

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  
NOVEMBER 17, 2016  
4:00 P.M.

I. ROLL CALL

II. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF OCTOBER 20, 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. OLD BUSINESS

- A. UPDATE ON FLOOD RECOVERY ACTIVITIES AND GREENWELL SPRINGS ROAD REGIONAL BRANCH LIBRARY – MR. SPENCER WATTS AND MS. PATRICIA HUSBAND
- B. UPDATE ON SEARCH FOR A SITE FOR A SOUTH BRANCH LIBRARY BY REAL ESTATE BROKER – MR. SPENCER WATTS
- C. ANNOUNCE THE RESULTS OF THE ANNUAL PERFORMANCE EVALUATION OF LIBRARY DIRECTOR – MS. KIZZY PAYTON

THE BOARD MAY GO INTO EXECUTIVE SESSION TO DISCUSS THE CHARACTER, PROFESSIONAL COMPETENCY OR PHYSICAL OR MENTAL HEALTH OF MR. SPENCER WATTS IN ACCORDANCE WITH LA. R.S. 42: 17(A)(1). MR. WATTS MAY REQUIRE THAT SUCH DISCUSSION BE HELD IN OPEN SESSION.

VI. 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

November 17, 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, November 17, 2016. Mr. Jason Jacob, Vice President of the Board called the meeting to order at 4:02 p.m. Members of the Board present were Mrs. Martha Guarisco, Ms. Terrie Johnson, Mr. Logan Leger, Mr. Donald Luther, Jr., and Ms. Kathy Wascom. Absent from the meeting was Ms. Kizzy Payton, President of the Board. 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; and Ms. Liz Zozulin, Executive Assistant to the Library Director. Absent from the meeting was Ms. Sonya Gordon, Library Public Relations Coordinator. Also present were Mr. Seth Halpern, 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.

Mr. Jacob asked Mr. Luther 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 October 20, 2016. Ms. Johnson 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 October 31, 2016 show operating expenditures are \$29,509,966.01 or 68.02% of the operating budget. Through August we should have spent no more than 83% of the operating budget.

Cash collections from Property Taxes for 2016 continued their steady performance, as we are approximately \$931,000 and 2.41% ahead of the same 11 month period last year.

Ms. Pinsonat asked if there were any questions about the financial statements. Mr. Leger asked if the Library is expecting a decrease in the amount of property tax collected because of the flood damage to property. He also asked if the City-Parish has provided any guidance on revenue

collection and the assessment process since the flood. Ms. Pinsonat replied that she has not received any updates.

Mr. Watts said that as recently as when the Mayor's proposed budget for 2017 was released, Ms. Marsha Hanlon, City-Parish Finance Director, noted that the Assessor's Office had stated we should not experience a drop in revenues because of growth, new construction and increased values of properties that were not damaged. These should offset the loss from the damaged properties. If a department is a parish-wide entity as the Library is, the department should not see a dramatic drop in tax collection amounts. Mr. Watts added that some assessments have been completed and have been mailed. He said the Library will have a clearer picture in the next month or two. He also said the City-Parish is apparently progressing faster with the assessments than was originally predicted.

Mr. Leger said he believes the Library will see a decrease in revenues. Mr. Watts noted that we are vigilant and we have alternate plans should we lose tax dollars. Mr. Leger asked with the Library's current cash reserves, how much of a decrease could we sustain over the next year and still provide the same services. Mr. Watts replied that if revenues stayed within a 7-8% decrease we should be fine. It could mean we would need to restructure some of our plans for our capital improvement projects over the next 4-5 years. The bigger concern would be if the revenues over the next few years fail to increase due to a prolonged recovery process. It could take several years for revenue collection to reach our current levels again. He added that we would only be in trouble if we had a 25-30% drop in tax dollars. He again said that if the decrease is a one year decline of between 5-10% we can handle that.

Mr. Leger then asked if the Library would be financially sound even with the scheduled tax roll back. He asked when the next roll back would be. Ms. Pinsonat replied that 2020 will be the next roll back year for the Library.

Mr. Watts said our greater concern is if the inventory tax is removed by the State in 2017. The Library would experience a 10% decrease in revenues if that occurs. He noted some legislators have said if they eliminate this tax, they will need to provide a transitional plan for municipalities. Mr. Watts added if in the Library permanently loses 10% of its revenue that will be a significant long-range budget change. He added that the removal of the inventory tax is one of the reforms being discussed for the 2017 legislative session. The State has already removed fully compensating the businesses that pay the inventory tax. Businesses now no longer support this tax because they do not get a tax credit from the State. The removal of the inventory tax will be a problem for our Library, but in some smaller parishes this is a huge amount of their revenues; as much as 30-40%.

Ms. Wascom said that the Governor's Executive Order is going to limit the amount of the industrial tax exemptions. This will enable local entities to decide on how much they will accept in terms of exemptions for property taxes. Intercessions regarding exemptions will be applicable to school boards, and to the sheriff's offices. It may be applicable to the Library, or BREC or other agencies that need local property taxes. Ms. Wascom noted that the Library will need to study the Governor's Executive Order on local industrial property tax exemptions because we may be able to get some revenue. Possibly that could offset the loss of the inventory tax.

Mr. Watts agreed that this should be investigated. He also said that the Governor's Executive Order would not apply to any renewals. The proposed changes would only be applicable to future industrial exemptions the State might grant. The State is automatically renewing prior applications. The new process may be similar to our local tax exemption for local businesses. Since our financial governing authority is the Metropolitan Council, we could express our opinion, but the final decision may very well be made by the Council.

Ms. Pinsonat asked if there were any additional questions. She said she wanted to point out that sometimes on the financial statements there is a wide variance on a particular line item. A large negative number may appear causing it to look like the Library is over expended in a particular area. However, most of the time it is because of a delay in posting a correction or a journal entry that should have been made or one that was entered twice and did not get corrected. The Library has not over spent where negative figures appear on the October financial statement.

