

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
JUNE 16, 2016
4:00 P.M.

PLEDGE OF ALLEGIANCE

I. ROLL CALL

II. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF MAY 19, 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. SETTING OF DATE FOR SPECIAL 2017 BUDGET WORK SESSION – MR. SPENCER WATTS
- B. TO VOTE TO AMEND THE RULES OF BEHAVIOR FOR PATRONS IN REGARD TO TOBACCO AND SMOKING - MR. SPENCER WATTS
- C. DISCUSS AND VOTE TO ADJUST THE FINE SCHEDULE FOR DVD AND AUDIO ITEMS - MR. SPENCER WATTS

VI. OLD BUSINESS

- A. DISCUSSION OF QUAIL DRIVE SITE FOR A SOUTH BRANCH LIBRARY AND TO VOTE WHETHER TO CONTINUE DUE DILIGENCE REGARDING THIS SITE – 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

June 16, 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, June 16, 2016. Mr. Jason Jacob, Vice President of the Board called the meeting to order at 4:01 p.m. Members of the Board present were Mrs. Martha Guarisco, Mr. Logan Leger, Mr. Donald Luther, Jr., and Ms. Kathy Wascom. Ms. Kizzy Payton, 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. Rhonda Pinsonat, Library Business Manager; Mr. Ronnie Pierce, Assistant Library Business Manager; Ms. Liz Zozulin, Executive Assistant to the Library Director; Mr. Michael Smith, Library Network Technician I; and Captain Blair Nicholson, of the East Baton Rouge Parish Sheriff's Office. Ms. Patricia Husband, Assistant Library Director of Branch Services, and Ms. Sonya Gordon, Library Public Relations Coordinator were absent from the meeting. Mr. Steve Hardy, reporter with *The Advocate*; and Mr. Frank Hillyard, videographer for Metro 21 also attended.

Mr. Jacob asked Mr. Leger 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 May 19, 2016. Mr. Leger made a motion to approve the minutes, seconded by Ms. Wascom 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 May 31, 2016 show operating expenditures are \$13,550,032.00 or 30.65% of the operating budget. Through May we should have spent no more than 42% of the operating budget.

Cash collections from Property Taxes for 2016 increased slightly, as we are approximately \$882,000 and 2.23% ahead of the same 6 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. She began her remarks by saying that the new database, *Brain HQ* that she mentioned at last month's Board meeting is being tested by staff. With any of our databases including this one, there is an authentication process by which the database vendor confirms that the user is a library patron whose library is paying for the database. When our patrons register with *Brain HQ*, an account and profile are set up. The vendor then sends an email to the patron. Each time the patron logs on to the database, the patron's account is accessed. The staff is taking time to familiarize themselves with this product so that they can answer patron questions. We will announce this database in *The Source* next month. Ms. Stein added that last month she was questioned about whether this database has an audio version for those who are visually impaired. She happily reported that *Brain HQ* does have an audio component. She noted that one can earn badges and create a customized routine similar to a fitness routine.

Another new database is called *Biblioboard*. This is a book board clearinghouse which will allow patrons to publish their own books. This database gives the Library a place to display these materials, and will replace the database, *Fast Pencil*. *Biblioboard* even assists writers to make covers for their books, and export them as ebooks. She noted that we will be able to support local authors who are producing ebooks.

Ms. Stein then said that the Library works with our local educational agencies such as My Brother's Keeper, and Volunteers in Public Schools (VIPS). We will host VIPS preschool expo called Ready 4 K on Saturday, June 18th. This is a family event to inform parents and to excite 4 year old children about learning.

She noted that the Library works with teachers in the parish public schools, but also reaches out to educators from other schools and school districts in the parish. She said this week Library staff participated in continuing education teacher training at the East Baton Rouge Parish School Board Office. We talked about Library databases with these teachers.

Ms. Stein mentioned Edufest which is a program through My Brother's Keeper. The bookmobile will be at this event scheduled for the end of the month.

