

REVISED 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
JULY 16, 2015
4:00 P.M.

- I. ROLL CALL
- II. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JUNE 18, 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. VOTE TO ADOPT PROPOSED 2016 LIBRARY BUDGET
 - B. VOTE TO AMEND THE LIBRARY RULES OF BEHAVIOR FOR PATRONS TO INCLUDE A LIMITED RESTRICTION ON BEVERAGES AND FOOD IN LIBRARY FACILITIES
 - C. VOTE TO SEND COMMENTS TO CITY-PARISH ADMINISTRATION CONCERNING ONE TAX ABATEMENT PROPOSAL - MR. SPENCER WATTS
- VI. OLD BUSINESS
 - A. UPDATE ON SELECTING A BROKER TO SEARCH FOR A SITE FOR A SOUTH BRANCH LIBRARY – MR. SPENCER WATTS AND AD HOC COMMITTEE
- 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

July 16, 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, July 16 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 Ms. Terrie Johnson, Mr. Logan Leger, Mr. Donald Luther, Jr., Ms. Kizzy Payton, Ms. Kathy Wascom, and 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; Ms. Liz Zozulin, Executive Assistant to the Library Director; and Mr. Brian Thornhill, Library LAN Administrator. Absent from the meeting was Mr. Ronnie Pierce, Assistant Library Business Manager; and Ms. Sonya Gordon, Library Public Relations Coordinator. Captain Blair Nicholson of the East Baton Rouge Parish Sheriff's Office; Mr. Dirk Graeser, videographer for Metro 21; Ms. Olivia McClure, reporter with *The Advocate*, and two members of the community also attended.

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

Ms. Jacob then asked for the approval of the minutes of the regular Library Board meeting of June 18, 2015. Mr. Woodward made a motion to approve the minutes, seconded by Mr. Luther and approved unanimously.

III. 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 June 30, 2015 show operating expenditures of \$16,645,575.88 or 38.36% of the operating budget. Through June, we should have spent no more than 50% of the operating budget.

Cash Collections from Property Taxes for 2015 remain strong as we are approximately \$1,000,000 and 2.59% ahead of the same six months in 2014. Once interest earnings from the first two quarters are posted, this increase should grow slightly larger.

Ms. Pinsonat asked if there were any questions about the financial statements. Mr. Woodard asked Ms. Pinsonat if we would continue to spend below the projected amount each month. Ms. Pinsonat said no and explained that there are many charges that are not posted until the last quarter of the year. She said she believes we will catch up with the projected expenses. Mr.

Woodard asked if to say we are 25% below the projected expenses would be grossly inaccurate. Ms. Pinsonat replied yes.

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 July 2015. Below are some of the highlights:

- On July 5th a program, *Confidently Yours*, was held at the Main Library. This well-attended event featured Mayor Holden, the President of the Miss Universe Corporation and some contestants from the Miss USA Pageant.
- Miss USA 2014, Nia Sanchez, helped introduce Sprocket, the new mascot for the Library's 2015 Mini Maker-Faire®.
- The theme of the Summer Reading Program is heroes. Children came dressed up as heroes and had photos taken with real life heroes. They met police officers, the mounted police and the K-9 working dogs.
- Teenagers formed the Library Justice League and participated in obstacle course competitions at the Scotlandville Branch Library.
- The highest attended summer reading program ever for the Delmont Gardens Branch Library occurred with 122 participants who came to meet local police officers.
- At the Scotlandville Branch children enjoyed the music of a Cajun fiddler and enjoyed playing a dulcimer. *Playmakers* did a skit about Sir Isaac Newton.
- *Facebook* and other social media are an important avenue for marketing the Library. Families are posting their children's experiences. One post shows a child's first visit to the Library, and another post is a proud child who finished his reading log and turned it in for his prize.
- Teens were working on robotics, snap circuits, stop animation, and makey makey projects at the Main Library and the branches; a fun way to present STEM and STEAM technology.
- We have introduced 40 Days of Programming at the Main Library Teen Services Department. Materials are set up for teens to stop by and use in a variety of ways such as Claymation. In the first 2 weeks 600 teens enjoyed the activities.
- Glen "Big Baby" Davis arrived at the Carver Branch Library on July 15th to dedicate a new reading zone in the branch. The children enjoy listening to Big Baby read a story and discuss reading with them.