Mr. Jacob asked if there were any more questions on the financial report. There being none, he read Item B.

## **B. System Reports**

Mr. Watts asked Ms. Stein to give the systems report. Ms. Stein spoke about the statistics that are distributed each month. Because of the historic flood in August our circulation, gate count, attendance, and computer usage are still down. We also have one branch that remains closed for restoration. We had many cancellations of meetings. She said she is hoping to end the year on a positive note.

Ms. Stein reported that the InfoGuide for Disaster Recovery was accessed 3,000 times in August, 1,500 times in September and 750 times in October. This signifies that people are progressing in restoration from the flood.

Ms. Stein then gave the system reports. The following are highlights of the *Around the Parish* report:

- Teens at the Carver Branch Library experienced the Library's version of Fear Factor. Volunteers were blindfolded and asked to taste disguising looking food made from baby food. This type of activity draws teens to the Library.
- The Library hosted award winning teen authors Jason Reynolds and Brendan Kiely at the Baker and Carver Branch Libraries. They wrote *All American Boy* about the racial and generational struggle with the judicial system, and law enforcement. Our teen patrons were highly engaged.
- The Library hosted the Baton Rouge Area Chamber (BRAC) and the Urban Congress. The Urban Congress addressed the state of black youth and men. Since August citizens have been asking if the July events are a moment or a movement.
- The *Louisiana State Book Festival* was held on October 29<sup>th</sup> downtown. Our Library announced the One Book/One Community read for 2017 which is *Life on the Mississippi* by Mark Twain.

- Our patrons were able to win a copy of *Life on the Mississippi* by showing a library card, by spinning a “wheel” or by writing down their favorite book quote. Attendees of all ages enjoyed the Book Festival.
- On November 3<sup>rd</sup> Mayor Holden and the Baton Rouge Bicentennial Committee held a press conference to announce the plans for the bicentennial kick-off celebration on New Year’s Eve in Town Square. The Red Stick character displayed the Bicentennial logo. The committee is diverse representing businesses, non-profits, and schools.
- Author Cynthia Tobias spoke to parents and educators on Saturday, November 5<sup>th</sup>. There were 65 people at each of the two sessions. Her information was immediately applicable to parents, educators, coaches, managers, and mentors. These sessions were made possible through the generosity of Mr. Rolfe McCollister, Jr., Publisher and CEO of *The Business Report*.
- The 16<sup>th</sup> Annual Attic Treasures and Collectibles was held on November 12<sup>th</sup>. All types of items were brought to the Main Library for experts to examine and discuss the nature of the owners various treasures.
- Among the many experts, Mr. Jack Hood, a Baton Rouge jeweler, examined all types of jewelry. A patron thought a piece was costume jewelry, but upon inspection it was discovered to be a precious stone.
- One of our experts came from Alexandria. One of the many items he inspected was a document containing the authentic signature of Dr. Martin Luther King, Jr.
- November 16<sup>th</sup> was GIS Day at the Library. Our special guest for the event was Astronaut-in-Training, Alyssa Carson. She is hoping to be one of the astronauts on board for Mars in 2033.
- Alyssa Carson was the keynote speaker for the teen patrons during GIS Day. The teens were eager to ask her questions and learn about her activities and training to become an astronaut. She also spoke to an audience of adults.
- The GIS Day Committee included among others staff from the Mayor’s Office, the Library, the GIS Manager for the City, and Fran Harvey from Story Maps.
- One of the activities for the teens was to divide them into groups by school. They went outside to Independence Park with adults as geo-mentors. Baton Rouge Green and staff from BREC and the State Department of Forestry were present. The students looked at trees, identified them, and captured data about trees.
- The students placed all of the information they gathered outside into the *My Tree App*. This free app can be accessed by anyone who wishes to add data about our green canopy. Students learned about the importance of a healthy green canopy which can clean the air.
- The students also created story maps on computers. The exercise tracked and described the Baton Rouge Walls Project Murals throughout East Baton Rouge Parish and will be added to the Baton Rouge City Key site.
- For the fifth year our Library has been named a star library by *Library Journal*. We are the only library so designated in Louisiana. An adjusted algorithm is used to make the selections each year.
- The Main Library was the scene for a fashion photo shoot for the November issue of *225 Magazine*. The high school model wore a variety of outfits and posed in areas inside and outside of the Library.

Ms. Stein reminded the Board that the Library's new catalog with responsive design is now available for patrons to use along with the old catalog. In December the new catalog will become the default catalog with the old catalog still accessible. As of January 1, 2017 the old catalog will be removed from the Library's website. . This timeline gives our patrons the opportunity to gradually adapt to this change. Ms. Stein noted that the new design will enable our patrons to register on-line, and temporarily renew library cards. This new catalog platform will allow patrons to eventually be able to accommodate the use of credit and debit cards for monetary transactions with the Library. Wonderful new features are possible because of this catalog change.

Ms. Stein pointed out several articles in the Board meeting packets this month. We have hung a display of fiber art works in the lobby of the Main Library. The dedication of the second stained glass window at the Main Library was held on November 7<sup>th</sup> at 4:00 p.m. At this event Ms. Katherine O'Neill, the donor for both windows announced the establishment of a Spaht scholarship which is awarded to recognize an educator who has promoted reading and literacy. Since this announcement several residents have inquired about making contributions to this scholarship to ensure that it will be available for years to come.

She noted that there was an article about *Attic Treasures* and one about the gala on November 3<sup>rd</sup> held by the Foundation for Historical Louisiana. During the event, a new exhibition was unveiled entitled *Baton Rouge: The Past 200 Years*. The works in this exhibition were directed by the Foundation's Museum Curator, Ms. Natalie Mead and the Library's Archivist, Ms. Melissa Eastin. The Library is playing a major role in the Bicentennial celebration by providing resources from our Special Collections, Archives and Genealogy Department. These include both electronic items and physical items that have been gathered over the years.

