mr. Watts agreed with Ms. Payton's comments.

Mr. Berry asked to make another comment on the River Center Branch project. Ms. Freeman recognized him to make another comment. Mr. Berry said he wanted to re-enforce what Mr. Landry said about the parking. He said parking downtown has been an issue for years. There has been no solution from anyone. The construction of the District 19 courthouse has only made the problem worse. When the new River Center Branch is built, it will increase the parking concerns. Mr. Berry asked who is going to go to the library if there is no parking, and he asked Ms. Freeman for her thoughts on this. She replied that she voted for a new downtown library because it was explained to her that it would be an urban library, and that there was some parking there. It was also stated that people would ride their bikes. Ms. Freeman added we were not getting involved in the parking concerns. She noted she had some concerns herself about parking, as did other Board members. It was a tough decision. But rather than vote it down since the public really wanted a new downtown library, they voted to build a new facility. Ms. Freeman also said she read over the minutes and it brought back the memory of the feelings and emotions at the time. She said over the next few months there will probably be additional discussions on how they will address parking.

Mr. Berry wished to add a comment. But Ms. Freeman recognized Mr. Landry again. He said in regard to parking, when the current River Center Branch was built, there was adjacent parking. The City-Parish then took over those spaces for employee parking. Mr. Landry added that he thinks the City-Parish owes the Library parking. Ms. Freeman replied that we talked about that. She said we had been in negotiations, but right now there is no assigned parking.

Mr. Landry then said he still believes the parking should come out of the \$19 million budget. He said if the Board still holds that parking is not part of the construction budget, then the Board should get private funding for parking. Ms. Freeman summarized that the last vote of the Board was that the \$19 million does not include parking.

Mr. Davis Rhorer, Director of the Downtown Development District, said he was at the meeting with Mr. Daniel, Mr. Watts and Ms. Stein. He said the Library does have approximately eleven parking spaces that are adjacent to the River Center Branch that are utilized by Library employees. Mr. Rhorer added that in order to build the new branch in this urban setting, staging will be critical. He said he believes the Library staff will need to talk with the architects regarding the budget so that the cost of staging is realistic.

Mr. Rhorer added that parking is on the top of the agenda of the City-Parish Administration. The Library is included in that. It is on everyone's mind that we must have enough parking downtown. Ms. Freeman asked Mr. Rhorer for clarification. She asked about the Library being included in the parking financially. Mr. Rhorer stated that the Library was included in the parking discussions. They have not yet gotten to the financial aspects of the issue. He noted that it was a positive meeting. They know that the Library has staging concerns. They cannot block North Boulevard during construction.

Mr. Berry asked to make an additional comment. Ms. Freeman said she would allow him to speak again, but that he should be aware of the time limit for comments. Mr. Berry asked if he would be limited to one minute. Ms. Freeman replied that the policy allows him six minutes in total and that she has been generous in giving Mr. Berry time to speak. Mr. Berry said that he was in Seattle recently. Their library is in an urban setting also. He said we have a new Main Library and we see very few bicycles. People drive cars or take buses.

He then said that staging to him means where they store the contents of the old River Center Branch during construction. Ms. Freeman asked if that was his question. Mr. Berry said he wanted to finish his question. He asked where all of the new construction materials would be placed, where all of the demolished materials would be taken, and what would happen to all of the adjacent buildings during the branch construction.

Ms. Freeman replied that she will give Mr. Watts the opportunity to answer those questions. Mr. Watts said that the demolition of the old building and the construction of the new building are part of the planning that is going on to ensure that all aspects of the work are addressed. It is more difficult in the tight confines of an urban setting with busy streets and critical intersections. Mr. Watts added that staging refers to storing needed materials for construction. It is preferable to have these supplies close to the site to minimize the cost of transport to the site and to minimize the disruption of other businesses and agencies operating near the construction site.

In regard to the contents of the River Center collection, Mr. Watts said they hope to maintain a small storefront service center downtown during construction. It will contain a small collection of books and some technology. The remainder of the collection will need to be stored off-site in either a storage facility or at the Outreach storage facility if we can purchase a building for Outreach.