- The National Endowment for the Humanities has chosen our Library to feature a video discussion series, *Created Equal: America's Civil Rights Struggle*. Videos are provided for viewing and discussing.
- The *Created Equal* program will be held on Thursday evenings at the Main Library with the viewing of *Abolitionists, Slavery by another Name, The Loving Story* and *Freedom Riders*.
- Harper Lee's new book, *Go Set a Watchman* is available through the Library in a variety of formats; hard copies, ebooks, audiobooks, and large print. In August we will show the movie version of *To Kill a Mockingbird* and will also have a read-a-thon of the book.
- We posted our display of *Go Set a Watchman* and Head Line News picked it up and posted it. We are working in multiple channels including *Instagram, Pinterest, Facebook and Twitter* to relay information about our resources.
- On Friday, August 7th at 7:00 p.m. at the Main Library, an *Authors after Hours* event will be held featuring Rick Bragg. His book, *Jerry Lee Lewis His Own Story* will be discussed. On Tuesday, August 11th, local author Michael H. Rubin will discuss his book, *The Cottoncrest Curse*.
- We are recruiting for Makers for the Baton Rouge Mini Maker-Faire[®] to be held at the Main Library on Sept, 26th. We already have a good number of makers signed up. Depending how many wish to display, we may need to locate some makers into the parking lot.

Ms. Stein then said she wanted show the Board something that the public has asked about for several years. She said many patrons forget to bring a flash drive to save the work they have produced on patron computers. Now patrons will be able to purchase a 2 gigabyte flash drive at Circulation at a cost of \$4.00. Ms. Stein pointed out that these devices are branded with the Library's logo. Offering these devices to patrons will provide good customer service. Mr. Watts noted that we don't allow patrons to save work on patron computers because of capacity issues and security concerns, but we do want to help patrons by providing the tools they need. The use of a flash drive makes the work portable.

Ms. Payton and Ms. Johnson arrived at 4:15 p.m.

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 progress is being made on the construction document review, but not at the pace the staff had hoped for due to a wide array of problems with sorting out questions that have been raised. He added that the staff including Ms. Husband who has coordinated this review, Ms. Stein, the Library's IT staff, the Library's

Facilities staff, and he produced a thirty page list of questions and observations about the construction floor plans. This list contains many clarification issues. It ranges from simple items such as labelling, to the composition of the base for the exterior pavers. One of the staff's concerns was the limited data and electrical access in many areas. Mr. Watts noted that insufficient power access is a major problem in a building especially one meant to showcase a variety of technology. We also want to anticipate what the future technology needs may require and include those in the construction documents. He added that the Library IT staff has been diligent in raising appropriate concerns and questions to consider. This review is assisting us in assuring that we will have the required infrastructure for our patron's needs. Mr. Watts then said that a meeting has been scheduled with the electrical engineer for Monday, July 20th to discuss these concerns.

Mr. Watts said we noticed a variety of items such as the monitors being mounted recessed in the walls. For ease of maintenance and future flexibility, we have requested that this mounting be on the exterior surface of the wall. He noted that over time the size of monitors may change making a mounting in the wall a problem.

Mr. Watts explained that the staff has also produced a nine page list of specification concerns. We have noticed that at times there are no, or incomplete specifications in the spec list, but then there are partial specifications in the notes or descriptions on the floor plans. Some specs need to be changed such as indicating eight foot long foot lamps or fixtures. We do not want lamps or tubes of that length. He added the specifications do not clarify the lamp size or ballasts or even specify the type. The architects have stated that a large number of lights are LED lights, but none are listed in the specifications. He added that both of the documents the staff created were sent to the architects.

Over the last couple of months we have received a variety of finish samples. It has been difficult to reconcile the interwoven finish schedules in some areas. We've found some pattern misprints which have now been corrected. Mr. Watts said we have felt we need a color board for each major area. In response, Ms. Angela Hyatt, the architect from Schwartz Silver will meet with us next week for a finish schedule review.

He reported that the staff has worked hard on the construction document review. Since there were so many issues to clarify, the schedule for the project is now in need of revision. We met at DPW last Thursday and the schedule for this project will need to be determined by City-Parish Architectural Services. Some of the electrical and data questions may be complex and will have an impact on the schedules.