Ms. Stein also mentioned the November issue of *Country Roads* which featured the Foundation and some of the items that will be part of Baton Rouge's Bicentennial celebration. These are now on display at the Foundation, but they will also soon be available digitally. *Country Roads* has taken current photos of Baton Rouge landmarks and featured them with photos of the landmarks as they were in the past. They featured an old photo of soldiers marching at North Boulevard and Third Street in 1963 superimposed over a current photo of that site. The website for the Bicentennial is [www.batonrouge200.com](http://www.batonrouge200.com). This site will also be accessible on Facebook and Twitter. The timeline on the website allows one to click on a date which then expands to show an item such as a photo, or a land grant related to that date. All during the bicentennial year items will be added to the site. Citizens will be able to have their Bicentennial events posted on the site.

Ms. Stein asked if there were any questions. Mr. Jacob asked for Board comments and public comments. There being none, he read Item A under Other Reports.

#### **IV. Other Reports**

##### **A. River Center Branch Library**

Mr. Watts discussed the River Center Branch project. He said he is pleased to say that much progress has been made at the site. We are working on the groundbreaking ceremony for the River Center Branch to be held on Tuesday, December 6<sup>th</sup> at 3:00 p.m. Since the demolition phase is finished and the preliminary site work is almost complete, this is a good time for this ceremony. The time of the groundbreaking was chosen because shaft drilling is underway. In late afternoon that work has been completed for the day.

There was a delay of several days for the issuance of a construction permit. Once the permit was issued, drilling of the shafts began on November 3<sup>rd</sup>. The development of the traffic plans during construction was a surprise to the Library staff. We thought that both lanes on St. Louis Street were going to remain open with a safety barrier sidewalk on the western side of St. Louis. The Library was not involved in this new plan. St. Louis Street has now been temporarily converted to a one-way, northbound street. We believe that the City-Parish Traffic and Engineering Division chose this plan in order to ensure the safety of all as the construction proceeds.

The B1 Parking Garage will be closed from November 19<sup>th</sup> through December 1<sup>st</sup> for the replacement and upgrading of the mechanical and piping that connects the Central Plant to the new library. It is unfortunate that these pipes run through the parking garage. This closure will include the Thanksgiving holiday which will lessen the number of days that the garage is not available for parking.

The color of the exterior panels for the branch has been discussed. A stark white color for the cladding has been suggested. We will review samples that will be provided by the architect. However, Mr. Watts noted that a silver/gray color would serve us better based on our climate and humidity issues. Stark white would be a major maintenance and cleaning concern. He added that several people have pointed out that where the branch is located fumes and soot tend to accumulate. When one looks at some of the buildings in that area, discoloration is evident.

Many of the items that have recently been brought up for discussion, such as finishes and elevators, have already been decided earlier in the project. Also we are now getting good information on submittals and requests for information. Some items included are roofing requests, plumbing, and backflow preventers.

Mr. Watts told the Board that either in December or January, the agenda for the Board meetings will contain a separate item for the River Center Branch construction project. Since the project is well underway, it warrants its own agenda placement, independent of the other reports.

He said that an interest has been expressed about renaming the River Center Branch Library. The rationale for this request is that the new building will be so architecturally different from the rest of the River Center complex, and also the current River Center Arts complex is going to have a new name. Of course, the branch library will not be part of the corporate arts complex name. Some suggestions are the Downtown Library, and the Downtown Library at Town Square

which gives it more of a geographic locus. Mr. Watts said the name change is something the Board can consider over the next few months.

Mr. Watts asked if there are any questions on the River Center Branch project. Mr. Jacob asked what the projected completion date is for the River Center Branch to which Mr. Watts replied the late fall of 2018. Mr. Leger asked if the silver gray cladding is going to be similar to the cladding on the Main Library. Mr. Watts said it is not going to be a zinc color, but more of a silvery metallic aluminum color.

Mr. Jacob asked for any additional Board comments on the River Center project. There being none, he read Item B. under Other Reports.

## **B. Maintenance Report and Additional Capital Projects**

Ms. Husband made her report on maintenance and capital projects. The signed Contract Agreement for the Exterior Lighting Project for the Baker, Delmont Gardens, Eden Park, Scotlandville and Zachary Branch Libraries was received on November 10<sup>th</sup>. Mr. Jim Frey, Special Architect with City-Parish Architectural Services has set a pre-construction meeting for November 21<sup>st</sup>. The contractor has already visited each of the branches to become familiar with these facilities and the work that will be required. After the pre-construction meeting a Notice to Proceed will be issued so that the work can begin.

The Exterior Restoration Project for the Carver, Central, Delmont Gardens, Eden Park, Greenwell Springs Road Regional, Scotlandville and Zachary Branch Libraries has started. The contractor has been working at the Zachary and Baker Branches. The work involves pressure washing, sealing, re-glazing windows and painting the exteriors of these facilities. Over time the seals wear out and degrade so it is necessary to reseal them.

Ms. Husband reported that the specifications for the flooring projects for the Central and Pride-Chaneyville Branch Library meeting rooms are in the Purchasing Department. The specifications for the Zachary flooring project are also in the Purchasing Department.

Ms. Husband asked if there were any questions. There being none, Mr. Watts then gave the Miscellaneous Reports.

## **C. Miscellaneous Reports**

Mr. Watts said we have already mentioned the dedication of the stained glass window, *Journey to a Dream*, at the Main Library and the establishment of the Spaht Scholarship. The dedication was wonderful and included the presentation of the first Spaht award to Ms. Robin Murphy, a pre-kindergarten teacher at Westdale Heights Academic Magnet School. Ms. Murphy inspired her entire class to complete the *1,000 Books before Kindergarten* program. At the award ceremony she gave a very delightful, moving speech. What she did with her students this year is emblematic of what she has done with her students over her career. She encourages them to be

excited about learning and reading at an early age. Mr. Watts thanked Ms. O'Neill, the Huff Fund and the Spaht family for supporting the window and establishing the scholarship.

