

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**  
**APRIL 17, 2014**  
**4:00 P.M.**

- I. ROLL CALL
- II. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF MARCH 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. TO VOTE TO SEND COMMENTS TO CITY-PARISH ADMINISTRATION CONCERNING TAX ABATEMENT PROPOSAL – MS. PATRICIA HUSBAND AND MS. MARY STEIN
- VI. OLD BUSINESS
  - A. UPDATE ON SITE SELECTION PROCESS FOR A LOCATION FOR A SOUTH BRANCH LIBRARY – MS. PATRICIA HUSBAND AND MS. MARY STEIN
  - B. TO VOTE TO ADOPT THE POLICY FOR THE EVALUATION OF THE LIBRARY DIRECTOR – MR. JASON JACOB
- 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

April 17, 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, April 17, 2014. Ms. Tanya Freeman, 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. Jason Jacob, Mr. Logan Leger, Ms. Kizzy Payton and Mr. Travis Woodard. Also in attendance were 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; Mr. Brian Thornhill, Library LAN Administrator; and Ms. Sonya Gordon, Library Public Relations Coordinator. Absent from the meeting was Mr. Spencer Watts, Library Director. 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 one person from the community were also present.

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

### **III. Reports by the Director**

#### **A. Financial Reports**

Ms. Freeman asked Ms. Husband and Ms. Stein to make the Director's reports in Mr. Watts' absence. Ms. Pinsonat made the financial reports. Ms. Pinsonat said that the Statement of Revenues, Expenditures, and Encumbrances as of March 31, 2014 show operating expenditures of \$7,587,300.78 or 17.69% of the operating budget. Through March the Library should have spent no more than 25% of the operating budget. Cash collections from property taxes for 2014 remain strong, as the Library is now approximately at \$1,200,000 or 3.33% ahead of the same four months in 2013.

Ms. Pinsonat also reported that she included a final statement of revenues and expenditures for 2013 in the board packet. She stated that the Library finished out the year strong with a surplus of \$4.8 million. This surplus is mainly a result of salary savings and related benefits from vacancies. In addition to the funding for the south branch staff, savings were also generated from a high rate of turnover in several classifications and the duration of the replacement process through the civil service system. The surplus in the supply budget can be attributed to the unexpected delay of the purchase of a facility for Outreach Services and storage last year. The lack of storage space prevented the Library from ordering all the library materials planned in the 2013 budget. Another recurring source of surplus in the contractual services budget is the repair

and maintenance of the buildings. Since most of these projects must be bid out by DPW, we are not able to complete or even start many of the projects planned each year. However, the Finance Department is allowing the Library to carry forward funding for 2013 projects that were not completed last year. This is the first year that the Library has been granted the opportunity to take advantage of carry forward funds, so hopefully DPW will be able to work on all of those projects so the funds can be expended.

Ms. Pinsonat asked if there were any questions. Ms. Freeman asked if the Library could contract out the projects rather than be dependent on DPW. Ms. Pinsonat said no because the major projects include items such as chiller replacements and flooring projects that must be bid out by and overseen by DPW which is the owner of the project.

Mr. Woodard asked about taking advantage of carry forward funds this year for all projects. Ms. Pinsonat said that the Finance Department requires that we be very specific about which funds and projects we wish to carry forward. The item that we carried forward was the surplus from the repair maintenance building budget. This was approximately \$800,000. Mr. Woodard then asked if the other monies were rolled into the 2014 budget. Ms. Pinsonat replied that those were moved into the fund balance. Mr. Woodard asked if these other projects would be reallocated for 2014. Ms. Pinsonat said they remain in the Library's savings budget. Mr. Woodard then said that we are under budget at 17% spent thus far. Ms. Pinsonat noted that as money is spent for items such as health insurance or retirement, it may not be charged by journal entry in the Finance Department for several months. Mr. Woodard then asked Ms. Pinsonat if we expended the budget, what percentage would we expect to have spent at this time to which Ms. Pinsonat replied it would depend on how quickly Finance posted the charges. Mr. Woodard then asked if the Library is chronically under spending. Ms. Pinsonat answered that we have some built in savings in the 2014 budget for salaries for the south branch staff. She added that we can remove those salaries in next year's budget and still retain the positions requested. She also said we can address these issues during the 2015 budget workshop, so that it won't be a recurring item next year.