Mr. Watts told the Board that DPW has asked us to vacate the River Center Branch prior to their issuing a Notice to Proceed. They have requested this accelerated departure schedule so that remediation can take place. He added that it will take some weeks to find a temporary location for a small public services operation, and also to locate a storage facility to house the bulk of the collection, and furnishings we will use in the new building. Mr. Watts said he hopes we can discuss some proposals with the Board at next month's Board meeting. He noted that we have heard rumors about staging areas, but we do not have any concrete information on possible

staging areas. We had hoped that the Public Defenders parking lot might be available, but that does not appear to be an option.

Mr. Watts then asked Ms. Husband to report on maintenance and capital improvements.

B. Maintenance Report and Additional Capital Projects

Ms. Husband gave an update on the major maintenance projects. She said the exterior lighting project is complete and the approval for the final acceptance on this project will go before the Metropolitan Council next week.

In regard to the Greenwell Springs Road Regional and the Scotlandville Branch Libraries flooring projects, we met with DPW Architectural Services and the contractor on July 14th for a pre-construction meeting. DPW issued a Notice to Proceed yesterday. The installation should begin around the first week of September. The flooring at the Greenwell Springs Road Regional will be installed first, followed by the Scotlandville Branch. The job is estimated to take about 30 to 45 days at each branch. The contractor will work nights so as not to impede patron service, although there will be days when computers will not be available or when patrons will have limited access to certain areas of the library.

In regard to the Bluebonnet Regional Branch Library renovation project, the contractor has been cutting trenches for power and data. They are ready to start installing plumbing. We've added a sink in what will be the teen workroom. The insulation, walls and ceiling tiles have been removed.

We met with the architect and the interior designer Monday afternoon to make our final finish selections and to review the furniture budget. In addition, we have a few changes as follows:

- We will need to move the door to the maker room. The original location of the door has a supporting beam, which was discovered during demolition.
- We will need to replace some grates. Originally, the contractor was going to clean and refurbish the existing grates, but they started breaking during the cleaning process, so we will need to replace them.

The furniture bid came in under budget and we will be ordering the furniture package as soon as Architectural Services and Purchasing prepare the documentation. We are also ordering some items off existing contracts, which will save us money.

Ms. Husband noted that one can view the updated photos of the construction project by clicking on our Library Capital Improvements link on the Library's homepage, and then choosing Bluebonnet Regional Branch Library Documents.

She then discussed some upcoming projects. She said we have a design contract that is going before the Metropolitan Council on July 22nd for professional services in connection with the

Carver Branch Library Roof Restoration. The projected cost for the design fee is \$19,409.00. Ms. Husband added that the estimated cost for the roofing replacement is \$181,589 which includes the architect's fees.

She noted that we have received bids for replacing the fence at the Baker Branch Library. The low bid was \$12,800. This is less than was budgeted in the 2015 budget. We are in the process of moving forward with this project.

Ms. Husband asked the Board if there were any questions. Mr. Luther asked when the Carver roof replacement project is going to the Metropolitan Council for approval to which Ms. Husband replied July 22nd.

Ms. Payton commended Ms. Husband and her staff for re-upholstering some of the furniture at the Carver Branch Library. Mr. Watts noted that library furniture is expensive and if we can re-upholster worn pieces they can continue to be used for a long time. Ms. Payton noted that the Board had just discussed refurbishing worn items and she appreciated that this was done at the Carver Branch.

C. Miscellaneous Reports

Mr. Watts gave an update on the Main Library. He reported that we recently had a couple of power outages during thunderstorms. The generator came on, but then it cut off. We had a problem with the interfacing between a quick succession of multiple power interruptions and the generator's cut off time. Mr. Tim Bankston, Library Facilities Manager, believes the solution is to set the generator for a minimum time period of about 15 minutes of uninterrupted use whenever a switch is made.

Mr. Watts also said we encountered problems with the elevators. When we first moved into the Main Library we had an issue with the elevators. Recently two elevators were out for about a week. The City-Parish elevator maintenance service provider believes there is an issue between the battery back-ups and the generator. They are trying to re-route so that the batteries will not activate first if there is a power outage. This should prevent damage to the elevator equipment which is expensive and not readily available for replacement.

Mr. Watts said we have been informed of a problem with the vendor who installed the large outside screen facing the plaza and the electronic sign at the entrance to the Library's parking lot. The vendor has not paid the manufacturer of these items because of a dispute. The Library should be held harmless because we have paid for the equipment, and the Parish Attorney is working on this dispute representing the Library. The manufacturer has said they will not provide us with maintenance. However, the vendor is doing that. Mr. Watts said we are hoping this will be resolved soon, and so far we have had no adverse effects from this dispute.

