

TENTATIVE AGENDA
FOR REGULAR MEETING OF THE
EAST BATON ROUGE PARISH LIBRARY BOARD OF CONTROL
MAIN LIBRARY
THIRD FLOOR BOARD ROOM
7711 GOODWOOD BOULEVARD
BATON ROUGE, LA 70806
MARCH 20, 2014
4:00 P.M.

- I. ROLL CALL
- II. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF FEBRUARY 20, 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. INTRODUCTION AND BRIEF DISCUSSION OF DRAFT STRATEGIC PLAN – MR. SPENCER WATTS
 - B. TO VOTE TO ADOPT THE POLICY FOR THE EVALUATION OF THE LIBRARY DIRECTOR – MR. JASON JACOB
- VI. OLD BUSINESS
 - A. UPDATE ON SITE SELECTION PROCESS FOR A LOCATION FOR A SOUTH BRANCH LIBRARY – MR. SPENCER WATTS
 - B. 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.

- 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

March 20, 2014

The regular meeting of the East Baton Rouge Parish Library Board of Control was held in the Board Room of the Main Library at Goodwood at 7711 Goodwood Boulevard on Thursday, March 20, 2014. Mr. Jason Jacob, Vice President of the Board called the meeting to order at 4:00 p.m. Members of the Board present were Mr. Stanford O. Bardwell, Jr., Mr. Charles P. “Chip” Boyles, II, Mr. Jason Jacob, Mr. Logan Leger, Ms. Kizzy Payton and Mr. Travis Woodard. 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; Ms. Liz Zozulin, Executive Assistant to the Library Director; and Ms. Kelli Bonin, Library Network Technician I. Captain Blair Nicholson of the East Baton Rouge Parish Sheriff’s Office; Ms. Elizabeth Crisp, reporter with *The Advocate*; Mr. Frank Hillyard, videographer for Metro 21; and several people from the community were also present.

Mr. Jacob asked Ms. Zozulin to take the roll which she did. Mr. Jacob then asked for the approval of the minutes of the regular Board meeting of February 20, 2014. Mr. Woodard made a motion to approve the minutes, seconded by Mr. Bardwell and approved unanimously.

III. Reports by the Director

A. Financial Reports

Mr. Jacob asked Mr. Watts to make his reports. Mr. Watts then asked Ms. Pinsonat to present the financial reports. Ms. Pinsonat said that the Statement of Revenues, Expenditures, and Encumbrances as of February 28, 2014 show operating expenditures of \$4,831,116.92 or 11.26% of the operating budget. Through February the Library should have spent no more than 16.67% of the operating budget. Cash collections from property taxes for 2014 remain strong, as the Library is now approximately at \$1,321,000 or 3.69% ahead of the same three months in 2013.

Mr. Pinsonat asked if there were any questions, and there were none.

B. System Reports

Mr. Watts asked Ms. Stein to present the system reports. Ms. Stein noted that due to the inconvenience of the temporary parking at the Main Library as Phase II and III of the project are completed; the branches have been experiencing robust usage. She said that she expects the statistics for the Main Library to increase substantially once construction of permanent parking is finished. She added that patrons at the Main Library may be checking out fewer items because

they have a longer walk to their vehicles. Ms. Stein added that we expected a decrease in circulation at Main during this phase of construction.

She then gave her PowerPoint presentation, *Around the Parish in 90 Seconds* which included the month of March, 2014. The following were some of the highlights:

- The first student groups toured Children's Services at the Main Library.
- Coincidentally LSU education majors who had tutored many of the students on the tour were also at the Main Library resulting in a happy reunion.
- C-Cell and LSU students from the Manship School of Mass Communication have begun their spring projects to benefit the Library.
- These same students assisted with the *Sneak Peek* event at the Main Library last fall.
- The *Prime Time Family Reading Time* program is being held at the Delmont Gardens Branch Library.
- The goal of *Prime Time* is to work on breaking the cycle of family illiteracy by involving children and parents in the sessions facilitated by a storyteller, a scholar, a pre-school teacher and the librarians in Children's Services.
- The East Baton Rouge Parish Library initiated the *Prime Time* program in the 1980s. It is now a national program sponsored by the National Endowment for the Humanities.
- The East Baton Rouge Parish Library is hosting the V-Smart User Group this week. V-Smart is our integrated library system. Bryce Tomlin, our Systems Librarian, is the president-elect of the user group with members from the U.S., Canada and other countries.
- On Saturday, March 15th, the first program was held in the large meeting room at the Main Library. A group of students from the Ryan School of Irish Dance performed Irish step dancing.
- The dedication of the Main Library at Goodwood will be held on Saturday, April 12th at 1:00 p.m. with many special activities throughout the day.

Ms. Tanya Freeman, President of the Board arrived at 4:12 p.m.

Mr. Woodard asked if the increase in circulation at the Delmont Gardens Branch was due to the *Prime Time* program. Ms. Stein replied that they have only met twice, so that has not caused the increase in circulation, but rather the fact that last February the Delmont Gardens Branch was closed during the flooring project. This also occurred at the Bluebonnet Regional Branch. She added that next month's statistics will show for the first time the comparison in numbers from last year to this year for the new Fairwood Branch Library.

Mr. Bardwell then said the gate count for the Delmont Gardens Branch has also increased from January to February by almost 14,000. Mr. Bardwell asked what has caused this positive increase. Mr. Watts replied that in January the Library was closed for four days due to inclement weather which was a considerable loss. He added that there were days when the Library was open, but the weather still had an impact on patron usage. He noted that since February is a short month usually the statistics are lower, so this is unusual. Mr. Bardwell replied that it is a good statistic, but they are wondering about the reason for this. Mr. Watts said they don't usually focus on month to month changes, but rather on the trends. There are seasonal and programmatic reasons for fluctuations in numbers. He added they do compare statistics for the same month of the prior year. Ms. Husband added that they are not sure why the count increased so much. Mr. Woodard said something good is occurring and they are trying to figure out what that is. Ms. Stein noted that they do investigate unusual increases and decreases for possible errors in electronic tabulations. Ms. Freeman said they could check with the Branch Manager to see if there was something special going on to warrant these numbers.

Ms. Freeman asked for public comments. Ms. Gayle Smith, a member of the public, asked where the 3-D printers are located. Mr. Watts said they have printers here at the Main Library. Staff are working on getting all of the protocols in place. Ms. Stein noted that in May the printers will be available to the public. Patrons will send the staff a computer file from which items will be made. The 3-D printers will not be available to patrons like copiers and printers, but will require staff facilitation. From May to July they will be available in programming. By September patrons will be able to request items. Mr. Watts added that the staff is currently learning the processes for production of 3-D items.

IV. Other Reports

A. Main Library at Goodwood

Mr. Watts then gave an update on the Main Library at Goodwood. He said one of the most important points to emphasize is the schedule of construction work outside of the new building. He added they have had to meet many logistical and time constraints. He noted that Mr. Tim Bankston, his staff and especially Mr. Ted Hernandez from the Library's Facilities Management Department have worked very hard and long to remove the last of the shelving from the old building while remediation and demolition continued. Mr. Watts said they had many complex deadlines which they met with the assistance of City-Parish Purchasing and DPW. The various tasks and projects completed by the Library were accomplished in a timely manner and will not have any significant negative impact on the overall schedule.

The concrete slab that was discovered under the parking lot was part of the old facility. Contractors have so far discovered a 20,000 square foot apron. Therefore, they have received a 12-day extension on the contract because of the amount of time it is taking to excavate this concrete. This extension is for work to be done on the eastern section of the parking lot. Mr. Watts noted that these additional days will also affect the date of completion of the west side of the parking lot, and the contractor may ask for an additional extension for the work in this area.

If we have favorable weather, sometime around June 10th the parking lot on the east side containing 156 spaces will be completed.

