

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
JULY 21, 2016
4:00 P.M.

PLEDGE OF ALLEGIANCE

I. ROLL CALL

II. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JUNE 16, 2016

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 2017 LIBRARY BUDGET

VI. OLD BUSINESS

- A. UPDATE ON DUE DILIGENCE REGARDING QUAIL DRIVE SITE FOR A SOUTH BRANCH LIBRARY AND VOTE TO PROCEED WITH PRELIMINARY PROCESSES TO ASSESS AND SUPPORT POSSIBLE ACQUISITION – 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

July 21, 2016

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 21, 2016. Ms. Kizzy Payton, President of the Board called the meeting to order at 4:04 p.m. Members of the Board present were Mrs. Martha Guarisco, Mr. Logan Leger, Mr. Donald Luther, Jr., and Ms. Kathy Wascom. Mr. Jason Jacob, and Ms. Terrie Johnson were absent for the meeting. Also in attendance were Mr. Spencer Watts, Library Director; Ms. Mary Stein, Assistant Library Director of Administration; Ms. Patricia Husband, Assistant Library Director of Branch Services; Ms. Rhonda Pinsonat, Library Business Manager;. Ms. Liz Zozulin, Executive Assistant to the Library Director attended via FaceTime®. Mr. Bryan Foreman, and Mr. Michael Smith, both Library Network Technicians I; Captain Blair Nicholson, of the East Baton Rouge Parish Sheriff's Office; and Mr. Frank Hillyard, videographer for Metro 21 also attended. Mr. Ronnie Pierce, Assistant Library Business Manager; and Ms. Sonya Gordon, Library Public Relations Coordinator were absent from the meeting.

Ms. Payton then asked for a moment of silence for the victims of the recent tragedies in our great City. She thanked all for the moment of reflection.

Ms. Payton asked Ms. Guarisco to lead the Pledge of Allegiance to the Flag.

Ms. Payton asked Ms. Pinsonat to take the roll which she did.

Ms. Payton asked for the approval of the minutes of the regular Library Board meeting of June 16, 2016. Mr. Leger made a motion to approve the minutes, seconded by Mr. Luther and approved unanimously.

III. Reports by the Director

A. Financial Reports

Ms. Payton asked Mr. Watts to present the reports. Mr. Watts asked Ms. Pinsonat to make the financial report. Ms. Pinsonat said that the Statement of Revenues, Expenditures, and Encumbrances through June 30, 2016 show operating expenditures are \$17,171,570.45 or 38.84% of the operating budget. Through June we should have spent no more than 50% of the operating budget.

Cash collections from Property Taxes for 2016 continued their steady performance, as we are approximately \$867,000 and 2.19% ahead of the same 7 month period last year.

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

B. System Reports

Mr. Watts asked Ms. Stein to give the systems report. Ms. Stein then gave the system reports. The following are highlights of the *Around the Parish* report:

- On July 7, 2016 staff moved out of the River Center Branch Library and into the temporary location at the historic Kress Building, located at 447 Third Street, downtown.
 - The iconic Kress Building is easily recognizable because of its history. When we open this temporary location, we will display some of the photos that capture the history here in Baton Rouge.
 - A mini-collection of popular browsing and reference materials have been shelved. The patron computers are in place, and ready to be connected. Children's Services is set up for our young patrons.
 - Mr. Andrew Tadman, Library Coordinator for Reference and Computer Services, represented Louisiana and traveled to Washington D.C. to attend the National Day of Making held at the White House.
 - Mr. Tadman was invited because of our Library's involvement in HUD's Connect Home project and in the Urban Libraries Council. He was one of 49 speakers on a panel as part of the National Maker Faire®.
 - *Star Wars Universe* and teen author, Claudia Gray visited the Library on Monday, July 18th. She was well received and was an enjoyable speaker.
 - Last week the Library hosted the Mayor's Summer Youth program which employs young people throughout the parish for the summer. Ms. Kia Bickham from the Mayor's Office helped wrap up this year's successful program.
 - Teens enjoyed the New Orleans Video Access Center (NOVAC) Film Camp. NOVAC has teamed with our Library to enable teens to produce movie trailers for books.
 - The premier of these films made by teens in the parish will be held at the Main Library in two weeks.
 - Teens are giving back through the Math Buds program. Under the direction of a librarian, the teens are paired with children to help build confidence and critical thinking by playing games.
 - Teens re-enacted the child's game *Hungry, Hungry Hippos*. Ms. Claire Delaune, our Media Correspondent used *Facebook Live* to broadcast this event.
- Playmakers of Baton Rouge have been performing at the Library since the early 1980's. This summer they are presenting Rudyard Kipling's *Just So Stories* to our young patrons.

