

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 18, 2015
4:00 P.M.

I. ROLL CALL

II. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF MAY 21, 2015

III. REPORTS BY THE DIRECTOR

- A. FINANCIAL REPORT
- B. SYSTEM REPORTS

IV. OTHER REPORTS

- A. RIVER CENTER BRANCH LIBRARY
- B. MAINTENANCE AND ADDITIONAL CAPITAL PROJECTS
- C. MISCELLANEOUS REPORTS

V. NEW BUSINESS

- A. SETTING OF DATE FOR SPECIAL 2016 BUDGET WORK SESSION – MR. SPENCER WATTS

VI. OLD BUSINESS

- A. VOTE ON A PROCESS FOR SELECTING A BROKER TO SEARCH FOR A SITE FOR A SOUTH BRANCH LIBRARY – MR. SPENCER WATTS

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

June 18, 2015

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 18, 2015. Ms. Kizzy Payton, President of the Board called the meeting to order at 4:01 p.m. Members of the Board present were Mr. Jason Jacob, Ms. Terrie Johnson, Mr. Logan Leger, Mr. Donald Luther, Jr., and Mr. Travis Woodard. Absent from the meeting was Board member, Ms. Kathy Wascom. 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 Mr. Brian Thornhill, Library LAN Administrator. Absent from the meeting was Ms. Sonya Gordon, Library Public Relations Coordinator. Ms. Melissa Eastin, Library Archivist; Ms. Emily Ward, Library Digital Archivist; Captain Blair Nicholson of the East Baton Rouge Parish Sheriff's Office; Mr. Frank Hillyard, videographer for Metro 21; Ms. Andrea Gallo, reporter with *The Advocate*, and two members of the community also attended.

Ms. Payton then asked Ms. Zozulin to take the roll which she did.

Ms. Payton then asked for the approval of the minutes of the regular Library Board meeting of May 21, 2015. Mr. Woodward made a motion to approve the minutes, seconded by Mr. Jacob and approved unanimously.

III. Reports by the Director

A. Financial Reports

Ms. Payton asked Mr. Watts to present the reports. Mr. Watts asked Ms. Pinsonat to make the financial report. Ms. Pinsonat said that the Statement of Revenues, Expenditures, and Encumbrances through May 31, 2015 show operating expenditures of \$13,269,939.67 or 30.59% of the operating budget. Through May, we should have spent no more than 42.0% of the operating budget.

Cash Collections from Property Taxes for 2015 remain strong as we are approximately \$1,230,000 and 3.21% ahead of the same six months in 2014.

Ms. Pinsonat asked if there were any questions about the financial statements. There were none.

B. System Reports

Mr. Watts asked Ms. Stein to give her report. Ms. Stein said before she begins her report she wanted Ms. Melissa Eastin, Library Archivist, and Ms. Emily Ward, Library Digital Archivist, to discuss *Layar*, a new app available to our patrons. Ms. Stein added that the Library premiered *Layar* at the Red Stick International Festival which we hosted at the River Center Branch Library.

Ms. Eastin explained that the app can be downloaded from an app provider, and then a profile can be created to save favorite layers for viewing. Print media will have the *Layar* logo, but geographic locations can also be scanned. The app is interactive and makes print, geographic locations, and other media come to life. Items inside the Main Library including the Baton Rouge Room and also the Plaza outside the building can be scanned for additional information such as the design and construction of the new building. This app uses augmented reality technology to connect the real world with the Library's virtual services. This app connects users of print and digital media to related digital information and sources. Ms. Eastin noted that when the environment is scanned, the app links to the location and returns digital resources to the screen that the Library owns. Retrieved items might be a picture, or a video of a link to a website. A patron can scan an image which can link to an InfoGuide on the Library's website. Ms. Ward showed an art image as an example. The image can provide a biography of artists such as Frank Hayden or Emerson Bell. Ms. Eastin also said that at the Red Stick International Festival we featured historical images about the area including the old State Capitol.