Mr. Watts said many of the completion dates set earlier such as the completion of the cybercafé have not occurred on schedule. However, BREC is managing that project and they are making good progress. He added that dates began shifting in December. Prior to the discovery of the concrete apron, the parking lot was to be finished in early May. He said a pipe in the interior of the building which they discovered last month does not contain asbestos. But the cooling tower for the old building does have an interior pipe with asbestos. This will require remediation, but will not affect construction of the new parking lot on the east side.

Mr. Watts added that the plaza work is continuing with the projected completion date in early June. Next week tiles should be installed in the pools. In early April most of the pavers will be installed. The installation of pavers near the front door of the new building and around the large meeting room entrance should begin in a week. This part of the project will be a 2-day process meaning that the public will need to enter the building from a side door. The Library staff will provide signage and directions to patrons.

Mr. Watts said they are working on exterior punch list items requiring some additional caulking and weather stripping on the south green roof. There are a number of door access issues that need to be addressed. Some landscaping still needs to be completed, but a number of trees were planted this week. Sod will not be laid for another week or two. Once this occurs the site will look better and the amount of mud will be reduced.

Mr. Watts said Ms. Stein announced that the dedication ceremony and open house will be held on April 12th. We will also have events as different areas of the building are completed. Activities will be held to commemorate the moving of the Genealogy Department and the Baton Rouge Room to the Main Library. The focus will be to inform patrons that these services are now at the Main Library. In the fall the Library system will celebrate its 75th anniversary with a special celebration which will coincide with the completion of all phases of the construction of the Main Library at Goodwood.

Mr. Watts said we are well aware that when projected dates of completion of various phases of this work are provided, these must be stated in broad terms to accommodate for any unforeseen issues such as the weather. In this way people will be aware of the targeted completion times, but not a specific date.

B. River Center Branch Library

Mr. Watts then discussed the River Center Branch construction project. He said the staff did have a meeting with DPW and the architects from Schwartz-Silver and Mr. Rex Cabaniss with WHLC on February 27th with a follow-up meeting with the architects regarding details on February 28th. After some candid discussions with the architects on their status with the project and their design elements, on March 13, 2014 DPW issued a notice to proceed to the design development phase of the project. The architects understand that they cannot exceed the budget,

and that they will not be able to charge additional fees if they need to re-design after the completion of the design phase. That expense will be assumed by the architects. The architects said they feel confident in their projections and design elements and have agreed to this stipulation.

Mr. Watts noted that the architects reviewed the completed geotechnical reports indicating that the design elements will not require any special soil or site requirements. That information was shared with DPW.

Mr. Watts said there was a surplus of \$140,000 in the total budget. However, there was a shortage in the furniture budget, so \$100,000 of the surplus will be allocated for the furniture. This will still result in a shortage from what would be ideal. He noted they will investigate repurposing some furniture, or find furnishings that can function for multiple purposes.

Mr. Watts added that a staging area during construction of the new building could be a concern. It had been thought that the old municipal building was going to be demolished, but now that appears not to be the case. The funding to demolish that building is a problem. There are some other staging sites, but they are more remote and will create time issues which will add to the cost of the project. Mr. Watts noted that they are being assisted at looking at other options.

He also said that the architects mentioned that they had done some preliminary work and have completed about 20-30% of the design development. Ms. Freeman asked if the architects are on schedule with the project to which Mr. Watts replied no. He added that they are about three months behind schedule because they had issues with the architects over using value engineering in the early stages of the project which caused more discussions and time than was expected. Then from late November until recently the Library staff and DPW were focused on completion and moving into the new Main Library, and could not devote a great deal of extra time to the River Center project.

Mr. Woodard said he would strongly disagree that the delay with the River Center Branch project is the fault of the Library. If the architects had completed the schematic design work within the parameters they were given, we would be on schedule. He added that the Library should not be involved in monitoring the architects' work or in informing them to correct the schematic design. Mr. Bardwell agreed with Mr. Woodard that the Library staff is not at fault.

Mr. Woodard then asked how long the architects have been given to complete the design development phase to which Mr. Watts said he believes it is six months. Mr. Woodard then asked since the architects said they have already completed 20-30% of the design development, are they going to be finished sooner than six months. Mr. Watts replied that that was what the architects seemed to imply. Mr. Woodard asked what the contract states as the time frame to which Mr. Watts said they will check and inform the Board.

