

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
SEPTEMBER 15, 2016
4:00 P.M.

PLEDGE OF ALLEGIANCE

I. ROLL CALL

II. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF AUGUST 18, 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 STATUS OF LIBRARY SYSTEM FOLLOWING AUGUST FLOODS
- B. UPDATE ON SEARCH FOR A SITE FOR A SOUTH BRANCH LIBRARY – 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

September 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, September 15, 2016. Mr. Jason Jacob, Vice-President of the Board called the meeting to order at 4:07 p.m. Members of the Board present were Mr. Logan Leger, Mr. Donald Luther, Jr., and Ms. Kathy Wascom. Ms. Kizzy Payton, Mrs. Martha Guarisco, and Ms. Terrie Johnson were absent from the meeting. 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; Ms. Liz Zozulin, Executive Assistant to the Library Director; Mr. Brian Thornhill, Library LAN Administrator, Mr. Wesley Morgan, Librarian I; Mr. Mike Davis, videographer for Metro 21; and one member of the public. Ms. Sonya Gordon, Library Public Relations Coordinator was absent from the meeting.

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 August 18, 2016. Mr. Leger made a motion to approve the minutes, seconded by Mr. Luther and approved unanimously.

III. Reports by the Director

A. Financial Reports

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 August 31, 2016 show operating expenditures are \$23,800,786.72 or 54.71% of the operating budget. Through August we should have spent no more than 67% of the operating budget.

Cash collections from Property Taxes for 2016 continued their steady performance, as we are approximately \$1,072,000 and 2.70% ahead of the same 9 month period last year.

Ms. Pinsonat asked if there were any questions about the financial statements. Ms. Wascom asked if the City Parish Government has announced a decline in revenues due to the flooding in August. Ms. Pinsonat replied that the City has not had a meeting about the revenues since the flood.

B. System Reports

Mr. Watts asked Ms. Stein to give the systems report. Ms. Stein noted that the Library was closed for several days in August due to the floods. The two programs that were most affected were month long programs featuring artist Chuck Galey, and the show celebrating the Baton Rouge Art Gallery's 50th Anniversary. Because so many of the featured artists were affected by the floods, the Art Gallery show was smaller than originally planned. On the second floor of the Main Library we are displaying works that illustrate the Gallery's contributions to the local art scene over the last 50 years.

Chuck Galey's work was displayed during the month of August. He is a children's book illustrator from Mississippi who has developed a friendship with the staff in Children's Services. Children as well as adults were attracted to his lively display at our Library. Mr. Galey traveled to our Library at the end of August to give a talk about his art.

Ms. Stein announced that currently we are displaying black and white photographs of Mother Theresa taken by Marie Constantin. Ms. Constantin is a local photographer whose work has appeared in the *Business Report* and in other publications and journals. When Mother Theresa visited Baton Rouge in the 1980's Ms. Constantin photographed her. She has now written a book entitled *Finding Calcutta: Memoirs of a Photographer* which is part of the Library's collection.

Ms. Stein also announced that the Library will partner with the Baton Rouge Blues Foundation and host the Blues Gala at the Main Library on Sunday, October 2nd. The music will be broadcast for the public to enjoy. For those wishing to attend the ceremony in the large meeting room, a ticket will be required. As a partner, the Library houses the Baton Rouge Blues Foundation archives.

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

- September is Library Card Sign-up Month. Snoopy and Woodstock know there is nothing cooler than having a Library card.
- Architect Kevin Harris spearheaded the Flood Response Town Hall meetings. They were organized by the Baton Rouge Chapter of the American Institute of Architects. The architects contacted the Library about assisting them to provide accurate information about recovery after the flood.
- The Town Hall meeting tape is searchable to assist patrons to find the specific information they need.
- The Town Hall meetings were held at the Main Library, the Baker Branch, and the Bluebonnet Regional Branch.
- The architects presented useful, accurate information that the Library provided to patrons through printed and electronic means. An InfoGuide was created on our website. The Flood Response Town Hall meeting was taped and is available on the Library's You Tube Channel.
- Bookmobile staff from around the country have contacted the Library offering assistance and good wishes in our time of need.