Mr. Watts added that there have been some complaints about the parking lot at the Main Library. Based on staff's observations about driver behavior we need to conduct a post occupancy review of the parking lot. We did not receive all of the signage we ordered, but sometimes it is just busy

in the lot. We will investigate what additional measures can be taken with permanent signage. At times patrons try to enter the lot from the exits. This causes issues with cars trying to exit and for cars trying to enter there because they are not designed to be entrances.

Ms. Payton asked if there have been any accidents. Ms. Stein said there was one, but the driver was texting. Mr. Watts added that in the old Main parking lot we had about a dozen accidents during the time he was Director. He also said people are complaining that drivers are going too fast in the new lot. He said his experience is that they go too slowly.

Mr. Watts reported that concrete has been poured for the extensions to the BREC Theatre parking lot with another pour scheduled for tonight at 1:00 a.m. BREC has also installed new storm drain retention boxes which required extensive trenching along a large portion of the western end of the south walk. There is a low area at the entrance to the service yard which retains an inch or two of water after a storm. This is a staff entrance so hopefully this will alleviate some of the problem with the pooling.

We have had a couple of people complain about the old, broken AT&T termination poles and equipment boxes in the right-of-way in front of the Main Library. We cannot touch these because they are not our equipment nor are they on our property. We have asked AT&T several times to remove them, but we will renew our efforts again. Initially we were told these were part of the telecom network running down Goodwood Boulevard. They said they would need to plan for a time to do this work so as not to interrupt power to the businesses along Goodwood.

Mr. Watts said we still have questions for our architects about the bioswales in the Main parking lot. They cannot be tested now because the weather has been very dry lately. We also had a window shatter on the second floor about 8:15 a.m. The contractor thought a bird or a projectile hit the window. However, no dead birds or evidence of one were found. When the glass shattered a sharp cracking sound was heard. The staff's observations led us to conclude that the cause was not a bird or a projectile.

Mr. Watts also announced that Ricoh and the City-Parish could not come to an agreement regarding the terms of a contract to continue to provide the Library with courier and copier (MFD's) services. Ricoh had been the only company to bid on the initial contract which combined copying services and courier services. Ricoh's courier service will end on July 31, 2015. The Library has a large volume of about 1,000 items per day being shipped between the branches every day. If we were without service for 4-5 days, the backlog would be huge. Ricoh has agreed to continue to provide copier services until new bids can be solicited and awarded. The Library is pursuing a temporary courier service to begin August 1st to meet this critical need.

Mr. Watts reported on the Outreach Services building at 3434 North Boulevard. DPW was able to get the City-Parish asbestos abatement specialist to conduct a complete survey of the building. As was expected, asbestos was found in additional areas. Because additional areas will need abatement, the cost has slightly more than doubled from the original estimate. The projected cost is now \$48,000. This figure is well within the projected amount we allowed for renovating and upgrading this facility. We will proceed with the abatement of the entire building. Encapsulating some of the areas can be an option, but that just means we will need remediation

in the future. We would rather do the entire remediation at one time since the building is empty and unoccupied.

Mr. Watts then stated that President Obama announced the *ConnectHome* initiative yesterday. Twenty-seven cities have been chosen to participate in the initial phase of the project including Baton Rouge. Cox Communications has agreed to provide broad-band internet access to low-income families with children at a reduced cost. Local libraries are an important contributor to this program. Through our databases and programs we provide the resources to promote digital literacy. Mr. Watts stated that this morning we attended a kick-off meeting for this program in Baton Rouge sponsored by the Department of Housing and Urban Development (HUD). This program brings together the private sector and the federal and local governments to partner together to meet the needs of families for internet access. Our Library has a wonderful record of providing electronic resources and content along with training capabilities, and a knowledgeable staff. We are well suited and situated to meet this need in the community.

Mr. Watts said that we spent time yesterday morning with Glen “Big Baby” Davis. He said it always amazes him at how well Mr. Davis interacts with the children. The children just love him so much. The staff at the Carver Branch Library reported that children have already been flocking to use the reading center provided by Mr. Davis’ foundation working in conjunction with partner donors.