- Children love the Baton Rouge Police K-9 Officers' presentation with their working dogs. We appreciate Our City Police and the Sheriff's Deputies for their programs and their work.
- At the Bluebonnet Regional Branch Library an EBR Parish Sheriff's Deputy while she was walking through the stacks, stopped to read a book to two children. This image has been reported on social media.
- The Caver Branch Cubs Book Club is another community partnership program that has returned this summer because parents have requested it again. Fifth year education majors from LSU working with their professors, provide one-on-one individualized reading assistance.
- In Children's Services Pete the Cat is part of this summer's Check Meowt program. For each book read the child earns a button. One of the children made a poster of Pete and used her buttons to decorate the cat.
- As the Summer Reading Program for 2016 draws to an end, end of program parties are going on at each branch with lots of games, activities and treats.
- The Legal Genealogist, Judy G. Russell, will give 3 separate lectures at the Main Library on Saturday, July 23rd from 10:00 am – 3:00 pm. Our Special Collections Genealogist worked to make this much sought after presentation possible.
- The presentation topics will cover rekindling family history through DNA; separate, but unequal slave laws; and rogues, rascals and rapsallions.
- Bob Rogers will present "A Buffalo Soldier's Story: Lt. Flipper's Trial" at the Eden Park Branch and the Main Library on Wednesday, July 27th. Lt. Flipper was unjustly court martialed. Bob Rogers re-enacts the trial.
- At the Jones Creek Regional Branch Library on July 30th, authors Audrey Hobbs and Harmony Hayworth (Polite Mayhem[©]) will discuss their books.
- The 6th Annual Multicultural Festival will be held at the Greenwell Springs Road Regional Branch Library on Saturday, July 30th from 11:00 am – 4:00 pm. Baton Rouge artist Randell Henry, vocal and instrumental performances, dance, crafts and a variety of foods from various cultures will be part of this year's multicultural festival.

Ms. Stein asked if there were any questions. Ms. Payton asked where the legal genealogist is from. Ms. Stein said she thought Ms. Russell is from Ohio.

Ms. Payton asked if there were any other questions from the Board. There being none, she read Item IV, A, and asked Mr. Watts to report.

IV. Other Reports

A. River Center Branch Library

Mr. Watts discussed the River Center Branch project. The staff are pleased with our efforts to meet the critical deadlines necessary to keep this project on schedule. We were officially out of the building by July 8th. Our movers, The Quality Group and our staff did an excellent job of relocating our collections, shelves and furniture.

In regard to the temporary branch location in the Kress Building, we have the space almost completely set up for patron use. The critical service necessary to open the branch is the completion of work by Cox Communications for internet and phone service. Mr. Watts said that Cox understands the importance of this connection for the Library and has made this a priority on their schedule. We are anticipating the connections by Cox to be completed by tomorrow afternoon. Then the Library IT staff will be able to connect this facility to our network. We hope to open the branch one day next week.

Mr. Watts noted that the surplus sale went well, but not every item was sold. However, our moving contract did include moving any surplus items that did not sell, so our movers relocated those for us.