Mr. Watts said the Board members have copies of two communications that the Library received from patrons. One was a thank you note to the Fairwood Branch staff for the assistance received regarding a grants application. The other was an email from a homeowners association expressing how pleased they were with the meeting room and the staff at the Jones Creek Regional Branch Library. These are typical of some of the best anecdotal records of what we do for our patrons and is a good reflection of the services we provide. As was already mentioned regarding the Star Library award, we never know if we will be selected as a star library based on the criteria that changes yearly. The real indication, however, of how our Library is performing comes from the feedback we receive through the communications of patrons, from our ranking in the annual City Stats report and the results obtained from the Net Promoter surveys of our patrons.

Mr. Watts then discussed the Main Library paver replacement project. A pre-construction meeting was held and the project is scheduled for November 27<sup>th</sup> through November 30<sup>th</sup>. Mr. Watts projected a drawing of the work site. This drawing is appended to the minutes. The pavers will be removed and replaced by smooth concrete. This change will help our patrons who have difficulty navigating across the pavers by foot, or by walkers, or in wheelchairs. The improvement work will occur at the front door of the Library and down to the parking lot. The entrance will not be accessible during a portion of the project. Our plan is to have patrons enter the building through the large meeting room. Since this meeting room is in high demand, the work was scheduled so as to minimize the intrusion into the meeting room. Mr. Watts asked if there are any questions about the paver project. There were none.

He then mentioned the holiday schedule for the Library. This year Christmas falls on a Sunday. We will be closed on Christmas Eve and on Christmas Day. We will be opened on Friday, the 23<sup>rd</sup> and on Monday, the 26<sup>th</sup>. Our staff will get their two holidays off according to their work schedules. Thanksgiving Day is next week and the Library will be closed on Thursday, November 24<sup>th</sup>. We will close on Wednesday, the 23<sup>rd</sup> at 6:00 p.m. Last year the Board approved a permanent change in the closing time on the Wednesday before Thanksgiving to 6:00 p.m. A review of statistics for that evening determined that few patrons come to the Library after 6:00 p.m.

Mr. Watts said that the Library stops taking book requests from patrons at this time of the year. The reason we do this is so that the City-Parish Finance Department can process outstanding invoices and close out the 2016 fiscal year in a timely manner. We will resume taking requests in January. This procedure is very common in libraries because books that are ordered through a book jobber may not all be shipped at the same time. A purchase order cannot be closed if some of the items have not been received. Some patrons erroneously think the reason we stop ordering is because we have mismanaged the money budgeted for books. He did note that we can order some books at the end of the year through special arrangements in which the financial report can be closed out. He added that the Library had tried in the past to take requests at the end of the year and hold the ordering until January. The books often did not arrive until March which was upsetting to patrons.

Mr. Watts then reported on the RFID project. He said we were able accept the low bid for the project. The Metropolitan Council accepted the bid by MK Solutions, Inc. on November 9<sup>th</sup>. He noted that he gave the Board a detailed description of the RFID project at the last meeting. He reminded the Board that this is a totally new way of identifying and processing our collection. We can track and perform tasks quickly and efficiently. Using digital chips is the best method for self-checking by patrons. It is far superior to the optical bar codes that are currently in use.

The conversion to this new system will be time consuming because every item in our collection will need to be tagged. Routines involving the way we process and handle materials will also change. Ultimately there will be a saving of time and labor. New demands will be required. Learning to use the RFID technology will be another large change for staff and patrons over the next year. Even after the tagging is completed and the equipment is in place, patrons and staff will need time to become accustomed to the new system.

Mr. Watts announced that all of the bookmobiles are in operation except the Elf. A draft Request for Proposals (RFP) to purchase a new bookmobile was sent to the City-Parish Purchasing Department. The process to replace the Elf bookmobile could take another year. The Elf needed a new generator at a cost of \$7,000.00. This replacement was approved because this bookmobile is used to visit our senior patrons, and it needs to remain in service until the replacement vehicle is delivered. Its low threshold can accommodate our seniors with mobility issues.

Mr. Watts then discussed the ConnectHome Project. Our Library along with Pima County Arizona and Topeka, Kansas are the only libraries in the country to be selected to participate in the Digital Learn Platform. We are studying this proposal to determine if we can participate. This program would promote our Library as a digital learning and instruction place. We would also receive promotion from Cox Communications, our digital provider. In two weeks meetings will be held during which we will receive more information. Being chosen for this program is indicative of how successful we have been in connecting our patrons to technology, to the internet, and to digital resources.

Mr. Watts noted that we have had preliminary meetings with Ms. Lynn Bradley of Bradley-Blewster & Associates and Mr. Steve Jackson of Cockfield Jackson Architects regarding the renovation of the Greenwell Springs Road Regional Branch, and the Jones Creek Regional Branch Libraries. Mr. Watts then projected a photo taken at the Shenandoah Subdivision showing the road work on Jones Creek. One cannot get into the Library parking lot from the Jones Creek Road entrance, and the other entrance is challenging. One can also come to the Library through the back of the subdivision. He said the road construction and the flooding is having an impact on our gate count and circulation. He said he wanted the Board to see how difficult it is to navigate on Jones Creek Road. Mr. Jacob said that once the road is finished it will be a great improvement for the area and traffic will move well. Mr. Watts agreed and said he is pleased that the Library was chosen as the site for the public input meetings on the next phase of the Green Light Project.

Mr. Watts concluded the Miscellaneous Reports. Mr. Jacob asked if there were any questions or comments. Ms. Johnson congratulated the staff for the huge accomplishment of being named a

Star Library. In looking at the statistics, some states did not even get one award. That says a lot about what is being done here. Ms. Johnson also commented on considering a name change for the new River Center Branch. She would like to see an analysis of what it will cost to change the name before the Board makes a decision. For example, we should consider changes in documentation, and yellow page listings. Mr. Watts agreed that there will always be some cost when one makes this type of change. He added that some of the big costs can be avoided if the change is made before the signage needs to be ordered. The decision to change the name should be made next year. Mr. Watts said we will look at the cost and advise the Board.