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

- A second stained glass window, *A Journey to a Dream*, was installed at the Main Library at Goodwood. This gift was made possible by The Will and Leona Huff Fund; designed by landscape architect, Jon Emerson; and crafted by the Steve Wilson Studio. This window celebrates educators, learning, and nature. A dedication will be held in November.
- *A Journey to a Dream* is located on the first floor in the AV browsing area facing the north courtyard. This second window joins the first one in Children's Services and the second floor Reference Area. The Will and Leona Huff Fund will also endow an ongoing annual donation to honor a local educator who will choose books for the Library's collection.

- Lighting installation for the entrance to Children's Services at the Bluebonnet Regional Branch Library has begun. Very shortly the remaining lights will be connected.
- The Library's Career Center has had a wonderful response from the public since moving to the Main Library. Their services are available online and in person. Staff have been conducting programs in the Library, at expos, at prisons, and for citizens in transition.
- Their facilities have been used for interviewing through Skype. Attendance was high (75 people) for their program about working from home.
- Patrons return to thank the staff and also send them notes of appreciation for employment education and assistance. The Louisiana Job Connection site tweeted about the Career Center.
- The Summer Reading Program has something for all with family, teen, children and adult programs, and reading materials for all.
- The Jones Creek Regional Branch Library was the site for 162 happy patrons of all ages playing BINGO!!! Staff opened an extra room and set up extra tables and chairs to accommodate all who wished to play.
- The teens began their summer fun with Chocolate Olympics. They ate, touched and crafted with chocolate.
- Laser Tag for Teens was enjoyed in early June in the Plaza of the Main Library. Patrons at every branch that could accommodate the activity, hosted a laser tag session. Some events were even held indoors.
- Adults and new patrons were talking at the Fairwood Branch Library, and overheard a junior high school male comment that he loves to come to the Library. This was an unsolicited response by this teen patron when his friends said he was roped into visiting the Library which he denied.
- At the Delmont Gardens Branch Library teen males crafted ink pen covers with polymer clay to be given as gifts. The activity involved designing, measuring, and thinking critically
- In Children's Services the Baton Rouge Ballet Theatre presented *The Graduation Ball* to full houses at every branch. In attendance were children, and parents and summer camp groups.
- Rhythm and Soul engaged audiences at all branches with an anti-bullying message. The two young men encourage the children to get up and move. They have also visited the Juvenile Detention Center with their message.
- The summer fun continues each year with repeat visits by Harvey Rabbit and Friends, and Farmer Minor and Daisy the Reading Pig.
- A new performer to the Library, the Sock Rockerz, a band from Nashville who perform wearing silly socks were a huge success. Children, parents and staff want them to return next year.

- The Library holds programs with our community helpers such as the Baton Rouge Mounted Police. They show the children what the horses can do. The Baton Rouge Police also bring the K-9 officers for the children to see the dogs at work. These activities make a connection with children who learn police officers are friends.

Ms. Stein mentioned that our summer statistics are about the same as last year in regard to registrations for summer reading. Children are already turning in their reading logs. Our goal, however, is to keep our young patrons reading all summer long, so we provide incentives to encourage them. The incentives are paid for and provided by the Patrons of the Public Library (POPL).

She noted that many good programs are yet to come such as Playmakers, Mike Artell, and author/singer, Johnette Downing. All of our performers and especially our dancers instill the confidence in our young patrons that they can dance and perform.

Ms. Stein asked the Board if they had any questions. Ms. Wascom asked about Library activities for a tween. She said an 11 year old male is too old for many of the activities held in Children's Services. She said she isn't sure about Teen programs. Ms. Stein replied that this is a hard age. The guideline for the reading log sign-up is if a child is a rising 6th grader, the child can choose between joining the Teen Summer Reading Program or the Children's Summer Reading Program. The guideline for attending Teen programs is if a child is a rising 6th grader, the child can participate in Teen activities. Unless it is a family announced program, Teen Services discourages fifth graders in the Teen Department. Ms. Stein added that one of the reasons the Library purchased so many Arduino kits is to provide activities for the 10 – 12 year olds who don't care to go to Children's Services. These kits can be checked out, taken home, and used by the children with parental assistance. She also said that we actively search for activities and materials for Tweens.