Mr. Boyles said they should remind the architects repeatedly that every day they delay their work, will cause the project to be more expensive because of the projected construction demand in the Louisiana area over the next several years. They should try to shorten the time frame before the peak construction period begins. Mr. Watts said he agreed and appreciated that Board

members have pointed this out. He added that the Library staff and DPW have discussed this with the architects. Ms. Freeman said they want the architects to know the Library Board is monitoring the work and is aware of the costs.

Ms. Freeman then said the Goodwood Main Library is a beautiful facility. She suggested that they put up some signs and some television announcements to advertise upcoming phases of the project such as the new parking lot, and the cybercafé. This keeps the excitement up, and it also communicates that the Library has a plan and is proceeding with this plan. Ms. Stein replied that as soon as the V-Smart User Group has finished their meetings, Mr. Tomlin will work on the screen announcements throughout the library. Mr. Watts agreed that they could not take Mr. Tomlin out of the meeting as he is the president-elect of the group, and he is also benefitting from the training sessions.

C. Maintenance Report

Mr. Watts asked Ms. Husband to give the maintenance report. Ms. Husband reported lighting preventive maintenance was completed at the Baker, Carver, Greenwell Springs Road Regional, Pride-Chaneyville, River Center and Scotlandville Branch Libraries. HVAC preventive maintenance was finished at the Baker, Carver, Greenwell Springs Road Regional, Pride-Chaneyville and Scotlandville Branch Libraries.

Ms. Husband said that at the new Main Library the Library Facilities staff has been working with the contractors regarding punch list items. They have also moved shelving from the old building some of which required weekend duty to complete the work in a timely manner. The staff also assisted in moving the portable storage units away from the old building and to the new service yard. Facilities staff set up drainage pumps to redirect water from sidewalks after large rain storms. They have assisted in hanging white boards and pictures along with attending the various training sessions.

At the Eden Park Branch, the Facilities staff repaired the electronic gate for the staff parking lot and some electrical floor boxes. They also repaired some furniture at the Fairwood Branch Library and completed the one-year walkthrough of the building.

At the Greenwell Springs Road Regional Branch Library, the staff repaired the flagpole and some emergency lighting. They replaced a cooling tower belt at the Jones Creek Regional Branch, the lock to the staff entrance at the Pride-Chaneyville Branch and the front door lock at the Bluebonnet Regional Branch. Ms. Husband also noted that the Central Branch Library now has new sliding front doors.

She added that the Library staff had their first meeting with the architects to start the process of renovating the Genealogy Department at the Bluebonnet Regional Branch once Genealogy moves to the Main Library. This space will be repurposed for Teen Services as their current space is limited.

Ms. Husband asked if there were any questions. Mr. Bardwell asked which architectural firm was chosen for the work at Bluebonnet to which Ms. Husband replied Tipton and Associates.

Mr. Woodard asked if there were many items on the walkthrough list at Fairwood. Mr. Watts answered that the Library staff and Facilities staff noted issues throughout the year. Ms. Husband added that the walkthrough did not produce a large list of items because problems were addressed during the year.

There were no other questions from the Board, so Ms. Freeman asked if there were any public comments on the Director's reports. Mr. Harvey Landry, a member of the public, asked how long the green roof at Main is warranted against leaking because he said they will eventually leak. Mr. Watts replied that all flat roofs do eventually leak, but he believes the warranty is at least twenty years. Ms. Freeman encouraged Mr. Landry to send them an e-mail and they will reply to him. Ms. Smith asked what department was under the green roof to which Mr. Watts answered the Genealogy Department and the Baton Rouge Room. The roof is designed with a secondary system to alleviate damage if a leak occurs.

