

TENTATIVE AGENDA
FOR REGULAR MEETING OF THE
EAST BATON ROUGE PARISH LIBRARY BOARD OF CONTROL
MAIN LIBRARY
FIRST FLOOR CONFERENCE ROOM
7711 GOODWOOD BOULEVARD
BATON ROUGE, LA 70806
JUNE 19, 2014
4:00 P.M.

- I. ROLL CALL
- II. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF MAY 15, 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. OLD BUSINESS
 - A. TO VOTE TO ADOPT PROPOSED 2015 LIBRARY BUDGET
 - B. UPDATE ON ENGAGING AN ENGINEERING FIRM TO USE A DESKTOP ENGINEERING SURVEY TO NARROW THE SITE LIST TO THREE TO FIVE SITES FOR A LOCATION FOR A SOUTH BRANCH LIBRARY – MR. SPENCER WATTS
 - C. TO DISCUSS AND VOTE ON THE POLICY FOR THE EVALUATION OF THE LIBRARY DIRECTOR – MR. JASON JACOB
- VI. 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

June 19, 2014

The regular meeting of the East Baton Rouge Parish Library Board of Control was held in the first floor Conference Room of the Main Library at Goodwood at 7711 Goodwood Boulevard on Thursday, June 19, 2014. Ms. Tanya Freeman, President of the Board called the meeting to order at 4:03 p.m. Members of the Board present were Mr. Stanford O. Bardwell, Jr., Mr. Jason Jacob, Ms. Terrie Lundy, Ms. Kizzy Payton and Mr. Travis Woodard. Absent from the meeting was Mr. Logan Leger. 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; Ms. Kelli Bonin, Library Network Technician I; and Ms. Sonya Gordon, Library Public Relations Coordinator. Mr. Leo D'Aubin of the Parish Attorney's Office was also present. Sergeant Patricia Carr of the East Baton Rouge Parish Sheriff's Office; Mr. Frank Hillyard, videographer for Metro 21; and five members of the community were also in attendance.

Ms. Freeman asked Ms. Zozulin to take the roll which she did. Ms. Freeman then asked for the approval of the minutes of the regular Board meeting of May 15, 2014. Ms. Payton made a motion to approve the minutes, seconded by Mr. Woodard and approved unanimously.

III. Reports by the Director

A. Financial Reports

Ms. Freeman asked Mr. Watts to present the reports. Ms. Pinsonat made the financial report. Ms. Pinsonat said that the Statement of Revenues, Expenditures, and Encumbrances through May 31, 2014 show operating expenditures of \$12,799,426.99 or 29.84% of the operating budget. Through May, we should have spent no more than 42% of the budget.

Cash collections from Property Taxes for 2014 remain positive, as we are approximately \$1,450,000 and 3.95% ahead of the same six months in 2013.

Ms. Pinsonat then mentioned that on the Capital Improvements Statement the remaining project balance for the Fairwood Branch Library in the amount of \$79,600 has been moved to the South Branch Library's land line item. The Fairwood project is now considered closed, so this is the last month it will appear on the Capital Improvements Statement.

B. System Reports

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

- June and July at the Library mean Summer Reading Programs; *Fizz, Boom, Read* for children, *Spark a Reaction* for teens and *Celebrating 75 Years of Service* for adults.
- The adults can earn a wonderful book bag which we hope will encourage adults to fill out their forms. Children's and teens' sign-ups are higher this year than last.
- Authors of teen literature "rocked the house". During the first week of June, four authors, Chris Crutcher, Chris Crowe, Theresa Guillory and Kimberly Willis Holt were here. Ms. Guillory and Ms. Holt are from Louisiana.
- On Tuesday, June 3rd Chris Crow, Chris Crutcher, and Matt de la Peña accompanied the Teen Services librarians to the Juvenile Detention Center. They gave readings to those at the center. We were able to give the teens an autographed book by one of these authors.
- The Baton Rouge Ballet Theatre Youth Ballet has been performing *Firebird* at each branch of the Library.
- Rick Kelly has started his tour with the "Science behind the Music". He involves the children by having them sing, dance and make sounds as he performs his music.
- At the Scotlandville Branch Library an intergenerational group of mothers, fathers, grandmothers, boys and girls called the *Threadheads* meet to work on their needle crafts.
- The Red Stick Mobile Farmers Market visited at Scotlandville.
- The reason for all of the Library programs was captured in a photo of a caring man reading to two boys at the Main Library.