Mr. Leger asked if the surplus looks bigger than it may actually be. Ms. Pinsonat replied that if all the vacant positions had been filled, the Library would not have this surplus amount. Ms. Freeman said she liked Ms. Pinsonat's explanations.

## **B. System Reports**

Ms. Freeman asked Ms. Stein to present the system reports. Ms. Stein gave her PowerPoint presentation, *Around the Parish in 90 Seconds* which included the month of April, 2014. She noted that photos she will show are all about the Main Library Dedication. The following were some of the highlights:

- The Main Library was dedicated on Saturday, April 12, 2014 with wonderful, festive activities.
- Mayor Melvin “Kip” Holden spoke during the Dedication ceremony. He also presented Mr. Watts with a proclamation stating that April 12, 2014 is *East Baton Rouge Parish Library Day*.
- Following remarks by Ms. Freeman, Ms. Rebecca Hamilton, State Librarian and several others the ribbon was cut making the dedication official.
- A reception followed in the large meeting room. Guests enjoyed light snacks and a special cake decorated with a photo of the new Main Library.
- Attendance by the public was high with approximately 1700 people counted.
- Special activities included demonstrations of the Library’s 3-D printers. Ton music provided unique sound accompaniment in the reception area.
- Children’s Services hosted several special programs and activities including Silly Nilly the Clown, Nellie Bee, the Clown and the Allureds.
- Children’s Services also provided the stained glass coloring pages. For the adults we had stained glass coloring books with translucent pages. Mr. Jon Emerson, the artist who designed the stained glass windows autographed the coloring books for patrons.

Ms. Stein then introduced Ms. Sonya Gordon, the Library’s new Public Relations Coordinator. She noted that Ms. Gordon has a very long career in marketing and public relations. She has worked in various government agencies including the School Board, and the LSU AgCenter Botanic Gardens at Burden. Ms. Gordon has also done writing, has been a radio host, has done television production, and has been a print journalist. Ms. Stein added that she is very pleased that Ms. Gordon has joined the staff at the Library. She began employment a week ago, and made immediate contributions in the production of the Dedication events. Ms. Gordon produced a press sheet that showed that the Library Dedication was picked up by all media within our range of operation. It was great to see this coverage because it was a busy media day with other events also occurring. Ms. Stein said the media came to congratulate the community and to participate in this event.

Ms. Stein noted that this dedication was the beginning of the Library’s progressive dedication of the new Main Library. She said we will have a small ceremony when the Baton Rouge Room, the Genealogy Room, and the Career Center move to the Main Library at Goodwood. She noted that before we greet those who use the Genealogy Room, it must be completely finished and ready for use.

Ms. Stein then told the Board that the Library is participating in Better Education Week in May. During the week of May 12<sup>th</sup> the Registrar of Voters will send representatives to each branch to assist people to register to vote. She noted that this is very important and she quoted Mr. Watts who has said libraries are one of the engines of democracy.

Ms. Stein also noted that the Library supports entrepreneurs in the community. The Library is teaming with the Mayor's Office, with AARP and the Small Business Administration and is hosting an "over 50" entrepreneur workshop on April 22<sup>nd</sup>. This age group is comprised of people starting their second or third careers. This is a special niche that the Library is trying to develop because we have many resources such as the Career Center and also materials to assist in skills development.

Ms. Stein then distributed a summary sheet containing key indicators for the East Baton Rouge Parish Library from 2010 through 2013. It takes a while to gather the data contained in this sheet. This information was reported to the State Library on April 1<sup>st</sup>. She noted that the Library is up 6.5% in major indicators. She added that she also reports to *Library Journal* and several other publications in the spring.

Ms. Stein then said that she wished to give an update regarding the gate counter at the Delmont Gardens Branch. It was malfunctioning causing some unexplained high statistics noted by the Library Board last month. The gate is now being repaired.

Ms. Stein asked if there were any questions. Ms. Freeman asked if she was going to talk about National Library Week to which Ms. Stein replied we are in the middle of National Library Week. She added that every week is National Library Week at the East Baton Rouge Parish Library. Ms. Stein said this week dovetailed with the dedication of the Main Library. Generally there are national press releases and information is dispersed by the media. This publicity is designed to highlight the relevancy of public libraries. Ms. Stein noted that Ms. Gordon will be working on distributing information to the public about the Library and its services.