Mr. Berry wanted to speak again. But Ms. Freeman replied that she believed they had answered his questions. She noted that she gave him an extension of time, and must move on with the agenda. She asked if there were any other public comments or any other comments by the Board.

Mr. Landry asked where in the minutes was the subsequent motion to construct the \$19 million River Center Branch without parking. Ms. Freeman referred him to page 9 of the document outlining the history of the Library Board's vote. Ms. Payton added that it is on page 9 and that the Board voted a second time because the Board did not have the vote listed in the agenda of the meeting the first time they voted. The Board had to ensure the vote was an action item; thereby voting a second time at the next month's meeting.

V. New Business

A. Review of Bookmobile Services and Operation – Ms. Mary Stein

Ms. Freeman read Item A under New Business and asked Ms. Stein to make her presentation. Ms. Stein said that she distributed the Outreach Service Summary that lists how many pre-schools, day cares, adult and senior centers and community events, Outreach staff visit each month. It also includes how many storytimes are done, and how many visits each Outreach vehicle makes each month. She noted the Board has been particularly interested in the usage made of each vehicle.

Ms. Stein then made her PowerPoint presentation. She said we consider Community and Outreach Services as an entrée to the East Baton Rouge Parish Library. If the public cannot come to us, we go to them. We find them where they are. This could include children, seniors, people at the park, the fair downtown or a back-to-school event.

Ms. Stein showed a slide of our bookmobile back in the 1950's. It stopped at a corner on the street and people walked to it to check out and return books. The bookmobile visited every 2 to 4 weeks. But times have changed, and so has bookmobile service. For example, children are not at home, but in daycare. So we go where our patrons are.

The current bookmobile service began in the summer of 2010. The bookmobile traveled throughout the parish and was welcomed by the public everywhere it went. Since 2011 we were able to hire staff for Outreach Services, and expand our fleet of vehicles. Ms. Stein noted that we have made almost 2,500 site visits to pre-schools and daycares. The old bookmobile called "Elfie" has made 1,580 visits to seniors in centers and retirement communities. This particular outreach has been going on for more than ten years. We've also made over 500 appearances at community events such as the Book Festival. Since 2010 over a half million patrons have been served by the bookmobile or the Outreach staff in their facility. Over 100,000 items have been checked out. However, it's not just about books. Outreach Services also conducts storytimes and models how to do a storytime. The vehicles are equipped with technology similar to the

branch buildings. Outreach staff show their patrons how to use this technology. Ms. Stein added that we are “selling” a service and letting the public know we have something for them.

She then mentioned that we are looking for a facility to house the Outreach Services Division. This Division needs room for storing the special collection designated for Outreach, an area for the 15 employees to work at selecting, processing, rotating collections and stocking the vehicles, and a site to park the Outreach vehicles when not in use. She noted that we schedule maintenance for the vehicles on a rotating basis as set by DPW. But we are trying to establish a special service contract for maintenance so that we have less down time and more time with our patrons.

Ms. Stein said that scheduling at the various facilities can be challenging because the facilities all have lunch breaks and naptimes at the same time. Our staff must work within the schedules of the facilities they visit.

Ms. Stein noted that regularly scheduling for other types of sites has been important to the Library Board. She said the Outreach staff regularly visits the CATS bus station, we follow the food trucks and the mobile market, and we work with BRAVE for possible new sites. We have also started to visit new sites such as two WIC Centers, the Neighborhood Art Program in Gardere, the Walmart at Burbank, the BREC Parks at Red Oaks and Kernan Street and the Council on Aging (COA) Centers.

Ms. Stein then showed several photos illustrating typical activities of the Outreach staff. The Outreach facility on Little John is quite small and crowded for the collection and the staff. She then showed a picture of the fleet with the 37-foot Big Blue in the center. The Elf is the oldest vehicle and has been used for senior service for many years. The two wrapped vehicles were purchased when the Board decided to pursue pre-school literacy service. We also have two other vehicles for service. These are necessary because the bookmobile only has room for two staff members to ride legally using seat belts. These City vehicles enable transport of more than two employees.

