

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
DECEMBER 17, 2015
4:00 P.M.

PLEDGE OF ALLEGIANCE

I. ROLL CALL

II. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF NOVEMBER 19, 2015

III. AWARDS

A. PRESENTATION OF PLAQUE FOR AMERICA'S STAR LIBRARIES

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. OLD BUSINESS

A. UPDATE ON SEARCH FOR A SITE FOR A SOUTH BRANCH LIBRARY BY REAL ESTATE BROKER - 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

December 17, 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, December 17, 2015. Mr. Jason Jacob, Vice President of the Board, called the meeting to order at 4:02 p.m. Members of the Board present were Mr. Logan Leger, Mr. Donald Luther, Jr., Ms. Kathy Wascom, and Mr. Travis Woodard. Absent from the meeting were Ms. Kizzy Payton, President of the Board and Ms. Terrie Johnson, Board member. Also in attendance were Mr. Spencer Watts, Library Director; Ms. Patricia Husband, Assistant Library Director of Branch Services; Ms. Mary Stein, Assistant Library Director of Administration; Ms. Rhonda Pinsonat, Library Business Manager; Mr. Ronnie Pierce, Assistant Library Business Manager; Ms. Liz Zozulin, Executive Assistant to the Library Director; and Ms. Sonya Gordon, Library Public Relations Coordinator. Mr. Bryan Foreman, Library Network Technician I; Captain Blair Nicholson of the East Baton Rouge Parish Sheriff's Office; Mr. Frank Hillyard, videographer for Metro 21; and one member of the public also attended.

Mr. Jacob asked Mr. Travis Woodard to lead the Pledge of Allegiance to the Flag.

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

Mr. Jacob asked for the approval of the minutes of the regular Library Board meeting of November 19, 2015. Mr. Woodard made a motion to approve the minutes, seconded by Mr. Luther and approved unanimously.

III. Awards

A. Presentation of Plaque for America's Star Libraries

Mr. Jacob read Item A. Mr. Watts said he would like the members of the Board to come forward to accept the plaque. Ms. Gordon took a photo of the Board members receiving the plaque. Mr. Watts noted that we appreciate the honor of receiving this award. It signifies that the East Baton Rouge Parish Library is among the top 1% of libraries in the United States in terms of service to the public. *Library Journal* screened data from 7,633 libraries. For us to be one of the few systems that received this award speaks to the type of services we offer, and the support we get from our Library Board, from the Metropolitan Council, the Mayor, our community agencies, and our service population who want and need library services. Mr. Jacob commended all for this recognition.

IV. Reports by the Director

A. Financial Reports

Mr. 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 November 30, 2015 show operating expenditures are \$30,663,728.65 or 70.68% of the operating budget. Through November, we should have spent no more than 92% of the operating budget. Ms. Pinsonat reminded the Board that this total does not include several significant charges not yet recorded such as the election costs, retirement charges for elected officials, and year-end book bills.

Cash collections from Property Taxes for 2015 finished positively, as we are approximately \$1,175,000 and 3.04% ahead of the same twelve months in 2014.

Ms. Pinsonat asked if there were any questions about the financial statements. There being none, Item B was presented.

B. System Reports

Mr. Watts asked Ms. Stein to give the systems report. Ms. Stein gave the PowerPoint presentation *Around the Parish in 90 Seconds* which included the month of December 2015. She reminded the Board that the *Around the Parish* report is posted on the Library's website. Below are some of the highlights:

- The Uncommon Thread Wearable Art Show was held at the Main Library. The name of the show was *Epilogue* and was done in collaboration with Culture Candy.
- All of the art pieces which are wearable art were based on famous literature. Diverse and inventive substances were used to make the art.
- The winning piece was made of bicycle tubing shredded to make the outfit for the Wicked Witch of the West from *The Wizard of Oz*.
- Other pieces of art were made from maps, and photographs.
- The book, *The Giving Tree* was honored by a tree handing out apples from her branches to attendees.
- Ray Bradbury's *Fahrenheit 451* was featured with art representing flames burning paper.
- Included was a scavenger hunt among the book stacks for incentives hidden in books.
- 200 people purchased tickets to attend the show. We also had present the artists with their entourages and many Teen Services volunteers. This show attracted many people who had never been to the Main Library. They were impressed and stated they would come back to Main.

