

TENTATIVE AGENDA
FOR REGULAR MEETING OF THE
EAST BATON ROUGE PARISH LIBRARY BOARD OF CONTROL
MAIN LIBRARY
FIRST FLOOR CONFERENCE ROOM
7711 GOODWOOD BOULEVARD
BATON ROUGE, LA 70806
DECEMBER 15, 2016
4:00 P.M.

PLEDGE OF ALLEGIANCE

I. ROLL CALL

II. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF NOVEMBER 17, 2016

III. REPORTS BY THE DIRECTOR

- A. FINANCIAL REPORT
- B. SYSTEM REPORTS

IV. OTHER REPORTS

- A. MAINTENANCE AND ADDITIONAL CAPITAL PROJECTS
- B. MISCELLANEOUS REPORTS

V. OLD BUSINESS

- A. UPDATE ON RIVER CENTER BRANCH LIBRARY CONSTRUCTION – MR. SPENCER WATTS
- B. UPDATE ON FLOOD RECOVERY ACTIVITIES AND GREENWELL SPRINGS ROAD REGIONAL BRANCH LIBRARY – MR. SPENCER WATTS AND MS. PATRICIA HUSBAND
- C. UPDATE ON SEARCH FOR A SITE FOR A SOUTH BRANCH LIBRARY BY REAL ESTATE BROKER – MR. SPENCER WATTS

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

December 15, 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, December 15, 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. Jason Jacob, Ms. Terrie Johnson, Mr. Logan Leger, Mr. Donald Luther, Jr., and Ms. Kathy Wascom. 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. Brian Thornhill, Library LAN Administrator; and Mr. Brandon Trent, Library Network Technician I; Captain Blair Nicholson of the East Baton Rouge Parish Sheriff's Office; Mr. Frank Hillyard, videographer for Metro 21; and one member of the public.

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

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

Ms. Payton asked for the approval of the minutes of the regular Library Board meeting of November 17, 2016. Mr. Jacob made a motion to approve the minutes, seconded by Ms. Johnson, 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 November 30, 2016 show operating expenditures are \$30,910,523.14 or 71.24% of the operating budget. Through November we should have spent no more than 92% of the operating budget.

Cash collections from Property Taxes for 2016 will finish ahead of 2015, as we are approximately \$1.1 million and 2.75% ahead of period last year.

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

Mr. Leger arrived at 4:10 p.m.

B. System Reports

Mr. Watts asked Ms. Stein to give the systems report. Ms. Stein gave the *Around the Parish* report. Highlights included:

- The groundbreaking ceremony for the new River Center Branch Library was held at Town Square on Tuesday, December 6th at 3:00 p.m.
- Mayor-President Kip Holden presented a proclamation to Mr. Watts designating December 6, 2017 as River Center Branch Library Day in celebration of the groundbreaking.
- Ms. Payton spoke on behalf of the Library Board; after which the officials present entered the jobsite with gold shovels to break ground.
- Buquet & LeBlanc, contractors for the project and Mr. Tim Bankston, Library Facilities Manager prepared the area with tarps for easy access to the entrance of the site.
- The groundbreaking ceremony was well reported by the local media during and after the historic event.
- STEM (Science, Technology, Engineering, Math) programming continues to be important at all of the Library's facilities
- During the Thanksgiving break, young patrons at the Bluebonnet Regional Branch Library enjoyed learning to use code to create a game.
- The LASM (Louisiana Arts and Science Museum) Discovery Dome is featuring a program called "Let It Snow" which is a light and music show projected on the inside of the inflated dome. This program is being presented at all libraries in the system. At the Carver Branch Library the children from the Freeman-Matthews Head Start program enjoyed the fun.
- Mike Anderson, the Dulcimer Guy, has been a frequent performer at the Library throughout the year. He plays the dulcimer, tells folk tales and for the holidays, he appears as Hugo Kringle, Santa's younger brother.
- The Food for Fines program at the Library is off to a good start. The Greater Baton Rouge Food Bank lost their trucks, the food, and their warehouse during the August floods.
- The Food Bank cannot pick up our donated food this year. The Library's delivery service, Express Courier Delivery Service, has graciously offered to pick up and deliver donations from the Library as a gift to our community. In the first delivery over 2,000 pounds of food were transported.