- The Library is hosting FEMA in order for the public to meet with them, and for training of FEMA employees.
- The Library is hosting groups that are helping at risk children.
- The Library is providing information on restoring damaged photographs and papers. Damaged materials should be frozen to prevent further damage.
- In April 2017 Operation Photo Rescue will come to Baton Rouge for two days to assist in restoring photos. They will send up to ten items per person to restorers around the country. The restored items will be mailed back to the owner.
- Last month the Library hosted a forum for those running for Mayor-President this fall. This month the Library hosted a forum for those running for the Metropolitan Council this fall.
- Government officials are tweeting about the Library including Senator David Vitter who tweeted about our comprehensive list of resources for flood victims.
- The Library bookmobile will travel to the Greenwell Springs Road Regional Branch Library site. A FEMA representative will be present to assist our citizens.
- The Baton Rouge Area Chamber has re-scheduled an August engagement which was cancelled after the flood. The Urban Congress on African American Males in Baton Rouge will hold a meeting on October 25th at the Main Library to conduct a dialogue about the status of African American boys and men in our community in the wake of the tragedies in July.
- Serendipity Films which produced the documentary, *Faubourg Tremé, The Untold Story of Black New Orleans*, contacted the Library about a new documentary they are working on about libraries and their contributions. They have interviewed some of our staff and patrons for this film.
- Photos of the interior of the Greenwell Springs Road Regional Branch Library show the removal of flooring, the cut away of drywall and the removal of the bottom row of shelving and books as the recovery process continues.
- The old River Center Branch Library was demolished by Buquet & LeBlanc, the contractor for the construction of the new building.
- The 3rd Annual Baton Rouge Mini Maker Faire[®] will be held at the Main Library on Saturday, October 8th from 10:00 a.m. to 6:00 p.m.
- Jamie Hyneman from the TV show *Mythbusters* will be present to conduct a question and answer session in the large meeting room which will be simulcast on the large outdoor screen. Using social media, patrons will be chosen for a special meet and greet with him on the third floor terrace.
- Knock Knock Children's Museum will participate in the Faire[®] again this year. They will demonstrate all the wonderful items that can be created using cardboard.
- Through popular demand many vendors displaying their crafts will again attend our Faire[®].

- The 39th Annual Author Illustrator Program will be held at the Main Library on October 13th and 14th. Gene Yang, author and illustrator of graphic novels will be featured this year. He writes for adults, teens and children.
- The program on October 13th is a free evening program while the one on October 14th is a workshop for students, librarians, writers and teachers requiring registration. It is the only program for which we charge a nominal fee.
- Our first author illustrator, Richard Peek, made a donation to The Patrons of the Public Library (POPL) to underwrite the \$10 fee for college students.
- The Library's home page continues to feature disaster recovery information to assist patrons in finding what they need to know as recovery continues.
- The Library will host award winning teen authors Jason Reynolds and Brendan Kiely on Thursday October 27th at the Main Library, the Carver and Baker Branch Libraries.
- These teen authors are also coming to Baton Rouge for the Louisiana State Book Festival to be held downtown on Saturday, October 29th from 10:00 a.m. to 5:00 p.m. Our Library will participate in the Festival. We will announce the book for the 2017 *One Book One Community Read*.
- In October the Library's Career Center is starting an 11-week job club. On October 23rd our archivist is conducting a workshop on capturing oral histories.

Ms. Stein asked the Board if they had any questions. There were none. Mr. Jacob asked for 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 reported that the demolition of the old River Center Branch Library began on August 31st. During a site visit on September 8th only about 50% of the building remained. Mr. Tim Bankston, Library Facilities Manager, and his staff played a key role in preparing the facility for demolition. They located and turned off the water supply for the building, the chilled water connection to the Central Plant, and disconnected the security system. A leaky valve was discovered at the water connection which can be capped, but will eventually need to be replaced.

When demolition was begun a noticeable amount of dust was created. The contractor subsequently began spraying the debris with water as the structure was torn down. The contractor had estimated that it would take about one week for demolition and they were correct. What remains now is the removal of the rubble. Next the slab and piers will need to be broken and removed from the site which could take about two weeks.

Mr. Watts said the demolition of the old Municipal Building is underway and should be completed in about one week. We are interested in this work because a portion of this site could be a potential staging area for the construction of the new River Center Branch.

Some adjustments have been made to the safety boundaries around the construction site. The western sidewalk that borders the Plaza and connects to City Hall has been closed.