- *Attic Treasures and Collectables* was held on a rainy Saturday in November. The public brought paintings, jewelry, clocks, handmade artifacts made for farming, and even an art piece which was a leg and foot.
- Talking to those on line about their treasures was informative. We had excellent specialists who evaluated items with close to 300 people participating.
- As part of this program, companion databases and Infoguides were presented. Mr. Steven Holbrook, Librarian, demonstrated the *P4A Antiques* database. Ms. Melissa Eastin, Library Archivist, discussed preservation.
- The Library is full of students everywhere of all ages from high schools, college, nursing school, law school, and community colleges studying for exams.
- The Mayor's Youth Advisory Council meets at the Main Library on a regular basis.
- The Louisiana Arts and Science Museum's (LASM) Discovery Dome is back for the third year, touring Main and the branches. Domes of various sizes (depending on the dimensions of the room) are used to project a holiday based program of sounds and sights.
- Mrs. Claus and her holiday clowns visit every branch in December. Two buses of children came to enjoy the fun at the Main Library and the Pride-Chaneyville Branch Library.
- Our patrons have been giving back to the community through 2 activities, "Sock It to Me" and "Food for Fines". *Parents Magazine* asked the Library to participate in the "Sock It to Me" clothing drive. Children's Services collected 1,000 pairs of new socks for children with Academy Sports matching the donation with 900 pairs.
- Through "Food for Fines" patrons are donating food beyond paying for their fines. Some are bringing food even if they do not have fines or are asking if they can pay for someone else's fine.
- The Library introduced a new database for those involved in the maker movement. One can browse by category. There are videos and articles. In January the Small Engine Repair database will launch. Small watercraft, lawn mowers, motorcycles and wiring among other topics will be included.

Ms. Stein also mentioned that on the *OneClickdigital* site, the audio versions of *The Great Courses* series are available. We have offered these for years in our collection and now patrons can download these materials on a variety of subjects such as literature, political science, and pop culture to name a few. The courses are not only useful for homeschooling, but for life-long learning.

Ms. Stein noted that statistics for Library usage continue to increase. She asked if there were any questions. There were none.

Mr. Jacob thanked Ms. Stein. He asked for public comments. There being none, he read Item IV, A, and asked Mr. Watts to report.

V. Other Reports

A. River Center Branch Library

Mr. Watts discussed the River Center Branch project. He said that critical to getting the project started are several logistical issues that need to be resolved. A storage space has been chosen for the items that will be removed from the old building prior to demolition. A lease for a storage space of 15,000 square feet in Renaissance Park has been approved by the Metropolitan Council and has been signed by the Mayor.

Mr. Watts said the next step in the process is to select a mover to relocate the items in the River Center Branch. City-Parish Purchasing has issued a Request for Proposals. We have met with the vendors twice. It appears that there are vendors that have the necessary qualifications to conduct this complex move. There was a problem ensuring that the prospective vendors received notice of the request in a timely manner. Therefore, the deadline was extended to December 21st. Mr. Watts added that we believe there is still enough time to select a vendor and to get this item on the Metropolitan Council's agenda for an introduction and then an approval by the end of January.

The third issue is finding an alternate site for branch service while the new branch is constructed. It is important to have a high turnover, high utility collection, which will be less than half the size of the current collection at the River Center Branch. Mr. Watts also said that this is one of our branches with a high level of public pc and online service usage. So we need a space that can accommodate a sufficient number of computers (approximately 14 – 16).

He added that when the Library Board approved going forward with a substitute branch downtown, it was noted that rental space downtown is expensive. Space on the first floor of a building that features store front access is costly. Cheaper rentals can be found on upper floors of buildings or in properties that do not include utilities. But these are not suitable for the needs of our patrons. Mr. Watts mentioned that since we would need a short-term lease the rates will be higher.