Mr. Jacob asked for public comments. There being none, he proceeded to Old Business, Item A.

## **V. Old Business**

### **A. Update on Flood Recovery Activities and Greenwell Springs Road Regional Branch Library – Mr. Spencer Watts and Ms. Patricia Husband**

Mr. Watts said that in general wherever we can control the work at this branch the staff has done so and is to be commended. Both the staff from the Greenwell Springs Regional Branch and staff from other locations have worked hard. Our Facilities Management staff led by Mr. Tim Bankston have done a great job. Anything they have said they will do, they have done in a timely manner. When they have encountered difficulties, they work around or through those.

Mr. Watts then projected a floor plan of the branch. Mr. Watts reminded the Board that the plan is to restore a portion of the building so that it can be opened to the public. A storage and shifting area for a portion of the collection is located where the Reference Department was. The floor plan is color coded to represent what types of work will be done in which areas. The floor plan illustrates where wall board will need replacement. Ms. Husband said the wall board replacement height ranges in sizes from 24 inches to 4 feet. The columns are 29 inches. Mr. Watts said the restoration of the columns and wainscoting is different from the walls because those wicked up water.

He noted that our challenge is getting quotes in order to hire a contractor to install the sheetrock over the exposed studs. He said the quotes are not due in the City-Parish Purchasing Department until November 21<sup>st</sup>. An addendum was issued yesterday because there was some confusion about some of the specifications. Fortunately, the due date for the quotes remains the same.

Mr. Watts then asked Ms. Husband to discuss the plans for this branch. She explained that we have finished moving the books from Children's Services and Teen Services to storage. The Facilities staff has almost finished removing the adhesive from the floor. The floor is much smoother and not sticky. We plan to leave the floor as bare concrete during the restoration.

Our Facilities staff worked with the contracted movers, The Quality Group, to place the remainder of our supplies and materials in the Reference storage area. As time permits the staff will sort through boxes and supplies to determine what should be done with these. The Facilities staff has completed their work on the floor boxes and they are all operational now. Although electricity

and data access were restored back in August, we still need to run some data lines from the walls to the computer tables to accommodate the new arrangement of public computer stations.

Ms. Husband also said that Mr. Bankston has purchased a new refrigerator for the staff lounge, and two small refrigerators for the meeting room areas. He also purchased five sinks; one for the staff lounge, two for the meeting room area, and one each for the Children's and Circulation workrooms. Ms. Husband pointed out the locations for the sinks which are in the same spots as before the flood. Therefore, no new pipes will need to be installed. Since we will be remodeling this branch, the sinks are temporary and have a small work surface.

Ms. Husband pointed out that some of the Teen books will be moved so that our Facilities staff can remove some of the shelving from the walls in preparation for the installation of the sheetrock. Once the sheetrock is in place the Teen materials will be moved back to this location.

She added that she met with the janitorial staff yesterday. They are doing some spot cleaning. The bathrooms need to be cleaned so that the outreach staff can use the facilities when they visit the branch with the bookmobile. She pointed out that some of the shelving is also being cleaned so that we can pull the adult books and shelve them in anticipation of opening this branch. She noted, however, that we will need to replace some of the shelves. We will use the desks and tables that we have on hand.

Mr. Luther asked if we have any plans to hang a memorial or marker to show how high the water from the flood was inside this branch. In the future patrons could see this indicator and be reminded of how much water was taken on there. Mr. Watts said he had not considered that. He added that one does see that type of marker in buildings. From this flood there was tremendous damage done from only four or five inches of water as it got wicked up into materials. Even though we had to cut out 24 inches of sheetrock in some areas of this building, most areas in this facility only had four to five inches of water. In this situation he did not think the marker would have a dramatic effect. It could remind people that only a slight amount of water can cause great damage.

Mr. Watts said he wanted to make one comment about another flood related issue. He said we reported last month that by October 11<sup>th</sup>, 6,028 books were lost by patrons due to the flood. As of November 14<sup>th</sup> that number stands at 7,468 books. This indicates that the pace of reported losses is slowing. He said we could have losses reported even in three or four months from now. There could possibly be as many as 9,000 books reported along with the 16,000 books from the Greenwell Springs Road Regional Branch.

He said we have been working with the Parish Attorney's Office on a modification to the standard overdue materials letter. The letter states that if they have had library materials damaged or lost in the floods, to please communicate with the Library staff. The staff will work with these patrons. There will also be included with the letter, a flyer on colored paper stating the same information.

Ms. Johnson asked Mr. Watts if lost books means books that were damaged by the flood. Mr. Watts replied affirmatively. Most books that had flood damage are beyond salvaging. If it were

a rare book, we might try to freeze it, dry it and get it restored. This restoration is a very long and expensive process. Even when the process is completed the book is never the same. If the book was produced before 1860, it has a better chance at restoration because the paper was rag paper instead of pulp paper.

Ms. Johnson asked if we have a number for lost books and a number for books not returned or is that number the same. Mr. Watts replied that we have a number for books patrons are telling us were lost in the flood. We do not encourage patrons to bring in the damaged, wet and moldy books. He said the 16,000 books are those that were on the shelves in the Greenwell Springs Branch, and that got damaged by the flood water entering that building.

Mr. Luther asked if we have lost any employees due to the flooding, or are we in danger of losing employees. Mr. Watts said we have lost employees, but most of those have not been directly related to the flood. There has been a strain on employees. We will have some stress management classes which are funded through a generous donation. These classes should be helpful to some. Recovery from this event is a long haul. Many have gone through an intense period of stress and loss. The recovery will be longer than three or six months or one year for some. For some life will be very different forever. Things will, and have improved since August, but there will still be difficulties to address.