V. New Business

A. Introduction and Brief Discussion of Draft Strategic Plan – Mr. Spencer Watts

Ms. Freeman read Item A and asked Mr. Watts to discuss this item. Mr. Watts said he provided the Board with a summary sheet of the key points of the proposed strategic plan. He added that this plan is the result of the Board meeting that was held last summer and from data collected over the last two years. He noted the new information and data are being gathered from a cluster segmentation marketing survey. Mr. Watts said we have received over 4,000 responses from an on-line survey thus far which is a very good rate of return. He said libraries usually get a good response from surveys as compared to other agencies. Receiving over 4,000 replies provide us with broad, in-depth data. From all the data collected we write the strategic plan which outlines formal goals. The strategic plan must be filed with the State Library. It is a requirement for receiving State aid. However, our Library system does not depend heavily on State aid.

Mr. Watts said the proposed plan was written with broad goals and actions, and some specific objectives. He then said we might need to schedule a special Board meeting to discuss the plan followed by some meetings for public input. He discussed the proposed new mission statement which does not change the content of the current statement, but rather updates the language and is more active, and forceful. Mr. Watts pointed out that there are six goal areas outlined for consideration as follows: Customer Experience; Technology and Access; Program and Collection Development; Facilities and Operations; Employee Experience; and Marketing and Outreach.

Ms. Payton then asked how often we are required to submit a strategic plan to which Mr. Watts replied every five years the plan should be substantially revised and submitted. Ms. Payton said it seems like the strategic plan is a constant project, and that she has never seen a finished document. Mr. Watts said he saw a document that was in the process of being revised, so that is

why he would like to complete the plan now. Ms. Payton then asked when the last submission was. Ms. Stein said we created one in 2005, and updated it in 2007 and 2008. She added that we continued to submit each year the last plan we had updated. Ms. Stein noted that each year we submit a technology plan which is separate from the strategic plan. Ms. Freeman noted that we are working on the strategies for how we will accomplish the goals of the plan. Mr. Watts noted that it is time to update the plan. Ms. Payton agreed with Mr. Watts and said she was trying to understand the process over the last several years. Mr. Watts noted that on a practical level once the detailed document is produced, each year the goals should be reviewed and the actions items should be revised to meet changing circumstances and needs. Ms. Payton asked if the Library met the goals, and benchmarks stated in the 2008 strategic plan. Ms. Stein said they were broad goals and didn't contain action items, but they met the goals. Ms. Payton noted that she never saw a document that listed the goals and then once a year reviewed the action items to determine which were accomplished. Mr. Watts added that most libraries review the goals for the year to determine if they were met, then they may add some goals for the next year, or revise some goals based on changing technology or markets. Ms. Payton agreed with Mr. Watts. She also said the strategic plan also assists the Board in evaluating the Library Director. Mr. Watts explained that some goals will take several years to accomplish. Ms. Stein noted that in the annual review of the former director, they formatted the Director's presentation based on the strategic plan.

In conclusion Mr. Watts said he just wanted to introduce this item and make the completion of the strategic plan a priority. He added that he would like to get some feedback from the Board regarding the goals and the objectives. He noted that the draft plan at this point is not comprehensive, and two of his favorite objectives are not yet listed in the draft. One of these is intense programmatic initiatives involving children and especially pre-school children, focusing on reading, vocabulary building, and family vocabulary building. The second is the senior population as they age in place, and how we will address their needs as many of our older patrons have difficulties carrying books and coming to the library at night. He asked the Board to consider if the staff is addressing what the Board considers to be important, and if the proposed mission statement is acceptable.

Ms. Freeman replied that Mr. Watts and the staff are addressing what is important. She asked if Mr. Watts wanted them to choose a date and time to review the proposed plan to which Mr. Watts said yes or at least to provide the staff with the feedback in order to finalize the plan. He added that they should be finished with this document by the end of the year. Ms. Freeman asked when the deadline for submitting the plan to the State Library was. Ms. Stein said she would provide data results in April, but it was agreed the end of the year would be the deadline. Ms. Freeman asked if they could provide feedback next month to which Mr. Watts replied yes. Mr. Bardwell asked about the original document from which they produced this proposed document. Mr. Watts said the proposed document was based on the feedback the Board provided to the staff at the meeting last summer.