Mr. Leger asked about the summary sheet containing the card holder statistics. He asked why the number of card holders had decreased in 2012 from the number reported in 2011. Ms. Stein replied that we purge the inactive or expired cards from the system every three years. She noted that the Library added 20,000 new card holders in 2013. She added that once the parking lot is completed for the new Main Library she expects the number of card holders to spike. The Library experiences this increase every time a new facility is opened. Ms. Stein also said that 325,000 card holders for a parish population of 441,000 is a very good concentration. Mr. Woodard asked about those whose cards are inactive or expired. Ms. Stein answered that some may have moved away, and others may have actually passed away. There are a variety of reasons why a card expires.

Ms. Freeman asked for public comments. Mr. Harvey Landry, a member of the public, asked how the Library treats a lapsed card holder who returns. Ms. Stein replied that if a patron has been excised from the system when the patron returns, a new card is issued with no prior history. We are happy to welcome former card holders and show them all of the services and information we can provide.

Ms. Payton said the summary sheet is very impressive and there are so many stories told from these numbers. She pointed out the bookmobile visits increased tremendously by almost 500 even though the bookmobile was in the shop for repairs for an extended time. Ms. Payton also pointed out that the database sessions greatly increased from 2010 to 2013. Ms. Stein noted that

patrons love using the databases including *OverDrive*. She added that we budgeted for increasing the items in *OverDrive* and other databases plus we increased the purchase of best sellers. She noted that if patrons can quickly get the items they want, this increases the circulation count.

Ms. Stein said she agreed with Ms. Payton regarding the stories that are being told about the Library. She added that the staff is discussing how they are going to collect the stories that patrons want to tell. At the Dedication Ms. Gordon made a sign in book with a space for patrons to write their comments. Ms. Stein also said the staff want to use these stories to publicize the Library. Ms. Freeman said that people were stopping the Board members during the Dedication to share their stories. Ms. Stein told the Board that at the Dedication a father told Ms. Denelle Wrightson and Mr. Eddie Davis how his autistic son connected for the first time while visiting Children's Services at the new Main Library. This experience was transforming. Mr. Bardwell said he hoped they would collect such stories and create pamphlets to illustrate how the Library is changing lives. Both Ms. Payton and Ms. Freeman agreed they need to start sharing this information now.

Mr. Leger said he saw on Twitter this week that the Library is implementing a program with *Treehouse*. Ms. Stein replied that they have offered *Ed2Go* and *Learning4Life* and *Atomic Learning*. In about a month the Library will offer *Treehouse* which is made for IT professionals. IT trainers will be able to share the information with their staff members as part of workforce development. This will enhance the knowledge necessary to compete in the diversified global marketplace. Mr. Leger said it is a compelling product which he has used. He added that it is even helpful for beginners, and the Library should publicize it. Ms. Stein noted that the Library will use it for our own staff members training.

Ms. Freeman asked for any public comments. Mr. Landry asked about the website visits on the summary report. He wondered why the number had decreased from 2012 to 2013. Ms. Stein answered that website hits are website usage within the library building, and they had two branches that were closed for an extended period of time. Ms. Payton said she would also like to see how many are logging onto the website from outside the library. Ms. Stein said we are using *Goggle Analytics*, and are talking to our IT staff to determine how we can get more data about usage. Ms. Payton wondered if they could use PC logins. Ms. Stein added that many patrons come in to use the computer software and do not use the Internet, so the number of logins includes those who do not visit the website. Ms. Freeman asked about those who bring their own laptop to the library. Ms. Stein noted that when patrons use *Overdrive* without logging onto the Library's site, we lose that count. She added that we provide some databases from which we cannot get any session counts. Ms. Stein said the American Library Association and the Institute for Library and Museum Services are pushing the database providers to give us feedback that is meaningful. Ms. Stein reminded the Board that Mr. Watts has said it is not only the gate count that is important, but also how long people stay in the library and for what purpose; in other words, the seat time.

#### **IV. Other Reports**

##### **A. Main Library at Goodwood**

Ms. Stein then gave an update on the Main Library at Goodwood. She said that the demolition of the old Main Library, including the old cooling tower, is complete. Pavers are being installed toward the middle of the plaza, and the shape of the children's splash pad in the middle of the plaza is now delineated. The splash pad can be turned on and off as needed. Sod has been laid, some trees have been planted and other landscaping has begun around the new Main Library. The staff continues to work with the contractors on door and lock issues, and the installation of the window shades within the new building.