Ms. Stein then showed a map of the parish indicating the locations where Outreach Services visit children and where they visit adults and seniors. She then discussed the scheduling challenges of a 5 to 7 day work week with 15 staff members. Schedules can be irregular to accommodate weekend and evening events, and changes in schedules of our patron facilities.

Next Ms. Stein showed a photo of children enjoying storytime in Big Blue. This vehicle has built-in technology to show patrons the Library’s resources available for them. There was a picture of children from Dalton Elementary enjoying the book, *Brown Bear*, one of a visit to Trinity Episcopal Summer Camp, and one of children at the Woman’s Hospital Daycare Center.

Ms. Stein noted that we visit children with special needs such as the ARC Early Literacy Site at Glen Oaks High School, and the Belfair Elementary Montessori School. We also visit children of all ages in a variety of locations inside and outside of their schools. On Fridays we visit high schools such as the Mentorship Academy, and Baton Rouge Magnet High School. At Baton Rouge High the school librarians are inside the bookmobile working with their students on

research while the Outreach staff is working with the students over their lunch break issuing them library cards.

Ms. Stein pointed out the vehicles visiting seniors. The Elf has a ramp while Big Blue has a wheelchair lift to accommodate seniors with mobility challenges. We also visit seniors inside their facilities and at senior events such as the *Life after 50 Expo*.

Ms. Stein discussed the community outreach events throughout the parish which the staff attended numbering over 500 since 2010. Even a State Representative made a visit to the bookmobile. *Live after Five* has been an ambassador for the Library. People visit the bookmobile during the event and are amazed at the technology we offer. We issue cards and they become library patrons. We go to events such as *Read across America* held at the Sonic Restaurant and at the Mall of Louisiana. We have gone to BREC Community Parks and participated with the *BREC on the Go Bus*. Recently we have been reaching out to the Hispanic community.

Ms. Stein noted that we go to events when invited such as the *Louisiana Book Festival*. She showed a slide from this event with Mayor Holden, Mr. Bardwell and Mr. Woodard in attendance. We participate in the *Festival of Lights* parade. Our first appearance occurred years ago using the Elf. Then we started to participate in the Zachary, Baker and Pride parades. In 2009 the rules about throws changed, so we have backed off parades a bit. But there are plenty of other events in which to participate such as Halloween activities at a church rather than trick or treating.

In conclusion, Ms. Stein said we receive a lot of good media attention because people love the Library and the bookmobiles. Ms. Stein asked if there were any questions about Outreach Services.

Ms. Freeman said that we have accomplished a lot with the bookmobiles. Our patrons wanted this service and we decided to offer it even though the trend in other cities was away from bookmobiles. We invested in this service and we have gotten an excellent return on our money. She also said she hopes the public truly appreciates the service. Ms. Stein thanked Ms. Freeman and added that the Library staff appreciates the Board taking the initiative to create a program that is really working for us. She said she will pass on the appreciation to the Outreach staff.

Ms. Freeman asked for public comments. Mr. Berry said that he wished to compliment Ms. Freeman and Mr. Bardwell for the good work they did to establish this Outreach Service for our patrons. Ms. Freeman said thank you and noted that she and Mr. Bardwell were on the Board at that time. The odds were against us according to the trends, but we have a literacy problem here, and this is one way to reach people and change their perception of what libraries do.

Ms. Freeman asked for Board comments. Mr. Watts said that recently in researching the pop-up movement, we have been investigating how we can use technology with the bookmobile to attract people to the library. We have also been looking at mobile technology because that can attract people who would not normally come to us. There is a project in Chicago through a grant which is bringing Wifi to people who wouldn't normally have this access. Mr. Watts added that

the Outreach staff is constantly looking at ways to refresh ideas and take something that appeared to be dying and make it fruitful.