Mr. Watts added that in the professional literature one sees more and more references to digital archives. So it is an important field especially in regard to the preservation of digital content because much that has been difficult to locate. Mr. Watts thanked Ms. Eastin and Ms. Ward for their work.

Ms. Payton asked if this app will be implemented at other locations besides the Main Library. Ms. Ward noted that it will be offered at the Central Branch later this summer.

Ms. Stein added that the Library has hundreds of InfoGuides on our website (www.ebrpl.com) ranging from genealogy to our Archives, to the maker movement, to online learning, and to films, to name a few. These are similar to the old pathfinders used in schools.

Ms. Stein then gave the PowerPoint presentation *Around the Parish in 90 Seconds* which included the month of June 2015. Below are some of the highlights:

- The Summer Reading Program events at each branch for every age group have attracted full crowds.
- We demonstrated making a “banana battery” connected to a joy stick. A patron used the bananas like a key board to play Happy Birthday and some Bach.
- During the Kick Off children enjoyed toilet paper mummy wraps while teens were occupied with “Fear Factor” type activities and robotics.
- National award winning teen authors, Coe Booth, Sharon Draper, and Sharon Flake, spoke at the Main Library in collaboration with LSU’s Teen Literature Conference.
- Our long standing performers returned to Children’s Services. Farmer Minor and Daisy, the Reading Pig visited every branch. They are in demand each year.
- We are featuring Friday Night Lights in the Plaza of the Main Library. For the first week we showed Disney’s *Frozen* on the big screen with over 500 in attendance. *Princess Bride* drew 200 people.
- Children lined up to hug the pig and spend time reading. Their joy in these activities was evident in their faces and reactions.
- The Baton Rouge Room of the Library continues gathering yearbooks from past and present schools in East Baton Rouge Parish for digital archiving. View over 600 books online and watch that number grow.
- The Baton Rouge Mounted Police visited the Main Library and the branches with their horses. Children lined up to pet the horses.
- The Library has received the archives from Theatre Baton Rouge. We are collaborating with them as they feature some of the Library’s items in *The Music Man*.
- The Red Stick International Festival was held at the River Center Branch. We also had a variety of Library events there.
- The Library is calling for Makers for the second Baton Rouge Mini-Maker Faire® on September 26, 2015.
- Vendors at the Festival demonstrated various types of technology. Our Teen Librarians demonstrated snap circuits and makey makey.
- The Library means business with groups such as the Baton Rouge Area Chamber and SCORE holding events and meetings here.

Ms. Stein asked if there were any questions. There were no questions from the Board.

Ms. Payton read Item A under Other Reports and asked Mr. Watts to report.

IV. Other Reports

A. River Center Branch Library

Mr. Watts discussed the River Center Branch project. He said although the construction documents arrived in late May, the specification sheets were not available until June 4th. Some of the review of the construction documents was delayed because we did not have these sheets. He noted we are asking the architects many questions, but we are also involving our own IT staff in the review. We have found a number of mislabeled items. Mr. Watts added that he has asked DPW about the timeline for the project in light of the delays.

He stated that yesterday we received samples of the pavers to be used in the plaza area, and samples of the pavers to be used on the terrace. Our concern is that we have the right pavers in order to avoid a rough transit for those using wheeled devices. The sample pavers are beveled, and look much more promising than the ones installed at Main. He added that we will get a 10' x 12' mock-up of the pavers for testing the suitability of the surface.

Mr. Watts noted that we are asking for clarification on the new alternates being proposed by the architects. These include a number of exterior sun screens which we believe are fairly essential to the building. These screens were initially part of the bid package, and not an alternate. So we are pursuing the reason for this change.

He said we have been told that there is a small parking lot near the construction site which could be used for staging. We have had no other communications from the City on other staging areas. We are continuing to look for a suitable space in the downtown area to provide library services while the new branch is being constructed. We are also looking for storage space for the bulk of the River Center Branch collection.