Mr. Watts asked if there were any questions. Ms. Wascom asked if the Library receives any funding with the *ConnectHome* project. Mr. Watts replied that at this point we do not know the details. The American Library Association (ALA) is charged with assessing library capabilities. HUD has told us there will be several meetings to establish procedures for the program. The program leaders are concerned about content availability and we already have strong content. Mr. Watts added that he does not see this program as a cost to us because we are already providing content. This program is providing a pathway to get these resources.

Ms. Wascom asked about the possibility of staff having to expand these services to provide for day cares and community centers. Mr. Watts noted that we already do a lot of that. So it would be difficult to separately calculate the cost and time for the *ConnectHome* project in conjunction with services we already provide.

Ms. Johnson said that the announcement of this initiative shows that the Library is prepared and has the skill set to meet this need. Mr. Watts noted that we work with our customers to teach them how to use their devices. Not many libraries are doing that. Vendors ask about our high e-book circulation statistics. Part of the reason for this is that we educate our patrons on how to download these resources to their devices. We are battle tested and ready to work with this program.

With no further Board comments, Ms. Payton asked for patron comments.

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

V. New Business

A. Vote to Adopt Proposed 2016 Library Budget

Ms. Payton noted that last week we had a budget work session in which we reviewed the proposed 2016 Library budget and asked the staff questions. Ms. Pinsonat and her staff did a wonderful job producing the binder of financial details of the budget for the Board. Ms. Payton asked the Board if there were any additional questions or information before the vote is taken. There were none.

She asked for a motion for approval. Mr. Jacob made a motion that the Board approves the proposed 2016 Library budget. Mr. Woodard seconded the motion. Ms. Payton asked if there were any public comments. There were none. She asked if there was any further discussion by the Board. Ms. Johnson said the staff did a good job in their presentation to the Board. They should be commended for all the work that went into that effort. Ms. Payton agreed. Mr. Luther said he also agreed that the staff did a good job. He said the only additional comment he could make is that he is not a big fan of the library downtown. A vote was then taken and the motion passed unanimously. Ms. Payton said the proposed 2016 Library budget will now be submitted to the City. The Metropolitan Council will vote on the City's budget for next year at their December meeting. Mr. Watts noted that the Council can call for a Budget hearing for selected departments prior to the meeting when they vote to adopt the budget.

B. Vote to Amend the Library Rules of Behavior for Patrons to Include a Limited Restriction on Beverages and Food in Library Facilities

Ms. Payton read Item B under New Business. She then asked Mr. Watts to present this topic to the Board. Mr. Watts reported that when we moved into this new Main Library, we noted that in similar buildings across the country other library systems were allowing patrons to bring in beverages and food. We knew that BREC was going to build a café across the plaza from our library. However, they have not yet found a vendor to run the café, but they feel they are making progress toward that goal.

He noted that in the 1990's bookstores added features taken from libraries to make their stores more appealing and customer-friendly. In addition, bookstores added cafés and allowed food and drinks which the public liked. Patrons now want beverages and light food at their libraries especially in areas with casual seating.

When we opened the new Main Library we allowed that. Earlier this year we allowed food and drinks in the branches after our experience at Main was so positive, and to assess how it would work elsewhere. Mr. Watts said our experience here has been similar to other libraries around the country. There are a few areas where food and drinks are restricted such as around computers, keyboards, printers, and expensive IT equipment. We've had a few instances where people test the limits as with any rule. One evening plate dinners were brought in so we asked these patrons to take this food outside. We have also limited foods that are fragrant or aromatic. Light foods such as crackers, snacks, small sandwiches and cookies are acceptable.

Recently someone pointed out to us that our rules of behavior still exclude food and drink in the library. So we would like to amend the rules to say that limited types and amounts of food and beverages are allowed within certain areas of library buildings. Light snacks and easily contained or wrapped foods for individual consumption are permissible such as cookies, crackers, biscuits, and small sandwiches as are most beverages, except those with alcohol content or red dye. Generally these may be consumed within many public service areas, but not near computers, keyboards, or other equipment, nor on top of low standing book stacks or display cases. The consumption of food and beverages should be done without creating an undue clean-up problem and without creating any substantial distraction for other patrons. Foods that are aromatic or have odors that may cause problems for other library patrons are not permitted. Spills or clean-up problems should be reported promptly to staff so that stains can be avoided.

Mr. Watts added that we are giving the staff discretion regarding what is acceptable. We may create a list or brochure with guidelines to assist with enforcement. He concluded his comments saying this outlines the main concerns we'd like to address regarding food and beverages in the library.

