

TENTATIVE AGENDA
FOR SPECIAL MEETING OF THE
EAST BATON ROUGE PARISH LIBRARY BOARD OF CONTROL
FAIRWOOD BRANCH LIBRARY
MEETING ROOM
12910 OLD HAMMOND HWY.
BATON ROUGE, LA 70815
JUNE 22, 2013
9:00 A.M. – 1:00 P.M.

- I. ROLL CALL
- II. REVIEW AND DISCUSSION OF THE PROPOSED 2014 LIBRARY BUDGET
- III. BOARD STRATEGIC PLANNING SESSION
- IV. 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.

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

June 22, 2013

The special budget meeting of the East Baton Rouge Parish Library Board of Control was held in the meeting room of the Fairwood Branch Library on Saturday, June 22, 2013. Mr. Travis Woodard, President of the Board, called the meeting to order at 9:05 a.m. Members of the Board present were Mr. Stanford O. Bardwell, Jr., Mr. Charles P. “Chip” Boyles, Jr., Ms. Tanya Freeman, and Mr. Jason Jacob. Absent from the meeting were Board members, Ms. Kizzy Payton and, Ms. Melanie Way. Also in attendance were Mr. Spencer Watts, Library Director, Ms. Patricia Husband, Assistant Library Director of Branch Services, Ms. Mary Stein, Assistant Library Director of Administration, 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 Mr. Steven Ward, reporter with *The Advocate* and four members of the community.

Review and Discussion of Proposed 2014 Library Budget

Ms. Woodard asked Mr. Watts and Ms. Pinsonat to discuss the budget. Ms. Pinsonat referred the Board members to their budget binders. Mr. Bardwell said that in the Budget Message under Accomplishments for the Year on page 3 it states that “The Genealogy Room and the Baton Rouge Room were re-located to the new Main Library”. He noted that this has not yet occurred and he is concerned about stating something that hasn’t happened and could possibly be delayed for some unforeseen reason. Ms. Pinsonat replied that the Metropolitan Council does not see each department’s complete budget message. The City-Parish Finance Department reviews each budget message and picks out key accomplishments to include in the Mayor’s budget message which the Council does receive. After a discussion it was agreed that the wording would be changed to “The Genealogy Room and the Baton Rouge Room are being re-located to the new Main Library”.

Ms. Freeman then asked about the contract with the Arts Council of Greater Baton Rouge to serve as a booking agent for the Library’s many special events resulting in more efficient scheduling and booking for performers. Mr. Watts replied that this will enable the Library staff to more easily provide the types of programs patrons would like without having to submit a professional services contract to the City-Parish Purchasing Department for each performer or program. It was noted that the contract with the Arts Council is a small one, with the Arts Council’s payments estimated at approximately \$8,000.

Ms. Husband then discussed the large scale maintenance projects for 2013. She said that the re-flooring projects at the Bluebonnet Regional and Delmont Gardens Branch Libraries, and the installation of a new mural at the Delmont Gardens Branch have been completed. She noted that pressure washing, re-sealing windows, and painting the exterior of the Baker and the Pride-Chaneyville Branch Libraries will be finished by the end of this year.

Ms. Pinsonat then directed the Board to the list of “Plans for the Future” which included the following:

- Continue Phase III of the Library Board of Control’s long-term planning for the future of the East Baton Rouge Parish Library. This includes continuing the major capital projects program to include completion and opening of the Fairwood Branch in the eastern portion of the parish in March 2013; completion of a new Main Library in Independence Park in the fall of 2013 with grand opening in spring 2014; a new branch in the southern portion of the parish to be located in the Rouzan development on Perkins Road and a new Downtown Library.
- Replace the exterior lighting at the Bluebonnet Regional Branch Library, replace the flooring at the Greenwell Springs Road Regional Branch Library and the Scotlandville Branch Library, and replace the exterior lights at the Pride-Chaneyville Branch Library. Interior and exterior lighting upgrades with LED parking lot lighting are also planned for the Greenwell Springs Road Regional Branch Library. Replace the front doors at the Central Branch Library, as well as upgrade the exterior lighting with LED parking lot lighting. Install a new boiler at the Jones Creek Regional Branch Library. Reupholster or replace seating at the Bluebonnet Regional Branch Library and at the Greenwell Springs Road Regional Branch Library.
- Combine the celebration of the Library’s 75th Anniversary with the Grand Opening of the new Main Library in the spring of 2014.
- Complete the purchase and retrofitting of a building to consolidate several of the Library’s non-public service functions into one facility, eliminating the need to lease office space for the Outreach Services Division, thereby creating a savings for the library.
- Implement the conversion of library materials, inventory and security systems to RFID (Radio Frequency ID) system. This includes retrofitting the entire collection: materials, security gates and scanning equipment, at a total cost of \$1,871,200.
- Finalize planning for computer networks in the new branch at Rouzan and the new Main Library. Disaster recovery planning, refreshing the network infrastructure, implementation of a library computer help desk and a new Sharepoint Intranet for staff is scheduled for 2013.
- Continue to increase outreach opportunities for public awareness, such as participation in the Small Business Expo, Life Begins at 50, Living Expo, Business to Business events, 100 Black Men’s Back to School Expo, Baby Grand, Earth Day, the Louisiana Book Festival, Blues Fest, Live at Five, Mommy and