B. Strategic Plan – Approval of 5-Year Plan for State Library and Discussion regarding Community Input – Mr. Spencer Watts

Ms. Freeman said that Mr. Watts has some news to announce. Mr. Watts said that when he received the application for State Aid, it did not ask for our strategic plan. We talked to the State Library and were told that we do not need to produce a strategic plan for State Aid. However, we must outline our goals and services. So it is acceptable if our strategic plan expires in regard to applying for State Aid. Mr. Watts said we would need a strategic plan to apply for an LSTA (Library Services and Technology Act) grant, but there are no LSTA grants available. Mr. Watts added that the State Library does an excellent job of using LSTA money for state-wide programs that benefit everyone. Our deadline for the completion of the strategic plan would be ours to make. Mr. Watts said therefore we do not need to approve the plan today.

Ms. Payton said in light of this information she would like to make a motion that they defer the approval of the 5-year strategic plan and the discussion regarding community input. Ms. Lundy seconded the motion which passed unanimously. Ms. Freeman said they will take up this item next month.

VI. Old Business

A. Update on Site Selection Process for a South Branch Library – Mr. Spencer Watts

Mr. Watts gave an update on the status of the contracts for engineering and wetlands assessments in regard to the sites that LEO, LLC identified as possible locations for a south branch library. The contracts for the two firms selected to conduct the assessments are at City-Parish Purchasing for their approval of these documents. SJB Group and C-K Associates will begin their evaluations once the contracts have been released. This should occur within the next week.

Mr. Watts added that as we have been waiting for these contracts to be finalized, several other possible sites have come to light. Two of the sites, upon further investigation, were not feasible. However, two other sites look promising and will be investigated. One of those is located in a central area within the boundaries for a south branch library. Mr. Watts added that we would continue to work on this project to locate a suitable site.

Ms. Freeman asked for public comments. Mr. Peter Ricca, a member of the public, said he came to this meeting to learn more about the sites. He noted he has heard a lot about the search for property and he has seen the map outlining the sites. Mr. Ricca added he is concerned about where these sites are located. Comments were made by an individual that we needed to focus on LSU. He said he would like to see additional sites picked. He added that LEO, LLC choose the same sites that Library staff identified. Mr. Ricca said there should be a way for the public to inform the Board of additional properties that might be considered. He also noted that he just

spoke to Ms. Freeman about his calling individuals to ask if their property is available, but he wasn't certain that was a good approach. He said the Board should provide a way for the public to submit this type of information. Mr. Ricca said the sites he saw will be severely impacted by LSU game day activities. He concluded his remarks by saying that he hoped the Board would be open to looking at additional sites.

Mr. Leger replied that if the public has additional sites they can e-mail the Board. He added that the Board is looking for information from the public and welcomes their comments. We have had issues finding a good site and we are asking for the public's input.

Mr. Watts then noted that almost all of the LEO sites were sites that the Library staff had not identified. The Library staff had been looking in the northern portion of the target area near Perkins Road. We pursued some sites such as the Pennington property. These investigations did not produce a viable site. Mr. Watts added that we had looked at a few sites along Burbank Drive, but did not give them much attention because they were not where our interests were. The LEO report chose their sites based on demographics, and traffic patterns. They also looked at other topographical data. Mr. Watts explained that we are going to pursue an additional step of looking at an analysis from an engineering survey because these sites may have environmental concerns. After this study, it may result that these sites are not acceptable. Mr. Watts said some of the sites in the northern part of the service area were too small for consideration.

He said he agrees with Mr. Leger that we are interested in public input. Recently citizens have made suggestions of possible sites. He also noted that the Library Board never gave direction to the staff to serve LSU specifically as a focal point. We will serve LSU students who live in off-campus housing since they pay property taxes through their rental fees, and are residents like non-students who rent. Our goal is to find property somewhere within the rough boundaries of Stanford Boulevard, Staring Lane, Perkins Road and River Road.

Ms. Freeman said she wanted to thank Mr. Ricca for coming to this meeting and showing an interest, and expressing his opinion. She added she understands how information can be misunderstood, and she appreciated Mr. Ricca asking for a clarification of what we are trying to do. The Board's intent is to always serve our patrons the best we can, and to get input from the public.