One issue that is being addressed in the temporary branch is that there is some unstained flooring in the back of the building that did not get completed because of an accidental omission in the owner's agreement with the contractor. As we moved into the building we determined it was not too unsightly. We considered area rugs to cover this floor, but decided against that because of a possible trip hazard. We are investigating a way to dress up that area. There are also a couple of lighting issues in one of the rooms which will be corrected.

Mr. Watts noted that he and Ms. Husband visited the branch yesterday. There are fourteen patron computers for adults and four computers for youth. We also have a good collection of popular high turnover books for patron checkout. We are pleased with the resources we will provide our patrons in this temporary branch.

In regard to the old River Center Branch building, the good news is that the remediation of the facility was completed in only two days as opposed to the allotted timeline of two weeks. Because of this the pre-construction meeting has been moved up to August 4th. The Notice to Proceed remains as scheduled for August 15th which is also the date that the construction fence around the site should start to be erected. Demolition work should begin that day or in the next few days following the 15th. The revised schedule now indicates that the demolition will be completed by early October. It is possible that we may see some visible construction by the end of 2016. The long term schedule for completion of the project is late summer or early fall of 2018.

Mr. Watts concluded his remarks on the River Center Branch and asked if there were any questions. Ms. Wascom asked if the temporary location is open for patrons. Mr. Watts replied

that the temporary location will open as soon as the telecommunications work is complete and the Library's network is connected.

Ms. Payton asked if there were any additional questions. There being no questions, Ms. Payton then read Item B.

B. Maintenance Report and Additional Capital Projects

Ms. Husband gave the maintenance report. She said that she is happy to report that the Scotlandville Branch flooring project is finished. A couple of warranty issues need to be addressed, but essentially the work is done.

The Panelite installation at the Bluebonnet Regional Branch Library is complete. The whisper wall and flooring have also been installed in that area. The whisper walls provides sound damping from Children's services. The architect has submitted a punch list for this area. Once the punch list is finished this area will be completed. Ms. Husband noted that signage has also been installed. Patrons are using the study rooms and meeting rooms.

She also noted that as a result of the renovation of Teen Services, programming statistics for Teen Services has increased dramatically. Last year there were 37 attendees for programming in June, whereas this year there were 157 attendees. This is a case of we built it, and they came.

Ms. Husband reported that the Zachary Energy Management Controls project is about 95% complete. She noted that in regard to the Outreach Services facility at 3434 North Boulevard, the Outreach staff are now moving into the building. The shelves are being installed, and the staff are very pleased to have a suitable space for their work.

DPW Architectural Services is now finalizing the bidding arrangements for the Exterior Lighting Project Phase III for the Baker, Delmont Gardens, Eden Park, Scotlandville and Zachary Branch Libraries. Advertisements for the project appeared in *The Advocate* on July 15th. The ads will also be published on July 22nd and July 29th. The pre-bid meeting is scheduled for Tuesday, July 26th at 10:00 a.m. at the Eden Park Branch Library. The bid opening is tentatively scheduled for Tuesday, August 9th at 2:00 p.m.

Ms. Husband then reported that DPW Architectural Services is now finalizing the bidding arrangements for the Exterior Restoration Project for the Carver, Central, Delmont Gardens, Eden Park Greenwell Springs Road Regional, Scotlandville and Zachary Branch Libraries. A pre-bid meeting was held at the Carver Branch Library on July 12th. The bid opening occurred on July 19th. The results of the bid opening will be announced shortly.

The specifications for the flooring projects for the Pride-Chaneyville, and the Central Branch meeting rooms, and also a portion of the Outreach Services building is now being reviewed by the City-Parish Purchasing Department.

Ms. Husband asked if there were any questions. There being none, Ms. Payton read Item C and asked Mr. Watts to report.

C. Miscellaneous Reports

Mr. Watts announced that the Main Library paver replacement project has been re-bid again. He noted that the Library staff were able to speak with the City-Parish Purchasing Department staff issuing the bid. He said he believes that this bid package will have the necessary details and specifications to attract qualified contractors resulting in competitive bids. Bids are due on Tuesday, August 2nd.