He said some may suggest that we do not need to have a temporary branch open during construction. But he told the Board that typically a library that is closed for more than one year, can expect to lose 35-45% of its core user group, and it can take three to five years to recover after re-opening. Construction of the new branch will take between 24 – 36 months to complete. We do not want to abandon our patrons in that area who are dependent upon us.

Mr. Watts added that some may suggest we park the bookmobile downtown a couple of times per week. The capacity of the bookmobile is only 400 - 500 books which is not sufficient. But more importantly, the bookmobile is already committed to outreach services in the community.

He noted that we are dismayed about the timeline that DPW has proposed for this project. We had counted on the amount of time for demolition of the building to be between 45 – 60 days.

The proposed schedule is for 180 days. Mr. Watts said we know it's going to be a complicated demolition process with many concerns such as exercising care because of the location downtown. He added that we are discussing the timeline with DPW regarding ways we can compact the time on our end. He said he hopes he can present an updated projection at next month's meeting. He reminded the Board that the construction documents are ready, so once these other issues are addressed construction can begin.

Mr. Watts asked if there are any questions. Ms. Wascom said there are several festivals that will go on downtown in the spring. She asked how we would communicate with the Arts Council and the organizations that will be involved in these festivals to avoid the area under construction. Mr. Watts replied that there will be restrictions on our activities. He said, for example, on Earth Day which is on a weekend, construction work would not be occurring. The challenge of working downtown will be to coordinate with the other activities going on. This not only includes festivals, but other types of projects. We also know that we must limit the number of construction vehicles on St. Louis Street at the same time to avoid damaging the street. Considering other loading zones beside the one on the street must be addressed. Ms. Wascom said the festival planners just need to know about the construction because they may need to do their site planning a little differently. Mr. Watts replied that we will coordinate with the City. He said this is a very good question and we need to continue communicating throughout the construction process.

Mr. Woodard noted that the festival planners are required to coordinate with the DPW Traffic Engineering Department. The Library's construction contractor will also need to communicate with Traffic Engineering. DPW will know about the library construction and will communicate with the festival organizers. Mr. Watts added that this process will be written into the contract. Through this process hopefully none of us will surprise the other.

Mr. Jacob asked when the demolition of the building would occur; would it be done during the day when people are in the vicinity, or on the weekend or at night? Mr. Watts answered that it will not be done like the demolition of the old Main Library in which a bulldozer and bobcat knocked down the walls. Mr. Watts referred the question to Mr. Woodard. Mr. Woodard said because there is limited space for the demolition, the contractors doing the work will proceed in a very controlled process piece by piece. They are highly trained and are accustomed to working in a downtown setting. He added that the suggested timeline of 180 days does not surprise him. To complete the demolition in 45 – 60 days would be acceptable if it did not matter where the debris fell. The demolition will occur during the day because the cost to demolish at night or on weekends would be prohibitive. Mr. Woodard added that they will put up dust barriers and other safety measures will be taken to ensure that people and buildings near the site are not impacted. All of this will be required of the contractor. He added that this process is fairly well accepted downtown because there is quite a bit of construction going on in that area. Mr. Jacob thanked Mr. Woodard.

Mr. Jacob asked if there were any more Board comments. There being none, he read Item B and asked Ms. Husband to report.

B. Maintenance Report and Additional Capital Projects

Ms. Husband gave an update on the major maintenance projects. She reported that we have received the results of the additional moisture testing at the Greenwell Springs Road Regional and the Scotlandville Branch Libraries. She stated that we are moving forward with the moisture remediation at the Scotlandville Branch Library, and are awaiting an update from the flooring vendor on the status of the installation at the Greenwell Springs Road Regional Branch.

Ms. Husband then discussed the renovation project at the Bluebonnet Regional Branch Library. As of last week we received additional furniture for the new teen area. The “clouds” have been installed at the entry, and new doors have been installed at the entrance to the teen area. Most of the shelving has been installed, and the end panels should be delivered by the end of January. Some of the office furniture was delivered and installed this week with some additional furniture scheduled to arrive over the next couple of weeks.