The great construction work continues at the Main Library in the plaza and the parking lot. On June 17th from 2:00 a.m. to 8:30 a.m. trucks were on site pouring cement for the new parking lot.

Ms. Stein then announced that the Scotlandville Branch Library will hold an Open House on Tuesday, July 1st in celebration of its 40th Anniversary. The branch opened on July 1, 1974 on Harding Boulevard. They will have a lunch time performance by the Ed Perkins Jazz Society; there will be items on display from the Library archives, and cake to enjoy. Community Partners like Breada will be present with the mobile market.

The Multicultural Festival will be held at the Greenwell Springs Road Regional Branch in July. The branch staff continue to add to the number of cultures present each year. Of course, each group participating provides food which represents the food of that culture.

Later in July we will welcome back basketball star, Glen “Big Baby” Davis to the Eden Park Branch Library for the fourth annual *Bookin’ It with Big Baby* tour. There will be a press conference on July 10th at 10:00 a.m. We will dedicate the new literacy center, the details of which will not be revealed until the ribbon cutting. There will also be other events as Glen Davis and the bookmobile tour the parish. A reception will be held at the Main Library that night and all are invited to attend. Ms. Stein said we are appreciative of the Glen “Big Baby” Foundation for assisting the Library in promoting the importance of reading.

She also announced that in July the Library will call out for low tech, high tech and middle tech “makers” to participate in the Maker Fair on September 20th. Ms. Stein added that the East Baton Rouge Parish Library was mentioned by President Obama this past week when the White House announced the maker movement. They explained how libraries across the country are supporting this movement and they showed some of the items we are producing.

Ms. Stein noted that the Board received a sheet of statistics listing the number of visits of the bookmobile along with a narrative of activities during bookmobile visits on a typical Monday, Wednesday or Friday.

Ms. Stein added that gate count, circulation, reference questions and database use are up. She then asked if there were any questions. Ms. Payton suggested that the media should be invited to travel on the bookmobile on its visits which would make a great story. Ms. Stein replied that the media has been supportive of the bookmobile and its services. However, they would not be allowed to enter the pre-schools or day care centers because of regulations prohibiting such visits without State background checks and clearance. Ms. Stein added that there was a wonderful editorial last fall about the bookmobile, and when “Big Blue” began service to the children, there was much media attention about it in 2010 and 2011.

IV. Other Reports

A. Main Library at Goodwood

Mr. Watts then presented the report on the Main Library at Goodwood. He said there were two rain events which prevented the pouring of the parking lot. However, this week they were able to proceed with the concrete pour. This was the second pour for the first part of the lot. The contractors need to complete more apron work and then schedule additional concrete pours. He added that because of these weather delays the timeline for completion has been extended by another week. He said we are still hopeful that by the end of July they will have 150 parking spaces available.

Mr. Watts added that much progress is being made in the plaza and pool areas. The installation of the structures for the shade canopies has begun, and after weeks of repeated weather-proofing, the granite tiles are being installed in the pools near the entrance to the building. He noted that there will also be a canopy area near the drop-off area, but that one is not being constructed now.

