

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
MAY 21, 2015
4:00 P.M.

- I. ROLL CALL
- II. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF APRIL 16, 2015
- III. AWARDS AND PRESENTATIONS
 - A. PRESENTATION OF *ROBERT'S RULES OF ORDER, 11TH EDITION* FROM MS. CAROLE D. GLOGER, PRESIDENT, BATON ROUGE UNIT OF PARLIAMENTARIANS
- IV. REPORTS BY THE DIRECTOR
 - A. FINANCIAL REPORT
 - B. SYSTEM REPORTS
- V. OTHER REPORTS
 - A. RIVER CENTER BRANCH LIBRARY
 - B. MAINTENANCE AND ADDITIONAL CAPITAL PROJECTS
 - C. MISCELLANEOUS REPORTS
- VI. NEW BUSINESS
 - A. TO VOTE TO ELECT OFFICERS FOR THE LIBRARY BOARD OF CONTROL FOR 2015 – MR. JASON JACOB
 - B. TO VOTE TO SEND COMMENTS TO CITY-PARISH ADMINISTRATION CONCERNING TWO TAX ABATEMENT PROPOSALS - MR. SPENCER WATTS
 - C. LIBRARY OVERVIEW OF 2015 – MR. SPENCER WATTS
- VII. OLD BUSINESS
 - A. UPDATE ON PROCESS FOR LOCATING A BROKER TO SEARCH FOR A SITE FOR A SOUTH BRANCH LIBRARY – MR. SPENCER WATTS
 - B. UPDATE ON BRIEFINGS REGARDING MILLAGE RATE FOR LIBRARY TAX RENEWAL ELECTION – MR. SPENCER WATTS
- VIII. 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

May 21, 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, May 21, 2015. Mr. Jason Jacob, Vice President of the Board called the meeting to order at 4:01 p.m. Members of the Board present were Ms. Terrie Johnson, Mr. Logan Leger, Mr. Donald Luther, Jr., Ms. Kizzy Payton, and Ms. Kathy Wascom. Absent from the meeting was Board member, Mr. Travis Woodard. Also in attendance were Mr. Spencer Watts, Library Director; Ms. Patricia Husband, Assistant Library Director of Branch Services; Ms. Mary Stein, Assistant Library Director of Administration; Ms. Rhonda Pinsonat, Library Business Manager; Mr. Ronnie Pierce, Assistant Library Business Manager; Ms. Liz Zozulin, Executive Assistant to the Library Director; and Mr. Brian Thornhill, Library LAN Administrator. Absent from the meeting was Ms. Sonya Gordon, Library Public Relations Coordinator. Former Library Board member, Mr. Stanford O. Bardwell, Jr.; Sgt. Patricia Carr of the East Baton Rouge Parish Sheriff's Office; Ms. Carole D. Gloger, President, and Ms. Sarah Jane Holliday, immediate past President, both of the Baton Rouge Unit of the Parliamentarians; Mr. Frank Hillyard, videographer for Metro 21; Ms. Olivia McClure, reporter with *The Advocate*, and several members of the community also attended.

Mr. Jacob said he wished to introduce and welcome the two new Board members, Mr. Donald Luther, Jr. and Ms. Kathy Wascom. Their appointments began on May 17, 2015; this being their first Board meeting. He thanked them for volunteering their time to serve on the Board. Mr. Luther expressed his thanks, and Ms. Wascom said she is proud to serve on the Library Board.

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

Mr. Jacob then asked for the approval of the minutes of the regular Library Board meeting of April 16, 2015. Ms. Payton made a motion to approve the minutes, seconded by Ms. Johnson and approved unanimously.

III. Awards and Presentations

A. Presentation of *Robert's Rules of Order, 11th Edition* from Ms. Carole D. Gloger, President, Baton Rouge Unit of Parliamentarians

Mr. Jacob then read item A under Awards and Presentations. He said we are pleased to welcome back to the Library Ms. Carole Gloger and Ms. Sarah Holliday of the Baton Rouge Unit of the Parliamentarians. Mr. Jacob noted that this organization has always been generous with their time and talents, and that they hold their monthly meetings at the library and offer public workshops to train and certify their membership, but also to educate organizations throughout the

community on parliamentary procedure and how to conduct meetings according to Robert's Rules of Order. The result is more effective dialog which in turn, leads to more effective service.

Mr. Jacob added that the Library received our first copies of the new edition of *Robert's Rules of Order, 11th Edition* several years ago from Ms. Liz Pav, Ms. Gloger, and Ms. Holliday. Since then we have purchased additional copies of this important reference book for every branch throughout the system.

Mr. Jacob asked Ms. Gloger to address the Board and introduce her fellow parliamentarian. Ms. Gloger said she is the current President and Ms. Sarah Jane Holliday is immediate past President. She said they are pleased that the Board is accepting the personal copy of *Robert's Rules of Order, 11th Edition*, owned by the late Ms. Liz Pav. It would have meant so much to Ms. Pav to know that the Library has her copy of this book. We are happy that the Library has an interest in this book and has copies at every branch to serve the citizens of Baton Rouge. She then presented the book to Mr. Watts with applause from those in attendance. Several photos were taken of Ms. Gloger, Ms. Holliday, Mr. Jacob and Mr. Watts.

III. Reports by the Director

A. Financial Reports

Ms. Jacob 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 April 30, 2015 show operating expenditures of \$10,493,050.25 or 24.19% of the operating budget. Through April, we should have spent no more than 33.0% of the operating budget.

Cash Collections from Property Taxes for 2015 remain strong as we are approximately \$1,300,000 and 3.37% ahead of the same five months in 2014.