Better coordination with the various City departments and the contractor needs to occur. DPW Architectural Services is working to ensure that advanced notice is given to the contractor when the adjacent streets need to be closed. The contractor is aware of events that are already scheduled and will result in street closings. Also the question of using St. Louis Street and the need to close the street by our contractor have not been resolved. It was also determined that the drop-off lane on the north side of the site is too narrow for practical use in supporting construction activities.

Mr. Watts noted that Architectural Services has announced that effective September 22nd the parking spaces along the north wall of the B1 Parking Lot/Garage will no longer be available due to safety concerns. He said he hoped that once the new facility is enclosed and only interior construction is occurring that those parking spaces will be opened again.

A schedule update for the project is expected to be issued within the next week. The contractor seems to be on schedule because they vigorously worked on the demolition. Any time they lost because of the flooding event does not appear to have greatly affected the projected timeline for the project. It is hoped that the demolition will be finished by October 5th.

Mr. Watts also said that the monthly construction meetings at the site will occur on the first Thursday of each month. The project manager will be available to answer questions at these meetings. He said that in his experience, one can look at photos and read reports of construction progress, but it is easier to understand and address concerns while physically present at the site.

Mr. Watts then discussed the temporary branch in the Kress Building. The opening of the temporary location occurred at the time of the flood which was disruptive. Then unfortunately the entire block had a sewer problem. No backflow occurred in the building, but the restrooms were unavailable for a couple of weeks. Because of the flooding the plumber who would have investigated the problem was unavailable. Another plumber was finally located in New Orleans. They discovered a blockage outside of the building. While the repair work was done, the building management gave the Library access to restrooms in another portion of the building. We were able to remain open, but it was inconvenient.

He added that he hoped that over the next several months we can establish a normal schedule of programs and services to encourage patron use of the facility. The space is attractive and has a good collection of materials and technology for the public.

Mr. Watts asked if there were any questions about the River Center Branch. Mr. Luther asked if the parking spaces would not be available for 18 to 24 months while construction occurs. Mr. Watts replied affirmatively and added that there will also be a two week period when the

entrance to the underground parking area will be closed while work is done on the utility lines which are buried under the parking garage. Mr. Watts added that before the flood, he met with Mr. William Daniel, Chief Administrative Officer, about concerns the City Administration might have with the parking situation during construction. There was no alternative offered for the problem. It was noted that in a compact urban area buried utility lines are to be expected. Mr. Watts said that a good number of the parking spaces that will be unavailable were designated for Library staff. He hoped that the other garage could accommodate those displaced. Mr. Luther asked if the spaces were on the right side of the garage to which Mr. Watts said yes. Ms. Wascom asked how many spaces will be unavailable. Mr. Watts said about sixteen. He noted that for a short time the spaces on the left will be closed also.

Ms. Wascom then asked when construction would actually begin. Mr. Watts said after the demolition work is completed there will be approximately two weeks of site work needed. It will probably be a couple of months before large construction beams are visible.

Mr. Jacob asked about the Municipal Building property, and what its use will be. Mr. Watts said the plan is to convert that property into a green space. It will become part of the walking trails through downtown. Mr. Watts added that a part of that site could be temporarily used for staging for an important civic project.

There being no further discussion on the River Center Branch, Mr. Watts asked Ms. Husband to report on maintenance.

B. Maintenance Report and Additional Capital Projects

Ms. Husband reported that the Bluebonnet Regional Branch renovation is complete with the exception of a few punch list items. The Zachary Branch Energy Management Controls Project is 95% complete.

Because of the flooding event, the bid due date for the Exterior Lighting Project for the Baker, Delmont Gardens, Eden Park, Scotlandville and Zachary Branch Libraries was postponed from August 16th to August 23rd. DPW reviewed the bids and selected the contractor. The project was approved by the Metropolitan Council yesterday.

On August 24th the Exterior Restoration Project for the Carver, Central, Delmont Gardens, Eden Park, Greenwell Springs Road Regional, Scotlandville and Zachary Branch Libraries was approved by the Metropolitan Council. Tasch, LLC was the successful bidder for the project. The Purchasing Department has sent a contract for them to sign. Once the contract is signed, DPW can issue a notice to proceed.

Ms. Husband reported that we had sent a couple of flooring project specifications to the Purchasing Department. Due to the flood and the urgent need for emergency purchases our flooring project was not a priority. We expect our flooring projects for the Central and Zachary Branch Libraries will be addressed soon.