- The My Brothers’ Keeper initiative to assist children so that they are ready to learn when they enter kindergarten is supported by the City-Parish and the Library.
- A “You Rock” celebration was held on December 14th to highlight the work of Mayor Holden and community agencies serving children and youth.
- Ms. Pabby Arnold, Children’s Services Coordinator and Ms. Chaundra Johnson, Outreach and Preschool Literacy Services Coordinator showed statistics for some of their programs.
- The following were featured:
 - 973 visits by the bookmobile to pre-schools and early learning centers;
 - 2,300 story times;
 - 3,183 registrations for 1,000 Books before Kindergarten; and
 - 17,273 children registered for the Summer Reading Program.
- The Library is a partner in the Baton Rouge Bicentennial Planning Committee. The kick-off for the 200th birthday begins on December 31st downtown at Red Stick Revelry
- Red Stick Revelry includes the following:
 - Red Stick Rising - Kid-centric daytime activities for families, 11 a.m.-1 p.m.
 - Countdown activities, 6:30 p.m. through 12:15 a.m. – Phat Hat 9 p.m. – Midnight; Red Stick Drop 11:59 p.m.
- Bicentennial Events will be held throughout 2017, including the Louisiana Marathon in January, and the Wear Red Day on January 17th.
- The Baton Rouge Room will begin a year-long lecture series on January 25th. Ms. Petra Hendry will discuss Old South Baton Rouge.
- *Life on the Mississippi* by Mark Twain is the One Book/One Committee selection with an after hours appearance by the “author” on February 11th at the Main Library plaza.
- New Library Databases feature the Gale Science: Interactive for students, teachers and parents. We’ve added Mergent Intellect which allows for customized searching. New test preparation guides have been added to the Gale Virtual Reference Library, (GVRL).
- Qello Concerts database features full concerts of over 30 genres of music. The One Play database provides free video game downloads for PCs, and android devices.

Ms. Stein reminded the Board that the Library’s new catalog with responsive design is now available for patrons. As of January 1, 2017 the old catalog will be removed from the Library’s website. 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 such as “e-card” registration for patrons who do not have cards. It allows access to the digital library for 60 days, and must be

redeemed in person for a regular, full service library card. The online library card renewal for patrons with expired cards is designed to help patrons with expiring physical or digital materials who need to renew yet are unable to come to the library at this time. This temporary renewal is extended for 60 days.

Ms. Stein asked if there were any questions. There being none, Ms. Payton read Item A under Other Reports.

IV. Other Reports

A. Maintenance Report and Additional Capital Projects

Ms. Husband made her report on maintenance and capital projects. A pre-construction meeting was held on November 28th and a Notice to Proceed was issued on Tuesday, December 6th to Allrite Electric, Inc. for the Exterior Lighting Project for the Baker, Delmont Gardens, Eden Park, Scotlandville and Zachary Branch Libraries. The electrical engineer is currently reviewing the light fixture specification submittals. Work on this project should be completed in June 2017.

The Exterior Restoration Project for the Carver, Central, Delmont Gardens, Eden Park, Greenwell Springs Road Regional, Scotlandville and Zachary Branch Libraries started on November 9th. Work is expected to continue until May 2017. A construction progress meeting was held Tuesday, December 6th at the Greenwell Springs Road Regional Branch. The initial pressure washing is complete at this branch along with the choice of paint colors for the doors. Work is also underway at the Zachary and Central Branch Libraries.

Ms. Husband reported that a bid was received for the flooring projects for the Central and Pride-Chaneyville Branch Library meeting rooms. Mr. Bankston is evaluating the bid at this time. The specifications and requirements for the Zachary flooring project are also in the Purchasing Department.

Ms. Husband asked if there were any questions. There being none, Ms. Payton asked Mr. Watts to give the Miscellaneous Reports.

B. Miscellaneous Reports

Mr. Watts said he wanted to discuss the Main Library paver replacement project. The project to pour concrete to replace the pavers at the front entrance experienced a major problem. The good news was that we had good weather during the scheduled time to complete the work. However, two trucks carrying the concrete arrived together. The second load of concrete remained in the hopper too long, and as a consequence, it was “hot”, cracking as it set. This concrete will need to be removed and fresh concrete will need to be poured. At this point we have cleared the large meeting room schedule again so that the work can take place from December 28th through December 31st. As with the earlier work, patrons will be re-routed through the meeting room to

enter the library. This process worked well the first time, and we hope that will be the case during this second phase of the project. He added that some of the patrons with mobility issues have already expressed their appreciation for this change.