Ms. Pinsonat asked if there were any questions about the financial statements. There being none, she mentioned that the time for the special workshop for the Library's 2016 budget is fast approaching. She added that Ms. Zozulin would be contacting each Board member for possible dates.

B. System Reports

Mr. Watts asked Ms. Stein to give her report. Ms. Stein then gave the PowerPoint presentation *Around the Parish in 90 Seconds* which included the month of May 2015. Below are some of the highlights:

- Library Administrative staff has visited each branch library engaging in conversations with patrons about the Branch Assessment Study, and about the goals of the Library's Strategic Plan. The staff is planning to re-visit later in the summer to begin Part 2 of this process.
- We have completed our *One Book/One Community* read of *A Confederacy of Dunces*. At the kick-off program downtown we featured the talented jazz ensemble from the J.K. Haynes Charter Middle School. Wes "Warm Daddy" Anderson is their band master. They were the warm-up band for the Michael Foster Project.
- This jazz ensemble performed on the Plaza of the Main Library at noon on April 21. They also performed at the Scotlandville Branch.
- The cartoonist Mike Artell has worked with the teens in the Library and at the Juvenile Detention Center. He is also part of the duo band, The Lucky Dogs. We held a Lucky Dogs concert with Emcee Donna Britt of Channel 9 News on the Plaza to close the spring *One Book* program.
- Some of the staff and participants put on mustaches to salute Ignatius one last time.
- Upalliance (formerly the Baton Rouge Literacy Coalition) held its 7th Annual Read and Release party. This event celebrates reading and the power of the word. Their clients develop their skills as readers and writers publishing an anthology of their work.
- The kick-off of the Summer Reading program begins the day after Memorial Day. "Super Librarian", Pabby Arnold, is getting ready for this year's children's theme, *Every Hero has a Story*. *Unmask* is the Teen theme, and *Escape the Ordinary* is the adult theme.
- Summer Reading will host some wonderful programs such as Harvey Rabbit and Friends, Paul Minor and Daisy the Reading Pig, the Sinfonetta, and the Cangelosi Dancers. Mary Manhein from the LSU F.A.C.E.S lab will speak to the teens.
- We will start a new event on Friday nights on the Plaza – movies shown on the big screen outside the large meeting room. The movies will begin at 7:00 p.m. Patrons are encouraged to bring their lounge chairs and blankets.
- The first movie will be shown on Friday, June 5th and the movie is Disney's *Frozen*. We are expecting special royal guests with photo opportunities. We've invited a snow cone vendor, the gelato cart, and a food truck. It will be a wonderful family evening. In the event of rain the movie will be shown in the large meeting room.
- We are conducting many programs involving technology such as stop motion, snap circuits, maki maki, electrical origami, and Arduino. We will start circulating Arduino kits here at Main so that families can enjoy constructing together.
- A new database, *The Criterion Collection*, contains the Janus films which are classic and influential 20th century films.

- The *Stanford Executive Briefing Series* has been added to the electronic databases. This database is useful to the business community and addresses all aspects of business.
- The 2015 LSU Young Adult Literature Conference will feature African American Young Adult authors. In conjunction with this program, five authors (Kwame Alexander, Jacqueline Woodson, Coe Booth, Sharon Draper and Sharon Flake) will read from and discuss their books at the Main Library during the first week of June.

Mr. Jacob asked for public comments. Mr. John Berry, a member of the public, said he looked at some of the offerings on the Library's website and some of them were of low intelligence. He asked how the staff determines which materials such as the Janus films to purchase and how does the staff monitor whether an offering is worth the expense. Mr. Watts replied that most services have a tracking aspect to tell us how often they are used per month. This would tell us about the usage just as the number of circulations does for books. For the databases not only can we tell how many times they are accessed, but also the level of access. In a journal database we can tell how many times a specific keyword search was made, and how many search sessions occurred. These are how we determine if a product is worthwhile. If we see a product has low usage, we would determine how to market it to our patrons, but if the usage then remains low, we would discontinue it.

Mr. Berry then asked if the Library has a record of the costs of the various offerings to which Mr. Watts replied we know what we pay for them.

Mr. Jacob then read Item A under Other Reports.

IV. Other Reports

A. River Center Branch Library

Mr. Watts discussed the River Center Branch project. Yesterday we received electronic and hard copies of the construction documents. Library staff will be reviewing these over the next several weeks, as will DPW Architectural Services. We will note where a clarification, an error or a problem requires addressing. This is a necessary step prior to the production of the bid documents.

Mr. Watts noted that the staff has been working with the architects on the review of the entire door schedule, on door hardware and access controls, on the placement of security cameras, and on specifications regarding installation. This includes settings and seating/viewing adjustments of the cameras which is very important. We would like these cameras to be positioned correctly during the initial installation.

Mr. Watts added that we are reviewing all electrical outlets, data terminations and ports. The staff has also addressed minor details such as cabinet pulls, and key board trays. We also

determined the need to place internal window shades on the western side of the third floor to help control glare.

We have received a list of proposed alternates for the bid. These include exterior sun shades. DPW is reviewing the alternates now. Mr. Watts said he will report further on this next month.

Mr. Watts told the Board that DPW is working on the process for the remediation of the old River Center Branch prior to demolition. It appears that there will only be a small amount of remediation required, but it still must be completed.

He noted that he, Ms. Husband and Ms. Stein will review the construction documents, but we also rely on the expertise of our other staff members such as our Facilities Manager, Mr. Tim Bankston who reviews the HVAC plans, and the lighting plan. Our Computer Services Department reviews the cabling and the termination points. DPW provides yet another level of expertise.