Ms. Payton asked for comments from the Board members. Ms. Johnson asked if there is signage on where food and drink are not allowed. Mr. Watts replied that we do not want to proliferate the placing of signs all over the building. Ms. Stein added that there are two signs posted by the patron computers that state "Enjoy food and drinks away from this area", and another that states why. Ms. Husband added that we have not put any signage advertising this change in our food and drink policy in the branches.

She added she has not received many reports of people bringing food or drinks near the computers. So now when the occasional patron comes in with a drink we are not asking them to leave the building. Ms. Husband said we can post the same type of signs in the branches as are posted at Main. Mr. Watts said eating and drinking in the buildings is very sparse. We do not want to promote ourselves as a snack place. However, many people have told us they like to go into a quiet study room and enjoy a beverage or snack while they work. Ms. Stein added that when we conducted surveys about what patrons wanted in the new Main Library the #1 request besides a quiet room, was to be allowed to consume beverages in the building. Mr. Watts repeated that the bookstore atmosphere is very appealing to the public.

Ms. Payton then asked if the *Rules of Behavior for Patrons* policy would be rewritten to include this change. She noted that she does not see anything specific about this change in the policy. She pointed out that on page 2 of the policy it states what specifically cannot be brought into the library. Mr. Watts replied that this rule would be rewritten in the policy to reflect the change. Ms. Payton said that this is what she is pointing out; that the policy included in the Board packets does not contain the proposed change. She added that the Board does not have a draft of the proposed change in the policy. Ms. Stein replied to Ms. Payton that we have not provided a sample of the proposed wording to which Ms. Payton agreed. She said she wants to see the new language and what it will imply before the Board votes on this change. Mr. Watts said he thought the agenda item provided the Board with the wording. Ms. Payton said the Board received that, but for the patrons including those who are present at this meeting, they do not

have a document with that language. So they are not able to comment specifically on that change.

Ms. Wascom said the wording “covered drinks” is not specified in the change. She wondered if uncovered drinks are a problem. Ms. Stein replied that we haven’t specified that. Ms. Wascom also said she does not want the library staff to need to take on the role of the “library police” in this matter because the staff already has enough to do. We don’t really know at this point if this change is going to be a problem. Ms. Wascom said she would like a trial period of six to nine months to determine how this change is working. She added that we have had a pilot program at Main as limited drinks and food have been allowed. There are always people who want to cross the line, so staff will need to enforce the policy. Staff will need to have a clear understanding of what is allowable. She knows food and drinks are allowed in many libraries across the country, but she would like to have an update in six to nine months about how this change is working in our Library system.

Ms. Johnson asked how long patrons have been allowed to have food and drinks in the library. Ms. Stein replied since the first day the new Main Library opened. Mr. Watts added for a year and a half. Ms. Husband said she spoke to the branch managers earlier this year about allowing snacks and drinks in the buildings and relaxing the rules. She said patrons were coming to Main where this was allowed, but not allowed at the branches. Patrons wanted the same policy in the branches. Ms. Husband added that she e-mailed the branches outlining the change using language very similar to Mr. Watts’ outline of the change in policy. She said since that change in February, she has had one complaint. She added that there was another comment about teens in one of the branches. The issue was a patron not understanding what constituted a light snack.

Ms. Wascom noted that unlike Main, most of the branches do not have areas outside with tables and chairs where patrons can eat. Ms. Husband replied that many of the branches have courtyards where patrons can go. She added that this was her suggestion for those who come in with food that is not considered a snack. Some branches have a park nearby.

Ms. Payton asked if there were any other comments from the Board. There were none, so she asked for public comments.

Mr. Jim George, a member of the public, spoke. He thanked the Board for the beautiful new Main Library. He said he particularly enjoys the quiet reading room on the second floor. He said it meant so much to him to tour this new building and find this living room which is too appealing. He said the chairs in that room are almost too comfortable. Mr. George added that he wanted to thank Ms. Husband for the courteous and very professional response to his complaint. He added that he may be the person that Mr. Watts spoke about earlier.

He said he was an eye witness to something regarding eating in the library. Mr. George said he knows he is from another generation, but he cannot understand why we must have food in the library. He stated that the rule was written in 2009 which is only six years ago. He wondered what had changed in the library since then. He said he knows the world has really changed based on recent Supreme Court rulings. He asked has the world changed so much in five years that the Board needs to change two prohibitions in the rules about eating. Mr. George wondered

who the Board is accommodating by this new rule. He added that he was raised at a time when if you made a sound in the library you received a tap on the shoulder from the staff. Now the library is a community center. We want to make it even more of a community center by allowing patrons to bring in food and drink. Mr. George said he does not understand this.

