

REVISED AGENDA
FOR REGULAR MEETING OF THE
EAST BATON ROUGE PARISH LIBRARY BOARD OF CONTROL
CARVER BRANCH LIBRARY
720 TERRACE STREET
BATON ROUGE, LA 70802
MEETING ROOMS 1 AND 2
MARCH 19, 2008
4:00 P.M.

I. ROLL CALL

II. APPROVAL OF THE MINUTES OF THE MEETING OF FEBRUARY 21, 2008

III. REPORTS BY THE DIRECTOR

- A. FINANCIAL REPORT
- B. SYSTEM REPORT
- C. OTHER REPORTS

IV. OLD BUSINESS

- A. REPORT ON CONSTRUCTION OF NEW MAIN LIBRARY – MR. STEVE JACKSON, COCKFIELD-JACKSON ARCHITECTS

V. NEW BUSINESS

- A. WELCOME AND INTRODUCTION OF NEW LIBRARY BOARD MEMBERS – MR. DONALD BROWNING AND MR. JAMIE GRIFFIN
- B. ROLL FORWARD OF LIBRARY PROPERTY TAX MILLAGE RATE IN 2008
- C. REVISION OF EAST BATON ROUGE PARISH LIBRARY BOARD OF CONTROL BYLAWS

VI. COMMENTS BY THE LIBRARY BOARD OF CONTROL

ALL MEETINGS ARE OPEN TO THE PUBLIC

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

March 19, 2008

The regular monthly meeting of the East Baton Rouge Parish Library Board of Control was held at the Carver Branch Library on Wednesday, March 19, 2008. Mr. Dan Reed, President of the Board, called the meeting to order at 4:10 p.m. Members of the Board present were Mrs. Katherine Auer, Mr. Stanford O. Bardwell, Jr., Mr. Donald Browning, Mr. Jamie Griffin, and Ms. Dorothy Stepteau. Also in attendance were Mrs. Lydia M. Acosta, Library Director; Mrs. Mary Stein, Assistant Library Director of Administration; Mrs. Brenda Lovett, Library Business Manager; and Mrs. Rhonda Pinsonat, Assistant Library Business Manager. Also present were Mr. Steve Jackson, architect with Cockfield Jackson Architects, Mr. Koran Addo, reporter with *The Advocate* and five members of the community. Absent from the meeting was Board member, Mr. Stephen Moret and Ms. Nikki Essix of the Parish Attorney's Office.

The minutes of the regular meeting of the Library Board on February 21, 2008 were unanimously approved on a motion by Ms. Stepteau, and seconded by Mrs. Auer.

Reports by the Director

Mrs. Acosta referred to the Cash Collections report as of March 11, 2008 with total cash received on property taxes and interest in the amount of \$28,498,759.17 for the year 2008. Mr. Reed asked if the final Cash Collections report for 2007 was available. Mrs. Pinsonat said that the City-Parish Department of Finance has not issued the final figures for 2007 and that possibly the year end report would be ready next month. System reports included statistics for February 2008 for Circulation, Gate Count, Programming, Reference Questions Answered, and Library and Database Usage.

Mrs. Acosta said that the Eden Park Branch Library won the 2007 South Central Construction Award for Best Public Architecture. She proudly showed the plaque that had been presented to her in early March by Mr. Ken Tipton of Tipton and Associates, architects for the project. She also noted that Lemoyne Design Associates, interior designers for the Eden Park Branch Library have won the 2007 ASID (American Society of Interior Designers) South Central Chapter Gold Award and the 2007 IIDA (International Interior Design Association) Delta Region, Design of Excellence Awards.

The Grand Finale for the Big Read: One Book/One Community reading of the book, *Fahrenheit 451* by Ray Bradbury will be held on Thursday, April 10, 2008 at 6:00 p.m. The event will be held at Baton Rouge Community College in the Magnolia Theatre and Performing Arts Pavilion. Chili and Cokes will be served prior to the viewing of the 1966 film *Fahrenheit 451*. A panel discussion will follow the film. The members of the panel will include Dr. Myrtle Dorsey, Chancellor of Baton Rouge Community College; Ms. Linda Lightfoot, former Executive Editor of *The Advocate*; Mr. Julio Melara, Publisher of *225 Magazine*; Mr. Eddie Ashworth, President

of Louisiana Technology Park; and Dr. Valerie Holliday, Professor of New Media Analysis at Baton Rouge Community College. Mrs. Stein noted that *Fahrenheit 451* is required reading for ninth grade students, and therefore, the Library is expecting very good attendance at this function. Last year's closing program for the Big Read: One Book/One Community program was attended by 570 people.