Me (at the Mall of Louisiana) and various health fairs, back-to-school fairs, and community events.

- Assist with community literacy through collaboration with the Greater Baton Rouge Literacy Coalition and the Children's Coalition, with increased emphasis on branch library book clubs for all ages. The Library currently hosts 14 book club monthly meetings for adults and many more for children and teens throughout the Library system.
- Continue to provide new public access computers to be distributed among all branches. Continuing to aggressively roll out the Technology Plan to upgrade or replace technology through the Library system.
- Expand Computer Training Classes for the Public. These free programs not only introduce patrons of all ages to the world of the Internet and the mechanics of graphical access, but also teach the basics of common application software such as Microsoft Word, Publisher, Excel, and PowerPoint. Special emphasis will be placed on new online learning platforms available to library patrons, such as Ed2GO/Learn4Life as well as providing demonstrations and in-depth classes to residents in retirement centers.
- Continue to increase awareness of the need for "pre-literacy" and family literacy, deploying the Outreach Services department on a regular basis to local day care centers, early learning centers and pre-schools, setting up deposit collections of appropriate reading materials in each center, and working with day-care providers and parents.
- Complete and publish results of the new Strategic Planning Process. Implement a market segmentation study.
- Upgrade and expand the Library's Succession Plan.

A discussion followed about these plans. Ms. Husband noted that replacing the exterior lighting for the Bluebonnet Regional Branch Library was placed in the budget for 2013. They may be able to get this work completed this year. However, if not, they will get it done in 2014.

Mr. Boyles asked if the Library staff works directly with the Department of Public Works (DPW) and the Purchasing Department on the Request for Proposals (RFP) for the maintenance projects. He also asked if rather than DPW writing the RFP, could the Library outsource that process. Mr. Watts replied that he had done this in another library system. However, both he and Ms. Pinsonat said they did not know if DPW would allow this. Ms. Husband added that the Library did use a consultant to write the RFP for the lighting retrofit for the Jones Creek Regional Branch Library. DPW allowed this and it did expedite the project time line. Mr. Boyles said that DPW does good work, but if the Library can assist them to get our maintenance projects completed timely, the Library should do that.

The RFID project was also budgeted for 2013. This project may require an RFP in order to obtain bids for the work. Mr. Watts noted that the delay in implementing this system is due to the need to also contract with a tagging service for the collection.

Mr. Bardwell asked about the strategic plan. He requested that the item be stated as "Complete and publish results of the new Strategic Plan". He then asked where the results were published. Mr. Watts said the Library system provides the State Library with this information to be included in the State Library's annual report. Ms. Freeman added that the strategic plan is also published on our Library website.

Ms. Pinsonat then discussed Personal Services. She noted that eighteen new positions are requested in 2014 with the deletion of one position resulting in the addition of seventeen positions. The breakdown for new positions by department was discussed. At the new Main Library with the addition of 64,000 square feet and new services there, that includes Genealogy, the Baton Rouge Room and the Career Center, additional staff is necessary. The positions requested are a Librarian I, a Librarian I (½ time), a Student Librarian (20 hours/week), a Library Technician III (½ time), a Library Technician II, four Library Technician I's, two Library Technician I's (½ time), and two Library Technician I's (¼ time). A Library Aide (20 hours/week) is also requested. The deletion of one Library Aide (10 hours/week) is requested to offset this position.