Ms. Kathy Wascom, a member of the public, said she agreed with Mr. Ricca. She said she looked at the map of the sites on the Library's website, and she drove to some of the sites. She noted that what she found was that some of the sites were in large LSU student rental complexes. Ms. Wascom added that she did not go out to the A1 sites because they are undeveloped. She also said she looked at a map of the targeted area and many of the areas we interact with such as University Gardens were not considered. Ms. Wascom noted that she e-mailed Mr. Frank Duke, Director of the City-Parish Planning Commission, and also the Center for Planning Excellence (C-PEX) and asked for input from them.

She added that there are some developers such as Mr. Mike Wampold who might know of some sites. Ms. Wascom said she also e-mailed Ms. Barbara Freiberg, the East Baton Rouge Parish School Board member for her district, regarding the site of the new Lee High School as a possible

location for the south branch library. Ms. Freiberg replied that this site was probably not available. Ms. Wascom asked if the Library Board had made a presentation to the School Board. She also said she knew that the Library Board had gotten a negative response from the BREC Board. Since this search for property is such a difficult one, she suggested the Library Board consider making a presentation to the School Board and the BREC Board.

Ms. Wascom told the Library Board that the sites on Burbank Drive near Ben Hur Road do not fit well with the FutureBR initiative. She added that she is trying to work with C-PEX for a solution to this problem.

Ms. Wascom explained that she tried to send an e-mail to the Board members with this information, but she had difficulties with the transmission of her message to Mr. Jacob. Ms. Freeman suggested Ms. Wascom e-mail Mr. Watts who will be sure that all of the Board members get her messages. Ms. Freeman also noted that the Board needs the citizens to come forward with their suggestions and concerns.

Ms. Wascom replied that they have placed this item on the agenda for the next Civic Association meeting to notify people that they have an opportunity to express their opinions. She added that the neighborhood for them is more toward the west.

Mr. Watts then said that we look at demographics and the radius around the area. We welcome the public's comments. He added that discussing Olympic Park with BREC as a potential site is not a good option because the donation of that property to BREC was accomplished as a grant of federal land. One of the constraints of the grant is that BREC cannot use it for any other development.

Mr. Berry said he also had difficulty sending an e-mail to Mr. Watts a couple of months ago. Ms. Freeman replied that whenever she gets an e-mail, she responds. Mr. Berry said what he had asked about in the e-mail was regarding the map of locations of sites. He added that he checked out one site on Burbank Drive that appeared to be very close to the property donated to the Library which the Board then decided not to use several years ago. Mr. Berry noted that very area is being developed as everyone predicted. Now we are going to spend money and go through this process of trying to find some land when we could have had it for free and been using it already.

Mr. Berry added that he lives in Southdowns and his goal is to not add any more traffic to this area. Rouzan will be a problem when Mr. Spinosa builds apartments, condos, and retail establishments. He noted that another site on the map is actually part of Rouzan and is near Cold Creek Court and Woodchase Boulevard. He emphasized that he hoped the Board was not considering working with Mr. Spinosa again.

Mr. Berry asked if the Library Board had contacted the School Board regarding the Lee High School property. He also wondered about the price for the properties outlined in the study by LEO, LLC.

Mr. Leger replied that the task asked of LEO, LLC was not to find land for the Board to purchase, but simply to point out sites for the Board to further explore. So he added that the financial aspect was not part of their work.

Mr. Watts added that some of the sites may be eliminated because of the cost. He added that we have had several discussions with Lee High, but most of their land is being used for the new school construction. Mr. Watts noted that even before he arrived in Baton Rouge, discussions had gone on with the School Board with no resolution for a branch library. Mr. Watts explained that the Spinosa site was one of the 15 properties cited by LEO, LLC, and looked at by the Board late last summer. But this site is not being considered even though it is on the list. He also confirmed that the site on Burbank Drive is actually the one that had been donated years ago. The algorithms pulled up this site and the Board wanted it listed as part of the analytical process used by LEO, LLC.

Ms. Freeman said that the issue with the property on Perkins Road near Rouzan was never about the site or any problems with it. The issue was problems with the negotiations to purchase that land instead of the donated site in the Rouzan development. She added that if the Board chose property near that location, we would be purchasing the land directly.