Mr. Jacob asked how many employees were affected by the flood. Mr. Watts replied that 147 employees were affected either in their homes or loss of their vehicles from the storm.

Mr. Jacob thanked Mr. Watts and Ms. Husband. He asked for any further questions from the Board or comments by the public. There were none, so Mr. Jacob read Item B under Old Business, and asked Mr. Watts to report.

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

Mr. Watts said that he has no new information to report regarding the search for a south branch library. Our brokers continue to monitor the two properties in which we have expressed an interest. Those are on Quail Drive and Balis Drive. One is under contract and the other is being held back from active sale for the present. At this time of year not much activity occurs in real estate.

Mr. Jacob asked if there were any comments from the Board. There being none, he read Item C.

**C. Announce the Results of the Annual Performance Evaluation of Library Director – Ms. Kizzy Payton**

**The Board May Go into Executive Session to Discuss the Character, Professional Competency or Physical or Mental Health of Mr. Spencer Watts in Accordance With La. R.S. 42: 17(A)(1). Mr. Watts May Require that Such Discussion Be Held in Open Session.**

Mr. Jacob asked for a motion to go into Executive Session for the performance evaluation. The motion was made by Mr. Luther, seconded by Ms. Johnson and passed unanimously at 5:15 p.m. The Board conducted the closed session in the Board Room on the third floor. The Board returned from Executive Session at 5:45 p.m. The motion to return to open session was made by Mr. Leger, seconded by Ms. Johnson and passed unanimously at 5:45 p.m.

Mr. Jacob told Mr. Watts that the Board rated his performance and that he received an excellent rating. He thanked him for the great job he has done. He said Mr. Watts' leadership has been instrumental in moving this Library System ahead. He added that the change has been apparent to him when he compares the Library today with the one when he was appointed to the Library Board. The change has been incredible. A large part of that change has been the leadership Mr. Watts has shown. Mr. Jacob added that he inspires the Library staff, and the Board sees that in how hard the staff works. He added that the Director has made the Library the best it can be. He said, therefore, the Board recommends that Mr. Watts be retained and that he receive a step increase in salary.

Mr. Watts thanked Mr. Jacob and said he appreciates the vote of confidence. He said one reason we accomplish so much is because we have so many good employees. He added it has been wonderful working with the Board. The Board is supportive, and encouraging and he appreciates the time the Board invests in the Library. He said we have accomplished much, but there is more to be done. Mr. Watts said that while we are a great Library System there are always things we can improve on and new things we can try. He said this is what he likes about our top management staff; they are oriented toward trying new and better services. It is easy to work with employees that are oriented that way and strive to do their best for the people that we serve. Mr. Watts thanked the Board again and expressed his appreciation.

Mr. Luther thanked Mr. Watts for his service.

Ms. Johnson said she wanted to add that Mr. Watts did an exceptional job this year. It was very easy to complete the evaluation. You and the staff continue to woo and wow the Board and we appreciate all that you do. Keep up the good work.

Ms. Wascom thanked Mr. Watts and the staff. She said we have been through difficult times and now we've come through because of Mr. Watts and the staff.

Mr. Leger said he also wanted to echo his colleague's viewpoint. He told Mr. Watts that it is a privilege to work with him. He added that he makes the Board members' jobs so much easier.

Mr. Watts is a tremendous leader. He noted that the Director can only be so great, but there are many people working with the Director that also contribute to making our Library great. We are very fortunate to live in a place where our citizens have made a strong commitment to building a world class Library System. Mr. Watts' continued leadership and the dedication of the staff have made this a reality. Mr. Leger thanked Mr. Watts.

Mr. Jacob asked if there were any other comments from the Board or from the public. There being none, he read Item VI.

**VI. Comments by the Library Board of Control**

Mr. Jacob wished everyone a Happy Thanksgiving. He also thanked Mrs. Guarisco and Ms. Wascom for leading the Director Evaluation process this year.

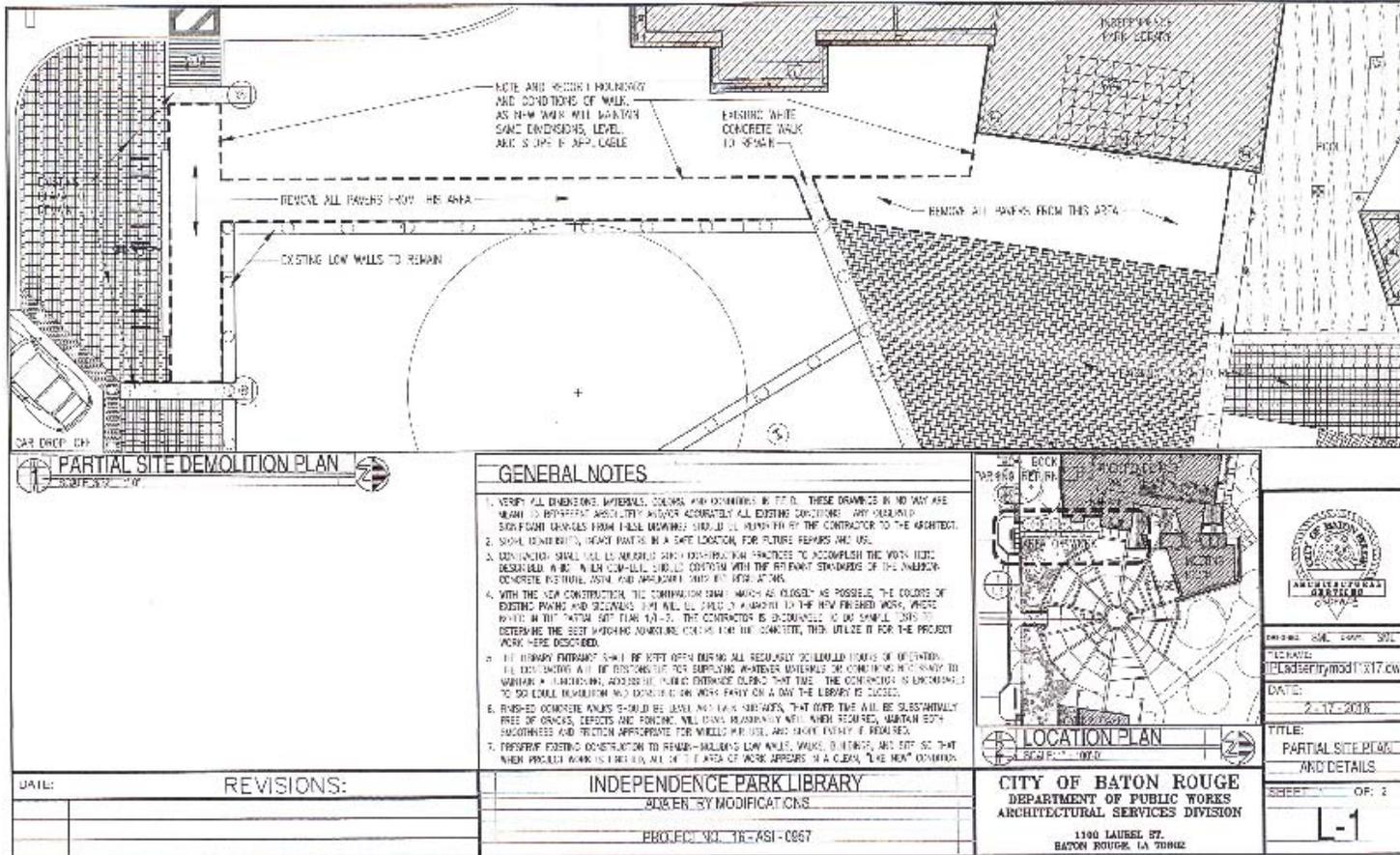
There being no further business, Mr. Leger made a motion to adjourn, seconded by Ms. Johnson. The meeting was adjourned at 5:50 p.m. by unanimous vote.