Mrs. Acosta concluded her report by saying that the safety of patrons is always considered. Anyone entering the Main Library can see that the carpeting is very worn out, is splitting in some areas and buckling in other spots. This situation was addressed over a year ago when carpeting was removed and vinyl flooring was installed in some high traffic areas. More remediation is necessary now, but since a new Main Library is in the design phase of construction, replacing carpeting or installing other flooring is not a cost effective answer to the problem. An interim solution will be tried in the Children's Services area of the building. On the evening of April 25, 2008 after the Library is closed, the carpet will be removed. This portion of the building will be closed the next day so that a thorough cleaning of the cement floor, the furnishings and Library materials can be done. The cement floor will be left uncovered except for some area rugs so that children can sit on the floor for story time and programs. The Children's Services portion of the building will re-open on Sunday, April 27, 2008. Notices of this anticipated work have already been issued and an announcement will appear in *The Source* in April. Children and adults who come to the Main Library on April 26th will still be able to make use of the library because staff will be available with resources outside the closed area. If this process proves effective, other areas will also be repaired.

Old Business--Report on Construction of New Main Library-Mr. Steve Jackson, Cockfield Jackson Architects

Mr. Steve Jackson, architect with Cockfield Jackson Architects gave an oral report to the Library Board on the activities involved in the designing of the new Main Library in the Park. Mr. Ken Tipton and Mr. Jackson are assisting the City-Parish Department of Public Works to develop a completely new contract for large projects such as the Main Library design. State contracts and those created by the American Institute of Architects are being used as models. This new contract will include the major components of the work such as architectural design; structural, mechanical, electrical and civil engineering; construction administration; interior design; landscaping and the demolition of the current Main Library. Two draft documents have been reviewed and Mrs. Acosta has been given an overview of the contract terms.

Mr. Jackson noted that the development of BREC's Park Program has been completed and presented to the Library Administration. A 3-day in-house design charette which is a brainstorming workshop was held at the BREC Administration Building. Nine site utilization schemes were chosen. On March 24 an all day workshop for the BREC and Library Administrations will be conducted. The goal of this meeting is to determine the site for the construction of the library building. Mr. Jackson said that design work can only begin when the site location is defined. He is hopeful that in the near future he can show the preferred site utilization for the new library.

New Business

Welcome and Introduction of New Library Board Members—Mr. Donald Browning and Mr. Jamie Griffin

Mr. Reed welcomed two newly appointed Library Board of Control members, Mr. Donald Browning and Mr. Jamie Griffin. He asked each to introduce himself and give some background information.

Mr. Browning said he is a graduate of Istrouma High School and Louisiana State University. He is a retired Safety Manager for DSM Copolymer. Mr. Browning concluded his comments by saying he has had a life-long interest in libraries starting in 1957 when he was a page at LSU's Hill Memorial Library.

Mr. Griffin said he has lived in Baton Rouge since 1999. He is also a graduate of Louisiana State University and is currently the Business Development Manager for Raising Cane's Chicken Fingers. He is also the President of Forum 35 for 2008. Mr. Griffin noted that he grew up in libraries, and in 1998-1999 he was the President of the Louisiana Teenage Librarians Association. Mr. Griffin is very excited to have the opportunity to be a part of the East Baton Rouge Parish Library System.

Roll Forward of Library Property Tax Millage Rate in 2008

The East Baton Rouge Parish Library operates with an 11.1 ad valorem tax also known as a property tax millage rate. Louisiana state law requires all property subject to taxation to be reappraised or reassessed at least every four years. The next reassessment year for East Baton Rouge Parish is 2008. After the reassessment of property, a revised property tax millage rate will be calculated. If the property values in the parish decrease, the millage rate will increase; and if the property values in the parish increase, the millage rate will decrease. It is projected that property values will increase which would result in a decrease of the current 11.1 millage rate by the Metropolitan Council. However, the current rate may be maintained if the Library Board of Control requests that the Metropolitan Council roll the lower rate forward for the next four years. In 2000 and 2004 the Metropolitan Council voted down the request by the Library Board to roll forward the tax millage.

Mrs. Acosta explained that in order for the Metropolitan Council to vote to roll forward the millage, not only does the Library Board need to make this request, but the public needs to be notified of this request by July 15, 2008. This notification is made through an ad placed in *The Advocate*. Because the Library is a Department of the City-Parish, the City will place the ad on behalf of the Library. The Metropolitan Council will vote on this issue in October or November of this year.

Mr. Reed said that prior to the Library's 2005 tax renewal election the Library Board informed the public that included in the renewal of the tax would be the request by the Library Board to roll forward the millage in 2008 and 2012. In order for the Library to collect enough revenue to

keep the promises made to the public prior to the 2005 election, the millage must be rolled forward. Mr. Tom DuBos, a member of the community, asked if the Council would vote for the roll forward this time. Mrs. Acosta answered that in order for the millage to roll forward eight Council members must vote in favor of it. In 2004 two Councilmen voted against the millage increase because they said they promised no new taxes if they were elected. The Library Board will need to lobby the members of the Metropolitan Council on the necessity of the roll forward. Mr. Browning stated that in his discussion with Councilman Mike Walker of District 8, Mr. Walker also said that the Library Board will need to lobby the members of the Metropolitan Council on the necessity of the roll forward.