In Reference Services an additional Librarian II is requested to assist with managing expanded reference technologies including social media. In Technical Services a Librarian II is requested to provide leadership in the cataloging section as records are produced through new mandatory industry-wide standards and cataloging rules.

In Branch Services one additional Instrument Technician is requested for Facilities Operations and Maintenance. With the additional square footage at the Main Library, two new branches and the aging of existing buildings, maintenance needs have evolved to include daily maintenance, upgrades and major repairs, improvements to buildings, and working with architects and contractors on new construction. DPW does complete some of the Library's maintenance needs, but reductions in DPW's staff have resulted in a decrease in the optimum level of preventive maintenance of Library facilities.

Ms. Freeman asked how many staff positions were filled in 2013. Ms. Pinsonat replied that nine positions were approved in the 2013 budget. Mr. Jacob said they should request all of the positions they require to operate the Library system optimally. Mr. Boyles noted that the City had placed a freeze on new hires. Even if a department has its own funding, it was not allowed to recruit for all the new positions it desired. He said the Mayor and the Metropolitan Council look at all of the departments and try to equally distribute personnel requests. Mr. Watts agreed. Mr. Jacob added the cost of benefits for employees is high and is probably affecting part of the budget.

Mr. Bardwell asked why there was such an increase in the Main Library staff requests. Ms. Husband said that the Genealogy Department, the Baton Rouge Room and the Career Center currently operate fewer hours than they will when they move to the new Main Library.

Currently the Genealogy Department has three full-time staff, and the Baton Rouge Room and the Career Center each have one. Thirteen of the new positions would be assigned to these departments. Mr. Watts added that some of the new positions will be for patron assistance with the increased number of computers, and some of those positions will be part time.

Mr. Woodard asked about the deleted position. Ms. Pinsonat said it is a Library Aide, ¼ time position. Mr. Watts said they have found that recruiting for and the retention of the Library Aide, ¼ time position is problematic. Replacement with a Library Aide, ½ time position should resolve this issue. Mr. Woodard requested that the staff make this clear to the Finance Department. Ms. Pinsonat replied that the Finance Department discusses all personnel changes with her before making them final.

Mr. Watts then said they decided to focus on requesting just one position for the Facilities Management Department. The position of Instrument Technician will be a critical staff need in the new Main Library. Maintaining this building will require technical expertise. Ms. Husband said they have seen positive results in building maintenance by employing these specialized staff members.

Ms. Freeman was concerned about the current staff when they are overworked. She asked about retention of staff. Mr. Watts replied that some do seek employment elsewhere.

Mr. Woodard asked for an update about the City-Parish salary study conducted at the end of 2012. Ms. Pinsonat said she was told that information about the study would be released by the end of July and implemented in 2014. Mr. Boyles said that the study will need to be reviewed by the Mayor and the Metropolitan Council, so he wondered if they could make any salary changes for 2014.

Mr. Bardwell asked how many vacancies the Library currently has to which Ms. Stein replied about 40 noting that many were part-time positions held by students. Mr. Watts added that a 4-5% vacancy rate is normal in government. Mr. Pierce said as compared to the Baton Rouge Police Department and other large City-Parish Departments, the Library's vacancy numbers are normal.

Mr. Bardwell asked if the vacancies are the result of low salaries. Ms. Husband said that all Library specific positions received a salary increase in 2010.

Ms. Pinsonat then discussed the contracts being requested for 2014 including janitorial services, grounds maintenance, on-line cataloging services, television show production services, maintenance of the Integrated Library System, digitization of obituaries, courier services, repair, maintenance on equipment and a multi-function device contract.

The Board members asked about the performance of the janitorial services companies to which Ms. Pinsonat replied they were acceptable. They also asked about the services provided by Ricoh. Ms. Pinsonat said they have done an excellent job with the delivery service to all of the Library facilities. They are performing better with repair issues and the Library staff continues to provide Ricoh with status reports on a regular basis for issues needing improvements.

Ms. Pinsonat then talked about the various Professional Services that the Library is requesting for 2014. These services are arranged by the department that will utilize them. Mr. Woodard noted that the Library is going to request the assistance of an architect and interior designer to evaluate and draft a capital improvements plan to present during the next tax renewal election campaign.