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

C. Miscellaneous Reports

Mr. Watts announced that Ms. Pinsonat attended a meeting about a new accounting and management system for the City which will benefit the Library. It will include our Human Resources record keeping and documentation. Training for the new system has begun. He mentioned that the City also just implemented a new Metropolitan Council meeting agenda system. He said it is good that the City has made progress over the last year to modernize, upgrade and streamline processes for efficiency of operations.

Mr. Watts mentioned the upcoming Mini Maker Faire® and the Author Illustrator Program. These are huge events for the Library in October.

He then discussed the bioswales in the Main Library parking lot. The horsetails have been trimmed which is good because they were so tall that they were beginning to obstruct the view for those driving through the parking lot. There is a much better line of vision now.

In regard to the RFID project, the bid responses from two well-known major vendors have come in. We will work with the Purchasing Department over the next couple of weeks to review technical compliance. We will check to be certain that the bids meet the requirements and standards we specified.

Mr. Watts then reported that nineteen firms submitted Statements of Qualification for the renovation of the Greenwell Springs Road Regional Branch and the Jones Creek Regional Branch Libraries. He thanked Ms. Husband and Ms. Stein for their assistance in analyzing the nineteen submissions. He noted that the Assistant Directors and I reviewed each submission individually for compliance with the Request for Qualifications (RFQ). Each submission was scored and the results were discussed. Firms were chosen that we felt best met the criteria in the RFQ. We shared our analyses with the City-Parish Architectural Selection Committee when they met on September 1, 2016. The Committee members who are design professionals have expertise in their field. We were pleased with the Committee's selections. They chose Bradley Blewster & Associates for the Greenwell Springs Road Regional Branch renovation. This firm had conducted the assessment of our branches, and will have expertise regarding the changes we need at this facility. Cockfield Jackson Architects was chosen for the Jones Creek Regional Branch renovation. We have worked with them on other projects and they have a good sense regarding our Library needs. The contracts should be finalized in the next couple of weeks and then work on the designs can begin.

Mr. Watts discussed a sewer issue at the Zachary Branch Library. The City of Zachary has had a problem with a lift station over the last several days. The lift station malfunctioned causing some back flow in a portion of the parking lot. Fortunately there was no back up in the building. However, the rest rooms had to be closed. Our Library Maintenance staff ordered porta potties. Last evening a temporary repair was made which seems to be addressing the immediate need.

Mr. Watts noted that many of our regular projects are now being addressed again. Our Computer Services Division is working on our virtual desktop infrastructure. They have further refined and adjusted it. The responsive design for the catalogue is in good shape. We now need to go through a final testing period before we release it for patron use in a couple of weeks.

Mr. Watts asked for questions on the miscellaneous reports. Ms. Wascom asked if the lift station problem at the Zachary Branch is the responsibility of the City of Zachary or the City-Parish. Mr. Watts replied that it is the responsibility of the City of Zachary, and they have a very good record of being responsive to their public infrastructure issues. He added that all departments have had additional responsibilities following the flood. He said he did not know if the lift station issue was flood related. Ms. Husband noted that other businesses in the area are also being impacted by the malfunctioning lift station.

Mr. Jacob asked for public comments on the Item Other Reports. There being none, he proceeded to Old Business.

VI. Old Business

A. Update on Status of Library System following August Floods

Mr. Watts said some of these updates have been reported to the Board members as they occurred, but he will briefly go over the major issues due to the floods, and the resolution of many concerns. The lack of staffing was our biggest problem placing a strain on scheduling. We opened with a reduced schedule, but each week we extended the hours of operation. As of last week we were back to our normal hours. Over 147 staff members were impacted by the flood which does present some challenges as many are now in a transitional stage. They are working hard and coping with the “new normal”. Many are experiencing unpredictability in their schedules as they are called to meet with FEMA, or adjusters, inspectors, and contractors. This continues to put a strain on our scheduling.

Mr. Watts said the staff is working diligently even though many have tremendous burdens to bear at home. He said he believes the staff understands how much the public is depending on us for the resources they need. He added he is impressed with the fortitude and commitment of the Library employees to the community.

Mr. Watts said that when we operated on a reduced schedule we did not get many complaints from the public. We had a few problems with meetings because so many organizations were in a period of disruption and disarray because their members were dealing with flood issues. We are finding ways to reschedule meetings such as the Urban Congress on African American Males that got cancelled during the flood.