Mr. Watts said the biggest challenge once the project is started will be to address the amount of time required to work on the front entrance into the building. The work for this area is projected to take two days and the entrance will therefore be blocked. The best plan to accommodate patron's entry into the building is to reroute traffic through the side entry door of the large meeting room, located at the northern section of the plaza. Utilization of the meeting room is a challenge, however, due to the heavy booking schedule for this space.

He noted that this change will make a considerable difference for our patrons who are less mobile, and who need to use devices such as walkers. It will also help those who come to the building with wheeled carts. This renovation will not solve all of the issues, especially if one is entering from the other side of the building. He did say that many of the concerns will be addressed and make entrance into the building easier and safer.

Mr. Watts noted that the City-Parish Purchasing Department decided that the bidders for the RFID project had failed to be fully responsive in the area of UL certification. The Library staff reviewed the specifications and have clarified and refined them. We also made adjustments and introduced greater flexibility in several other areas. Hopefully, this will enable the bidders to better respond to the requirements for this project. He added that yesterday two bidders came for the pre-bid meeting. The Request for Quotations (RFQ) was issued on July 6th with questions due on July 25th. The submittal date for bids is August 4th.

Mr. Watts noted that Outreach Services has begun their move to the Outreach Building on North Boulevard. They are deliriously happy to be moving to their new facility. All of their materials and vehicles will now be located in one place. He said the move should be completed in five to six days.

Mr. Watts then said City-Parish Architectural Services has issued public notices for the renovation of the Greenwell Springs Regional Branch and the Jones Creek Regional Branch Libraries. A Statement of Qualifications from potential architects will be due on August 4th. Unfortunately, the City-Parish Architectural Selection Committee who will choose the firm they feel is most qualified for the projects will meet on August 18th at 5:00 p.m. which is the day of the August Board meeting. The Library has an opportunity to speak about our needs prior to the selection of the architect, so it is important that an Administrator of the Library be present. Mr. Watts suggested that he attend this committee meeting and that Ms. Stein attend the Board

meeting in lieu of him. Ms. Payton agreed and said Ms. Stein would certainly be capable of making the reports that Mr. Watts usually handles. The Board members were in agreement.

Mr. Watts noted that the social workers have been well received by our staff and patrons. They are working twelve hours per week in our pilot program. They have worked in three branches and the feedback is that it is helpful, useful and appreciated. Mr. Watts said he believes this program will be a success and that in the upcoming year we will implement a more extensive schedule of hours and rotate the social workers to our other branches because we have patrons at every branch who need assistance.

Mr. Watts noted that he was not able to attend the annual American Library Association (ALA) Conference this year because of scheduling conflicts. However, he participated in a webinar about ALA technology trends. A nationally known panel of experts talked about technology in libraries. He noted that these experts agreed on the importance of responsive design, rather than being limited by Library applications. They talked about open source solutions, and how the industry is moving toward that, the concept of virtual desktops, and the importance of helping patrons understand new devices or new formats. Mr. Watts said he was pleased to see that in numerous areas our Library has already moved in the direction suggested by these technology experts. Our staff keeps abreast of these trends and they remain well versed on what we would need to do to implement these new technologies.

Mr. Watts said we have completed an initial handicap parking survey. For the most part parking is acceptable. But we need to do a secondary survey as a follow-up. At the Main Library, for large periods of time, there are enough handicap parking spaces, but when we have a program that has large attendance by older customers, we do not have enough handicap spaces. We need to look at different solutions to this concern. Ms. Payton asked if the Library has received complaints about the parking. Mr. Watts replied that we have received several comments. He said we did have an event for patrons who are in their 60s and 70s, and parking was a concern. This scenario occurs with some regularity which is a good indication that we are attracting aging patrons with content and programs they need and want.