The large exterior LED screen to be located on the north wing facing the plaza has been challenging. A detailed and difficult review of the low bid for the screen has been complicated by the fact that this item was dropped from the initial construction bid, and was listed as an owner supplied item. Mr. Watts said we really needed the expertise of engineers to assist in evaluating the brightness of the LED panels, the difference between maximum power versus continuous power, and the viewing angles. Fortunately, DPW staff and others were able to advise the Library staff. He noted that we are very close to finalizing that quote so that the specifications can be sent to the manufacturer for production of the screen. Mr. Watts concluded that if other projects contain a similar type screen, we should plan for a consultant to work with the Library staff from the beginning.

Mr. Watts then discussed some of the punch list items that have been noted such as several doors that don't close and lock properly. He also said that the shades in the third floor Board Room were sticking and causing a tear in the shade. For the last week the contractor has been retrofitting the shade pockets to correct this problem. However, the large list of items for correction continues to decrease.

Mr. Watts mentioned that one of our major concerns has been the unreliable functioning of the audio-visual systems, especially in the large meeting room. Ms. Stein and several staff members have had to pursue temporary solutions in order for these systems to work consistently. We have had difficulty getting the sub-contractor to address these problems so that the equipment works the way it is designed. This is an urgent need so that groups who have booked these meeting spaces will have the technology they are expecting.

B. River Center Branch Library

Mr. Watts then discussed the River Center Branch Library project. He said that he, Ms. Husband, Ms. Stein, Mr. Rex Cabaniss of WHLC, LLC along with the architects from Schwartz-Silver in Boston via computer have been meeting every other week for the last several months. We have worked on the realignment of the columns in the interior of the building. These are now imbedded in the walls saving some space instead of creating small unusable areas.

Mr. Watts noted that the State Fire Marshall has reviewed some of the plans. The mouse hole entrance in the children's area on the second floor has been deleted because the Fire Marshall said the plan must add an entrance for children with mobility issues.

The three conference rooms on the fourth floor had to be reduced so that each room would only require one exit. There wasn't enough space to add an additional exit. The capacity now for the large meeting room will be 266 people. The Fire Marshall has stated that the meeting rooms and the terrace on the fourth floor could all be occupied simultaneously. Mr. Watts said we had planned that when the large meeting room was being used, access to the terrace would only be available to those in the large meeting room. He added that if the interpretation was that the occupancy of the fourth floor could be 450-500 people, a third stairwell from the fourth floor to the first floor would have be required. This would have taken up an additional 450 square feet per floor. Adding this third stairwell would have greatly disrupted the functions on the second

and third floors, and especially in the children's area of the second floor. Therefore, to alleviate the need for the third stairwell, the occupancy for the terrace will be limited to 136 people. Mr. Watts noted this can be accomplished by adding wider railings and planters. He added that we might enter into a covenant with the Fire Marshall. He said he would bring more information about this option to the Board in July or August. This option would need to also be reviewed by the Parish Attorney and the City Administration because they are the owner of the building.

Mr. Watts said we have reviewed flooring options for the building. He showed the Board drawings of each floor with the proposed types of flooring. He noted that in his experience polished, stained concrete does not wear well. He also said we want to see examples of this flooring. The architects have assured the staff that the color is injected and polished as opposed to just a top treatment of color. In the other areas there is carpet and resilient flooring which is a high quality vinyl product. He said these plans are very similar to the later programmatic plans that the Board reviewed.

Mr. Watts noted that the architects are beginning to plan furniture configurations. They are also working on structural processes such as electrical and code requirements. They are considering ceiling tiles, and the type of cladding panels on the exterior. He said that the staff has expressed concerns regarding the durability of the proposed Teflon-covered sun shades for the building. We will need more documentation about dirt and mildew before committing to these.

Mr. Watts added that we looked at lighting options; one of which was linear and the other was staggered. Mr. Tim Bankston, Library Facilities Manager and Mr. Ted Hernandez, Library Electrician, attended this meeting. They emphasized the need to use standardized lights so that they will not need to stock so many different types of bulbs. Also the staff told the architects that they want LED lighting in difficult to reach areas.