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Ms. Kizzy A. Payton, President

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Mr. Spencer Watts, Library Director



**GENERAL NOTES**

1. VERIFY ALL DIMENSIONS, MATERIALS, COLORS AND CONDITIONS IN F.I.D. THESE DRAWINGS IN NO WAY ARE MEANT TO REPRESENT ABSOLUTELY ACCURATE ALL EXISTING CONDITIONS. ANY UNLABLED SIDE FACING DIMENSIONS FROM F.I.D. DIMENSIONS SHOULD BE SUPPLIED BY THE CONTRACTOR TO THE ARCHITECT.
2. SIGN, IDENTIFY, AND MARK PARTS IN A SAFE LOCATION FOR FUTURE REPAIRS AND USE.
3. DEMOLITION SHALL BE IN ACCORD WITH DEMOLITION PRACTICES TO ACCOMPLISH THE WORK. ITEMS DESCRIBED IN THIS PLAN SHALL BE REMOVED IN ACCORD WITH THE STRUCTURAL STANDARDS OF THE MAJOR CONCRETE, STEEL, WOOD AND MECHANICAL CODES IN EFFECT.
4. WITH THE NEW CONSTRUCTION, THE CONTRACTOR SHALL, AS CLOSELY AS POSSIBLE, THE COLORS OF EXISTING PAINTS AND DECORATIONS AND WILL BE FULLY RESPONSIBLE TO THE NEW FINISHED WORK, WHERE NOTED IN THE "NOTES" PLAN 1.1-1.3. THE CONTRACTOR IS ENCOURAGED TO DO SIMILAR WORK TO DETERMINE THE BEST FINISHING MATERIALS FOR THE CONTRACT. THEN, UTILIZE IT FOR THE PROJECT WORK HERE DESCRIBED.
5. THE LIBRARY ENTRANCE SHALL BE KEPT OPEN DURING ALL REGULARLY SCHEDULED HOURS OF OPERATION. ALL DEMOLITION WILL BE STOPPED TO NOT SUPPLYING WHATEVER MATERIALS OR CONDITIONS NOT READY TO MAINTAIN A UNIFORM ADDRESS TO PUBLIC ENTRANCE CLEARING THAT TIME. THE CONTRACTOR IS ENCOURAGED TO DO LOCAL DEMOLITION AND DEMOLITION WORK WITHIN THE LIBRARY TO BE COMPLETED.
6. FINISHED CONCRETE FINISHES SHOULD BE USED ON ALL SURFACES THAT MUST BE SUBSTANTIALLY FREE OF CRACKS, DEFECTS AND FINISHING WILL BE MAINTAINED AND, WHEN REQUIRED, MAINTAIN BOTH SMOOTHNESS AND FINISH APPROPRIATE FOR WHEELS, PEDESTALS AND ENTRY. IF REQUIRED.
7. PRESERVE EXISTING CONSTRUCTION TO REMAIN—MATERIALS LOW WALLS, WALLS, BUILTUPS, AND ETC. SO THAT WHEN PROJECT WORK IS COMPLETED, ALL OF THE AREA OF WORK APPEARS IN A CLEAN, "LIKE NEW" CONDITION.