Ms. Freeman asked for a vote from the Board regarding providing feedback on the strategic plan at a regular Board meeting. No one voted for this option. She then asked for a vote on having a three-hour special meeting. All of the Board members except Ms. Payton voted for the special meeting. Ms. Payton said she doesn't object to a special meeting, but it seems like we have had many special meetings, but nothing comes out of those meetings. She cited the one they had

several years ago in which Ms. Christee Atwood facilitated the session. Ms. Freeman reminded Ms. Payton that Ms. Atwood took notes and sent them a 20 page document. Mr. Watts said the staff will work on expediting the process to focus on the areas that need the Board's input. Mr. Bardwell said they should only be reviewing the draft strategic plan that Mr. Watts sent them. Mr. Leger asked if they started from scratch to produce this draft document. Mr. Watts replied that we did not take the last strategic plan and rework it. The staff took the data and the information from previous meetings to formulate the proposed document along with some items that will always be part of a library's plan such as customer service and improving technology. Mr. Watts noted we are stating it differently than we did in the past.

Ms. Freeman asked Ms. Zozulin to poll the Board for a date on a Saturday in May when the majority could meet. Mr. Watts reminded them that they would need to have a special meeting in early June for a budget workshop prior to approving the proposed 2015 budget.

Ms. Freeman asked for any public comments. Mr. Landry asked if the mission statement drives what is stated in the strategic plan. Ms. Freeman said yes. Mr. Landry then asked if the Board sets in the goals an exact number or time for things such as computers. Ms. Freeman replied we have not because the goals have been in general. Mr. Watts added that we set objectives on a yearly basis. Mr. Jacob said that for the State they produced a 5-year operational plan that was tied to the strategic plan, and then every year they submitted a detailed operational plan to the legislature for what they planned to do that year. Ms. Stein noted that each year in the Mayor's budget statement the Library specifies quantitative measures and goals for the coming year such as the number of library card users. It gives us an insight into where the Library was the previous year and where it is planning to be in the coming year. Ms. Freeman said that is what the Board does when they look at the services of the bookmobiles and the statistics from one month to the next.

**B. To Vote to Adopt the Policy for the Evaluation of the Library Director –
Mr. Jason Jacob**

Ms. Freeman read Item B and asked Mr. Jacob to discuss the item. Mr. Jacob asked if everyone had the chance to read the proposed policy. He said he had hoped they would make some comments regarding changes, and then produce a revised policy. Ms. Freeman said they will not vote on the policy today. Mr. Leger asked about conducting the director's performance evaluation. Ms. Freeman replied that they would do that today and then fill out the evaluation forms in the next week. Finally they will meet with Mr. Watts about the evaluation. Ms. Freeman said the Board had not established a formal evaluation process so that is what is being discussed now.

Mr. Jacob said the policy lists the purpose of the director evaluation, and outlines the responsibilities of the Board President, the Director's Evaluation Committee (DEC), the Board members and the Director. The evaluation committee would consist of two Board members and possibly a member of the senior staff of the Library to assist the Board in the evaluation. Mr. Jacob said he placed some target dates in the policy which could be changed. The DEC would be responsible for producing the evaluation instrument, and for finalizing the individual

evaluations into a single report. There would be a mid-year evaluation consisting of a list of goals and objectives provided by the Director. Mr. Jacob noted he felt this would assist the Board members in evaluating how well the director is performing his responsibilities. Ms. Freeman said the process would begin in October and the evaluation would be done by December. Mr. Jacob asked the Board members to review the proposed policy and make any suggestions including those on the time table of activities. Ms. Payton said she is very happy to see the self-evaluation form. In looking at the Board evaluation form there are many areas in which she would not be able to evaluate, so having a staff member on the committee may be helpful. Ms. Freeman asked for further comments.

There being none, she asked for public comments. There were no public comments.