Ms. Guarisco asked how the Adult Summer Reading Program is going. Ms. Stein said the adults asked for summer reading. Based on the fact that for the first time, we have run out of book logs, and have ordered more, the adult program is going well. Our adult prizes aren't extraordinary, but for adults, reading is its own reward. However, adults who complete their logs, get a coupon for either the Recycled Reads bookstore, or \$3.00 off their fines. Many adults are reading, but do not wish to formally participate with a log sheet. They also are attending Library summer programs which expose them to what the Library has to offer.

Mr. Jacob asked about *Biblioboard*. Is that database accessed in the Library, or is it free standing? Ms. Stein replied that it will be free standing. One will access it with a library card number either at home, on a cell phone, or on another electronic device that has an internet connection. An account will be set up to save and store the book. The Library will be able to access these ebooks and add them to the online catalogue. It will be similar to the OverDrive and OneClick books.

Mr. Jacob asked for public comments. There being none, he 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. He said since the last Board meeting several good things have occurred. Some of the issues with the transitional timeline have been resolved. The interior renovation on the temporary space in the Kress building was started on May 20th. Most of the major work has been completed. The renovation should be finished by the relocation date of July 10th. The walls have been reconfigured, and the partitions for the restrooms should arrive tomorrow. The Library's IT staff and the Library Business Office are working with Cox Communications to finalize the contract for the telecom connection and service for the facility. We are waiting to be told the date for the installation from Cox. Our target date is on or before July 10th.

The surplus sale dates suffered a small set-back. The Purchasing Department delayed the start of the sale by several days. The sale began on June 3rd and will run until June 17th. The official close out and last day to pick up items is July 1st.

Mr. Watts noted that we received a fully executed contract for the construction of the River Center Branch this month. The contract and bond were recorded on May 26th. Remediation activities will start on July 12th and be concluded by August 7th. The Notice to Proceed for the actual construction activities should be issued by DPW on August 15th. Demolition is scheduled to start by October 4th.

Mr. Watts said one of the questions last month was when we would see construction begin. Deconstruction will certainly occur this fall. The demolition timeline is long, partially due to the site work that will be required. This lengthens the timeline. Piers will need to be removed, some excavation may be necessary and a new foundation will need to be poured. He added we probably won't see slabs being poured until after the New Year. As we progress with the relocation, the remediation and the demolition, we will be able to better pinpoint the date for construction to begin.

Mr. Watts concluded his remarks on the River Center Branch and asked if there were any questions.

There being no questions, Mr. Jacob then read Item B.

B. Maintenance Report and Additional Capital Projects

Mr. Watts gave the maintenance report as Ms. Husband was attending Continuity of Operations Planning (COOP) training given by the City-Parish for all Departments of the City.

Mr. Watts noted that the renovation of the Bluebonnet Regional Branch Library is near completion. Some punch list items need to be addressed. The Marlite display is now finished.

The Panelite in the archway leading to Children's Services has been installed, but the base needs to be adjusted so that the wiring is not damaged over time. This passage will need to be closed down for the repair. The contractor hopes to begin work tomorrow and finish by Monday. The colored wall panels were installed in Teen Services.

Mr. Watts said that the flooring project at the Scotlandville Branch Library is almost completed. The installer returned this week to weld the seams on the floor, and he anticipates completing the job tomorrow.

He added that the Carver Branch and the Greenwell Springs Road Regional Branch Libraries roofing projects are finished. The final acceptance of the Greenwell Springs roofing project is on the Metropolitan Council agenda for June 22nd. The Carver roof has been a problem during rain events for a very long time. The staff was happy during the recent rains to see that there were no leaks.

Most of the work on the Outreach building at 3434 North Boulevard has been completed. The movers plan to relocate the Outreach Department in July. The Outreach staff is very excited about the move. Just this week the air conditioning and phone service at the current location stopped working.