Ms. Husband added that work on Phase 2 of this project has begun. The contractor has completed demolition on the Circulation workroom. During the demolition, they discovered a pipe which is part of the sprinkler system coming up from the slab. It cannot be moved without some difficulty, so they are shifting the entrance to the workroom by one foot to adjust for this. The contractors have begun installing sheetrock in the workroom; and, we are coordinating the installation of data lines with the Library’s IT staff.

In the new teen area there are a few punch list items that are being addressed. The architects and the contractor are working on a solution for lowering one of the sprinkler heads because of the placement of the acrylic “clouds”. Some additional emergency lights are needed, so they are rewiring the overhead lights so that they also function as emergency lights. One more strobe light will need to be installed on the north side of the teen area. Ms. Husband noted that we anticipate moving into the new teen area over the next week or so which will facilitate the demolition of the old teen area. She said she has been coordinating the move with the architects, the contractor, and the Library’s IT and Facilities Management staffs. We are trying to minimize the amount of time that the teens will not have access to Teen Services.

Once the old teen area is empty, the contractor can demolish part of that area to create a new entrance to Children’s Services.

Ms. Husband also reported on the Carver Branch roof project. DPW Architectural Services has scheduled a pre-bid meeting on December 22nd. The fencing project at the Baker Branch Library is almost complete. The installation of the controls for the Scotlandville Energy Management Controls project should begin in January. In the meantime the contractor is setting up electrical services which will be needed to complete this work. DPW Architectural Services has scheduled a pre-bid meeting for the Zachary Energy Management Controls project. The bid has been awarded for the chiller replacement at the Carver Branch. We are awaiting a signed contract.

Ms. Husband also reported that DPW Architectural Services expects the remediation project at 3434 North Boulevard to be completed sometime this week. Once the remediation is complete, we will paint the interior, install new flooring, and install new toilets.

Ms. Husband then explained that the Greenwell Springs Road Regional Branch Library roof replacement project was in the previous year's budget and we started planning work on this project earlier this year. It was sent to bid within the last few weeks and the bid results are due today. The roof is 18 years old and some low level damage has started to appear. We are pleased that action is being taken so that minor damage does not become more significant.

Ms. Husband asked if there were any questions. There were none.

Mr. Jacob asked for public comments on the reports. There being none, Mr. Jacob moved on to Item C.

He read Item C and asked Mr. Watts to report.

C. Miscellaneous Reports

Mr. Watts reported that we have officially received a paver replacement plan for the plaza at the Main Library. We want to make a smooth path from the parking lot up to the front door. This plan has been sent on to DPW Architectural Services for their review. They also have the bioswale improvement plan. Mr. Tim Bankston, Library Facilities Manager, and his staff have done some mitigation on the bioswales including making some trenches into the bioswales so that the water can drain into them more easily. During the last couple of modest rainfalls, the bioswales have performed better. Mr. Watts added that we are investigating a contract for a parking lot sweeper service to monthly remove leaves and debris that accumulate in the parking lot.

He added that the LEED kiosk at the Main Library is now operational. It is located in the lobby area near the entrance to Teen Services. It provides useful information about the new Main Library. The kiosk has a feature that can be activated to give information about energy consumption in the Main Library, but this needs to be linked to our vendor's system. The kiosk screen provides information about the various energy saving features of the building, and grounds. He noted that a weather forecast for each day is available.

Mr. Watts reported that the outdoor LED screen on the wall of the large meeting room was working well for a while, but we had experienced some new problems. The vendor and the contractor returned yesterday and determined that a cable needed replacing. Once that repair was completed, the screen was operating again.

Mr. Watts told the Board that over the next several weeks we are replacing all of our multifunctional devices (MFD's) with new ones. The new machines that have been installed are working well. This new contract will lower costs for the Library.

Mr. Watts then said that we are finalizing a 30-day library card expiration notice and hope to begin sending that notice to patrons very shortly. This is a good service which will minimize situations in which a patron at home cannot access the online services of the Library because of

an expired card. This notice will hopefully remind patrons to renew their cards so that they can access our site even when the Library is closed.

Mr. Jacob asked if there were any questions. He also asked for comments by the public. There were none, so Mr. Jacob read Item VI, A under Old Business.