Mr. Watts then said he wanted the Board to know that some discussion has begun about partnering with the City to provide for the demolition of the municipal building. That site could then be used as a staging area during construction of the new River Center Branch, and possibly provide some parking for patrons after construction. He said he felt it was worth pursuing, but he wanted to get the opinions of the Board members.

Mr. Bardwell asked who in the City has introduced this idea. Mr. Watts replied a high ranking official. Mr. Bardwell then said since this is not included in our budget, we would need to have a supplement added to the project. Mr. Watts added that since the administrators of the City are proposing this, they could provide explanations to the members of the Metropolitan Council for this supplemental request.

Ms. Freeman then asked if they had a choice in this decision. Mr. Watts replied that before he speaks to the City, he would like to know how the Board feels about this. He said he'd like to find out what this proposal entails. He added that we could say no to this idea, but that might not be wise at this point. Ms. Payton answered that it never hurts to have a discussion. If the discussions go further, then a vote by the Board would be needed.

Mr. Woodard said it should be emphasized that this would definitely be a joint effort with joint use and also shared cost for the parking. Mr. Bardwell added that he would be happy with singular use only by the Library. He added he did not think demolition of the building would be very expensive. Mr. Woodard pointed out that the cost of the land would be high because real estate downtown is expensive. Mr. Bardwell said he thinks parking is surface parking and not multi-level. Mr. Watts said that the offered parking may not be at the municipal building location. He also said that he wanted the Board to be informed so that they would be aware of this proposal if they heard about it from other sources, and also to obtain their feelings on the matter. Mr. Bardwell then said anything that can give the Library parking near the building is worth pursuing.

Ms. Freeman asked if there were any public comments. Mr. Harvey Landry, a member of the public, asked if this cost would be above the \$19 million budget for the project. Mr. Watts answered that the \$19 million is committed to the construction of the building. He added there is no budget for parking. Mr. Landry asked if the demolition, staging and parking would be included in the \$19 million budget to which Mr. Bardwell said no. Mr. Landry then asked if the total project would cost more than \$19 million.

Mr. Woodard clarified that what we mean is that part of the Library's construction cost is the cost incurred by the contractor for a staging area. If the Library provides a staging area to the contractor, then the contractor would not need to charge the Library for a staging area in downtown.

Ms. Freeman asked if the Board had any other comments. Mr. Woodard said he is aware that the area around the Main Library is still a construction site and that the contractor is responsible for maintaining the mowing around the site. But we need them to weed eat these areas as they are overgrown. Mr. Watts replied that he spoke with Mr. Ted Jack, Assistant Superintendent of Planning, Operations and Resources for BREC, about mowing the areas they own. Mr. Woodard said the areas near the parking lots need attention. Mr. Watts added that this morning we spoke to the building contractors and also to a contractor the Library can use for yard service. This contractor will give us a quote. He noted that the Library will ensure that the walkways are in better shape. The landscaping contractor is scheduled to weed and put down sod tomorrow in the areas along the sidewalk on the north side of the building. Mr. Watts added that along the meeting room area there is supposed to be a fern bed, but now it is filled with gravel and construction debris. The contractor said they are reluctant to weed eat in that area because of the construction debris. Mr. Watts said we will be sure that the grass is cut near the walkways. Mr. Woodard replied that a six inch grass bed rather than a 36 inch bed would be acceptable during this construction phase.

Ms. Freeman then asked if the cost of the River Center Branch construction would be higher than \$19 million. Mr. Watts replied by repeating Mr. Woodard's comment about the contractor's cost for a staging area. He added that there was no money budgeted for parking. Ms. Freeman replied that there were heated discussions about the total cost of this project, and that the total of the entire project would not exceed \$19 million. Mr. Watts noted that that will be the dilemma because parking was not included in the total. Ms. Payton agreed. Ms. Freeman agreed that parking was not included. But she said she is concerned because Mr. Watts is not giving her a

straight answer. She added she needs a yes or no to which Mr. Watts replied that the answer is exactly what Mr. Woodard said earlier. He added that there would probably be an additional cost to the Library, but he cannot say how much that might be. Ms. Freeman asked what they need to do so that they don't exceed the \$19 million because that is what the Board promised the patrons and citizens of the parish. Mr. Watts said parking cannot be part of the \$19 million budget at this point without violating the contract.