We were able to host several special programs such as the Town Hall meetings *After the Flood*. We are also working with the Small Business Administration (SBA) at the Bluebonnet Regional Branch. This morning Ms. Husband helped them with their need for meeting space for

approximately 250 people requesting assistance. We also provided a space for a group that had collected school uniforms and needed a distribution site. He noted that although we experienced some logistical issues in the Main Library parking lot, we were able to be a site for the distribution of child car seats. Our Children's Services Division has also organized a new sock collection effort for those in need. Whatever issues we need to overcome are well worth the benefits to the community.

Mr. Watts noted that we taped the *After the Flood* program and have it available now on our YouTube channel. He said the Library is doing a good job of getting information out to the public. People in increasing numbers are coming to us for assistance with various needs. He said he has noticed that each disaster has its own tempo in how the recovery proceeds. Initially people were slow in coming to the Library for help, but more and more people are coming now as their needs change in the recovery process.

Mr. Watts then discussed the Library's fine and lost materials policy for this flood event. Fines for us have never been a critical source of revenue. They function mainly as a means to encourage patrons to return items. We feel that anyone who was delayed in returning materials because of the flood and its aftermath should have their fines forgiven. We will also work with patrons who borrowed materials that were damaged in the floods. There is a difference of intent when an item is destroyed due to the flood versus leaving a book outside when the sprinkler comes on. Preventable damage should incur a charge. Flood damage is beyond one's control. We are not going to block patron Library cards preventing them from getting the assistance they need. If a patron has lost a card in the flood, a new one will be issued without charge. We want our patrons to feel comfortable coming to the Library. The Serendipity Film makers observed that librarians are first responders, too. We provide trusted information they need and also serve as a refuge.

Mr. Watts talked about the Outreach Services bookmobiles. Last week three of the vehicles were out of service for maintenance. Digi Blue, our newest vehicle, was back on the road Friday after a generator was repaired. The staff will resume traveling to the Greenwell Springs Road Regional Branch Library site for at least two days per week. We will increase the visits over time and include a FEMA representative. Outreach Services is also making their regularly scheduled visits at day cares and visiting shelters around the parish.

Mr. Watts provided an update on the Greenwell Springs Road Regional Branch Library restoration. The building is closed, but we have made good progress toward re-opening the facility. As of September 6th remediation was substantially completed. The basic systems such as the fire alarms, the security system, and overnight lighting are working making the building secure. The HVAC system was made operational as soon as our Facilities Management staff could enter the building. They worked on the air conditioner and the boiler immediately which aided in dehumidifying the branch. Guarantee Restoration Services pumped 110° air into the building to aid the HVAC system in extracting moisture out of the building. Large fans and dehumidifiers were also positioned throughout the branch. The entire building was fogged twice with an anti-fungal and anti-bacterial solution. All of the furniture was wiped twice with the special solution. We were given an initial certification of air quality that showed two areas in the back of the building were borderline. Mr. Watts said a situation like this can rapidly spread to

other parts of the structure. Those areas will receive additional remediation, and then be retested. As remediation work proceeded the damp musty air quality continually decreased. Most of the flooring has been removed except for the tile in the restrooms. Much of the millwork had to be removed and 14-18 inches of drywall had to be cut out throughout the building.

Mr. Watts asked Ms. Husband to join him as they projected two drawings of the floor plan of the Greenwell Springs Road Regional Branch. One drawing illustrated where flooring remediation occurred and what type of flooring was removed. The second drawing showed where wall and fixture remediation was done and what type of material was removed. These drawings are appended to these minutes.

Ms. Husband pointed out the areas of flooring that were remediated. The area shaded in blue contained approximately 20,089 square feet of carpeting. The area to the left and in the center had new carpet, and the area on the right was older. Mr. Watts said he was glad they had not replaced all the carpeting due to a dispute with the vendor. The area in yellow represents approximately 4,157 square feet of resilient flooring. The area in the middle is where the meeting rooms are located, and those floors contained new vinyl composite tile. The flooring in the staff areas and back halls had not been replaced. Ms. Husband pointed out the ceramic tile at the entrance into the building and in the restrooms. It had not been replaced. The mechanical rooms for the chiller and boiler had concrete flooring and did not need to be remediated.