Ms. Freeman asked about the segmented marketing consultant under Public Relations. Ms. Stein replied that this consultant will be provided by the vendor, Orange Boy. Ms. Stein added that they are excited about using a booking agent for their programming needs. Ms. Freeman asked if they could contract with a vendor for the grand opening of the Main Library. She added that they need to improve how they inform the public of these special events. She also suggested putting an event planner in the budget. Mr. Watts said his experience with event planners is that at times they cause more work for staff than is necessary. Ms. Stein noted that sometimes event planners conduct too many meetings. Mr. Boyles said that sometimes it is easier to use an outside source than to hire a permanent employee.

Mr. Bardwell cited as an example DPW. He said in the past they did all maintenance work for the Library including light bulb replacement. The Library Facilities staff has now taken over many of these tasks doing them very successfully and timely. Ms. Husband added that for certain tasks the Library Facilities Manager outsources them.

Ms. Pinsonat then discussed Capital Outlay for Furniture, Fixtures and Office Equipment. She said a total of \$330,300 is requested for furniture, fixtures and office equipment. Included in this amount is \$200,000 for technology furniture at the Carver, Greenwell Springs Road Regional, Scotlandville, and Zachary Branches; \$60,000 for Makerspace equipment; \$40,698 for patron self-check stations at the new Main Library and the Rouzan Branch Library, and \$29,600 for scanning equipment for the Public Relations Department.

Mr. Jacob asked for an explanation of Makerspace equipment. Ms. Stein replied that Makerspace equipment includes items such as a 3-D printer. The Makerspace will provide patrons with a work area to create a variety of items for projects, business and leisure.

Ms. Pinsonat then talked about Capital Outlay for Computer Hardware. She said a total of \$245,500 is requested for additional servers for the various computer systems and software used in the Library. Also in this budget is a Talking Tech I-tiva System at a cost of \$15,000.

Mr. Jacob then asked what a Talking Tech I-tiva System is. Mr. Watts replied that this service is part of the Integrated Library System (ILS) with Infor Global Solutions, Inc. It will notify patrons electronically regarding hold items that are ready for pick up. Mr. Woodard added that the service notifies patrons by phone. Ms. Stein mentioned that patrons will have the ability to opt out of this method, and to be alerted by mail or by staff phone calls.

Mr. Bardwell asked if the budget of \$245,500 includes all of the branches in the system. Ms. Pinsonat answered affirmatively noting that many of the items will physically be housed at the Main Library, but will benefit the entire system.

Ms. Pinsonat talked about Capital Outlay for Motor Vehicles. She said they are requesting a vehicle for general use by the Facilities Operations and Maintenance staff at a cost of \$18,000. With the addition of another position in this division, an additional vehicle would make dispatching service calls a more efficient and timely process. The Outreach Services staff is in need of an additional vehicle at a cost of \$30,000 for increased services to daycares and assisted living facilities.

Mr. Bardwell asked about the number of vehicles in the Outreach fleet. Ms. Pinsonat replied that there are six vehicles, including the ones that were purchased for the former Library Director and former Deputy Director. These vehicles have been reassigned and are now in use by Outreach Services.

Ms. Stein mentioned that even though there are six vehicles, they are frequently in the shop at the City-Parish Central Garage, as was the case with the bookmobiles. Ms. Freeman asked about a maintenance contract for the bookmobiles. Ms. Pinsonat noted that the only other department in the City with a vehicle similar to the Library bookmobile is the Office of Emergency Preparedness (OEP). She has contacted them for information about their maintenance service. Mr. Watts noted that he experienced some of the same issues with fleet vehicles in Mobile.

Mr. Woodard asked if they could request a service contract for vehicle repair. Ms. Pinsonat said the procedure requires that the vehicle be taken to the Central Garage. The Central Garage then evaluates the problem and determines whether they can repair it or whether it needs to be sent out for repairs.

Ms. Freeman asked Ms. Stein to describe the water leak in the bookmobile. Ms. Stein said the vehicle leaked, and during rain storms water got inside the bookmobile causing a mildew problem in the carpets and library materials. The vehicle was taken to the Central Garage, and they eventually sent the bookmobile to Miller RV Service where the repair was made.