Mr. Watts added that the construction documents have been delivered almost a month late, so that will probably delay the start of construction. However, it is critical that a good review of the construction documents occurs prior to the bid process.

He noted that we are continuing to look for a small space of a few thousand square feet to provide library services including a small collection of popular books and space for 15-20 computers for the public during the construction of the new building. PCs are heavily used at this branch. Mr. Watts said that we want a site that will not require much renovation or changes prior to use during the 18-24 months of construction.

He concluded his remarks about the River Center Branch by stating that we will also need a storage space for the River Center Branch collection. This space does not need to be downtown, but it will need to be climate controlled to avoid mold and mildew issues.

B. Maintenance Report and Additional Capital Projects

Mr. Watts asked Ms. Husband to give a brief maintenance report. Ms. Husband told the Board that they have the report of the regular maintenance that the Facilities Management staff continues to perform. This report is also posted on the Library's website.

She then gave an update on the three major capital projects. The exterior lighting project for the, Central, Greenwell Springs Road Regional and the Pride-Chaneyville Branch Libraries has been completed. The lighting project is 90% completed at the Bluebonnet Regional Branch. Barring any unforeseen issues such as rain events, the project should be completed by the end of the month.

In regard to the Greenwell Springs Road Regional and the Scotlandville Branch Libraries flooring projects, the contractor bid for these projects was approved by the Metropolitan Council

last week. Once the contracts are prepared and signed, DPW will issue a notice to proceed. Both branches will remain open as much as possible while the flooring is replaced.

In regard to the Bluebonnet Regional Branch Library renovation project, we are awaiting the notice to proceed from DPW.

Ms. Husband then discussed some upcoming projects. She said we received a report on the inspection of the roof problems at the Carver Branch Library. The report reveals several structural problems that need to be corrected. The independent assessment recommends a number of improvements as well as restorative work for channels and sections of decking. The estimated cost is approximately \$168,000 to repair the failed valley drains and water flow diversion features. She noted that we have asked DPW to start the process to obtain a scope of work so that we can advertise for bids and complete the repairs.

She mentioned that earlier this week we received a report of swarming termites at the Bluebonnet Regional Branch Library. Swarming season began around Mother's Day and will run to the end of the month. Swarming does not necessarily mean an infestation. This activity is not unusual at this time of year. The annual termite inspection will be conducted next month. We have had a contract in place for several years. If there is an infestation, treatment of the building will be performed.

Ms. Husband asked the Board if there were any questions, and there were none. Mr. Jacob thanked Ms. Husband for her report.

C. Miscellaneous Reports

Mr. Watts said he thought the storm drain project at the Baker Branch Library would be included in the Maintenance Report. He said he'd discuss it briefly. He noted that Ms. Husband worked hard to ensure that the project could proceed as scheduled last Saturday. BREC received a grant for painting the storm drains and the pavement around the drains. They felt the parking lot at the Baker Branch was a visible place for this project with The Walls Project. Many details needed to be accomplished in order for the painting to be done. DPW had to give permission for the drains to be painted while the Parish Attorney had to determine who would sign the contract. The drains include depictions of brightly painted turtles, alligators and other Louisiana themes. The reason for the project is to remind citizens of the purpose of the storm drains and that only water should go down these drains; and not trash or toxic substances. These substances can travel through the drainage system and end up in a waterway miles from the source. Literature was provided for the Library to distribute to patrons. He said the Library was happy to participate in this project.

Mr. Watts then said that the closing documents for the Outreach building at 3434 North Boulevard have been completed and filed. We have a temporary occupancy permit for the building, and we inspected the building with DPW on April 28th. He noted that he has requested an additional abatement analysis since the initial inspection reviewed only the areas with visible tile. A large section of the building has carpeting covering the original tile, and the inspector did

not include this in his initial estimates. Mr. Watts said he suspects that the tile in this area may need remediation also.

He then gave an update regarding an issue that is being addressed at the Main Library at Goodwood. Patrons using walkers and wheelchairs have reported problems at the inclines in the sidewalks leading from the handicapped parking spaces. Patrons have also complained about the cobblestone type of texture provided by the plaza pavers. The paver surfaces meet code and ADA requirements, but the mobility issues are a problem for many of our patrons. Mr. Watts said the architects have provided us with a statement clarifying that the plaza pavers meet ADA standards. However, he noted that he has asked the architects and DPW to find a design solution that will provide alternative smooth pathways for those depending on wheeled mobility devices.

Mr. Watts noted that we have had drainage issues in some of the bioswales, so these are being investigated. He also stated that we have a 2-year weeding and maintenance contract for the green roof and terrace. After a hiatus the service provider has begun working on these areas. We have also arranged for temporary grass cutting around the building. However, in the next few weeks we will be discussing with BREC how we may possibly share in grass cutting responsibilities.

Mr. Watts then mentioned that the City-Parish at the request of some Council members is reviewing how members of the various boards are selected. As part of this, the Library was required to make a brief presentation to a committee. Mr. Watts said we used materials which are posted on our web page under Library Board of Control. Links on this page list the "Responsibilities of Library Board of Control Members" and "Desirable Qualifications". He added that our presentation was well received and the committee was pleased that we knew what is needed from our Board members and that we had a good profile for those wishing to become Board members.

Mr. Watts asked if there were any questions. Ms. Wascom asked about the building projects and if we plan for the future when we design a building. Mr. Watts replied that we try to, but sometimes it is difficult to forecast what we will need in the future. He added that we plan for flexible spaces, furniture, and movable shelving units that are easy to change. He also cited providing sufficient outlets and channels for outlets as an example of those items that need careful attention. He then said in his experience with renovations or expansions during the last 20 years, there never seems to be enough capacity for data usage. Mr. Watts noted that flexibility and the ability to easily change a space are key factors in designing for the future.