Ms. Husband then talked about the wall and fixture remediation. The areas outlined in purple were sheetrock and drywall. Between 14-18 inches of material were removed. The areas outlined in green represent where about 14-18 inches of plywood were removed. In many of our buildings plywood is installed underneath sisal so that items can be hung for display. The areas in yellow contained millwork that needed to be removed because it had absorbed water. We had large reference desks with many cabinets that had to be removed. When FEMA comes out to inspect the damage, they will be able to see exactly what was removed and how much was removed.

Mr. Watts added that the water inside the building varied in depth from 4-8 inches. Once the affected drywall was removed, Guarantee tested the walls for moisture. If they found dampness, more drywall was cut. They were very thorough as were our Facilities Management staff. He added the millwork was buckling from the water it absorbed. The remediation team said that the wood and cabinetry had to be removed including some around the base of the columns. Mr. Watts said we will observe for the next several weeks because he has seen in other situations the moisture return. The wooden end panels on the shelves throughout the building had a band of solid wood around the base, and they seem to be okay. They were also sealed at the bottom. This seemed to prevent wicking, so many of the end panels may be undamaged. However, he said if the wood had nicks in it water damage and warping could start to appear. The wood could harbor mold and mildew.

Mr. Watts stated that the total number of items that were lost from the bottom shelves was 16,664. The loss was scattered across the collection because the items were on bottom shelves throughout the building. In some ways this loss is better than one caused by roof damage because we did not lose an entire genre of books. In a collection the size of the one at this

branch, the number lost is not extreme. We can replace these items because of our disaster planning reserves and collection development budgeting.

Mr. Watts then mentioned the National Guard who utilized the Greenwell Springs Library parking lot as a relief distribution site. They left the site on August 28th. But while they were there, they performed a great service to the public. They provided ice, water and MREs to people in need. Their presence also helped people's spirits. The men and women from the National Guard were professional, and we were pleased they were there. The parking lot was in excellent shape and the design enabled them to assist citizens in an orderly, organized way.

The next step in the recovery process is to figure out how we can make this building habitable. He said at the last Board meeting we discussed the possibility of using a manufactured building or a double wide mobile building on the site. This solution is not a preferred choice by the City-Parish for a couple of reasons. If we can make this branch operational over that next 6 to 12 weeks, rather than spend about the same amount of time to install a temporary building which would necessitate sewer, water and electric connections, it would be more advantageous to concentrate on the recovery of the branch. Even if it takes a few extra weeks, it is preferable to work toward re-occupying the actual branch building than installing a temporary structure.

Mr. Watts noted that the Library Administration, the Library Facilities Manager and Mr. Jim Frey of DPW Architectural Services with his staff visited the branch last week. The plan that seems feasible is to close off the area where the adult collection is now located and renovate that space first. The floors will need to be cleaned and polished. In the areas that will be occupied, the holes in the sheetrock can be covered with a temporary material, and then permanently fixed when that portion of the building is renovated. Where the millwork and cabinets were removed, we will move furniture around to create small service areas. We plan to keep the meeting rooms open because meeting rooms are important to this community.

Computers would be placed in the center of the building in a space in front of the meeting rooms. Mr. Watts noted that the conduits are all welling up with water. The conduits have been cleaned out three times but water continues to appear. He said he has seen this problem occur in other buildings, and sometimes the solution is to jack hammer the concrete, clean out the conduits, and reinstall them. There is sufficient power in this area of the building for the computers and printers. Ms. Husband added that we just purchased new technology tables that can accommodate 24 computers. The tables are in good shape because they have metal legs. Some other types of tables that had metal legs also survived. Mr. Watts said the circulation office can be used as a support space. Ms. Husband pointed out that the DVDs will be placed along the entrance area and along the small conference room. DVDs are a big circulating item at this branch.

Some of the adult collection will be moved to part of the current Children's area. The Teens and Children's areas will be located in the remainder of the Children's and Teen area. The Teen computers will not need to be moved from their current location. Ms. Husband said we are placing computers close to areas where we already have power and data connections. Computer availability is also important at this branch.

Mr. Watts then said that Ms. Husband has been working with the Library's Computer Services Department and with our Systems Librarian, Mr. Bryce Tomlin, utilizing the tools we have such as Collection HQ to identify items that people use the most. This program looks at usage levels to determine what items are the most popular and in demand. We will have use of $\frac{2}{3}$ of the building open during this scenario.