Mr. Bardwell asked Ms. Freeman to repeat the question. Ms. Freeman again asked since they have not begun construction of the project, what do they need to do to ensure that they do not exceed the \$19 million? Mr. Leo D'Aubin, Parish Attorney, replied they would need to drop the parking. Ms. Payton said parking was never part of the \$19 million. She added demolition is now under consideration.

Mr. Bardwell added that demolition across the street from the site was never part of the project. He added there is a limit on the cost of the construction of the building on the existing site. The consideration of the site a block away from the branch library is a totally different project. Mr. Bardwell noted that was made clear at the beginning of this discussion today.

Mr. Woodard then said this all goes back to the prior discussions about parking and constructing a garage. He noted that the cost and impact on the businesses downtown while the River Center Branch is constructed must be addressed. Mr. Bardwell said that the Library staff was looking at a building six blocks away for storage of the materials removed from the old River Center prior to its demolition. That might be part of the \$19 million. Ms. Payton again said it was her understanding that the \$19 million was for construction and not also for parking or storage of materials. She added that the Board said they would not exceed the \$19 million for construction.

Ms. Freeman said she believed Ms. Payton is correct. But she asked that they go back to the minutes to verify what they agreed upon.

Mr. Landry then said that was what he was going to suggest; that they review the minutes to confirm what the consensus was. He also said that he agreed with Mr. John Berry's comment at the last Board meeting that there should be a presentation to show the public what the Library has had to do to maintain that \$19 million budget. Mr. Landry added that the public needs to see that before construction begins. Ms. Freeman asked Ms. Zozulin to pull the minutes regarding the budget for the River Center Branch construction project.

C. Maintenance Report

Ms. Husband then gave the maintenance report. She stated that lighting preventive maintenance was completed at the Main Library at Goodwood, Baker, Bluebonnet Regional, Eden Park, Greenwell Springs Road Regional, Jones Creek Regional, River Center, Scotlandville, and Zachary Branch Libraries.

The facilities staff completed chiller preventive maintenance at the Baker, Bluebonnet Regional, Carver, Delmont Gardens, Fairwood, Greenwell Springs Road Regional, Jones Creek Regional,

and Pride-Chaneyville Branch Libraries. At the Central Branch they repaired the chiller and replaced the oil Temperature sensor.

Work was done on the air handlers at the Delmont Gardens Branch and at the Main Library. At the Baker Branch air handler #4 was repaired and the motor was replaced.

At the Eden Park Branch, the staff repaired the main water line. At the Fairwood Branch the curb at the entrance was repaired.

The administrative staff met with the architects yesterday to review some preliminary plans for the renovation of the Bluebonnet Regional Branch. The interior designer has received the contract for the flooring project at the Greenwell Springs Road Regional and the Scotlandville Branch Libraries. The administrative staff will meet with the designer in the next couple of weeks.

V. Old Business

A. To Vote to Adopt Proposed 2015 Library Budget

Ms. Freeman read Item A and said before the Board voted she wanted all to know that there had been much discussion at the budget workshop on June 16th about setting aside reserve funds in the event of an emergency. She added that the process of setting aside of these funds is a wise one. She noted that there were three funds that the Board discussed as follows: Operations at \$45 million, Casualty Loss Deductible at \$2 million, and Emergency Storm Reserve at \$500,000.

Ms. Freeman asked Mr. Watts to speak about the proposed 2015 Library budget. Mr. Watts said he appreciated those Board members who were able to attend the workshop, and understood the issues for those who could not attend because of scheduling conflicts. He added that he and his staff were able to relay information to all the Board members and to answer their questions. Mr. Watts added that one of the important features for 2015 is that the budget is slightly less than this year's budget. He added that he and the staff were conservative in their approach to reviewing expenses and projecting costs. To produce a budget that is somewhat less than 2014 even after including inflation increases illustrates the level of detailed analysis that was involved.