Mr. Boyles said since the bookmobiles are specialized vehicles which require an RFP, he wondered if they could ask for a lease with maintenance included. Ms. Pinsonat replied that they are looking into that. Mr. Watts noted that requesting a lease for vehicle maintenance can cause a delicate situation.

Mr. Woodard asked how many maintenance staff the Library has to which Ms. Husband replied six. Mr. Boyles asked if employees take the vehicles home and the consequences if an accident occurs going to or from work. There is the potential of a workers' comp claim. Mr. Watts explained that the Facilities Maintenance staff can be needed at odd hours including the middle of the night. So this staff needs transportation to respond to an emergency. Ms. Husband added that every employee who has a City vehicle is charged a fee deducted from the paycheck to cover taking the vehicle home.

Ms. Freeman asked about the size of the requested Outreach vehicle to which Ms. Stein replied a versa type van between 17-20 feet long which is about the size of the Elf bookmobile. Mr. Watts said they need a vehicle to deliver books such as the deposit collections at daycare facilities.

Ms. Pinsonat continued with the Capital Improvements portion of the proposed budget. She said the Library has primarily been funded since 1986 by a dedicated property tax. The continuation of this dedicated property tax allows the Library to provide consistent and excellent service to the residents of the parish and to continue Phase III of the long-term planning and goals of the Library Board of Control.

The capital improvements in this phase include the construction of a new Main Library on Goodwood Boulevard in Independence Park. The target date for completion of the new building is the end of 2013 with a grand opening in the spring of 2014.

The new Fairwood Branch Library opened on March 20, 2013, and is experiencing brisk business.

Mr. Bardwell pointed out the sentence about the Rouzan Branch Library which states that “The Library Board of Control sent the Rouzan Library CEA forward in 2013”. He asked that this sentence be revised to state a “south branch” instead of Rouzan is being planned in the event that the CEA cannot be finalized.

Ms. Pinsonat added that the architects are continuing design development for a new downtown branch library.

Ms. Husband noted that once the Genealogy Department moves to the new Main Library, they will re-purpose that space at the Bluebonnet Regional Branch Library. They plan to move Teen Services to that area, to enlarge the circulation workroom, and to add some quiet study rooms. Mr. Woodard asked the staff about getting a consultant/architect to work with the staff on the renovation of the Bluebonnet Branch. He noted that if the contract is under \$50,000 the selection of an architect would not need to be chosen by the Architectural Selection Board. Ms. Pinsonat noted that they could begin this process this year.

Mr. Woodard asked about the search for a building for Outreach Services which was included in the 2013 budget. Ms. Stein replied that they looked at several properties to no avail. Mr. Watts noted that commercial realtors have displayed a degree of reluctance to sell to a government entity.

The Board then reviewed the Travel and Training budget. Mr. Woodard asked what the difference was in the travel budget for 2013 and 2014. Ms. Pinsonat replied that Computer Services needs training to maintain all of the electronic equipment in the rapidly changing world of information delivery. Mr. Watts agreed and added that technology is driving the need for training and the type of training required.

Ms. Freeman said that they should increase the number of Library Board members that can attend conferences such as the Public Library Association (PLA) Conference. She noted that in talking to the East Baton Rouge Parish School Board she discovered that there is no limit to the number of School Board members that can attend conferences. Mr. Watts pointed out that they budgeted for four Board members to attend the Louisiana Library Association meeting in

Lafayette. He also said if they increase the number of Board members for PLA to three, then they would need to cut two Library staff from attending. Ms. Freeman requested that they not cut two staff members for PLA, but instead take the money from another account and move it to Board training. Mr. Watts said they will rearrange the training budget allowing three Board members to attend. In the event that not all three go to PLA, then staff can take those slots.

They discussed the American Library Association (ALA) Midwinter Conference, and the fact that no staff was going to the Annual ALA Conference in 2014. Mr. Watts said that PLA holds a conference every other year. When PLA has a conference, they prefer to go to it since its focus is specifically for public libraries.

Ms. Pinsonat asked if the Board had any other questions. Mr. Woodard asked about the Budget Summary and Detail. He noted that total appropriations for the 2013 budget is \$44,088,970 and for 2014 it is \$45,364,050. He asked if these figures would increase. Ms. Pinsonat said because of capital construction, Capital Outlay and Transfer to Miscellaneous Capital Improvements has increased; thereby the Fund Balance is down.