Ms. Freeman added that when we returned the donated land on Burbank Drive, we did so because of concerns with this site being wetlands, and with destroying the ecological environment. There was also a problem in the back of the property. We would have been required to build an entry which would alter drainage. She seemed to remember that it was voted on. She also noted that since the Library is a governmental agency we had to follow a higher standard of conduct in regard to constructing in environmentally sensitive areas than a for-profit business. Ms. Freeman asked Ms. Zozulin to research the minutes to provide an explanation of how the Board decided to return the donated property on Burbank Drive. This research will be placed in the packets of information for the August Board meeting.

Ms. Freeman asked for additional public comments and comments from the Board. There being none, she proceeded with Item B.

**B To Discuss and Vote on the Policy for the Evaluation of the Library Director –
Mr. Jason Jacob**

Mr. Jacob said the policy for the evaluation of the Library Director is concise and allows for an evaluation process timeline from May through November. In May and October the Director will provide the Board with an update on the goals and objectives of the Library system that have been accomplished as outlined in the Library Strategic Plan. Mr. Jacob added that around June or July the Board President will appoint two Board members to develop and prepare the evaluation instrument that will be used to evaluate the Director. In October the evaluation tool will be distributed to the Board members for completion. The Director will submit his self-evaluation to all Board members. At the October Board meeting, the Board will go into Executive Session to discuss the self-evaluation and the Director's performance. Each Board member's evaluation

form will be submitted to the two committee members for compilation into the final evaluation report. In November the final evaluation report will be issued.

Ms. Freeman said this policy was exactly what the Board needed to formalize what we had been doing informally in the past. This ensures that we get updates from the Director. We are starting the evaluation process early enough so that our recommendation can be submitted to the City-Parish Human Resources Division. When the pay scales are revised by the City, we would then be able to recommend a raise for the Director based on his performance. At this time the pay scales have not been increased, so we cannot request a change in the salary.

Ms. Freeman asked if there were any public comments. There being none, she asked for comments by the Board. Mr. Leger thanked Mr. Jacob for his work on the policy. He said all of the issues have been addressed in the policy. Ms. Freeman agreed that Mr. Jacob and Mr. Bardwell did a great job on this.

Ms. Payton made a motion that they approve the Director's Performance Evaluation Policy. Ms. Lundy seconded the motion which passed unanimously.

C. Announce the Results of the Annual Performance Evaluation of Library Director – Ms. Tanya Freeman

The Board May Go into Executive Session to Discuss the Character, Professional Competency or Physical or Mental Health of Mr. Spencer Watts in Accordance with La. R.S. 42: 17(A)(1). Mr. Watts May Require That Such Discussion Be Held in Open Session.

Ms. Freeman then proceeded to Item C. She said that Mr. Watts has done an excellent job as Director. All of the comments by the Board members were positive, and she thanked Mr. Watts for his great work. She added that he has already made comments about what he would like to accomplish next year. Ms. Freeman then said that when they review the strategic plan, he will point out what he wants to do for the remainder of this year and for next year. She noted that when he arrived, he relieved the Assistant Library Directors, and took on a leadership role. He also networked with others in City-Parish government. He had extensive experience in library construction projects which was a consideration for this job. Mr. Watts assumed the management of the completion of the Fairwood Branch Library construction and then managed the massive project which was the construction of the new Main Library at Goodwood. Ms. Freeman added that even though he has reported on the problems with the project, these are to be expected on any large effort like this one.

Mr. Leger agreed with Ms. Freeman's comments. He added that it has been a pleasure to work with Mr. Watts. He has been impressed with his knowledge and foresight for making this Library system even better.

Mr. Watts thanked the Board members for their comments. He noted that he has a great staff. He added that it is part of his duties to inform the Board of the negatives that occur. Mr. Watts also said there are always problems associated with any construction project that is as big and complicated as this Main Library. We work hard to stay integrated with our architects and contractors to ensure they fix deficiencies in order for us to receive the best value for your investment in the Library system. He added that he has good support from the Board, much interest from the community and a staff that work very hard and are dedicated to the ideals of bringing the best service to the public.