Mr. Watts continued to say that the other important feature they discussed was the fund balance and the need for reserve funds. He said the staff agrees that the Library needs to have reserve money. He noted that in some states a department is required to have a year's funds in reserve. Mr. Watts explained that for many years the City-Parish Finance Department advised that those departments that had a single source of revenue such as the Library, should maintain one year's operating funds in reserve. The rationale is that with only one source of income, there should be money set aside for the unforeseen. He said he feels that is a wise policy for facing unexpected circumstances, and provides responsible and cautious financial management.

Mr. Watts then noted that the Library carries a casualty policy with a \$1 million deductible. He is proposing that the Library have a \$2 million reserve for a casualty loss. He said if we had a storm

with a couple of million dollars of damage throughout the Library system, we would be responsible for paying the first \$1 million from Library funds. He added that if in the next year there was a fire with \$1 million of damage, we would be responsible for paying for the entire loss. He also said if we have a casualty reserve fund, these types of losses would be covered by that fund.

Mr. Watts explained that the last fund we propose is in the amount of \$500,000 for catastrophes such as Hurricane Katrina to include recovery-type of activities such as pumps to remove water or freezing processes to preserve rare materials and collections from mold and rotting damage. Mr. Watts said the amount is small because if the damage were extensive as in Katrina, the Library would use the funds in the operating reserve because the revenue stream for the Library could be interrupted as businesses and homes are wiped out and no longer paying taxes.

Mr. Watts added that these proposed funds are noted on the balance sheet of the budget.

Ms. Freeman asked if there were any public comments. There were none, so she asked if there were any Board comments.

Mr. Woodard said he had been unable to attend the workshop, but he studied the proposed budget carefully. He said he appreciates the conservative nature of the budget and the desire to have reserve funds, but he felt the reserve fund amounts are too excessive. He agreed that we had an obligation to have a reserve, but that we needed to be reasonable. He added that having \$45 million which is one year's operational budget along with the other two reserve funds was too high. Mr. Woodard also said that the chances of the tax renewal election failing and a casualty loss occurring and a storm catastrophe happening all in one year are very slim. He noted that we have a healthy reserve, but we should not keep collecting revenues and setting those funds aside. He said we need to consider the other needs that the parish has, and the public's aversion to unreasonable rates of taxation. Mr. Woodard added he supports a robust Library budget, but we do need to look at the Library's rate of taxation against the overall needs in the parish. He said the public loves to support the Library now, and that is because of the manner in which the Library has been managed, its staff, buildings, and resources.

Mr. Bardwell and Mr. Jacob asked Mr. Woodard to clarify what he meant in terms of the reserves. He replied that we should have a single reserve fund that is one year of operational expenses at \$45 million. If any other emergencies were to occur, we would use part of the \$45 million. Mr. Woodard added that he is suggesting that one year in reserve may be too much.

Ms. Freeman asked if there was any fund in the City-Parish that would keep all of the library branches open and functioning if the Library did not have the money to operate. She noted that especially in the State of Louisiana on a personal level, doesn't one have money set aside in case of an emergency. Ms. Freeman added that Mr. Watts explained in detail why we needed the \$2 million reserve fund. She also said at the workshop we discussed what happened at the Library after the hurricanes. She noted that funds for some recovery activities and supplies were paid for by individuals because there was no petty cash. Ms. Freeman added we felt we needed to be prepared in these situations.

Mr. Woodard said in response to Ms. Freeman's comments that the Library does have the responsibility to take care of these types of situations. Nobody will bail out the Library if the tax renewal election fails. He added a failed renewal would be a mandate from the public that they are not happy with the Library system's operation. Mr. Woodard added that to budget for a \$45 million operations fund plus a \$2 million casualty fund is a luxury. Ms. Freeman said they are not moving any money, but simply placing it in reserve. Mr. Woodard said he is suggesting that we should consider spending down some of the surplus rather than holding it in reserve.