Mr. Boyles said when voters look at the Fund Balance they wonder why the Library is asking for a tax renewal or millage increase. Mr. Woodard asked how the Library's Fund Balance compared to other departments with a dedicated tax to which Ms. Pinsonat said she did not know. Mr. Woodard then said that the Library's Fund Balance includes money for current expenses and money for future construction. He thought that they should consider splitting the Fund Balance.

Mr. Watts replied that they must have money in reserve because they are self-insured and may need resources in the event of a catastrophe. Mr. Woodard emphasized that they must articulate to the public what they plan to do with the Fund Balance. Ms. Stein said that historically when a tax renewal ballot is split between an operating tax and a construction tax, the public votes for the construction tax and not the operating tax. She added that because the Library has saved money over the years increasing the Fund Balance, they were able to build the Zachary and Fairwood Branch Libraries when the need arose. Administratively, they could move the money from the Fund Balance to construction where it was needed. Ms. Stein added that what goes on inside the buildings is important and needs to be funded also.

Mr. Bardwell then asked about the revenue from taxes and how they could show \$1 million more in taxes for 2014 than 2013. Ms. Pinsonat replied that based on the actual growth of new properties, the property tax collections increased. He then asked how the Fund Balance for January 1, 2013 could be \$61,742,050 while the Fund Balance for January 1, 2014 is projected to be \$55,948,420. Ms. Pinsonat replied that the appropriations are deducted from the revenues, and any amount over projected revenues is deducted from the Fund Balance. Mr. Woodard added that all of the construction is done on a pay-as-you go basis.

Mr. Bardwell then referred the Board to the proposed 2014 Annual Operating Budget and to the second page of the spreadsheet under item 645400-Other Retirement Costs-Statutory Regulation. He told the Board that this item has nothing to do with the retirement funds for Library employees, but rather it is a contribution that the Library must make to help fund the retirement

plans of the District Attorney's Office, the Sheriff's Office, and the Clerk of Court's Office. The statute that was adopted fifteen years ago requires each parish to make a 2.5% contribution of their projected revenues to this fund. If a parish does not contribute, the State Treasurer can request that the parish get less money from revenue sharing.

Mr. Bardwell noted that New Orleans sued the State Treasurer and Assessor over this law. The judge in the case ruled that it was unconstitutional. Then in 2008 the Louisiana Supreme Court ruled that dedicated taxes cannot be collected to pay for these other retirement costs. The money must only come from the general fund.

Mr. Bardwell added that four or five years ago he raised this issue with the Parish Attorney who found the Supreme Court case. The Parish Attorney wrote an opinion that was shared with the Library Director, the President of the Library Board, and the Administration of the City. No further action was taken. Mr. Bardwell noted that in 2010 there was an article in the *Business Report* which stated that City officials said they were doing what the Legislative Auditor advised them to do. He added that a draft opinion that this statute should not apply to an entity that is funded by a dedicated tax, has been composed within the Attorney General's office, but no action has been taken.

Mr. Bardwell said they can take it out of the proposed 2014 budget, but the Finance Department will put it back into the budget. He also said the Metropolitan Council approves the budget, so this issue is really one they should address. Mr. Bardwell noted that the Parish Attorney represents the Mayor and the Metropolitan Council.

Mr. Bardwell proposed that the Library Board go to the Attorney General for an opinion. He said he would be willing to write the letter which could be signed by Mr. Woodard, the Board President. He added that each year the amount that is taken from the Library goes up, so he is willing to address this legally.

Mr. Woodard then replied that the Library Board is not a separate political subdivision. So he thinks that the City-Parish should seek the opinion. Mr. Bardwell noted that library systems do ask for opinions from the Attorney General. Mr. Watts said that the questions that libraries ask an opinion on are specific to the library itself. He added that if they agree to proceed with this action, the State Library would appreciate being informed of this request. Mr. Bardwell said he has already spoken to Ms. Rebecca Hamilton, the State Librarian. Mr. Boyles said they should speak to the Mayor's Office, and the State Library before proceeding. Mr. Woodard then asked if the Library Board has an obligation to pursue this since it is a legal issue.

Mr. Bardwell noted that personnel have changed in the Mayor's Office, so possibly they may consider the request. However, he wasn't sure that the City would be willing to delete this fee from each department with a dedicated tax. He also said that the Finance Department is aware of the opinion letter.