Mr. Luther then said it is great that the Library has a contract for termite control. He asked about the Carver Branch Library roof. He said the building was opened in 2005 and it has a metal roof which surprised him. He wondered if we have any recourse since the repairs are estimated to cost \$168,000. Mr. Watts replied that he spoke to DPW and we are going to let the Parish Attorney investigate this. It appears that the problem is an installation issue and not the materials. Either the subcontractor who installed the roof may be out of business or the subcontractor was changed during the construction. Mr. Watts said it may be an installation pursuit, and any legal action may be costly and very involved without the prospect of a satisfactory outcome. He added that we have attempted repairs, but these have not been able to

solve the problems. We now want to correct the problem permanently. He noted that we have also had some window problems which in reality may have actually been caused by sheeting of water from the roof. Mr. Watts said we had problems in the courtyard, so it was re-graded toward the drains. The analysis of the roof showed very clearly where the damage is. Mr. Watts reported that his observation over the years is that roofing is always a problem and that this goes hand-in-hand with low bid buildings.

Mr. Jacob asked for additional comments, and there were none. He then asked for public comments. Mr. Berry said that over the last ten years at these Board meetings there have been many discussions about construction and building. Very little is discussed about service to the public. He said he wants to relay a problem he encountered this past week. He went to LASM to see two art exhibits. He was particularly interested in Emerson Bell who was a local artist who lived in Baton Rouge all of his life. In June of 2012 there was a presentation about him at the Eden Park Branch Library. Mr. Berry said he could not attend the presentation, so he went to the branch at a later date to see the materials. The staff would not allow him to see the materials and he did not pursue it further. He stated when he went to LASM this week, he saw that many pieces in the exhibit came from the Eden Park Branch Library collection. He said when a patron who is a taxpayer visits a library branch it's not just the building or functionality that's important. The service a person gets when visiting a library is very important. Mr. Berry asked that the problem at the Eden Park Branch be rectified so that people will get what they need.

There were no other comments, so Mr. Jacob read Item A under New Business.

VI. New Business

A. To Elect Officers for the Library Board of Control for 2015 – Mr. Jason Jacob

Mr. Jacob said the office of President is vacant and he asked for nominations. Ms. Wascom nominated Ms. Payton for President. Ms. Johnson seconded the motion. There were no other nominations and no further discussions. The Board then voted unanimously for Ms. Payton. Mr. Jacob turned the meeting over to Ms. Payton. She thanked the Board for their vote of confidence.

B. To Vote to Send Comments to City-Parish Administration Concerning Two Tax Abatement Proposals – Mr. Spencer Watts

Ms. Payton read Item B and asked Mr. Watts to open the discussion. He said the Board has before them two applicants (James and Ashley Fox-Smith for 758 St. Charles Street; and STR One, LLC for 601 Spanish Town Road) requesting tax abatements for the properties totaling \$833.29 each year for a span of five years in the amount of \$4,166.45. Mr. Leger made a motion that the Board takes no position on these applicants. The motion was seconded by Mr. Jacob. Ms. Payton asked if there was any further discussion. There being none she asked for public comments. There were none. The motion passed unanimously.

C. Library Overview of 2015 – Mr. Spencer Watts

Ms. Payton read Item C and asked Mr. Watts to make his report. Mr. Watts said this presentation is part of the evaluation process for the Library Director. It is intended to give some sense of the progress that the Library is making. It should generally be positive, but brief. Mr. Watts noted that when he looked over the evaluation documents and the objectives that were listed last November, he saw that we are achieving many of the goals we set. He added that some of the accomplishments were not achieved as quickly as he wished, but progress has been made. Sometimes new objectives arise for which we had not planned, but we address those also.

Mr. Watts said the Branch Assessment Study was one of the most important undertakings because it gave an overview of the capital needs at each of the 11 older branches along with the projected cost to make these spaces more dynamic and useful to our patrons now and in the future. We are using the results to plan for our future millage rate request by outlining what we would like to achieve at each branch over the next 10 to 15 years.

Mr. Watts noted that we have completed several other important objectives. These include the purchase of the Outreach Services building at 3434 North Boulevard; the design and beginning of the flooring projects for the Greenwell Springs Road Regional Branch and the Scotlandville Branch Libraries; the completion of design development for the new River Center Branch Library; and the full use of the patron parking lot at the Main Library. All of the collections have been moved and installed, the giant screen outside facing the plaza and the other technology components are working. He said it has been wonderful to receive some of the awards for the design of the Main Library. He added that the Outreach Services property will provide a good area in which to park our bookmobiles and to store the collections that we deliver to day care centers, preschools and senior centers. He also mentioned the completion of the design and construction documents for the renovation of the Teen Services Area at the Bluebonnet Regional Branch.

Mr. Watts then discussed the strategic planning process that has been undertaken. The staff has met with patrons at each library location. These meetings have been instructive. The staff changed the approach used in these meetings to a conversational one. Patrons are interested in what is planned for their branch and they are happy and impressed with the strategic plan. They have expressed their desire for the Library to continue to address literacy for children. They even mentioned such things as down lighting in which the outside lights shine down and not up. Mr. Watts also thanked the Board for their hard work in beginning and outlining the plan.