Ms. Freeman thanked Mr. Watts. She told him that when we hired him we had hoped that the Metropolitan Council would work with us in regard to the salary issue. She said Mr. Watts is the CEO over 14 facilities and that is a major responsibility. After having attended conferences, she noted that this type of responsibility is almost unheard of. We are very thankful that Mr. Watts is here and we hope that he will continue to stay with us.

Ms. Freeman then asked for public comments. There being none, she read Item D.

D. Establish A Process to Permit the Board President and Library Director to Approve Non-Binding Agreements of Intent for the Acquisition of Property – Mr. Spencer Watts

Mr. Watts said as we were looking for a south branch library site and a new Outreach Services building, Mr. Leo D'Aubin of the Parish Attorney's Office suggested that from time to time when we have these complicated property purchases, we might consider a non-binding agreement of intent with the seller. This would be a means of keeping a seller's interest while we go through the two to three weeks of contracting with an appraiser, the appraisal process, and the approval of the appraisal by City-Parish. This whole process can take up to three or four months. If the property is desirable, someone else can purchase it before the Library has finished the legal requirements for purchase.

Mr. Watts said he also spoke to Mr. Rip Manint of the Parish Attorney's Office, who stated that an options agreement would not be feasible. However, Mr. Manint said a document from the Parish Attorney's Office stating that they will be working toward the purchase of the property could be helpful. The Library Director could then contact the Board President and they could decide whether they wish to commit their names to a non-binding agreement. We would be showing our good faith.

Mr. Watts then said the process of permitting the Board President and Library Director to approve a non-binding agreement of intent for acquisition of property is something he would like the Board to consider and allow.

Mr. Leger said since this process is of a legal nature and he has some questions, and we do not have a Parish Attorney present at this meeting, he made a motion to defer this item until next month when we have a Parish Attorney present. Ms. Freeman agreed. Ms. Payton seconded the motion which passed unanimously. Ms. Freeman said it will be placed on next month's agenda.

Comments by the Library Board of Control

Ms. Freeman said that this month has been very busy at the Library and that it is amazing what activities and services we provide for our patrons. She added that the 40th Anniversary celebration of the Scotlandville Branch Library was very memorable and fun. The event with Big Baby was also great. She thanked the staff.

Ms. Freeman asked for comments by the Board members. There being none, and with no further business, the meeting was adjourned at 5:55 p.m. on a motion by Mr. Leger, seconded by Mr. Jacob.

Ms. Tanya Freeman, President

Mr. Spencer Watts, Library Director

DATE: July 10, 2014
TO: Library Board of Control
FROM: Spencer Watts
Library Director
SUBJECT: Construction Report

Goodwood Main Library

Steve Jackson, architect with Cockfield Jackson Architects reported the following on July 7, 2014 for The Library Design Collaborative on the Goodwood Main Library.



CONSTRUCTION REPORT

DATE: July 7, 2014

PROJECT: Independence Park Main Library
REPORTED BY: Stephen P. Jackson, The Library Design Collaborative

OBSERVATIONS:

- 1) The Monthly Owner's Meeting was held on June 26, 2014.
- 2) The second parking lot concrete pour and concrete pour at the drop off area are complete.
- 3) The parking lot curbs have been installed for 70% of the Phase 3 scope of the project.
- 4) The granite pavers at the reflecting pools continue to be installed.
- 5) All three shade canopies have been installed.
- 6) Sod has been installed on the north side of the Library.
- 7) The light poles have been installed in the Service Yard.
- 8) White concrete work continues on the Plaza.

UPCOMING WORK:

- 1) The next parking lot concrete pour at Goodwood Boulevard should occur tomorrow.
- 2) Parking space stripping should occur in the next two weeks.
- 3) The parking lot and plaza paver installation should start next week.
- 4) The white concrete work in the plaza should be completed within the month.



Looking across the Plaza at the Library.



Looking from the southern roof garden to the new Goodwood parking area.



Looking from the parking lot to the Drop Off Canopy and the Plaza.



Looking from the roof to the Plaza.



Looking west at the stone pavers in the reflecting pool next to the Library's Main Entry.



Looking west at drop off shade canopy in the parking lot.