Mr. Bardwell recommended that they delete this item from the budget. Mr. Woodard asked if they would need to place this as an item on the agenda of the next Board meeting. Ms. Pinsonat said she could leave the item out of the budget and show the amount removed as a surplus. She

asked the Board if they wanted her to zero out that item to which Mr. Woodard replied yes. The Board members agreed.

Mr. Boyles then referred to the page about Mission, Goals/Objectives and Performance Indicators under "Economic Development". He said he would like them to add under #5 that the Library provides space for business patrons to use library resources. He added they should discuss the number of dollars the Library puts back into the local economy. Mr. Watts replied that in order to give an accurate figure they would need to conduct a Return on Investment (ROI) study which can cost as much as \$70,000. Ms. Stein said they can add business uses at the Library. She noted that the items the Library lists go to Finance. Finance chooses which of the items to place in the Mayor's proposed budget.

Mr. Bardwell asked about the copier revenue figures. Ms. Pinsonat explained that these figures include the staff machines which are used as multi-functional devices (MFDs). Staff can copy from these devices, but they also serve as printers and scanners.

Ms. Freeman then asked about the staff allotments. She asked if they needed a higher level position than Public Relations Coordinator. Ms. Pinsonat said the only higher position in that field would be a Public Information Officer. The City would not approve that position level for the Library.

Mr. Woodard then asked if they are recruiting for the Deputy Director position. Mr. Watts replied that he would not be filling that position this year. Mr. Woodard said they are not deleting that position to which Mr. Watts replied affirmatively.

The Board then looked at the estimated cost for security services from the Sheriff's deputies. Mr. Woodard noted that the amount is almost \$1 million. Mr. Bardwell asked about the third floor of the new Main Library needing security since that floor will not be open to the public. Mr. Watts answered that they will need additional security in the new Main building because of the increased square footage and they will need to monitor the third floor at times such as prior to closing the building. Mr. Watts added that they will hire a security service to escort patrons to and from their vehicles in the temporary parking lots while the old building is demolished and the new parking lot is built. Ms. Freeman said that possibly they may need to decrease the hours of operation at the new Main Library until the permanent parking lot is constructed if safety and available parking become an issue.

Mr. Watts directed the Board to the information regarding books and library materials. He told the Board that he appreciated their increasing the budget for books. He noted that they have projected \$5,000 in revenue from donations and memorials. He also said that they projected \$250,000 in revenue from fines this year and \$210,000 for 2014. The money collected from these two accounts is used to purchase additional books and materials.

Ms. Freeman asked where the donated books are coming from to which Mr. Watts replied from patrons. She said that the public should be informed that they can make donations of books and money. Mr. Boyles added that if they make monetary donations they should go to POPL. Ms. Stein explained that if the donation is made to the East Baton Rouge Parish Library, then it must

be used to purchase books and library materials. If the patron wishes to make a donation to POPL, then that money can be used for programming, for prizes for the Summer Reading Program, and other library-related events. Mr. Boyles noted that Finance has specific guidelines on what the Library can spend its tax revenue.

The Board members reviewed the projected Communications budget. The Board asked for an explanation of club billing and common equipment. Mr. Tommy Milazzo, an AT&T Account Representative, who was attending this meeting, answered the questions. He said a club is a consortium for phone service. Common equipment refers to phones, data and customer provided equipment.

Ms. Freeman then asked if the staff is considering installing DVD dispensers to which Mr. Watts answered that they are looking at that type of equipment.

Next the Board reviewed the items under Contractual Services. These services include security provided by the East Baton Rouge Parish Sheriff Office, grounds maintenance, landscaping, and insurance. Grounds maintenance includes mowing and edging whereas landscaping includes tree maintenance and removal. Ms. Pinsonat noted that the City-Parish is self-insured. However, the City does maintain several insurance policies with \$1 million deductibles to cover catastrophic events such as a library building being destroyed. Mr. Watts added that they must consider what would happen if in one year a building was destroyed, and then the next year another was destroyed, or suffered extensive damage.