Ms. Stein also noted that now that the old Main Library is gone, the contractors can concentrate on constructing the parking lot for the new building. She reminded the Board that the installation of the parking lot is a multi-phase project. She said we are hopeful with weather permitting that the first phase of the parking lot will be completed in early June. Ms. Stein added that part of the delay with this phase of the project was the discovery of a 20,000 square foot concrete slab underground which was part of the old facility. She said the completion date could change if more concrete were discovered.

Ms. Freeman asked if there were any public comments. There being none she asked for the report on the River Center Branch project.

##### **B. River Center Branch Library**

Ms. Husband then discussed the River Center Branch construction project. She reported that Mr. Watts, Ms. Stein and she met with the architects from Schwartz-Silver and Mr. Rex Cabaniss with WHLC earlier this week to work on design development. We reviewed the general building features, and will continue to meet with the architects on a regular basis. Ms. Husband also said that the design development documents are due for submission to DPW by late July. Once DPW approves the design development plans, then the architects can create the construction documents.

Ms. Freeman asked for questions or comments from the Board. Mr. Woodard asked for the date they expect to begin the construction documents to which Ms. Husband replied that the contract specifies that the design development documents are to be completed by the end of July. Then it depends on how quickly DPW can review the documents, confer with the architects, and approve the plans. Ms. Husband said she could not give a definite date at this time.

Ms. Freeman asked if there were any public comments. There being none she asked for the maintenance report.

### **C. Maintenance Report**

Ms. Husband gave the maintenance report. Ms. Husband reported lighting preventive maintenance was completed at the Eden Park, Fairwood, Greenwell Springs Road Regional, River Center, Scotlandville and Zachary Branch Libraries. Chiller preventive maintenance was finished at the Baker, Bluebonnet Regional, Carver, Central, Delmont Gardens, Fairwood and Zachary Branch Libraries. Ms. Husband also stated that the cooling tower at the Baker Branch was refurbished, the cooling tower motor was replaced at the Greenwell Springs Road Regional Branch, and preventive maintenance was performed on the air conditioning energy management system at the Jones Creek Regional Branch Library.

Ms. Husband said that at the new Main Library the Library Facilities staff has been working with the contractors regarding punch list items. The Facilities staff has also relocated and installed exterior signs, cleaned off sidewalks, and hung pictures. She added that she has been grateful for the constant presence of the Library Facilities staff at the new Main Library assisting with many issues that have arisen.

Mr. Bardwell asked what was the target date for moving the Genealogy Department out of the Bluebonnet Regional Branch and over to the new Main Library. Ms. Stein answered that the Baton Rouge Room and the Career Center will move the first week of May to the new Main Library because they have the smallest population visiting them on a regular basis. She noted that the Genealogy Department will move when at least Phase I of the new parking lot is completed providing at least 100 parking spaces in front of the building. This move could occur as early as June.

Ms. Freeman asked if there were any public comments. There being none she proceeded to Item A under New Business.

### **V. New Business**

#### **A. To Vote to Send Comments to City-Parish Administration Concerning Tax Abatement Proposal – Ms. Patricia Husband and Ms. Mary Stein**

Ms. Stein referred the Board to the tax abatement document they received which contains details about three new applications and two renewal applications. If the Library Board wishes to provide written comments concerning these applications, they should be sent to the Office of Community Development before the public hearing at the May 7, 2014 Metropolitan Council meeting. Verbal comments can be made at the May 7, 2014 Council meeting.

Mr. Woodard made a motion that the Library makes no comment regarding the abatement proposals. Mr. Jacob seconded the motion. Ms. Freeman asked for a vote. Mr. Woodard suggested that they first allow comments. Ms. Freeman asked if there were any additional comments from the Board.