**PARTIAL SITE DEMOLITION PLAN**

DATE:	REVISIONS:

**INDEPENDENCE PARK LIBRARY**  
 AND ENTRY MODIFICATIONS  
 PROJECT NO. TR-ASI-0867

**CITY OF BATON ROUGE**  
 DEPARTMENT OF PUBLIC WORKS  
 ARCHITECTURAL SERVICES DIVISION  
 1300 LAUREL ST.  
 BATON ROUGE, LA 70802

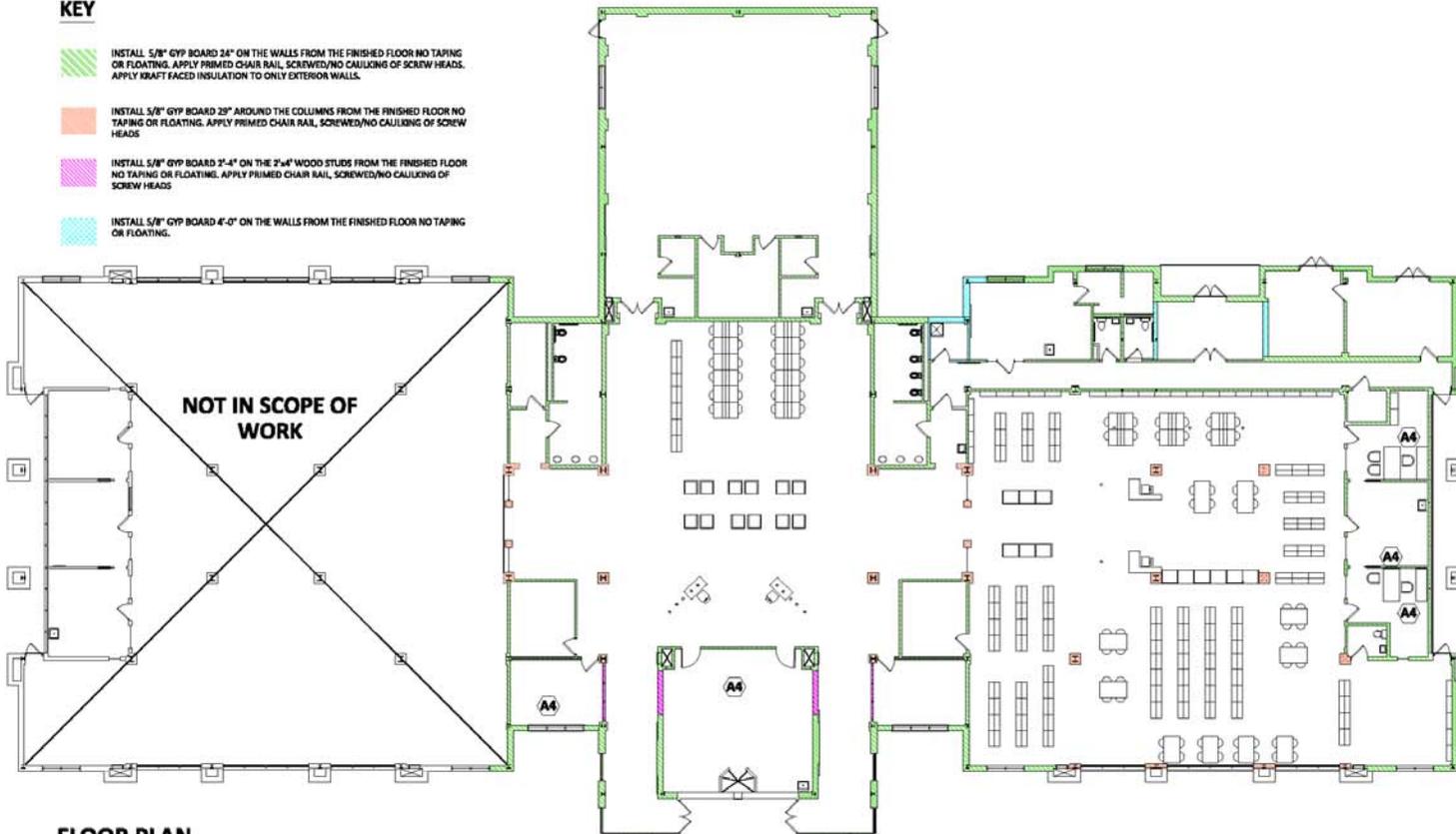
  
 PROJECT: CML 0001 001  
 DRAWING: TR-ASI-0867-017.dwg  
 DATE: 2-17-2008  
 TITLE: PARTIAL SITE DEMOLITION AND DETAILS  
 SHEET: 1 OF 2  
**L-1**

# ARCHITECTURAL NOTES:

- A1 FLOORING NOT IN THIS PROJECT**
- A2 TRIM EXISTING GYP BOARD EVENLY TO ACCEPT NEW PATCH AND NEW CHAIR RAIL AT SEAM.**
- A3 NO BASE BOARDS ADDED TO THE BOTTOM OF PATCHED WALLS.**
- A4 OFFICE DESK LOCATION TO BE ADDRESSED BY LIBRARY FOR POWER AND DATA LINES.**

## KEY

-  INSTALL 5/8" GYP BOARD 24" ON THE WALLS FROM THE FINISHED FLOOR NO TAPING OR FLOATING. APPLY PRIMED CHAIR RAIL, SCREWED/NO CAULKING OF SCREW HEADS. APPLY KRAFT FACED INSULATION TO ONLY EXTERIOR WALLS.
-  INSTALL 5/8" GYP BOARD 28" AROUND THE COLUMNS FROM THE FINISHED FLOOR NO TAPING OR FLOATING. APPLY PRIMED CHAIR RAIL, SCREWED/NO CAULKING OF SCREW HEADS
-  INSTALL 5/8" GYP BOARD 2'-4" ON THE 2"x4" WOOD STUDS FROM THE FINISHED FLOOR NO TAPING OR FLOATING. APPLY PRIMED CHAIR RAIL, SCREWED/NO CAULKING OF SCREW HEADS
-  INSTALL 5/8" GYP BOARD 4'-0" ON THE WALLS FROM THE FINISHED FLOOR NO TAPING OR FLOATING.



**FLOOR PLAN**



CITY OF BATON ROUGE  
 OFFICE OF THE CLERK OF COURTS  
 ARCHITECTURAL SERVICES DIVISION  
 1109 JAMES MONROE BLVD. SUITE 400  
 BATON ROUGE, LA 70802

EAST BATON ROUGE LIBRARY  
 GREENWELL SPRINGS RENOVATION

REVISIONS:

NO.	DATE	DESCRIPTION

DATE: 8/29/2016

SCALE: 1/8" = 1'-0"