He said his eyewitness report was relayed to the Board in an e-mail. He said when he saw a group of young people eating a fried chicken dinner in the library, he could not believe it. He went to two staff members to complain. Their response was that there was nothing they could do about that because they were told not to enforce the rule about no food in the library. Mr. George noted that these staff members told him they hoped he would write to the Board to try to get this new policy changed.

He also asked about a public health issue when food is brought into the building. Ms. Payton replied that she thought that would apply if we were selling the food. Mr. George said if there are fried chicken crumbs, French fries and coleslaw in the building that could cause a problem. He also asked about the grease from such a meal on the books.

He said he is dead against this change. He also said he guessed the Board would not vote on this change today because the public has had no notice of this change of that rule. Ms. Payton said she agreed that the public has not received notice of what the change would be. She added that when she looked through the Board packet she did not see a statement of how we would like to amend the policy. Ms. Payton asked Mr. George if he is finished with his comments.

Mr. George replied that in the policy the Library does not permit snakes, scooters, shopping carts in the buildings, but you are going to permit fried chicken. He added that he is a lawyer and he represents people. Today he is here representing his generation that is appalled at the very idea of permitting this in his public library. He said he would be glad to answer any questions from the Board. Ms. Payton thanked Mr. George for his comments.

Ms. Payton then said the Board members knew what the change of policy would be. She said Mr. Watts and the staff are asking for allowing light refreshments. She said Mr. George witnessing eating a full course fried chicken dinner at a branch is not the norm or something that should be allowed. We want to address this and make the rules a little more finite so that people understand what is allowed such as water, coffee, or crackers. Since we don't know now who will provide food at the BREC café when it opens, we will need to specify how we will accommodate that change when it occurs.

Ms. Payton asked the other Board members to comment. Mr. Luther said sandwiches were mentioned. He asked Mr. Watts where we will draw the line. Mr. Watts replied that we had a better resolution when a family came in with plate dinners. We asked them to go outside to eat. A bucket of chicken would not be permissible. It can be difficult at times to draw the line. Ninety percent of the time people bring in cookies, or a sausage biscuit and coffee. We are not frequently having a lot of food in the library. Beverages are the major item brought in. We would not want someone to spread out food family style on one of the tables. Teens are the ones that think a light snack is four or five pounds of food. These are the occurrences where the staff needs to intervene. Mr. Watts said this is when a brochure with some guidelines would be

helpful. We don't want a rule that is too long. He pointed out that a flaky pastry can be worse than a small sandwich. After a year and a half of this change here at Main, we have only had two or three problems. He added sometimes patrons bring in food like chicken, but that has always happened even before the change in the rules.

Mr. Leger said the rule as written would make it very clear about what is allowed. He added that the Library is very collaborative and patrons expect to be able to sit in open areas with a beverage or power bar. He said since this change has been in force here for a year and a half and at the branches for eight months, he has a lot of confidence in this change. Mr. Leger did say however, that the agenda item states we are voting on a change. So he feels the change should be written into the policy for distribution before the Board votes. Therefore, he made a motion that the Board defers voting on this item today, and that the staff provides the revised policy statement for the Board's review.

Ms. Payton said we have a motion to defer this item until next month. She asked if there were any other comments. Ms. Johnson said based on the public comment, we need to be sure there is a consistent message at every branch. The staff needs to know that a light snack is permitted, and that the heavier meals are not. All the staff needs to be trained. Ms. Johnson said she agreed that they should defer this item for a vote.

Mr. Woodard said he understands the intent of why we are deferring it. But he noted that we very clearly stated in the agenda item to the public that we intended to vote on a policy change. We are referring to a one or two sentence change. In the past we've made much more substantial changes without circulating those changes in advance of the Board meeting. Mr. Woodard said he has no objection to voting on this item today rather than waiting until next month.

Ms. Johnson then asked based on the fact that Mr. Watts has written out what we are changing, is this sufficient to take the vote today. Ms. Payton replied that in her opinion, it is not sufficient, but she will defer to her fellow Board members. She again said we usually circulate the change when it comes to policy changes and we let the public know about it before the vote.