Mr. Watts said we have a slight problem with handicap parking access at the Jones Creek Regional Branch Library. Therefore, when we begin the re-design of this branch we will need to add several handicap spots. At the Bluebonnet Regional Branch we tend to have a problem, but we believe it is more due to an enforcement issue. He noted that most of the branches have sufficient handicap spaces. But as the population ages, we will need to be observant and make changes as needed. Mr. Watts said we want to continue to monitor this situation and make changes when needed.

Mr. Luther said that Mr. Watts brought up enforcement. He said he felt we should enforce the handicap parking ordinance. Mr. Watts said if a law enforcement officer is present when one breaks the law, the officer can issue a summons which carries a heavy fine. The Library staff cannot enforce the law. Mr. Watts added that the way to handle these types of violations is to request that law enforcement periodically patrol the parking lot several times a day, and issue a summons to violators.

Ms. Payton asked if we can request law enforcement be present when we have special events that attract older patrons. Mr. Watts said there may not be enough handicap parking spaces in a situation like that. He added that it has been suggested that there are placard covers that can be placed over our high-efficiency parking spaces that will convert them into handicap parking. Mr. Luther said that would be a good solution and he felt that Councilman Heck would support that change. Mr. Watts said we need to keep the high efficiency parking spaces in place at this time to retain our LEED certification status. However, converting them temporarily for an event should not jeopardize our LEED status. If we convert these LEED signs to handicapped for specific events, we need to be mindful that by doing so we place seniors in situations where traffic may be moving rather quickly which can create risk for less mobile patrons. Handicap crosswalks would not be available for safe passage. We do not want in our attempt to help seniors, to actually place them in more danger. In conclusion, Mr. Watts noted that 80% of the time we have enough handicap parking available.

Mr. Luther asked if the paver replacement at the Main Library is outside of Conference Room 102 to which Mr. Watts replied affirmatively. Mr. Luther said he noticed several of the pavers at the end are loose. Mr. Watts said our Facilities Manager, Mr. Tim Bankston worked on some of the pavers on Tuesday. It appears that erosion has caused some of them to come loose. Mr. Watts said he will have this concern remedied.

Ms. Payton asked for any questions from the Board or comments by the public on any of the reports. There were none, so Ms. Payton read Item V, A under New Business.

V. New Business

A. Vote to Adopt Proposed 2017 Library Budget

Ms. Payton asked Mr. Watts if he had any additional comments following our budget work session on the proposed 2017 budget last week. Mr. Watts said he wanted to thank all the Board members for all of the time they invested in reviewing the budget in detail. He added that there are several items to note. Our proposed budget is just a little over a 2% increase over the 2016 budget. When one considers the increase in costs over a year, this 2% increase is a very modest amount. Mr. Watts added that the Library has a sound budget.

Ms. Payton said she would like to thank and commend the staff for all of the detailed work that is done to produce the budget. She also thanked the staff for taking the time to explain the budget to the Board members, and for answering the many questions we have. She added that she appreciates that the budget reflects the wise use of the public's tax dollars.

Ms. Payton asked if the Board members had any additional questions or comments. Ms. Payton asked for a motion. Mr. Leger made a motion that the Library Board adopt the proposed 2017 Library budget. Ms. Wascom seconded the motion which was approved unanimously.

Ms. Payton said the proposed budget is now sent to the City-Parish for final approval by the Metropolitan Council. Mr. Watts noted that the Library first sends the budget to the City-Parish

Finance Department. From there it is sent to the Mayor's Office for review and incorporation into the City Parish Government's 2017 budget. At these levels of review additional adjustments may be made. At the end of 2016, the Metropolitan Council votes on the entire budget.

Ms. Payton read Item A under Old Business, and asked Mr. Watts to report.