Mr. Watts then mentioned the Food for Fines project. He said many people do not have fines, but still contribute food. Some are even paying forward toward a neighbor's fines. This project is helping the food bank in a year in which their operation was adversely affected by the flood. It is also important because even more people need the assistance of the food bank due to flood losses.

He also announced the success of the Sock It to Me project. Our Children's Services Division worked with *Baton Rouge Parents Magazine* to collect 333 pairs of socks for homeless and needy children. Socks are the article of clothing in most demand at shelters.

Mr. Watts then discussed the Library's new card catalog. There have been some issues, but the staff has been very responsive in addressing the concerns. Feedback from patrons about structural issues have been handled quickly. The catalog is a work-in-progress, but it is becoming more refined with each change. He also noted that the Virtual Desktop Infrastructure project is underway. The Talking Tech service which will notify patrons about items ready for pick up, has been tested and should be ready for implementation after the first of the year. We needed the approval of the purchase of an upgrade to insert a specific Main Circulation phone number for patrons with questions.

Mr. Watts told the Board that last night the Metropolitan Council approved the architectural services contracts for the renovation of the Greenwell Springs Road and the Jones Creek Regional Branch Libraries. The final step will be the signing of the contracts by the architects and the Mayor-President.

Concluding Miscellaneous Reports, Mr. Watts said there are many students studying at the Library now because of final exams. Exam preparation first began with college students and now high school and middle school students are studying. We are happy to see these young patrons and it is wonderful that we have so much space for them to use to study. Sometimes they tend to become slightly disruptive, but 95% of the time they are working.

Mr. Watts asked if there were any questions.

Ms. Payton temporarily left the meeting at 4:30 p.m. Mr. Jacob, Vice President of the Board asked for public comments on Other Reports. There being none, he read Item A under Old Business.

V. Old Business

A. Update on River Center Branch Library Construction – Mr. Spencer Watts

Mr. Watts discussed the River Center Branch project. He stated that the groundbreaking ceremony on December 6th was wonderful. Progress has been made with the completion of the demolition of the old facility. The real work of building the branch has begun. The contractors have been drilling the shafts despite the muddy conditions. They did encounter obstructions at F-4 and F-3 which appear to be a rock-like substance possibly from old fill or a prior building. For one of the shafts they were able to displace it resulting in a wider diameter. The casing had to be replaced with additional concrete required. The obstruction in the other shaft broke several teeth off the drill bit. This shaft was abandoned and filled. This shaft will be relocated to the west, and a modified pile cap will need to be added. Structural integrity will be maintained. This problem was easily resolved with limited expense.

Mr. Watts also reported that the first change order has been approved. It covers the pole and electrical connection relocation, the new shafts and grade beam revisions including a pile cap to compensate for the elevator hydraulic pit, and the valve replacement for the leaking water line at the north end of the parking garage. Another change order is pending for an 18 day extension at a zero cost. City-Parish Architectural Services will review this request and advise us after discussions with the contractor and architect.

He noted that the HVAC lines are being run and set in trenches. The B-1 Garage re-opened on December 4th as promised. It appears that the existing lines for the current control system for the B1-Garage gate run under the site of the new library, and will need to be moved. The new lines can be run through the new HVAC trenches. This is an inexpensive solution to this problem, and will prolong the life of the lines operating the gate. Its location will also be documented for reference in the future if a problem occurs.

Mr. Watts said that we have had a host of submittals, information requests and responses such as clarifications for switchgears and breakers at the Central Plant, lighting control systems, fire-stopping and water and damp proofing. Library staff are reviewing and making notes as these are issued. We do make known our concerns, and ask critical questions when the need arises. The architects for the project and City-Parish Architectural Services, however, are the key staff in review decisions.

Mr. Watts then mentioned that an agreement has been reached regarding the samples for the exterior cladding. The samples for both Regal White and Silversmith will be at least two square feet in size. We are fairly sure we would like to use Silversmith because of our climate and maintenance issues associated with exterior surfaces that are too light in color.

Mr. Watts asked if there were any questions about the River Center project.

Mr. Jacob then read Item B.

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

Mr. Watts asked Ms. Husband to join him in the discussion of the recovery activities for the Greenwell Springs Road Regional Branch Library. Mr. Watts said he was pleased to announce that after many issues and complications, we have an acceptable quote for the drywall restoration. The quote will need to go through the processes outlined by City-Parish before a contract can be signed. A series of issues were resolved through the efforts of the Library staff and the City-Parish Purchasing Department. We don't have a start date for this work, but as soon as we do, we will inform the Board. He noted that this morning he signed a user agreement for this quote.