Dues and Memberships were discussed next. Ms. Freeman asked if the Library paid for membership dues in professional societies. Ms. Pinsonat replied that they pay for the Director's membership in ALA and LLA along with the Board members' dues for LLA. Ms. Freeman said she thought that the Library should also pay for the membership for some of the other staff members. Mr. Woodard and Ms. Freeman both mentioned that in the business world professional dues are paid for by the employer. Ms. Stein added that non-members can go to conferences even if they do not belong to the professional society. These staff members pay for the difference between the fees for members versus non-members. Ms. Husband added that it is not a requirement of employment that the staff members belong to a professional society. Mr. Boyles suggested that they research to determine if the Library can pay for professional dues for other staff members. Mr. Woodard said they could allocate \$15,000-\$20,000 for dues the payment of which would be a perk for employees. The Director would decide for whom dues would be paid.

Ms. Pinsonat talked about the Janitorial and Extermination contracts. She said that the current contracts would be renewed for next year. They would probably simply increase the contract amount for the additional square footage of the new Main Library.

Mr. Bardwell asked why there were so many different vendors for extermination services. Ms. Pinsonat explained that when a building is constructed the contractor chooses an exterminator for the required initial service. It is more cost effective for the Library to maintain a contract with that service rather than start a new one with another vendor.

Ms. Freeman asked about printing and binding services. She said that invitations that are sent out to the public need to be printed on card stock by a vendor that can produce a quality document. She added that this will be especially critical for the grand opening invitation for the Main Library and the East Baton Rouge Parish Library's 75th Anniversary materials.

Ms. Freeman asked about the Ricoh contract and if Ricoh has improved in providing their services. Ms. Pinsonat said they were doing better although copier maintenance needs improvement. Mr. Boyles asked why the Library doesn't use the State contracts for copiers. Ms. Pinsonat replied that Ricoh provides more than copiers. They run the daily courier service between branches, they collect and deposit the money from each MFD and they provide the paper and toner for the MFDs. She added that other vendors used in the past for these services had issues also.

Ms. Husband discussed Repair and Maintenance. She said the Library Facilities staff are performing maintenance activities systematically at all branches. Mr. Woodard asked about the fee of \$167,825 for the maintenance of the RFID equipment. Mr. Watts said they felt they should have this contract in place for at least the first year until they see what types of issues arise. They may very well decrease or delete this item in the 2015 budget. Ms. Stein added that the staff may be able to troubleshoot many problems and resolve them.

Mr. Bardwell said that under Special Events he noticed that the Library can buy cookies and punch for programs. The staff pointed out that they have requested \$50,000 for special programming at the new Main Library and \$5,000 in supplies for the 75th Anniversary of the East Baton Rouge Parish System. The celebration will occur at each branch.

Ms. Pinsonat talked about the budget for utilities. She explained that she used 2012 figures for the Main Library and simply doubled those amounts for the new Main Library for 2014. Mr. Bardwell asked about the savings amount for the Main Library due to the solar panels. Mr. Watts said they did not include the approximate 2% savings in these projections.

Mr. Boyles concluded the discussion of the proposed Library budget for 2014 by thanking the staff for an understandable and easy to follow format.

Ms. Pinsonat will make the changes that the Board has requested. The Board will approve the proposed 2014 budget at the July 18th Board meeting.

Board Strategic Planning Session

Since the review and discussion of the proposed 2014 Library budget was longer than anticipated consuming the four hours allotted for this special meeting, the Board members agreed to hold the special strategic planning session in August. Mr. Woodard asked Ms. Zozulin to poll the Board members and Administrative staff for their availability on Saturdays from 9:00 a.m. to 1:00 p.m.

Mr. Woodard noted that the special August meeting would be the first of several strategic planning sessions. At the first meeting, the Board will be given assignments to work on prior to subsequent meetings.

Mr. Bardwell said the Board was given several handouts after the last Board strategic planning session in 2011. He said he asked Ms. Zozulin to e-mail these materials to him. The other Board members requested copies of these documents also.

Ms. Freeman said for this meeting she would like information about foundations and ideas on how the Patrons of the Public Library (POPL) can assist in the Library tax renewal election campaign in 2015. She also said she would like a facilitator for this meeting. Mr. Boyles said that the Louisiana Association of Non-Profits (LANO) is a good resource for facilitators.

Comments by the Library Board of Control

There were no additional comments by the Board.

There being no further discussion, Ms. Freeman made a motion to adjourn. The motion was seconded by Mr. Jacob. The meeting adjourned at 1:07 p.m.

Travis Woodard, President

Spencer Watts, Library Director