There being none, she asked for public comments. Mr. Landry, a member of the public, said this tax abatement would mean a loss of revenue for the Library. He asked why the Board wouldn't oppose it. Ms. Freeman asked Mr. Bardwell to answer the question. Mr. Bardwell replied that the properties must qualify for the tax abatement. The tax amount on the properties applying for the abatement is frozen for five years. Usually the properties are being upgraded and improved. So the Library receives the same amount of tax dollars from those properties as if there were no improvements. Mr. Landry said that tax amount is a lot less than the tax on the upgraded properties. Mr. Bardwell agreed and added that after the first five year period the property owners can apply for a renewal of the tax abatement for an additional five years. Mr. Bardwell noted that this is a state program, and the Library Board has very little input in the decision. Ms. Payton said that the Board has voted in the past against the abatements, but their vote did not have any impact on the decision. Mr. Bardwell and Ms. Payton agreed that the ultimate decision rests with the City-Parish Metropolitan Council. Ms. Freeman added that the Library Board is only an advisory board. Mr. Woodard said that the program is required to seek input from all tax collecting bodies, and this is why this tax abatement proposal is on the Board's agenda. The Board's comments are then filtered by the governing body which is the Metropolitan Council. Mr. Bardwell added that this affects all tax collecting bodies.

Ms. Freeman then asked for a vote by the Board to make no comment regarding the tax abatement. The vote was unanimous to make no comment.

## **VI. Old Business**

### **A. Update on Site Selection Process for a Location for a South Branch Library – Ms. Patricia Husband and Ms. Mary Stein**

Ms. Freeman read Item A under Old Business. She asked Ms. Husband and Ms. Stein to give an update. Ms. Husband said that Mr. Watts, Ms. Stein and she met with Mr. John Evers of Leotta-Evers Consulting, LLC. (LEO, LLC) earlier this week. Mr. Evers discussed his preliminary findings with them. LEO, LLC will need to complete some additional work to refine their results. They will then write a report and present their findings to the Board. The Board should be able to discuss the results at the next regular Board meeting.

Mr. Woodard asked if the consultants were late with the final report or had the Library staff given them additional criteria to include in their report. Ms. Husband replied that we gave Mr. Evers some feedback and so he is refining the results. Ms. Freeman added that the vendor has responded in a timely manner, but that we have asked for additional data.

Ms. Freeman asked if there were any additional comments from the Board. There were none. Ms. Freeman then asked for public comments. There being none, she proceeded to Item B.

**A. 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. Bardwell said he would like to propose that they defer this item to the next Board meeting. Mr. Leger asked for what reason. Mr. Jacob then said he was going to move that the Board revise this agenda item to state to discuss the policy rather than vote on it today. Whatever changes the Board agrees upon today could be incorporated in the policy which could be voted upon next month. Ms. Freeman asked if they have a second to the motion to defer the item until next month. Ms. Freeman added that they could make their comments through e-mail and then discuss it next month. Mr. Woodard seconded the motion to defer the item. Ms. Freeman asked for a vote. Mr. Bardwell, Ms. Freeman, and Mr. Woodard voted to defer and Mr. Jacob, Mr. Leger and Ms. Payton voted against deferring the item. Ms. Freeman confirmed that there was a tied vote, so she said they should discuss the item. Mr. Woodard said the motion failed.

Mr. Jacob made a motion that the Board revise this agenda item to state to discuss the policy rather than vote on it. Ms. Freeman replied that they could just proceed to discuss the item without a further motion. Mr. Jacob said there had been comments made about naming a senior Library Administration staff member to the Director's Evaluation Committee (DEC). He added he would like the Board to discuss this topic. He noted that he placed that item in the policy because he wanted feedback from someone who was supervised by the Director.

Ms. Freeman said in the past she had interviewed staff members, but it wasn't so formal, and did not break the chain of command or cause the staff member to feel pressured. Mr. Woodard said his concern is that the Board relationship should be with the Director. The Director manages the staff rather than the Board being too deeply involved with individual staff members. He added that he wants to respect the relationship between the Director, staff and Board and not violate that. Ms. Freeman replied that because there are 360 reviews, they can be open to including a staff member, but she added that she understands Mr. Woodard's point of view. She said the Board still needs feedback, and how that feedback is used is totally up to them. Mr. Woodard replied that in the current literature 360 reviews are not looked upon favorably. Ms. Freeman noted that she has a human resources background and they were looked upon favorably. Mr. Jacob asked Mr. Woodard if this was from current research to which Mr. Woodard answered this is what he has found in current performance review material.