He then spoke about the Library tax renewal process. He said we created many pages and variations of projections to determine which millage rate would sufficiently fund the Library System. Mr. Watts complimented the Library Board and the staff for their excellent work with the projections. Our Library is almost entirely funded by a 10-year dedicated property tax. The money collected from this tax funds library operations including books and non-print material, technology, staff, maintenance and utilities, capital improvements and all other operations. He noted that when talking to people about the renewal the following point is extremely helpful in understanding the difference between 11.1 mills and 10.78 mills. The difference in homeowner's payments ranges from 80¢ to \$5.60 per year depending on the value of one's home. On a home

valued at \$250,000, the tax difference per year between 11.1 mills and 10.78 mills is \$5.60.

Mr. Watts then talked about the Library meeting rooms. He said the staff appreciated the Board allowing them to try out a variety of types of events for a year to determine the feasibility of changing the meeting room policy. Based on the information gathered during the year, the Library Board amended the policy to reflect the variety of spaces we now have for patrons to utilize. Mr. Watts thanked the Board for their support in this process. He also mentioned that it is wonderful that we not only have a large meeting room for 300 people, but we also have small rooms where a few patrons can meet. He noted as the school year is ending, these rooms are used even more. He recently observed 11 girls in the meeting room near the Career Center working together on a project using the floor, the white board and the table. They were happy to be able to use this space and they were working hard.

Mr. Watts then discussed the Library's Children's Services Department. He said they do a wonderful job working with young children in activities to promote literacy. The program, 1,000 Books before Kindergarten is off to a good start. We want to expand it and make it as robust as possible. This type of program drastically increases the child's vocabulary and is a springboard for a higher level of achievement and academic success. Our next goal is to develop a similar program for elementary school age students. Mr. Watts then noted that the VOLUMEN project is giving free access to students in the East Baton Rouge Parish School System to the online resources of the East Baton Rouge Parish Library. This is a great project and we want to expand it to include even more students who might otherwise not have these types of resources.

Mr. Watts said he wanted to mention the unsung behind the scenes automated systems and other technologies that enable us to provide library services that the public wants and needs. We have worked hard to purchase the systems we need. Often there are licensing and contract concerns that must be addressed by the Parish Attorney, and regulations required by the Purchasing Division before we can obtain the systems we need to provide better service to our patrons. He then said he wanted to mention the new blade servers and cascade servers. They are making a huge difference in strengthening our networks to operate efficiently and faster. We are in the first stage of virtualization. We are not virtualizing out to The Cloud because of the security and performance issues this could cause. Our virtualization is internal to our network. Eventually the desktops will be virtualized enabling us to get the benefits of a high density system. Our VSmart (Integrated Library System) upgrade will allow us to offer services we have not been able to offer such as online registration, card renewal, phone notifications and texts, credit/debit card payments, and remote service kiosks such as at the Baton Rouge Airport. We have wanted to offer the kiosks earlier, but we needed an upgraded system so that the experience would be quick and efficient.

Mr. Watts noted that we have been trying to be more proactive in our marketing and outreach. We are using a messaging system now to communicate and market to targeted groups. We first used this for our Maker Faire.

Mr. Watts said we are always trying to use new formats and offer new services such as the Lego Kits and the Arduino Kits and the new Braille and twin vision books. This device converts any book into Braille. Our audience for this service is small, but it is very important that we have this

for those who need it. We also have new collections in our Archives Department from Theatre Baton Rouge. We are finalizing negotiations to accept archives of the Foundation for Historical Louisiana. We are interested in obtaining information for our collections that reflects our past.

Mr. Watts said we are always adding to our digital library. We've already discussed the Stanford Briefings. We also have Sage which contains journal articles, BRCitykey 3.0, the Criterion Collection, and Lynda.com.

Mr. Watts then briefly responded to Mr. Berry's previous comments about Emerson Bell. We have just received several of his pieces which can be found in our Archives on the second floor of this building. We had an exhibit of his work at the branch library and now we own several of his pieces.

Mr. Watts said that we have made much progress. He asked if there were any questions. There were no questions, but Ms. Payton agreed that the Library has made a lot of progress in a few short months. She thanked Mr. Watts and the staff. There were no public comments.

The report is appended to these minutes.

VII. Old Business

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

Ms. Payton read Item A under Old Business. Mr. Watts reported that since last month's meeting, he has spoken to the Parish Attorney and the City-Parish Purchasing Department about using a broker to locate a site for a south branch Library. The Purchasing Department said the Library should have set criteria in order to be fair to all parties who wish to find a site for us. Mr. Watts added that the Parish Attorney said that all the Library is required to do is to announce we need a broker to find some property. There is no distinct process.

However, Mr. Watts noted that since we will be providing someone with an opportunity to receive a "thing of value", we should establish some type of objective selection process that is ethical and equitable. Towards that end, Mr. Watts said he devised an assessment chart which would enable the Board to objectively review and weigh the relative merits of the various brokers. He said this form includes sections on experience; skills and knowledge of their staff; communication abilities; ability to communicate with the Library staff and the Library Board; and the ability to interact in a public policy environment. This last criterion may be somewhat new to some of the brokers. However, some may have been involved in high profile transactions which have generated much public awareness. Mr. Watts noted that in our case, there will be a great deal of public interest, questions and opinions. The ability to scan the market and find suitable sites will also be very important. Also of great importance will be the skill to consolidate adjacent properties into a larger tract because there are not many large tracts in that area. We would also want the broker to be able to complete the work within our desired timeline, and have knowledge of the specific market in which we are interested.

Mr. Watts then added that it has been pointed out to him that we should be looking for a broker and not a realtor since we are looking for a commercial site. He told the Board that we should make this desire to find a broker known, and that we should use an assessment form similar to the one he provided for their review today. Mr. Watts added that the Board or a subcommittee of the Board should ask for proposals, review the qualifications of the brokers, interview the top four or five brokers, and pick one who will begin the search.