Our staff has accomplished everything that could be done prior to the installation of the drywall. Books have been shifted, and floors have been cleaned.

Ms. Husband said the Library Facilities Management staff installed new sinks in the meeting rooms, the Circulation and Reference workrooms, and the staff lounge. Some of the staff from the Greenwell Springs Branch have moved books from the shelves along the walls so that the drywall can be hung behind the shelves. They have also pulled some of the adult books. We have 212 pages of titles, and we are about a third of the way finished. Almost all of the data connections have been installed.

Ms. Wascom asked when the branch will open again. Mr. Watts replied that we will follow the plan we discussed at prior Board meetings in which approximately $\frac{2}{3}$ of the facility will be open to the public. The sheetrock installation should take approximately 10 days to complete. The contractor will inform us of when they can start. We would be able to open about a week after the installation is done. Mr. Watts stated that the most optimistic date is mid-January.

Mr. Watts said he wanted to comment about the modified standard overdue materials letter that the Library has been working on with the Parish Attorney's Office. He said we are asking the Parish Attorney not to send these letters to patrons until after Christmas. We have emphasized in this letter that if patrons have had library materials damaged or lost in the floods, to please communicate with the Library staff. The staff will work with these patrons. We do not want to add to the burdens that people are experiencing.

Ms. Wascom asked if a press release would be issued prior to sending the letters to alert the public about them. Mr. Watts replied that the Library staff discussed this possibility, but we felt that the letters themselves would express the Library's desire to work with those who have missing or damaged Library materials. The letter states that there is a recourse for those with flood-related outstanding accounts. However, broadcasting this message could possibly create confusion for people.

Mr. Jacob asked if there were any other comments on this topic. There being none, Mr. Jacob read Item C under Old Business.

C 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. There has been no movement on the two properties on Quail Drive and Balis Drive. This is very typical in real estate during this time of year as it was last year at this time.

Mr. Jacob asked Mr. Watts if he has had any conversations with the realtors about the Quail Drive site. There were some delays by the owners of the property in moving forward with the sale. According to our realtors last week, they have contacted the realtor for the seller several times, but there is no change on this property. Our realtors said they would call us if anything developed.

Mr. Leger asked when the extension of our realtor's contract ends. Mr. Watts said he believes we gave them a six-month extension. He added that the typical arrangement that we have used in the past is open ended. He cited the example of the search for an Outreach Services facility. We contacted agents who were involved in listing the property. Our property on North Boulevard at first was under a pending purchase agreement with another party. That agreement was canceled, and eventually the property was on the market again. We were then able to make an offer. That process continued for almost one year. The Parish Attorney said this is how City-Parish has typically purchased property. Mr. Watts said that when our contract ends with Sperry Van Ness, we should probably pursue property through the open market. This might be the best approach. He added that there has not been a lack of effort by Sperry Van Ness. They have been diligent in looking for sites for us. They brought us the Quail Drive site as soon as they heard it was a possibility. As it turned out, the availability expressed by the owner was premature. The disappointment now is that the owner is delaying actively pursuing a buyer.

Mr. Jacob asked if there were any other comments by the Board. There being none, he asked for public comments about Old Business. There were none.

VI. Comments by the Library Board of Control

Mr. Jacob asked for comments from the Board. Mr. Luther said he just received a copy of his daughter's transcript. Tomorrow she will receive her Masters in Library and Information Science from LSU. He said he is proud of her and her classmates. All applauded and Mr. Jacob offered congratulations to her.

Ms. Johnson said that since this is the last meeting of 2016, she wanted to tell Mr. Watts and the staff that they have done an awesome job this year. We had some tragedies, and the flood. This required extra work from the employees, and they stood the test, came through and represented the State of Louisiana and East Baton Rouge Parish. She thanked the employees for all they did. She said the Board appreciates the staff. Mr. Watts thanked Ms. Johnson and said the staff appreciates that expression of thanks. He added that it has been a challenging year, and he appreciates the Board's recognition and encouragement.

Mr. Jacob wished everyone a Merry Christmas and a Happy New Year. He said he looks forward to 2017!

There being no further business, Mr. Luther made a motion to adjourn, seconded by Mr. Leger. The meeting was adjourned at 4:50 p.m. by unanimous vote.

Ms. Kizzy A. Payton, President

Mr. Spencer Watts, Library Director