We plan to meet with the architects from Bradley Blewster next week to get some input from them. This plan would be the first stage of the renovation. The time allotted for this stage may be lengthy, but we will have the top half of the popular items in the collection, the meeting rooms, and technology available. In our discussions with Bradley Blewster we will determine how we will phase in the moves as each part of the facility is renovated and recovered.

Mr. Watts added that much of the work is simple and inexpensive, and it meets FEMA's requirements. We are making the building habitable for the renovation project coming up. Time is the most important aspect of this project. As soon as we can get the building open, it will serve the needs of the community for about a year until we can begin the next phase of the renovation. Ms. Husband noted that Mr. Frey said it is good to get the building occupied even if it is only a portion. Mr. Watts said this is important to the community because it aids in providing a sense that normalcy is returning. He added that Mr. Frey had said the building has fewer issues when it is occupied and the systems in the building are running daily. When people occupy the facility, problems such as a leak are noticed and can be repaired before they become major concerns.

Mr. Watts noted that the next step in the repair/renovation will be to determine how quickly we can get contracts negotiated for work to begin. He said that many of the tasks such as cleaning will be simple and not require highly skilled vendors. Removing glue and residue will produce dust which will necessitate covering collections and furnishings. The dust will need to be removed also. We hope these tasks can be completed in 6-8 weeks.

Mr. Luther asked what the remediation team said about the ceramic tile. He added that he is hearing various, and sometimes conflicting opinions on what should be done with ceramic tile. He's heard comments about problems occurring under the tiles. Mr. Watts said the tiles can be retested, and we probably will do that. Also observation will reveal mold growth. Ms. Husband said that the grout was sealed, and so the tiles may be safe. We now routinely ask in our construction projects that grout be sealed. Mr. Watts added that it depends also on the type of glazing used on the tile. Porous tiles and stone will cause concerns. He noted that we will regularly inspect the tiled areas for mold.

Mr. Luther then asked if the conduits that are seeping water, are on the floor to which Mr. Watts replied affirmatively. Mr. Watts noted the wall outlets are not affected. The water did not get high enough in the building to damage the wall outlets.

Ms. Wascom asked who will pay for these repairs to the branch building and will we need to go through the bid process. She wondered if FEMA will give us some money or will we need to use our reserve money. Mr. Watts replied that we will need to meet FEMA's requirements. Ms. Husband and Ms. Pinsonat are working with the City's Finance Department on the process to

pay for this work. The contract thus far is for \$174,000. FEMA should pay for 90% of our costs.

Ms. Wascom asked about how the design and renovation work will be done. Mr. Watts answered that it will be done like our other building projects. He said FEMA will not pay for that. He said we do not want to cause any issues with FEMA that will delay getting the branch repaired. In his experience they will not pay for changes to the structure. Mr. Watts said closing in the walls will probably be covered by FEMA.

Ms. Wascom said it was good that the Library Administration suggested establishing an emergency fund for losses such as this one when the Board was reviewing the proposed budget for 2016. The collection that was lost will need to be replaced. Mr. Watts noted that we will not be concerned about replacing the lost materials from the emergency fund. We believe we can use our Collection Development account to purchase the replacements. We are in good financial condition to absorb the expenses. Ms. Wascom thanked Mr. Watts again for his forethought and planning to establish the emergency fund. Mr. Watts replied the idea was debated about three years ago when it was originally proposed, but last year the Board supported it. He thanked the Board for their favorable vote.

Mr. Watts said he wanted to discuss the financial impact of the flood. At this time there isn't enough information to determine the effect the flooding will have on revenues. In one of our neighboring parishes their library has been told to expect a 30-60% cut in revenue based on changes in the amount collected from property taxes in that parish. He added that the 55,000 houses, and the 38,000 commercial structures that were affected in East Baton Rouge Parish are substantial. The impact is unknown at this time, but the City-Parish is working on assessing the financial impact. Several rough estimates have been made. It will mostly likely be more than 10% and possibly 20-25%. A decrease of 20% in our revenue would equal about \$8 million. When one looks at the fund balance, and subtracts next year's budget, it still leaves us with over \$20 million in assets. Normally we try to save that amount of money for our capital needs and projects. He said it appears that some of our capital projects could be delayed until we have a better idea of what the impact will be. We will need to be cautious with our services, however, we have been conservative in our spending. The other unknown is the timeline involved in the recovery effort. If it takes two or three years to regain the pre-flood revenues, then the losses will be cumulative and the impact will be significant. What may be projected in a couple of months may actually be very different 18 months from now. Sometimes recovery can move more quickly. Several big projects are underway in this area which can increase economic growth. He added that we will need to be flexible during this recovery period. His hope is that we may need to delay some projects, but not abandon them completely.