Ms. Payton asked if there are any comments from the Board. Ms. Wascom asked Mr. Watts when the notice will be announced that the Library is looking for a broker and what would the timeline be for submission of a proposal or résumé. Mr. Watts replied that it depends on how complicated the Board wants to make the process. He added we would probably want to give prospective brokers a couple of weeks to reply to the request. He noted that most brokers are skilled at submitting their qualifications. He said we will need to decide how we will broadcast the announcement; whether it would be electronically or by another method.

Ms. Johnson then said it appears that the Board needs to review the assessment chart, approve the criteria for selection, and devise some sort of solicitation method. Mr. Watts replied that the Library staff can be responsible for the request process. He added we will work with the City-Parish to ensure that we are approaching this correctly. The Board should decide on the assessment chart. He felt the selection process would take 3 to 4 weeks. Forming a subcommittee would probably be an appropriate way to expedite the selection process.

Mr. Leger asked Mr. Watts what the time frame would be for finding a site to which Mr. Watts replied that at last month's Board meeting 90 days for the assessment was agreed upon. He added that this is a good question. Mr. Leger asked if this is the standard amount of time allowed to which Mr. Watts said he did not know. But he did add that our search so far has not been accomplished in 90 days. He added that after 90 days we should evaluate. Possibly a broker might be trying to put some tracts together, but it can't be done at this time, or there may be nothing available at this time and we need to look at another approach. Mr. Leger said he felt there needs to be an end date. Mr. Watts replied that at 180 days we probably need to reconsider what we will do.

Mr. Luther asked Mr. Watts if we have had a shortage of brokers coming forward. Mr. Watts replied that some have talked about properties, but not in a formal search. He added that since this latest process began, he has received calls from 5 or 6 brokers. He noted that in the past some of the information we have been told has turned out to be a long shot, or at the periphery or just beyond the periphery of the service area. Mr. Luther then asked if this search is going to be focused only on a site for a south branch library or will it include finding a temporary site for the River Center Branch while the new building is being constructed.

He also asked if we are going to engage a broker every time we need a site. Mr. Watts answered this endeavor will only focus on finding a south branch library. Mr. Watts cited the property for Outreach Services on North Boulevard. He explained that the staff found the site ourselves. Of course, once we expressed an interest we worked with a broker who represented the seller. Mr. Watts noted that there is a market for property downtown as reflected in the high prices.

Ms. Wascom then asked Mr. Watts if under the criterion of Human Resources we would want the broker to have knowledge of the community, the neighborhood, and the surrounding businesses. She noted without this knowledge a broker could find property and think it would meet our needs. Then as we pursued it, we would discover that the neighbors or businesses near this property do not want a library near them. Mr. Watts agreed that type of knowledge would be helpful along with knowledge of traffic patterns and how patrons travel in that area. This would be encompassed in knowledge of specific market listed under experience. It is important that we fit into people's routines. If a library is in a route where people run errands, this is a good location for us.

Mr. Leger then said he would like to make a motion that the Board vote to adopt this assessment factors chart for rating brokers. Ms. Payton said she didn't think we could vote today because it is not listed as an action item on the agenda. We need to list it as an action item in order to take a vote. She said we can place it on the agenda for a vote at the June meeting.

Ms. Payton asked for public comments. Mr. Ricky Hill of Latter & Blum Real Estate along with Mr. J. René Roberts said they are interested in competing to assist the Library Board. Mr. Hill said the Board will be well served with a formal process to request proposals in order to choose a broker. Well defined goals and parameters will enable the broker to bring a site to the Board that they will want to purchase. Mr. Hill also said that Mr. Randy Boughton of Latter & Blum is also interested in assisting the Library. He added that he appreciates the Board setting up an open competition for brokers.

Ms. Payton asked for additional comments. Mr. Berry expressed his frustration with the number of years that have gone by as the Board has unsuccessfully attempted to build a south branch library. He said the residents of Southdowns are tired of being pushed around by public bodies. He also expressed displeasure with certain real estate brokers who try to purchase properties in his neighborhood. He said he won't tell the Board who they should choose to find a site for a branch, but he wanted the Board to know what has been going on in his neighborhood.

Ms. Payton thanked Mr. Berry and asked for any additional public comments. There were none. Ms. Payton said she would like to appoint a subcommittee so that we can get this process underway. She said she would ask three Board members to serve so that there will not be a quorum. She named Mr. Travis Woodard, Mr. Logan Leger and Mr. Donald Luther.

Ms. Payton asked if there were any additional comments by the Board. Ms. Johnson said we should add one more criterion to the assessment chart and that is References. Ms. Payton agreed.

B. Update on Briefings regarding Millage Rate for Library Tax Renewal Election – Mr. Spencer Watts

Ms. Payton read Item B and asked Mr. Watts to report. He said we had a millage rate briefing in Council Chambers on April 22th which was attended by seven members of the Metropolitan Council. They asked good questions and we also had a dialog with some of them. We also had a

briefing here at the Main Library for the Council on May 7th. Councilwoman Tara Wicker could not attend that day, but she sent her legislative aide. We had a good tour of the building and were able to show her some of the features we would like to have in our older branches. Mr. Watts added that we continue to answer questions that the Council members have, and provide the information they need.

Mr. Watts noted that Mr. Bardwell attended the April 22nd briefing and he explained why he and the majority of the Board elected to forward a request for the 11.1 millage rate. He spoke about the impact of the public speakers and cited examples. He made a plea for positioning the Library to be able to improve the branches and bring some of the important features of Main and the Fairwood Branch to our other facilities.