Mr. Watts said that having one year of operational funds in reserve is necessary if the renewal tax election fails. But, loss of the millage is not the only way to lose sole source funding. He noted that in the case of Kentucky and West Virginia, the funding for libraries was interrupted for many months because of issues with the way their funding had been set up resulting in a law suit. Mr. Watts also said some state legislatures put library funding at risk with the enactment of some laws that put the collection of some revenues into question. He said that these types of events illustrate the need for the operational reserve. Mr. Watts added that in Mississippi after Katrina they lost all of their retail establishments and the tax base that generated. Those that had a reserve had some resources to rebuild. Some eventually received money from FEMA, but that took a considerable amount of time for the funds to be disbursed.

Mr. Jacob asked Mr. Woodard that if he felt one year of operational funds in reserve was too much, what he would propose as a reasonable amount. Mr. Woodard replied that he understands what Mr. Watts was saying about other ways of losing funding besides losing the millage. He felt that in our case by far the way we would lose our funding would be by a failed tax renewal. Mr. Woodard added that because of our distance from the coast, he felt a catastrophic loss from a storm would be small. He said after Hurricane Gustav we did not see a significant loss of revenue. He thought that nine months of operational funds would be sufficient to continue library service and hold another tax renewal election based on feedback from the public. Mr. Woodard stated \$45 million is too much money to hold in reserve.

Mr. Watts said that if the tax renewal election were to fail, we would actually need twelve months of operational reserves in place. The Legislature passed some changes in the millage election laws. The changes state that if the renewal passes too late in the year, the taxes cannot be collected for the following year because the Sheriff's deadline for collection could not be met. Mr. Watts said this is a new risk that has just occurred this year.

Ms. Freeman then said if we look at libraries across the country we are probably one of the few systems that offers such a very high level of service to our patrons. She added that even our hours of operation are very high as compared to other systems.

Mr. Bardwell said whether the Board decides to hold in reserve six, nine or twelve months of operational funds that is a totally different line item than the fund for the casualty deductible. He added he does not see the risk of holding twelve months of operational funds in reserve. That is what the Finance Department has been recommending for a while. He noted currently the Library has \$60 million in surplus. He said the surplus is where the risk is. Mr. Bardwell felt that the surplus we have will be reflected in the millage calculations.

Mr. Watts added that when we do our projections, the surplus will be part of the calculations. He added that he wanted to clarify that the Finance Department has historically encouraged certain departments to have reserve funds. But he did not know if that was ever recommended to the Library. Ms. Pinsonat stated that this was her experience when she worked in the Finance Department.

Ms. Freeman said these reserve funds would explain to the public why we have this “surplus” money. Mr. Bardwell said if we only had \$10 million in surplus, we would not be discussing it. The surplus we have is a luxury. He added that when we plan for these unforeseen events, we should use one year’s operating expenses in the operational fund.

Mr. Bardwell then made a motion that the Board approves the proposed 2015 Library budget with an Operations fund of \$45 million, a Casualty Loss Deductible fund of \$2 million, and an Emergency Storm fund of \$500,000. Ms. Payton seconded the motion. Ms. Freeman asked if there was any further discussion. There being none, Mr. Bardwell, Ms. Freeman, Mr. Jacob, Ms. Lundy, and Ms. Payton voted for the motion. Mr. Woodard was opposed. The motion passed.

B. Update on Engaging an Engineering firm to Use a Desktop Engineering Survey to Narrow the Site List to Three to Five Sites for a Location for a South Branch Library – Mr. Spencer Watts

Ms. Freeman then read Item B and asked Mr. Watts to give an update. Mr. Watts said we took the top five sites from the list provided by LEO,LLC. We had asked for two quotes for providing a desktop engineering survey, and two quotes for a wetlands survey. He added that he and the staff are evaluating these quotes. By Monday, June 23rd we will submit the quotes to DPW, the Parish Attorney and the Purchasing Department for their reviews. Mr. Watts said he understood that all four firms were qualified to complete the work requested. The firms that are chosen to do the work will probably be the ones with the lower bids.