We have already held Recycled Reads book sales at 3434 North Boulevard, and patrons and staff have been happy with the new location.

Mr. Watts then reported on the exterior lighting project and the exterior building project. The work on both these projects is progressing well. DPW hopes to receive final plans for the exterior lighting project by June 27th. The construction documents and the specifications for the exterior building work is being reviewed, and a bid package is being drawn up.

Mr. Luther arrived at 4:40 p.m.

Mr. Watts said he wished to briefly address the subject of the maintenance of the HVAC systems in our buildings. He noted that an air conditioning issue occurred at the Bluebonnet Regional Branch this past weekend. The temperature rose to about 80° which is not extreme, but is not comfortable if one is in the building for a length of time. There were several complaints by patrons who were angry. He said he understands that patrons expect to come to our buildings with the HVAC working properly. The Library's Building Maintenance staff worked for most of the day to repair the problem. They responded quickly and got the system working, but another issue occurred which required additional repairs. This additional problem was also repaired by late afternoon, and by Sunday the building had cooled down.

Mr. Watts noted that we believe that when the severe storm occurred in May and the electricity in an eight block area around the Bluebonnet Branch was in a sliding brownout mode for three or four days, this power fluctuation damaged parts of our system. In conclusion Mr. Watts said he believes that our Maintenance staff responsibly monitor our systems and perform preventive maintenance in a timely manner. Many components of the HVAC system at the Bluebonnet

Regional Branch are in their mid-life of use. This problem occurred due to an environmental issue.

He noted that the Library's Maintenance staff have a rigorous pre-season checklist for the spring and the fall for each facility to detect problems and provide proper prevention so we can try to avoid problems. He said this is not a perfect world, and so occasional breakdowns occur even though preventive maintenance was done.

Mr. Watts added that we apologized to our patrons. Generally we keep the building open during an equipment repair, so that patrons who just want to check out a book or pick up a hold item, have the ability to do so. We understand that if a patron planned to work on a project for several hours, it might be too warm. We urge patrons to go to another branch in this situation.

Mr. Watts said he is pleased that we have staff in-house to address maintenance on weekends and in the evenings. He noted that he has worked in other Library systems in which another department of the city does the repair work. If a system breaks down on the weekend or in the evening no work is done immediately, and must wait for the next business day.

Mr. Watts asked if there were any questions. Ms. Wascom said she had one suggestion regarding the orange tunnel into Children's Services at Bluebonnet. She suggested they have a contest in Children's Services to name this entrance.

Ms. Wascom then wondered if a generator back-up is a possibility when a system goes down. She suspected that a generator is cost prohibitive. She added in our future planning this might be something to consider. Mr. Watts replied that in situations without air conditioning, IT systems malfunction. That is why we have a generator at the Main Library to provide power to keep our servers and systems functioning. Currently if we lose power at Main, we need the generator. Once the Outreach facility is operational, we will have back-up servers there for emergencies, and the Outreach building also has a generator.

He added that we would like to have a generator in various quadrants of the parish for several branches. We learned from Hurricanes like Katrina and Ivan, that having a cool place to go for several hours can be a life saver, especially if the power has been out in homes for extended periods of time. The Library becomes a haven for people.

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

C. Miscellaneous Reports

Mr. Watts announced that Mr. Andrew Tadman, Librarian Coordinator of Reference and Computer Services, is on his way to Washington, D.C. to the White House to represent us and the State of Louisiana for the Champions of Change program. He will also attend the National Maker Faire®. Mr. Watts noted that the White House has been very involved in this area. The Office of Technology and Innovation promotes the maker movement. Our 3-D printer program

has earned us a place at this event. We are very pleased to be working with this cutting edge technology.