Mr. Watts asked the Board if they had any questions. Mr. Jacob asked how the City-Parish handled situations in which employees could not come back to work even after the disaster was declared over. Mr. Watts said the City-Parish granted all employees leave after the initial flooding period. Then they granted six days of additional administrative leave. At that point most of the employees did not need to be off continually, but some needed to be away for occasional days or portions of the work day. They used the additional administrative leave for this. Many of our long-term employees have much accrued leave which they can use. If we

have a special circumstance, then we confer with Human Resources about it. So far this has not occurred, and we have not had any requests for leave without pay. Ms. Husband said we are working with the employees to adjust schedules to allow them flexibility to meet with adjusters and contractors. Mr. Watts added that for some classifications, employees can work more than eight hours on a given day to make up for a partial day of work. For the most part scheduling and the availability of leave time are working out. He added that it was good that the City-Parish offered an additional six days of administrative leave.

Mr. Luther asked how the social workers are assisting patrons with the storm aftermath. Mr. Watts said Ms. Husband worked with City-Parish Purchasing regarding the contract for the social workers. The contract was to end and the social workers had not provided services for all of the hours we contracted. We have been able to get an extension of their contract through the end of September. The social workers have the expertise to assist during a disaster such as the floods. Ms. Stein said that graduate students in social work from the local universities volunteered, and some non-profits offered to make presentations on subjects such as dealing with stress.

Mr. Luther asked if we have any staff with special needs that should be addressed. Mr. Watts answered that we try to be vigilant about these issues and we are understanding in these circumstances. Most staff are coping, but sometimes people reach a breaking point. Many are operating under heavy burdens and responsibilities. Ms. Stein said many staff members are sharing their homes with staff members and others are providing transportation for co-workers. Mr. Watts noted that the City has an Employee Assistance (EAP) program through Hidalgo Associates. They can assist employees to get the help they need. Mr. Luther said many will not ask for help, but he hoped that the Administration is making certain that employees know that there is assistance if needed. Mr. Watts noted that we have given employees information on resources, but it is good to remind them again.

Mr. Jacob 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 – Mr. Spencer Watts

Mr. Watts said that there is not much new information to share with the Board regarding the site for a South Branch Library. The realtor for the owner was out of town for a while and returned this week. The Library's realtors were trying to get the owner to discuss the timeline for their new building project. That information could allow us to engage in a discussion as to how the purchase of the property could work into their timeline. He added that very little occurred before the flood and of course, since the flood that has not changed. Mr. Watts noted that the flood has been a distraction causing long range planning to be postponed for many people and organizations. Mr. Watts suggested to the Board that they wait to see what happens in the next four weeks. No action from the seller, however, is not a good sign.

Ms. Wascom asked if the building had any flooding. Mr. Watts said none of which he is aware. He drove there two weeks after the flood and there was no visible sign of flood damage in the

immediate area. Ms. Husband said she looked at the City-Parish interactive zip code directory for that location. It did not show any water in that area. Ms. Stein said parts of Walden Estates flooded, but not the area around the building under consideration.

Mr. Jacob asked if there were any other comments or questions from the Board. There being none he asked for comments from the public. There were also none from the public.

VII. Comments by the Library Board of Control

Mr. Jacob asked for comments from the Board. Mr. Jacob said he wished to thank the Library for hosting the Federation of Greater Baton Rouge Civic Associations' Mayoral Forum and for also hosting the Metropolitan Council Forum. Both were a great success.

Ms. Wascom said she would like to thank the Library staff for their work after the floods. She said she remembers what it was like after Hurricane Katrina. Every patron had a story and a problem that required the assistance of the Library staff. The compassion that we show these people is very important.

Mr. Jacob asked for additional comments. There being none, he asked for a motion to adjourn.

There being no further business, Mr. Luther made a motion to adjourn, seconded by Mr. Leger. The meeting was adjourned at 5:53 p.m. by unanimous vote.

Ms. Kizzy A. Payton, President

Mr. Spencer Watts, Library Director