Old Business

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

Ms. Freeman read Item A under Old Business. She asked Mr. Watts to give an update. Mr. Watts explained that the Parish Attorney and City-Parish Purchasing just completed their review of the Professional Services Agreement for site selection by Leotta-Evers Consulting, LLC. (LEO, LLC.) The notice to proceed with the site selection process was issued on March 13, 2014. LEO had done a lot of preliminary work, so we should have a report in about fifteen days. Mr. Bardwell asked if the defined area is the one outlined on the parish map in this Board Room to which Mr. Watts replied yes. Mr. Leger asked if they would review the report at the next Board meeting. Mr. Watts said it should be ready for them by the next meeting. Mr. Bardwell asked if they would receive it in their Board packets the week before the meeting to which Mr. Watts said yes. He added that Mr. Leotta and Mr. Evers are to be present to discuss the report and answer their questions.

Ms. Freeman asked for public comments. There being none, she proceeded to Item B.

B. 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 asked for a motion to move into Executive Session. A motion was made by Mr. Jacob, seconded by Mr. Bardwell and unanimously approved by the Board. Mr. Bardwell said that the agenda notes that Mr. Watts may require that the session be held in open session. Mr. Watts replied that he preferred that they go into Executive Session. The Board then went into Executive Session at 5:12 p.m. in the third floor conference room. At 5:30 p.m. Ms. Freeman asked Mr. Watts to join the Board in Executive Session which he did. At 6:22 p.m. Mr. Watts

and the Board returned to the Board Room. Ms. Freeman asked for a motion to return to open session. A motion was made by Mr. Woodard, seconded by Mr. Jacob and unanimously approved.

Ms. Freeman asked for public comments. There were no members of the public present. She concluded this item by stating that the Board members will complete the individual director evaluation forms, and a report will follow. Mr. Watts reminded the Board that he will not be able to attend the April meeting. Mr. Bardwell replied that they factored that in the process.

Comments by the Library Board of Control

Ms. Freeman asked for comments by the Board members. Ms. Freeman said that Mr. Watts has done a great job. She added it's been a pleasure working with him.

Mr. Boyles then announced that he is relocating to Virginia to work in a governmental organization. Therefore, he must resign from the Board effective on April 1st. He said it has been a pleasure working with the Board and with Mr. Watts for 1½ years. Mr. Boyles added that with the new leadership in the Director here, the staff that has been here and the Board today it is almost a totally different library than when he began serving on the Board. He said it is well trusted and thought of, and moving in a positive direction. Mr. Boyles noted that he is proud to say he had a small part in this and in learning and getting to work with each one. He looks forward to seeing the River Center Branch built and opened and also a south branch. He added he will miss serving on the Board.

Ms. Freeman said when Mr. Boyles told her the news she felt it was a great opportunity and well deserved for someone of his caliber. She said they will miss him in Louisiana. But Virginia is very fortunate to have him. Ms. Freeman added that Mr. Boyles' presence has made a difference, and his comments have always been valuable and wise. The board members thanked and congratulated Mr. Boyles giving him a round of applause.

So with no further business, the meeting was adjourned at 6:25 p.m. on a motion by Mr. Boyles, seconded by Ms. Payton.

Ms. Tanya Freeman, President

Mr. Spencer Watts, Library Director

DATE: March 13, 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 March 11, 2014 for The Library Design Collaborative on the Goodwood Main Library.



CONSTRUCTION REPORT

DATE: March 11, 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 February 27, 2014.
- 2) The interior punch list work is ongoing.
- 3) Teen Scene entry lights are installed.
- 4) The green screens are going up in the Service Yard.
- 5) Light pole foundations have been poured on the north side of the building.
- 6) The plant beds in the North Courtyard have been waterproofed.
- 7) The north planters and North Courtyard plants have been installed.
- 8) White concrete work continues in the Plaza.
- 9) Preparation for the demolition of the abandoned library has begun.
- 10) Removal of the parking lot pavement at the abandoned library has begun.

UPCOMING WORK:

- 1) Paver work in the Plaza should start in the next two weeks.
- 2) The granite in the reflecting pools will be installed in the next two weeks.
- 3) Landscaping will continue.
- 4) The demolition of the existing library should be completed by the end of the month.



Looking toward the Library entry.





Looking toward a green screen.



Looking toward the North Courtyard.



Looking into the North Courtyard



Looking toward Teen Scene Entry.