Mr. Watts then discussed the Main Library. He said previously he reported that we would be getting the pavers replaced with concrete. Yesterday a decision was reached by the City that the second bid had issues. The support documentation in the RFQ regarding details was incomplete. The bid was cancelled and the process of getting a contractor for the work has begun again. We're hoping that this third bid process will result in a contractor being named who will complete the project later this summer. Mr. Watts added that a concern we will need to address is the fact that for two days the front entrance into the building will be closed. This will require us to re-route patrons through the large meeting room entrance. This entrance is visible from the Plaza, and is preferable to directing patrons to the west side of the building entering through a staff hallway which can be confusing. However, the large meeting room is frequently booked for meetings, so we will work on all of the details to ensure an orderly process for patrons and meeting room users.

Mr. Watts then mentioned that Community Coffee recently brought its mobile coffee house to the Main Library parking lot on two days to evaluate the amount of business CC's Coffee might generate if they leased the space at the BREC Café. Our former Library Board member, Mr. Stan Bardwell has been working with decision makers at Community Coffee and with BREC's Administration to determine if CC's could be a suitable vendor for the café. Even though it is not the Library's building or responsibility, BREC welcomed our input and our efforts to encourage this vendor.

Mr. Watts then gave an update regarding the capital improvements program plans for the Greenwell Springs Road Regional and the Jones Creek Regional Branch Libraries. He said that Mr. Jim Frey from DPW Architectural Services had reviewed the scope of work for each building, and he made some improvements to the plans. He would like to increase the budgets for both of these projects in order to add some contingency fees of approximately 5%. Mr. Watts said that soon DPW will issue a Request for Proposals (RFP) for both these projects.

Mr. Watts then discussed the bid responses for the Radio Frequency Identification (RFID) and automated sorting system project. He noted that we had some concerns with the UL certification requirement. We discussed this issue with the vendors and then spoke with the City-Parish Purchasing Department. Purchasing is now reviewing the responses in order to determine the next course of action. We are hoping that this concern does not cause the bid request to be cancelled and then need to be re-issued again.

Mr. Watts announced that this week we received the signed contract for the services of a social worker in the Library. Hopefully we can begin offering this assistance to our patrons in a couple of weeks.

Mr. Watts also stated that the City-Parish is considering engaging a consultant to study establishing a fiber optics broadband network for the entire parish. One of the ideas being discussed is using the E-rate program and the Second Modernization Order to pursue a joint project to build a fiber network for both the schools and libraries. This expansive network could

then be the basis for further development. It would build a strong infrastructure which can foster other enterprises and businesses. Mr. Watts said that Ms. Stein had noted how important it was in the Pride-Chaneyville area when cable was finally available there. It is important to areas that are economically poor or rural when a library is built in an area. Once cable is placed for a library, it becomes easier to expand this service to residents in the area. Mr. Watts said this concept is what is motivating the City to conduct this study. He also said he thinks the idea is a good one for the City to pursue. He added that the text of the Second Modernization Order of the E-rate document is daunting. He said the Metropolitan Council will vote on whether to fund this study at their regular meeting on Wednesday, June 22nd. Mr. Watts encouraged the Board members to express their support to their Council members informing them that libraries and schools will benefit.

Mr. Watts then said he wished to discuss the use of the Library by civic groups. He noted that 59 of our registered groups are civic and homeowner associations using Library rooms. These are local groups that book frequently. We do have larger groups such as the Greater Baton Rouge Federation of Civic Associations, 100 Black Men, Metamorphosis, BR Youth Coalition, Teach America, and 100 Cups of Coffee. We encourage these groups to meet at the Library because it provides a place where people can meet and exchange ideas. The Library can be a place where people present their ideas to other business people. We are pleased to provide this venue for commercial and economic development. Mr. Watts also mentioned SCORE and during tax season the AARP Tax Aide program and VITA who all meet in our branches. We do have rooms for studying and for collaborating on projects, but we have not neglected our civic groups.

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

V. New Business

A. Setting of Date for Special 2017 Budget Work Session – Mr. Spencer Watts

Mr. Watts said based on polling Board members, the special public work session on the proposed 2017 Library budget is set for Wednesday, July 13th at 4:00 p.m. in the Board room on the third floor of the Main Library. He added that we will provide sandwiches, chips, cookies, tea and coffee.