Mr. Watts asked if the Board had any questions. Mr. Woodard asked if we have a projected date for advertising and bidding on the River Center Branch construction. Mr. Watts replied that we had a timeline a couple of months ago, but the delay in receiving the complete construction documents, and the concerns regarding the pavers have altered the dates. He estimated that the bid date would possibly be in August. He added that the date depends on how this document review proceeds. Mr. Woodard asked if we will know in a couple of months what the bids are for the project.

Mr. Woodard suggested that the staff consider the old municipal building for storage of the river Center collection. Mr. Watts explained that the building in its current state would not be suitable for the collection because of the missing windows, and the issues that required vacating that building have multiplied over time. Because of mold and mildew, it would not be acceptable for books.

Ms. Payton read Item B.

B. Maintenance Report and Additional Capital Projects

Mr. Watts asked Ms. Husband to give a brief maintenance report. Ms. Husband gave an update on the major maintenance projects. She said the exterior lighting project is complete and close out of that project should occur in the next couple of weeks.

In regard to the Greenwell Springs Road Regional and the Scotlandville Branch Libraries flooring projects, we are waiting for the notice to proceed from DPW.

In regard to the Bluebonnet Regional Branch Library renovation project, we received the notice to proceed from DPW. She noted that Mr. Tim Bankston, Library Facilities Manager and she attended a mobilization meeting on June 10th. The contractor will only use four spaces in the parking lot rather than the eleven he initially considered. The contractor does not think the building will need to be closed entirely during the work. They started demolition last week, including removal of the flooring and ceiling tiles. Phase I is scheduled to be completed in the early fall. During Phase III of the project, the meeting rooms may not be accessible. Ms. Husband noted that photos of the work will be posted on the Library's website.

She then discussed some upcoming projects. She said Mr. Watts had discussed the Carver Branch roof last month. She said we have a complete estimate for the work on the roof at \$181,589.00. This figure will be used as a basis for the bid invitation. Ms. Husband added that we have advised DPW that the Library would like to move ahead with this project.

She also said that Mr. Bankston is working on replacing the equipment for the energy management system at the Scotlandville Branch Library. This is a large project and this is why we have a maintenance budget to cover these types of replacements.

Ms. Husband asked the Board if there were any questions, and there were none.

C. Miscellaneous Reports

Mr. Watts gave an update on the Outreach building at 3434 North Boulevard. He said that DPW has had difficulty getting the vendor scheduled to return to do an additional asbestos abatement analysis of an area about 10,000 square feet in which the floor tiles were covered by carpeting. DPW has assured the Library that if they cannot make contact with the vendor this week, they will use another firm.

In regard to the Main Library at Goodwood the work on some of the bioswales has been completed and drainage there has improved. However, the bioswales that were not an issue are now not draining well. Additional correction will be required. Mr. Watts noted that when we had the 4-inch rainstorm, the repaired areas drained well. He added that corrections were made at the handicap ramps in the parking lot by adding to the concrete line at the deviated expansion joints. We also had a serious chiller pipe leak which was quickly repaired by the vendor.

Mr. Watts then announced that the Library will contract with the Zachary Police Department for off-duty police officers to provide security services at the Zachary Branch Library. We have conferred with the East Baton Rouge Parish Sheriff's Department. They currently provide security at that branch, and it was agreed that the deputies will continue to work for the Library four days per week. The Zachary Police will cover the remaining three days. Both departments charge the same rate. He said we appreciate the service that our deputies have provided over the years.

Mr. Watts noted that the Jones Creek Regional Branch Library celebrated its 25th Anniversary on June 3rd with a very nice series of events.

He then mentioned that we are continuing our work with BREC to finalize some issues in the parking lot and with the CEA for the Main Library.