Mr. Watts stated that in his presentation he focused on some general points, including the 10 year nature of the tax and financing structure; the importance of having sufficient funding until the end of the 10 year period; the value of the pay-as-you-go approach for capital improvements; refinements to our revenues and expenditure plans for the projections; and the \$16.6 million in reduced expenditures from our base model.

Mr. Watts added that he focused next on the planned capital expenditures. We gave the Council members copies of the Branch Assessment Study. He said most of them brought the materials we had delivered to them a few days earlier to this meeting and they followed along as we spoke. He added that we talked about our aging facilities stressing that by 2025 we will have 10 buildings at 20 to 30 years old. This is a large number and the wear and tear on these buildings is evident because they do get used a great deal. He also said we stressed the need for equitable service across the parish, and the need to bring proven, high demand features to all branches in teen areas/rooms; and collaborative study spaces.

Mr. Watts said we explained that changes in technology and the ways in which citizens study and work create pressure for buildings that meet those needs - stressing the infrastructure needs in particular. He also said that the strategic investment of \$30 million or \$35 million is appropriate for assets currently valued at \$290 million to keep the assets we have current and fresh.

Mr. Watts mentioned that we have had the opportunity to talk to some outside groups. He spoke to the Executive Board of BRAC with about 35 in attendance. One of the questions they had was about the impact on businesses of the 11.1 millage rate compared to the 10.78 millage rate. It appears to be about 2.9%, so a business with a current library millage payment of \$500 would pay about \$14.50 more per year. Mr. Watts said he also spoke to the Federation of Greater Baton Rouge Civic Association.

He said there will be more discussions. The difference for most homeowners is relatively small. But some think any taxes are too high. We hear from the public who have varying opinions on the millage rate.

Ms. Payton asked if there were any comments from the Board. Mr. Leger asked when the Metropolitan Council would vote on the millage rate. Mr. Watts replied on May 27th. Ms.

Wascom asked isn't the 11.1 millage rate the same one we've had for the past 20 years. Mr. Watts agreed that this is the same rate we've had for the last two tax renewal elections. Ms. Payton asked if there were any other comments by the Board. There were none.

Ms. Payton asked for public comments. There were none.

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

VIII. Comments by the Library Board of Control

Mr. Leger said he is excited that the Library purchased the Arduino kits to circulate. He said this is powerful technology and is part of the maker movement. He is happy the Library is involved in the forefront of a whole new generation of makers. He is happy to be part of this. He added kudos to the staff. He said he is sure this has been a logistical nightmare to get this set up. Mr. Watts said the staff is excited and interested in the Arduino kits, too.

Ms. Payton again welcomed Mr. Luther and Ms. Wascom to the Library Board. She also said she wanted to recognize Mr. Stanford O. Bardwell, Jr., former Board member, who attended this meeting as an interested citizen.

There being no further comments, and with no further business, the meeting was adjourned at 5:40 p.m. on a motion by Mr. Leger, seconded by Mr. Jacob.

Ms. Kizzy A. Payton, President

Mr. Spencer Watts, Library Director



EAST BATON ROUGE PARISH

LIBRARY

Library Overview | Year To Date

2015

Branch Assessment Study

EAST BATON ROUGE PARISH **LIBRARY** BRANCH LIBRARY ASSESSMENT PLAN

Presented to the Library Board of Control at its regular monthly Board Meeting on February 19, 2015.

This study shows possibilities and
It is designed to help the Library c
for the future at various branches.

These are concepts only. Each pro

Learning from the Success Stories at the **MAIN LIBRARY & FAIRWOOD BRANCH**

Robust Technology New Kinds of Spaces

- Multi-Purpose Meeting Rooms
- Collaborative Spaces
- Dedicated Teen Areas

Usage is Up

- Visitor Gate Count & Circulation
- Programs & Meeting Room Use
- Computer Use & WiFi Use
- Reference & Information Use



Strategic Planning Process

Discover Unlimited Possibilities
@ your library



Millage Process

	11.1 Mils Property Tax per Year	Equivalent To	Or	10.78 Mils Property Tax per Year	Equivalent To	DIFFERENCE BETWEEN 11.1 and 10.78 PER YEAR
Home Valued at \$ 100,000	\$ 27.75	53 cents per week	<i>Less than the cost of one hard back book per year</i>	\$ 26.95	52 cents per week	\$ 0.80
Home Valued at \$ 125,000	\$ 55.50	\$ 1.07 per week	<i>Approximately two hard back books per year</i>	\$ 53.90	\$ 1.04 per week	\$1.60
Home Valued at \$ 150,000	\$ 83.25	\$ 1.60 per week	<i>Three books and a couple of cheeseburgers per year</i>	\$ 80.85	\$ 1.55 per week	\$ 2.40
Home Valued at \$ 165,900	\$ 100.90	\$ 1.94 per week	<i>Four bestselling novels per year OR one regular cup of coffee per week</i>	\$ 97.99	\$ 1.88 per week	\$ 2.91
Home Valued at \$ 175,000	\$ 111.00	\$ 2.13 per week	<i>Four books and a music CD per year</i>	\$ 107.80	\$ 2.07 per week	\$ 3.20
Home Valued at \$ 200,000	\$ 138.75	\$ 2.67 per week	<i>Five books and a pizza per year</i>	\$ 134.75	\$ 2.59 per week	\$ 4.00
Home Valued at \$ 225,000	\$ 166.50	\$ 3.20 per week	<i>3 packs of gum per month</i>	\$ 161.70	\$ 3.11 per week	\$ 4.80
Home Valued at \$ 250,000	\$ 194.25	\$ 3.74 per week	<i>One pizza a month</i>	\$ 188.65	\$ 3.63 per week	\$ 5.60

Meeting Room Policy



Children's Services

Have You Read to
Your Child Today?