This meeting is a work session for the Board to ask questions of the staff, and therefore, there will be no public comments. We give the proposed budget thorough coverage, and discuss the various expenditures in detail. Due to scheduling conflicts, there are a couple of Board members who will not be able to attend on July 13th. For those members we will offer, as we have done in the past, an opportunity to meet with staff for about an hour to review the highlights prior to the regular July Board meeting.

This meeting will require a quorum, but no action will be taken as this is a work session. Board input from this session will be incorporated into the proposed budget. The approval of the

proposed budget with any changes will be voted upon at the regular Library Board meeting on July 21st.

Mr. Watts asked if there were any questions from the Board. There were none.

Mr. Jacob asked for public comments. There being none, he read Item B under New Business, and asked Mr. Watts to report.

B. To Vote to Amend the Rules of Behavior for Patrons in Regard to Tobacco and Smoking – Mr. Spencer Watts

Mr. Watts said our current Rules of Behavior in regard to tobacco and smoking are stated in Rules 3 and 4. They are as follows:

3. Smoking is not permitted in libraries, in library restrooms, or within 25 feet of a library entrance. Smoking is prohibited within Independence Park.
4. The use of chewing tobacco or snuff is not permitted in library facilities.

These rules seem clear cut. But we have been approached by the Well Ahead Program which is an initiative sponsored by the Louisiana Department of Health and Hospitals. The Library qualifies in many ways to be designated as a *Well Spot* because of the benefits we offer our employees for wellness activities and health care. One of the primary foundations of their program is discouraging the use of tobacco in public places. They felt that while our policy on tobacco was good, that we should revise it to make it more comprehensive. The proposed revision is as follows:

Smoking or tobacco use is not permitted in libraries, in library restrooms, or within 25 feet of a library entrance. Smoking is prohibited in Independence Park. Tobacco is defined as cigarettes, cigars, pipes or rolling tobacco, tobacco substitutes (e.g. clove cigarettes), chewing or spit tobacco, or any type of electronic smoking device.

Mr. Watts suggested that we combine the two rules into one. He said the two differences in the proposed change from the current policy are that it includes tobacco substitutes and electronic smoking. He said we do not want any type of smoking in our buildings because of the fire hazard and the irritant level it produces. When the electronic devices were first introduced, there was a great interest in them. Our experience was that the vapors from these devices could be detected by others who complained. We asked people not to use them, and we have not had to intervene very often. Mr. Watts added that as a Library Administrator he does not have any reservations about prohibiting the use of the electronic smoking devices in the libraries.

He noted that the staff asked the Parish Attorney to review this proposed change. Their opinion was that it is more comprehensive than the City-Parish ordinance that bans smoking in public buildings, but they did not see any issues with the revised policy we were proposing.

Mr. Watts said that since two Board members are absent today, he asked how the Board wished to proceed; whether to further discuss, vote to approve today, defer the vote until the next regular Board meeting, or vote not to revise the policy.

Ms. Wascom said the proposed revised policy seems appropriate and does not contain any problems. Mr. Leger said it retains the spirit of our current policy and just defines the policy a bit more.

Mr. Leger made a motion to vote in favor of the proposed policy regarding tobacco and smoking. Mr. Luther seconded the motion which passed unanimously.

Mr. Jacob thanked Mr. Watts. He then read Item C under New Business.

**C. Discuss and Vote to Adjust the Fine Schedule for DVD and Audio Items –
Mr. Spencer Watts**

Mr. Watts explained that from the 1980's when the Library began adding video formats to the collection, the fine for these overdue items was set at \$1.00 per day. The rationale was that collections were small, and so this higher fine would encourage the return of these new, high-demand formats. This \$1.00 fee was almost universally charged by libraries across the country. The checkout period was also limited to just three days. As we changed formats to DVD's and blu-rays, the fine continued to be \$1.00 per day.

Our collections have now stabilized, but are still heavily checked out. The pressure for these items is not quite as intense as it was, so the \$1.00 fine seems excessive now. Initially, the Library administrative staff discussed a change in the fine amount. Then staff working with patrons informed supervisors that patrons were questioning the \$1.00 fine.