Mr. Leger said he agreed with Mr. Woodard about respecting the relationship between the Director and the staff. Ms. Freeman asked if the Board would be disrespecting the relationship if we ask for staff input to which Mr. Leger said the structure exists for a reason. He added he is not opposed to an interviewer asking a question to a staff member if the staff would be the only source for complete information. In that case asking a senior staff member a question is not unreasonable, but placing them on an evaluation committee is not acceptable. Mr. Jacob pointed out that the policy states "may" and not "shall". This implies that the committee is not required to have a staff member on it. It is an option for the future, and was written to provide a guideline for the future. He added that he agrees with Mr. Woodard and respects the chain of command. When one is evaluating the head of a department, asking for staff input opens up the possibility of abuse. Mr. Jacob said the Board is ultimately in charge of the evaluation process. He said

that 99% of the time the Board should respect the chain of command. But there are rare situations in which the Board may need to disregard the chain of command.

Ms. Payton then said respecting what Mr. Woodard, Mr. Leger and Mr. Jacob have said, she pointed out that going back to their previous director, there were so many things were going on and if the Board had possibly reached out to staff members, they may have known earlier about the concerns that were later revealed. Ms. Payton added that from year one, it was very evident to the staff that there were issues. She noted that the Board's information was very limited because the Board simply interacted with the Director and had very little contact with the staff. She also said the Board may not need to ask for staff feedback every year, but possibly initially it could be valuable. Ms. Payton said she would never ask or direct a staff member to do anything that the staff should not be doing.

Ms. Freeman said that is why she feels the way she does. The statement is written with the word "may" implying it is an option. Because we have lived through this situation, we now know what can happen. Mr. Bardwell added that the key wording is "assisting the committee" which does not mean the staff member is on the committee. He added that the Board needs to decide if they want some feedback from staff. He also said he thinks they absolutely do want staff information. Mr. Bardwell said Ms. Freeman has admitted she spoke to staff in the past, so this is no different than that. He agreed with Ms. Payton's comments. He added that when the prior Director resigned, a committee was appointed by Ms. Payton to create a process for hiring a new Director. The members of the committee interviewed the State Librarian, and they were given a great deal of information that she was aware of directly, and also information that the staff at our Library was telling her and complaining about. However, the State Librarian could not do anything to intervene. Mr. Bardwell said he would hate to repeat that kind of situation. He noted that on the evaluation form there is a place for evaluating the management skills of the Director.

Ms. Freeman added that the method of evaluation that the Board used in the past did not give them the opportunity to get feedback from others. She said they learned that it is necessary to get information from others in order to evaluate the Director's performance. Mr. Woodard said he believes that what he said earlier may have been misunderstood. He also said that the wording about the members of the committee implies that the staff person is the third member of the committee. Mr. Bardwell agreed that he missed that part of the statement. Mr. Woodard added that he never suggested that no feedback be sought from staff or others. He added that information from the State Librarian should be part of the evaluation process. But the staff should not be part of the evaluation committee. Mr. Bardwell agreed that the staff should not be on the committee. But he said the Board committee members should decide how they will interview staff. Ms. Payton said she understood what Mr. Woodard was saying in reference to the staff. Mr. Jacob noted that the role of the staff member will be dictated by the two Board members.

Mr. Bardwell suggested that the policy wording be revised to say "A senior Library Administration Staff may be tasked in assisting the committee." Mr. Jacob replied that Mr. Woodard does not want a staff member to be on the committee. Mr. Woodard suggested that they put a bulleted item under Roman numeral II that the committee solicits feedback from the

staff and the State Librarian. Mr. Jacob said he doesn't personally have a problem with a senior staff member being part of the committee. He added that the Board needs to be proactive and assert themselves in this particular matter. Mr. Jacob said he put this language in the policy in light of what happened with the last Director. He felt the Board was taking a back seat to the Director. Mr. Bardwell then said the President of the Board should appoint a committee and the committee will decide how the staff provides input. Ms. Payton agreed with Mr. Bardwell. Mr. Bardwell also stated that the method of how to get feedback needs to be stated in the policy. Mr. Jacob said that what he is hearing is that the Board members are against a senior staff member being on the committee. Ms. Freeman said their feedback would be highly regarded. Ms. Payton then asked if the Board wished to have three Board members on the committee or leave it at two. Mr. Bardwell and Ms. Freeman felt two was sufficient. Ms. Payton added that the policy should state that feedback from senior staff and the State Librarian should be obtained.