1,000 Books
Before Kindergarten



Will Hillenbrand
Bear Reading to Friends



VOLUNTEERING OUR LIBRARY'S UNIVERSAL MATERIALS
FOR EDUCATIONAL NEEDS

ACCESS **THOUSANDS** OF ONLINE RESOURCES
FROM THE EAST BATON ROUGE PARISH
LIBRARY - **FOR FREE!**

- ▶ Did you know that the East Baton Rouge Parish Library has e-books, magazines, newspapers, music, videos and comics - **all available online?**
- ▶ **VOLUMEN** cards can be used just like a library card to access anything on the East Baton Rouge Parish Library website that requires a library card!
- ▶ **Ask your librarian** how you can start using all these resources today!



LSU Roger Hoodfield
Ogden Honors College

Behind the Scenes: Automated Systems & Other Technologies





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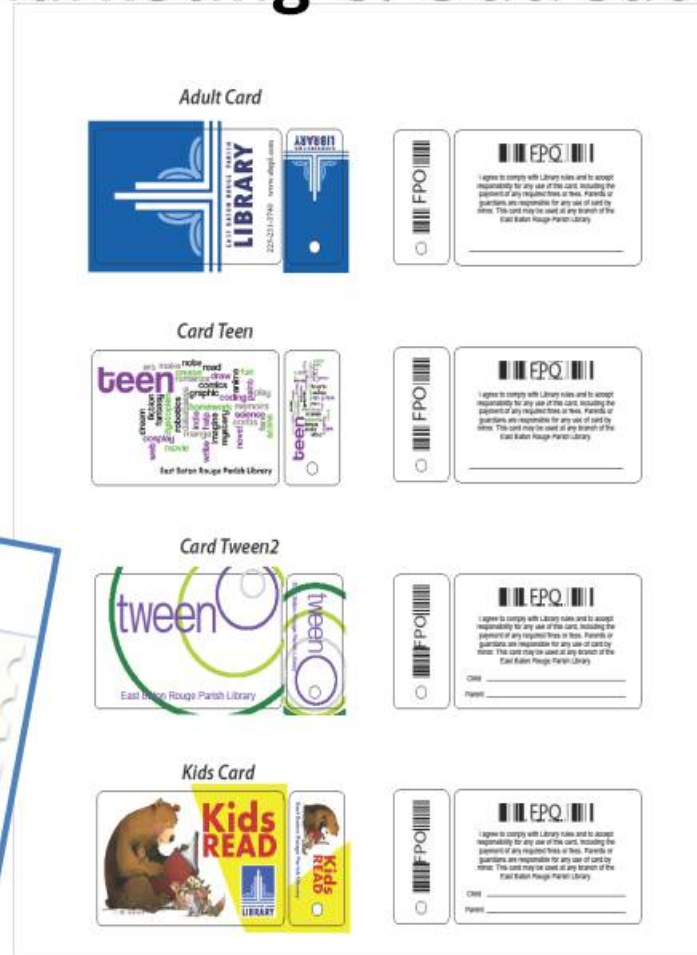


SOMETHING NEW!!!

Layar is an interactive app that makes print, geographic locations, and other media come to life. Layar uses augmented reality technology to connect users of print and digital media to related digital information and sources. Simply download the free app from your app provider and open to start exploring! Keep an eye out for the Layar logo in the library, with images in the Baton Rouge Digital Archive, and in the *The Source* for new ways to connect augment your reality!

Download the app, scan this article and start exploring the possibilities!

Behind the Scenes: Marketing & Outreach



New Formats and Collections



Lego Kits for programs in-house
Arduino Kits to circulate
Braille device for the Blind
Twin Vision Books in Braille & Print
Archives of Theatre Baton Rouge



New Collections: Digital Library

The screenshot shows the City Key website with a navigation bar at the top containing links for 'what's new', 'health dashboard', 'events', 'maps & data', and 'community'. Below the navigation bar is a red header with five icons representing different services: My Neighborhood, Health Dashboard, Events, Maps & Data, and Community. A map of the City Key area is displayed below the header, showing various sites and services. At the bottom, there is a section for 'Event Highlights' with a link to 'See full list of events by month...'.

The screenshot shows the Criterion Collection website. The top navigation bar includes 'Home', 'About', 'Rent', and 'Buy'. Below the navigation bar is a search bar and a list of featured directors. The featured directors section includes portraits and names of directors such as Ingmar Bergman, Juri Dzudovets, Federico Fellini, Akira Kurosawa, Rainer Werner Fassbinder, François Truffaut, Martin Scorsese, Jean Renoir, and Charles Chaplin. A sidebar on the left lists various film collections.

The screenshot shows the East Baton Rouge Parish Library website. The top navigation bar includes 'Home', 'About Us', 'Library Services', 'Info/Guides', 'The Digital Library', 'Kids', 'Teens', and 'Contact Us'. The main content area features a large banner for 'OverDrive Streaming Video' with the text 'Start watching great videos from the library... anytime, anywhere'. Below the banner are several sections for library services, including 'Main Library Construction Project', 'Around the Parish', and 'Library Maintenance Requests'. The footer contains information about the library's mission and contact details.

The screenshot shows the SAGE Journals website. The top navigation bar includes 'Home', 'Search', 'Browse', 'My Tools', and 'Information & Services'. The main content area features a search bar and a list of journals. The 'Search and Browse Journals by Discipline' section includes a list of disciplines such as Business, Education, Health Sciences, Humanities, Life Sciences, Medicine, Nursing, Psychology, Social Sciences, and The Arts. The 'News from SAGE' section includes a list of recent news items. The footer contains copyright information and contact details.