Mr. Watts said the administrative staff would like to request that the Library Board consider reducing the fine from \$1.00 to 50¢ per day. He added that we might want to try this lower fee for one year, and then discuss whether to lower it further to 25¢ per day. We will lose some revenue by decreasing the fine. Last year we generated about \$65,000 from these fines, so decreasing the fine by half could mean a reduction of about \$32,000. He emphasized that revenue has never been the motivation for these fines.

Mr. Watts added that busy families that have checked out several videos and are late to return them, can actually accrue a \$15.00 fine fairly quickly. In this situation the fee would be reduced to \$7.50 which is more reasonable.

Mr. Watts added that audio was included in the agenda item in error. He explained that we only charge 5¢ per day for audio materials. We do not want to change that fine.

Ms. Wascom said patrons now have many options for obtaining electronic content including streaming videos that they can access on their own devices or on Library computers, so she

doesn't see a problem with decreasing the fine to 50¢. She added that she feels confident the staff will inform the Board if a problem occurs from this fine change.

Mr. Leger asked if this request is consistent with other peer library systems. Mr. Watts said he is aware of some that have lowered their fines or actually made significant changes in their lending and fine policies. He noted that the market is changing. Some patrons want the classic movies, while others do not have the means and/or the knowledge to have some of the new formats. Plenty of people are using the DVD's at a fairly good rate. About five years ago, there was a decrease in DVD checkouts, but then use plateaued, and has remained steady with significant use. The intensity and pressure to address the turnover of items is not so great now as it was several years ago. Mr. Watts said this is why libraries are changing their fine schedules.

Mr. Leger then asked where the money for fines is placed and what it is used for. Mr. Watts replied that the money is placed in a line item in the budget for fines. This money is then used for collection development to purchase needed items for our collection. However, we do have sufficient money in our collection development budget for materials we need. The reduction in fines will not affect our ability to purchase needed items.

Mr. Luther asked if the DVD and CD collection has dwindled over the last five years. Mr. Watts said the number has decreased a little over the last five years because the usage level has gone down over the last five years. We didn't study that aspect in detail. Mr. Luther said that possibly there is a need to maintain the purchase of DVD's and not decrease the number to be purchased. Mr. Watts said the number purchased has remained consistent with demand.

Mr. Jacob asked the Board if they were ready to take a vote on this request. Mr. Watts asked if they wished to vote, or to consider the request a little longer, or to be given more information at the next Board meeting. Ms. Wascom made a motion that the Library Board accept the fine reduction for DVD's from \$1.00 per day to 50¢ per day. Mr. Leger said for clarification the reduction is only for DVD's and blu-rays to which Ms. Wascom agreed. She restated her motion to also include blu-rays. Ms. Guarisco seconded the motion which passed unanimously.

Mr. Jacob asked for any public comments on the three items under New Business. There being none, Mr. Jacob read Item A under Old Business.

VI. Old Business

A. Discussion of Quail Drive Site for a South Branch Library and to Vote Whether to Continue Due Diligence regarding This Site – Mr. Spencer Watts

Mr. Watts said that in groups of two or three most of the Board members toured the property and building at 2525 Quail Drive and were pleased with what they saw. He said the owners of the building have done a good job of maintaining their building, noting it is in good condition. One of our primary concerns is the ability to re-purpose it to fit the Library's needs. It appears that we will not need to invest excessively in money and time to make the building usable for our purposes.

Mr. Watts then discussed the area of concern which is the load bearing structure and design. Mr. Jim Frey from DPW Architectural Services toured the building last week. We have also obtained some very detailed construction documents which Mr. Frey is reviewing. His initial opinion is that the building can be re-purposed for the Library's needs without having to over spend. Mr. Watts said all of this is very preliminary, and will require additional considerations such as where the column supports are located and where they are spaced, along with the ceiling height. Mr. Frey thinks that in most cases we can extend the ceiling to 11 or 12 feet. That may be slightly low for stack areas. Raising the ceilings above 12 feet could become expensive.