Mr. Watts noted that he received a complaint from a patron regarding food brought into one of our branch libraries. Mr. Watts noted that we have allowed patrons to bring in drinks and snacks to consume in the Main Library. Now we are also giving patrons this option at our branches. However, we do not allow plate meals or food and drink at the public computers. Many libraries around the country have been allowing this for about a decade with good results.

Ms. Payton asked if the staff expects a problem once BREC opens the café in the Teaching Gardens building. Mr. Watts noted that we have had the same positive outcomes as other library systems. The patron who complained did note that our policy for patron behavior specifies no food or drinks in the library. After we have collected enough data during this trial period, we will update the policy for the Board's review and approval.

Mr. Luther asked if the Library has already begun using the Zachary Police for security. Mr. Watts replied that Ms. Pinsonat has been working with the Assistant Chief on the details. Captain Nicholson of the Sheriff's Department added that the Zachary Police will begin working at the branch on September 1, 2015. Mr. Luther added that he has spoken to residents in Zachary and they are pleased with the good service they receive from the Sheriff's Department. They would like this relationship to continue. Mr. Luther noted that he also would like the Library to maintain a good relationship with the Sheriff's Department. He added that some residents told him the Zachary Police had not honored some commitments they had made, so he would not want that to happen to the Library. Mr. Watts replied that we will give the Zachary Police the opportunity to work security at the Zachary Branch Library. We expect them to perform with the same good standard as the Sheriff's deputies. It's good to maintain a good relationship with local law enforcement. Mr. Watts noted that when the Main Library opened, we needed extra security. We contracted with a company that supplements the Sheriff's Department and this has worked well. Mr. Watts added that the deputies are sworn officers of the law and so when there are large events, they must work those rather than their contract work. These other security details offer a safety net for the Library. He also said the deputies know how to talk to patrons to defuse tense situations. Their presence often prevents issues from starting. Mr. Luther agreed with Mr. Watts comments, and emphasized maintaining a good relationship with the Sheriff's Department.

With no further Board comments, Ms. Payton asked for patron comments. Mr. John Berry, a member of the public, said when he made his comments at last month's Board meeting regarding not being able to see the materials by Emerson Bell that had been at the Eden Park Branch Library, he thought that the Library staff would have communicated with the staff at the branch to allow him to see these materials. He added that he still has been unable to view the items in question.

Ms. Payton said she recalled this conversation during the last Board meeting. She asked the staff to reply. Mr. Watts said that the items in question do not belong to the Library. They are not part of our collection. Ms. Stein apologized for Mr. Berry's confusion and stated that she obviously had not been clear in her explanation to him after last month's Board meeting. Ms. Stein agreed with Mr. Watts and said that we borrowed those items for a temporary exhibition at the Eden Park Branch. Ms. Payton asked if we had Emerson Bell items in our collection to which Ms. Stein answered not the ones Mr. Berry wanted to see. We do own other Emerson Bell art and it is located in the Baton Rouge Room on the second floor of the Main Library. Mr. Watts stated that patrons can visit the Baton Rouge Room and request to see Mr. Bell's collection.

Mr. Berry then said he wanted to discuss the Library millage, but noticed it is not on the agenda today to which Ms. Payton agreed. Mr. Berry said he is going to communicate with his Councilman, so he wants to confirm who on the Board did not vote for the 11.1 mills rate for the tax renewal election. Mr. Berry added that he believes Mr. Leger is the only Board member who voted against 11.1. Ms. Payton corrected Mr. Berry by saying that if you read the minutes of that meeting, Mr. Woodard also voted against the 11.1 mills rate at that time. However, Mr. Woodard explained his current thoughts on the matter, and now he also supports the 11.1 mills rate for the tax renewal. Ms. Payton added that Mr. Woodard explained that to the Metropolitan Council members at last week's Council meeting. Mr. Berry said he thought that Mr. Woodard had changed his mind, so he wanted to clarify that. Ms. Payton thanked him for his comments.