VI. Old Business

A. Update on Due Diligence regarding Quail Drive Site for a South Branch Library and to Vote to Proceed with Preliminary Processes to Assess and Support Possible Acquisition – Mr. Spencer Watts

Mr. Watts said that we have reached a hiatus in our discussions with the owner. They have decided to slow the selling process. Mr. Rip Manint of the City-Parish Attorney's Office has drawn up some preliminary drafts related to a letter of intent. We have reviewed the documents about the building including the construction documents that the owner shared with us. Mr. Jim Frey with DPW Architectural Services worked with another architect to review the documents provided by the owner. They have reviewed the framing, the slab, the roofing and all aspects of the building. They listed areas that we would want to consider regarding future upkeep, and how well systems were maintained. Mr. Watts noted that the building has been well maintained. They did point out that the HVAC system is suitable for the current use of the facility. The system, however, probably could not carry the cooling load for the type of traffic the Library has and the number of times doors are opened and closed. All of this information was very helpful and was summarized in a report. They also gave us a very rough estimate of the cost to renovate and repurpose the building.

Mr. Watts said since the owner wishes to slow down and review the selling timeline, the agenda item was written so that if we are ready to proceed with the preliminary processes to assess and support a purchase such as a letter of intent or an appraisal, we could move forward. Or if the Board prefers, we can wait to see where we are in our discussions with the owner over the next thirty days.

Ms. Payton asked the Board if there were any questions or comments. There were none. Ms. Payton said she approves giving Mr. Watts and the staff the flexibility to move forward if needed. If the conversations with the owner begin to move in that direction, it would be beneficial for the staff to be able to take the necessary next steps prior to the August Board meeting. She added that all of the Board members have already expressed their approval of the site and the building. This appears to be the next logical step.

Ms. Wascom agreed. She said the Administration has the ability to move forward if action is required. Ms. Wascom asked if the Board needed to make a motion. Ms. Payton said a motion is needed. Ms. Wascom made the motion. Mr. Luther asked how broad this approval is. Ms. Wascom restated the motion that if in the next thirty days some action is needed to move this project forward such as getting an appraisal, the staff has the authority to proceed on behalf of the Board. Mr. Leger said this motion is just procedural because the next step will need to be

approved by the Board and then sent on to the City-Parish. Mr. Leger added this would ensure that we don't delay the process if it can move forward. Mr. Watts agreed. If we got to the stage of signing a purchase agreement, the Library Board would need to vote on that in a public meeting. The Metropolitan Council would then vote for the final approval of a purchase agreement.

Ms. Payton noted that in a prior meeting we did authorize the staff regarding the letter of intent. So this motion is just the next logical step. Mr. Luther said he wanted to be sure this was not a duplication of a prior motion.

Ms. Payton asked if there is a second to the motion. Mr. Luther seconded the motion. Ms. Payton asked for any public comments. There were none. The motion passed by unanimous vote.

VII. Comments by the Library Board of Control

Ms. Payton asked for comments from the Board. Mr. Leger said he wanted to take a moment to recognize Mr. Watts' leadership and the staff's continued dedication to serving our community during the difficult times our City has faced over the last couple of weeks. He said one of the reasons he continues to volunteer his time to serve on this Board is because he believes that libraries are fundamental to our society. He said people find a lot of comfort, safety, and unity in the Library. The building and what it stands for and what it offers is important. To be open in a smart and safe manner is important and the staff has done a commendable job over the last couple of weeks. The Library continues to be an important symbol in our City. He said he is very appreciative of that.

Ms. Payton replied that Mr. Leger expressed this very well. She asked for any other comments. Mr. Luther said he wished he had said what Mr. Leger said. Ms. Wascom said that Mr. Watts and the staff have provided a sense of comfort and normalcy in a turbulent time. She said thank you. Ms. Payton agreed absolutely.

Ms. Payton asked for a motion to adjourn.

There being no further business, Mr. Leger made a motion to adjourn, seconded by Mr. Luther. The meeting was adjourned at 5:04 p.m. by unanimous vote.

Ms. Kizzy A. Payton, President

Mr. Spencer Watts, Library Director