Following this discussion Mr. Bardwell made a motion that the Library Board of Control request of the Metropolitan Council that the tax millage rate for the East Baton Rouge Parish Library be rolled forward in 2008. Ms. Stepteau seconded the motion which passed unanimously. Mrs. Acosta will send a letter regarding the Library Board's vote to request a roll forward of the millage to Mr. Brian Wilson, the East Baton Rouge Parish Assessor with a copy to Mr. Brian Mayers, Council Administrator-Treasurer.

Revision of East Baton Rouge Parish Library Board of Control Bylaws

The Plan of Government for the Parish of East Baton Rouge/City of Baton Rouge was amended as a result of the election in October 2007. As a result this election, the number of Library Board members and their length of term were changed. Therefore, it is necessary to revise the East Baton Rouge Parish Library Board of Control Bylaws to reflect these changes. Mr. Reed distributed a draft of the changes in the Bylaws. The following revisions were discussed:

Article 2. Board Membership

Proposed change to **Section 1** as follows:

“The Board shall consist of the Mayor-President, ex-officio, and seven citizens of the parish appointed by the Metropolitan Council for terms of four years who shall continue in office until the expiration of their terms and thereupon may be reappointed or replaced by the Council.”

Proposed change to **Section 2** as follows:

“Board vacancies shall be filled by the Metropolitan Council for the unexpired portion of a term. This includes Board members who fail to meet the attendance requirements of the Plan of Government.”

Proposed change to **Section 3** as follows:

“When the term of a Board member expires, that appointee shall be reappointed or replaced at the first Metropolitan Council meeting following the expiration of the term. A Board member whose term has expired may continue to serve on the Board until such time as the Metropolitan Council appoints his/her replacement.”

Article 3. Meetings

Proposed change to **Section 3** as follows:

“A quorum for the transaction of business shall consist of four voting members of the Board present in person.”

Article 5. Library Director and Employees

Proposed change to **Section 4** as follows:

“The Library Director shall attend all Board meetings except in the case of the discussion of the compensation, character, professional competence, or physical or mental health of the Director. The Director may, but is not required to, attend such discussions. In such instances, a Board member shall be appointed to serve as Secretary.”

In all other respects, the Bylaws are unchanged.

After a brief discussion, Ms. Stepteau made a motion that the Library Board of Control adopt the Bylaws with the changes as noted in the draft document. Mr. Griffin seconded the motion which passed unanimously. Mr. Bardwell suggested that the Bylaws should be proofed for corrections of punctuation and grammar. Ms. Stepteau will edit the Bylaws for the Board. At the April meeting the Board will review these changes and vote for their adoption.

Comments by the Library Board of Control

Mrs. Gayle Smith, a member of the community, asked about whether Mr. Stephen Moret will continue to serve on the Library Board in light of his employment as the Secretary of the Department of Economic Development. Mr. Reed said he spoke to Mr. Moret who said he is unable to attend the Library Board meetings because of his work responsibilities. Mr. Reed suggested Mr. Moret may not be able to continue to serve on the Library Board. Ms. Stepteau's term will end in May and it would be good to get two new Board members at the same time if Mr. Moret is unable to serve.

In other business, Mrs. Acosta mentioned that Kodiak Equipment, L.L.C., the donors of a tract of land from the site of the former Fairway Country Club on Old Hammond Highway have set no conditions on their donation to the East Baton Rouge Parish Library. They are satisfied that the Library will properly maintain the site until construction of the branch library can begin. They have agreed to sign the Act of Donation documents with the City.

Mr. John Berry, a member of the community, asked when the citizens of the southern portion of the parish will get their branch library. Mr. Reed replied that from his experience, it is always difficult picking a site for a branch building. The Library Board tried to find property in the Southdowns area without success. Then land was donated to the Library on Burbank Drive near Lee Drive by two physicians. Next the Ford property on Perkins Road was placed on the market.

Mr. Spinosa purchased the land and offered to build a branch library on this property. Mr. Reed noted that it would not be fair to change the site location at this time. Mrs. Acosta added that they need to discuss the timetable with the Rouzan developers. Mr. Bardwell added that the Metropolitan Council has approved the traditional neighborhood development concept for the Rouzan project. However, there may be a delay before construction can begin on the project.

Mr. Berry stated that a lawsuit to stop the project from moving forward has been filed by attorney Alexis St. Amant. Mr. Reed and Mr. Bardwell will review the suit. Mr. Bardwell requested that this item be placed on the April Board meeting agenda for discussion.

Mr. DuBos said he feels the Library in the Park is a good collaborative effort by the Library and BREC.

Ms. Stepteau asked Mr. Reed to appoint another Board member to work with her and the Library Administration on the self-study committee. Mrs. Auer volunteered to serve. The next meeting will be held in about two weeks.

There being no further business, the meeting was adjourned at 5:28 p.m. on a motion by Mr. Browning, seconded by Mr. Griffin.

Dan Reed, President

Lydia M. Acosta, Director