Mr. Watts noted that there are many positive features such as a good parking lot which is larger than the code requires. The square footage of 16,000 is on the high end of what we would expect for a community branch. The location of the site is good. It is accessible, and somewhat visible from Perkins Road, so patrons will not get lost. The site is surrounded by businesses that would be compatible with a library setting. Pennington Biomedical Research Center is across the street which is appealing. It is not located inside a residential area.

Mr. Watts told the Board that the staff recommends this site for consideration, and also recommends that we continue to perform due diligence. He added that shortly before this meeting we received a document from the realtor representing the owners of the facility. The Parish Attorney has told us that we need to communicate with the legal team representing the owner before proceeding to the next step. We will need to determine what else we must review as part of due diligence before signing a preliminary purchase agreement. We would need to get an appraisal done which is a City-Parish requirement. If the appraisal is less than the asking price, the owner is not required to lower their asking price. Within the next few days after the Parish Attorney and the attorneys representing the owner have had a chance to speak, we might need to take some action. We are not quite in the position to take any definitive action today.

Mr. Watts asked the Board if they had any questions for the staff regarding the transactions that must be done. He also asked if the Board had any comments to make based on their observations. Mr. Leger asked if we have a timeline from the sellers. He understood that they did not have a definite date of when they would vacate the building. He felt that might complicate the Library's situation. Mr. Watts replied that this was one of the first topics he discussed with the Parish Attorney. The Parish Attorney said there are provisions and safeguards that can be made for this type of situation. He added that the Parish Attorney is prepared to handle those details for the Library. Mr. Watts also said negotiating a purchase agreement and obtaining an executed contract could take three or four months. If vacating the building is contingent upon the completion of their new facility, there could be further delays if the new facility is not finished on schedule. As we know, inclement weather can slow down construction. However, there would be remedies in the contract to address these types of delays. Mr. Watts said as we progress in the negotiations the timeline could be about one year.

Mr. Leger said the timeline is one of the first items we will want to clarify. He added that he toured the building and he agrees with Mr. Watts' comments. It is a well maintained facility. He said he is concerned about the location because he would prefer we be located on a busy street like Perkins Road or on the corner of a busy street. Being at a signalized intersection, however,

is very helpful. Based on all of the searching we've done, this is the best building. He added that his other concern is with the appraisal we must have done. Mr. Leger said he feels we should continue with the due diligence of this property and go through the process to move this project forward.

Ms. Wascom said she agrees with Mr. Leger. The availability of Pennington and the Louisiana Department of Wildlife and Fisheries that are easy to partner with and the proximity of schools and the bike paths through that area gives that site great potential.

Mr. Watts noted that the master plan for green pathways was discussed about two years ago when we were considering some property at Pennington. Walking and biking trails behind Pennington are to be part of that master plan. So these would be very close to the site we are vetting.

Mr. Luther made a motion that the Library Board continue to move forward with the due diligence for the property at 2525 Quail Drive. Mr. Jacob said we have a motion. He asked if there was a second motion. Mr. Leger seconded the motion which passed unanimously.

Mr. Jacob asked for any public comments. There were none.

VII. Comments by the Library Board of Control

Mr. Jacob asked for comments from the Board. Ms. Wascom asked if the task force for the virtual library for the State has been appointed or has anyone from our Library been asked to be on it. Mr. Watts replied he has not heard any announcement about the task force being formed. Ms. Stein said the Library has a staff member on the database committee which decides which databases are part of the current program under the State Library. Mr. Watts said that possibly they may take that committee and merge it with a task force. He added that many State government agencies are waiting for the end of the special session of the Legislature before moving forward with plans.

Mr. Logan thanked everyone for their hard work and dedication, and apologized for his tardiness today.

Mr. Jacob asked for a motion to adjourn.

There being no further business, Mr. Jacob made a motion to adjourn, seconded by Ms. Wascom. The meeting was adjourned at 5:30 p.m. by unanimous vote.

Ms. Kizzy A. Payton, President

Mr. Spencer Watts, Library Director