Mr. Bardwell asked if the firms had access to Mr. Victor Leotta’s report. Mr. Watts replied that the firms bidding on the desktop engineering survey had questions. Mr. Leotta responded to their inquiries in writing. Mr. Watts said the firms will be ready to do the surveys when they are notified by the City of the awards.

Ms. Freeman asked for any public comments. Ms. Kathy Wascom, a member of the community, asked if there was a handout listing the sites or a list on the Library’s website of the sites that LEO, LLC had chosen. Mr. Watts said they are on the website. He had seen them there the other day, but Mr. Woodard mentioned that he did not see them on the site today. Ms. Stein said they are on the site under *Library Capital Improvements* and under *South Branch Library Documents*. Mr. Watts noted that he had with him some hard copies of the two posted documents. Ms. Wascom was given a copy. Mr. Woodard was then able to find the documents on the website.

Mr. Landry said the documents show a general description of the sites, but do not indicate street addresses, so one cannot pinpoint exactly where they are. Mr. Watts replied that we do not have addresses either. They are listed as parcels and lots. Mr. Woodard added that the site ID’s in the

documents are the same ones that the City-Parish Planning Commission uses to identify properties. He also said with these ID's, Mr. Landry should be able to locate these sites on the Planning Commissions on-line maps.

Ms. Wascom noted that she would share this information with the Southside Civic Association Board for their input. She said they will keep abreast with Planning and Zoning, with wetlands issues and with any abandoned wells that might be in these areas. Ms. Freeman noted that if she had any questions she could contact the Library.

Ms. Freeman asked for any comments from the Board. There being none, she read the next agenda item.

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

Item B was deferred on a motion by Mr. Jacob. He noted that he needed to incorporate the comments that were made. He said he and Mr. Bardwell will produce the final document for discussion at the next Board meeting. The motion was seconded by Mr. Bardwell, and unanimously approved.

Comments by the Library Board of Control

Ms. Freeman congratulated Ms. Stein on being chosen as one of the influential women of 2014 by the *Greater Baton Rouge Business Report*. Those at the meeting gave Ms. Stein a round of applause.

Ms. Freeman reminded everyone about the 40th Anniversary celebration of the Scotlandville Branch Library. She congratulated the staff at Scotlandville Branch and invited all to visit the branch on July 1, 2014 at 1:00 p.m. for the open house celebration.

Ms. Freeman also invited the public to attend the evening reception for Glen “Big Baby” Davis on July 10th here at the Main Library.

Ms. Freeman asked for comments by the Board members. There being none, and with no further business, the meeting was adjourned at 5:15 p.m. on a motion by Ms. Payton, seconded by Mr. Woodard.

Ms. Tanya Freeman, President

Mr. Spencer Watts, Library Director

DATE: June 12, 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 June 9, 2014 for The Library Design Collaborative on the Goodwood Main Library.



CONSTRUCTION REPORT

DATE: June 9, 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 May 29, 2014.
- 2) The first parking lot concrete pour is complete.
- 3) The layout of the reflecting pool granite has begun.
- 4) Two new trees have been planted at the Plaza entry.
- 5) The installation of the Plaza shade canopies has begun.
- 6) White concrete work continues on the Plaza.

UPCOMING WORK:

- 1) The next parking lot concrete pour should occur at the end of this week.
- 2) The white concrete work in the plaza should be completed within the month.



Looking across the Plaza at the Library.



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



Looking from the roof to the Plaza.



The two new trees arrived at the Plaza Entry.



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



Looking east at eastern shade canopy the Plaza.



Looking toward the seating area from the stage.