VI. Old Business

A. Update on Search for a Site for a South Branch Library by Real Estate Broker – Mr. Spencer Watts

Mr. Watts said that the real estate broker Sperry Van Ness has met with the Library staff twice. They brought us a number of sites that we have already considered, so we knew what the issues were with those sites. The brokers also brought us sites that were promising, but need further investigation. Mr. Watts noted that Sperry Van Ness found about a dozen possibilities. Some of these sites are small parcels which would require purchasing adjacent properties from several owners in order to have enough land to construct a branch library. He also noted that some sites are either not being actively marketed, or have never been marketed.

Mr. Watts told the Board that the brokers are in a delicate stage of the process. Some land owners may be surprised that someone would be interested in purchasing their property. So we feel that it would not be appropriate at this time to discuss the details of the search. He did say that many of the possibilities are on the Highland or Perkins Road corridors.

Over the next three to four weeks we should have more data that would enable us to provide the Board with a list at the next Board meeting. Mr. Watts told the Board that he has some data from Sperry Van Ness that they can review with him. He does not think it would be wise to discuss properties now at a public meeting before the property owners have been contacted. He also noted that he would rather not have a situation in which a property owner is interested, but upon further investigation in the community, the nearby residents are opposed to having a public library near their home. That situation makes for negative feelings toward the Library which we would like to avoid.

Mr. Watts added that our working relationship with the brokers is good. They are very knowledgeable and energetic. Mr. Jacob said he is looking forward to seeing the sites that are identified. Mr. Watts told the Board that he could make arrangements for any Board member to see the sites if they wish. Mr. Jacob asked if some of the properties were ones we reviewed previously to which Mr. Watts replied yes.

Mr. Jacob asked for comments from the Board. There being none, he asked for public comments. There were none, so he read Item VII.

VII. Comments by the Library Board of Control

Mr. Jacob asked for comments. Mr. Woodard said this was his last Board meeting and his farewell address. He said as he sits at the Board table three years after his appointment, he reflects back on where the Library system has gone in the last three years. It's amazing how much has been done and how much progress has been made. Mr. Woodard said he thinks back to the hiring of Mr. Watts as the Library Director, opening the Fairwood Branch Library, opening the new Main Library, and moving ahead with the River Center Branch project to the point where we are getting ready to accept construction bids. All of this alone would be enough for a generation to accomplish and the Library has done this in just a few short years. It is impressive. When you look at our statistics, year after year we have increased our numbers. For example, our ebook collection has increased by 20% over the last year. Mr. Woodard added that it is incredible to think about what that means and what it will look like 10 or 20 years down the road.

He said as he came in as a new Board member, he really did not know the Library. He said he was ignorant to say the least. But he added that he can happily leave as an ambassador for the Library. The staff and the Administration are just incredible. The Board has been a pleasure to work with. He said he has a much better understanding and appreciation than he did before about what the Library does for our community on a day to day basis. He said thank you for allowing him to serve.

Mr. Jacob said he would like to say that it has been a pleasure serving with Mr. Woodard. He noted that they were appointed about the same time. He added he has learned a lot about the construction world from listening to Mr. Woodard. His comments have been very valuable in helping us to move forward on many of these projects. Mr. Jacob said Mr. Woodard would be missed, and he thanked him for his service.

Mr. Leger then said he also wanted to thank Mr. Woodard. He said Mr. Woodard encouraged him to consider the Library when he was looking for an opportunity to serve. It's been a very positive experience. Mr. Leger added he has enjoyed serving on the Board with Mr. Woodard and looks forward to other opportunities when they can work together again.

Mr. Leger said he also wanted to comment on the "Food for Fines" program. He said it is one of his favorite Library projects. He added that he is glad to see it back again this year. There is such positive acceptance by the community, and it results in a donation to the Food Bank. It is awesome.

There being no further comments, Mr. Woodard made a motion to adjourn, seconded by Mr. Leger. The meeting was adjourned at 4:49 p.m. by unanimous vote.

Ms. Kizzy A. Payton, President

Mr. Spencer Watts, Library Director