There were no other comments, so Ms. Payton read Item A under New Business.

V. New Business

A. Setting of Date for Special 2016 Budget Work Session – Mr. Spencer Watts

Mr. Watts said after polling each Board member, we had a difficult time choosing a date when all Board members could attend the work session. The date of Monday, July 6, 2015 was the best date because the Board would then be able to vote to adopt the budget at the regular July Board meeting. Two Board members cannot come on July 6th, so the Library Administration will meet with them individually to answer any questions they might have. Mr. Watts noted that the binders for the meeting will be delivered to the Board members by June 25th so that the Board can review the material prior to the special work session. Mr. Watts said the start time would be either 4:00 p.m. or 5:00 p.m., but he would recommend they start at 4:00 since the session usually runs between three and four hours depending on questions and discussions.

Mr. Watts announced that this is a public meeting. As with all of the Board meetings, an agenda will be posted along with the announcement of the meeting. Ms. Payton agreed and said the work session will be held on Monday, June 6th at 4:00 p.m. in the Board Room on the third floor of the Main Library.

VI. Old Business

A. Vote on a Process for Selecting a Broker to Search for a Site for a South Branch Library – Mr. Spencer Watts

Ms. Payton read Item A under Old Business. She asked Mr. Watts to begin the discussion. Mr. Watts said based on the discussions during last month's Board meeting, one more item was added to the assessment factors form; that being references. At the meeting last month Ms. Wascom mentioned that the broker should have knowledge of the traffic patterns and the behavioral activities of the neighborhoods in the service area. Mr. Watts added that we had a discussion about this last month, so unless there is a need for additional comments, all we require is a vote by the Board on the process for selecting a broker to search for a site for a south branch library.

Mr. Watts said that Ms. Payton had appointed a committee to review the information that the brokers will submit as a result of the Request for Quotations (RFQ). Mr. Watts said that City-Parish Purchasing will assist the Library staff in writing the RFQ.

Ms. Payton asked the Board if they had any questions for Mr. Watts. There being none, Ms. Payton asked for public comments. Mr. Berry said Mr. Watts mentioned about choosing a broker familiar with the area. He is concerned about one broker who has tried to persuade the residents in Southdowns to agree to support his agenda for the area. Mr. Berry also noted that this broker actually lives right in that neighborhood. Mr. Berry said he wanted the Board to know this as they review the responses to the RFQ.

Ms. Payton thanked Mr. Berry. Then she noted that the committee she appointed will look at all matters and review the criteria for assessing those brokers. She reminded those present that the committee members are Travis Woodard, Donald Luther and Logan Leger. She thanked these Board members for being willing to serve.

Ms. Payton asked for a motion. Mr. Woodard made a motion to move forward on this process. Mr. Jacob seconded the motion which passed unanimously.

Ms. Payton asked for Comments by the Board, Item VII.

VII. Comments by the Library Board of Control

Mr. Jacob thanked the Library for the hospitality that was shown for the unveiling of the new logo for the Federation of Greater Baton Rouge Civic Associations. He added that the staff did a great job.

Ms. Payton thanked the Library staff for their hard work over the last few months regarding the projections created for the discussions about the Library millage rate renewal. She thanked the staff and the Board who contacted the members of the Metropolitan Council and attended meetings in regard to supporting the renewal of the 11.1 mills rate for the Library tax renewal election in October. She added that it was a painstaking process reviewing all of the data to determine what the millage rate should be. The Board did their due diligence by considering many projection scenarios before voting on 11.1 mills.

Ms. Johnson asked that the families of the nine victims shot in the church in Charleston South Carolina yesterday be remembered in thought and prayer. She noted that one of the victims was a librarian for 31 years.

There being no further comments, and with no further business, the meeting was adjourned at 4:47 p.m. on a motion by Mr. Jacob, seconded by Mr. Luther.

Ms. Kizzy A. Payton, President

Mr. Spencer Watts, Library Director