Mr. Leger asked Mr. Jacob to clarify the phrase "pay decisions" in the overview statement of the policy. Mr. Jacob replied that as of now the Library Board cannot offer a salary increase; they can only recommend one. Ms. Freeman replied that the Board has the authority to recommend one and usually it is given, but in the case of Mr. Watts, he is already at the top of the pay scale. She said there is nowhere to go until some changes are made in the salary range. She noted that the Board is going to work again on getting a change in the pay scale for the Director because the results of the City-Parish employee compensation study have been completed.

Mr. Jacob then asked if there were any other questions besides the dates in the time line. Mr. Bardwell felt the evaluation process should be completed by November so that the Board can send the evaluation to Human Resources in order for the Director to be given a raise in January. Mr. Woodard suggested they keep the same four month period, but start the process in August. Mr. Bardwell explained that each Board member will complete an evaluation form for the committee. The committee will collate all the responses into one sheet. Then the President or the entire Board will meet with the Director for his signature on the form to be sent to Human Resources which could be done in December. Mr. Jacob then said the policy revision would be to complete the process in November and go into Executive Session to conduct the evaluation.

Ms. Freeman suggested that a presentation which is an update on accomplishments by the Director based on the strategic plan should occur in October. Then between October and November the Board members would solicit feedback from staff and the State Librarian and complete their evaluation forms. Ms. Payton said the Board could use the presentation as a means to grade the Director. Ms. Freeman agreed.

Mr. Jacob noted the changes in the evaluation timeline. A discussion followed about the urgency of finishing the evaluation process by November. Ms. Payton said she did not think that it would be a problem if the raise was not given until February. Mr. Bardwell asked Ms. Stein if Human Resources would give a raise retroactively to which she replied they could but they prefer not to do that. Ms. Payton noted that the Director is not subject to all of the processes of our employees. Mr. Bardwell said he did not want to penalize the Director with a delayed salary increase because the Board could not finish the evaluation in time. Ms. Freeman said the evaluation will be finished on time based on the changes they just discussed. Mr. Bardwell

added that in the past Human Resources automatically gave the Director a 3% raise without any communication with the Board. Everyone with a good evaluation receives a raise in January.

Mr. Woodard then asked if the Board would like to reconsider the motion to defer further discussion about the policy. Ms. Payton seconded the motion which passed unanimously. Ms. Freeman said she would like the Board members to review the policy and at next month's meeting to discuss and vote upon a policy.

**Comments by the Library Board of Control**

Ms. Freeman asked for comments by the Board members. Ms. Payton wished everyone a great Easter and Resurrection Sunday. Ms. Freeman thanked the staff for the phenomenal job they did for the Dedication Ceremony. She also thanked Ms. Stein and Ms. Gordon for assisting her.

So with no further business, the meeting was adjourned at 5:23 p.m. on a motion by Ms. Payton, seconded by Mr. Woodard.

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Ms. Tanya Freeman, President

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Mr. Spencer Watts, Library Director

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

## Goodwood Main Library

Steve Jackson, architect with Cockfield Jackson Architects reported the following on April 8, 2014 for The Library Design Collaborative on the Goodwood Main Library.



### CONSTRUCTION REPORT

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DATE: April 8, 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 March 27, 2014.
- 2) The interior punch list work is ongoing.
- 3) The demolition of the existing library continues.
- 4) The green screens are complete except for two screens.
- 5) The irrigation system has been installed on the west and southwest portion of the Service Yard.
- 6) All gates have been installed.
- 7) The card access is being installed in the Service Yard.
- 8) Grading in the Plaza continues.
- 9) The splash pad in the center of the Plaza is being formed.
- 10) The pavers are being reinstalled at the Library Entry.
- 11) Sod is being installed.
- 12) The paver installation in the north courtyard has been completed.

#### UPCOMING WORK:

- 1) The Plaza reflecting pools should be completed in the next couple of weeks.
- 2) The Plaza should be completed by mid-May.
- 3) The building should be demolished by next week and the slab will start to be removed.



Looking toward the new library from the southeast corner of the parking lot.



Looking toward the southern face of the library.



Looking toward the splash pad in the Plaza.



The pavers are being reinstalled at the Library Entry.



Sod is being installed.