Ms. Wascom said she would like to see it deferred until the next meeting so that the actual language can be distributed as per the open meetings procedure. It is only one more month of deferral.

Ms. Payton said there has been a motion made to defer. She asked Mr. Woodard if he is making a substitute motion. He said no; he was expressing why we could vote today. Ms. Payton said we have a motion and a second to defer. She asked for a vote. Mr. Jacob, Ms. Johnson, Mr. Leger, Mr. Luther, Ms. Payton, and Ms. Wascom voted in favor; Mr. Woodard opposed. The motion to defer passed.

C. Vote to Send Comments to City-Parish Administration Concerning One Tax Abatement Proposal – Mr. Spencer Watts

Ms. Payton read Item C and said we received this request a few days ago. Historically the Board

usually votes to send no comments or take any actions regarding these abatement requests. Mr. Jacob said we usually make no comments. Ms. Payton asked if there were any other comments from the Board. Mr. Woodard said that since this is a procedural requirement and a State law and that the Board's comments would have no bearing on the decision making process, he made a motion that the Board takes no position on this abatement request. The motion was seconded by Mr. Leger. Ms. Payton asked for any public comments. There were none. The motion passed unanimously.

VI. Old Business

A. Update on Selecting a Broker to Search for a Site for a South Branch Library – Mr. Spencer Watts and Ad Hoc Committee

Ms. Payton read Item A under Old Business. 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 Qualifications (RFQ). Mr. Watts said that City-Parish Purchasing assisted the Library staff in writing the RFQ. He had sent Purchasing the list of the ten brokers who had expressed an interest previously in submitting a proposal for this selection process. He has been informed today that some of the brokers have not received a notice from the City. Mr. Watts said that after this Board meeting, he will e-mail every broker on our list to be sure that each has been contacted by the City about the RFQ.

Once the results are known, the Board committee will review the submissions and pick finalists from which the entire Board will select a final candidate.

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

VII. Comments by the Library Board of Control

Mr. Leger said he received some unprompted feedback from the public. He noted that he tries to represent the Library wherever he goes. He said he is more involved with the younger more "techy" patrons. This demographic at times does not get to interact with the Library, or be aware of the great resources the library offers. He added he was particularly happy to see that the database, *Treehouse*, was again available for our patrons. Mr. Leger said that one of the patrons that he respects said he is particularly happy with the direction that the Library is taking to attempt to be more technologically friendly. Mr. Leger added that he who is also techy is also pleased with the direction the Library is taking. He said he wanted to thank the staff for their continued efforts.

Mr. Luther said he had asked if we could begin each Board meeting with the Pledge of Allegiance. He again expressed that interest. He said if at least we could put it for a vote, he would appreciate it. Ms. Payton apologized for omitting the Pledge on the agenda which we discussed last month. She added that Mr. Luther had also spoken to other Board members. Mr.

Watts also apologized for omitting the Pledge. Ms. Payton said the Board will begin each Board meeting with the Pledge.

Ms. Wascom said that the *Rules of Behavior for Patrons* policy has other items besides the food that need to be addressed. She noted that the rule about only four people at a table and excessive socializing needs to also be considered. Mr. Watts replied that we were saving those items for another meeting because those weren't on the agenda. He added that he felt since we are taking a very legalistic approach in an unprecedented way, treating the rule change like it is an ordinance we could put all the items that need revision up for consideration in one document. Ms. Payton said she didn't think they were looking at this as if it were an ordinance. She added that we are handling our business appropriately and she is sorry Mr. Watts feels this way. She emphasized this is how the Board is going to proceed. She added considering this, she asked Ms. Stein to also look at the item Ms. Wascom mentioned. Ms. Wascom asked that her items be bundled in the agenda item.

Ms. Payton asked if there were any other comments. There being no further comments, Mr. Leger made a motion to adjourn, seconded by Mr. Luther. A member of the public raised his hand to make a comment. Ms. Payton asked him if it was on an agenda item to which he said no. Ms. Payton explained that our public comment policy only allows for comments by the public on agenda items. He apologized and said he wasn't aware of that rule. Ms. Payton said he could speak to her after the meeting was adjourned. He said he would speak to her.

Ms. Payton said it has been moved that we adjourn, so she asked for a vote. The meeting was adjourned at 5:30 p.m. by unanimous vote.

Ms. Kizzy A. Payton, President

Mr. Spencer Watts, Library Director