

TENTATIVE AGENDA
FOR REGULAR MEETING OF THE
EAST BATON ROUGE PARISH LIBRARY BOARD OF CONTROL
MAIN LIBRARY
FIRST FLOOR CONFERENCE ROOM
7711 GOODWOOD BOULEVARD
BATON ROUGE, LA 70806
NOVEMBER 16, 2017
4:00 P.M.

PLEDGE OF ALLEGIANCE

I. ROLL CALL

II. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF OCTOBER 19, 2017

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 – MR. SPENCER WATTS
- B. UPDATE ON RENOVATION OF GREENWELL SPRINGS ROAD REGIONAL AND JONES CREEK REGIONAL BRANCH LIBRARIES – MR. SPENCER WATTS AND MS. PATRICIA HUSBAND
- C. UPDATE ON SEARCH FOR A SITE FOR A SOUTH BRANCH LIBRARY – MR. SPENCER WATTS AND MS. KATHRYN JUNEAU - SPERRY VAN NESS
- D. ANNOUNCE THE RESULTS OF THE ANNUAL PERFORMANCE EVALUATION OF LIBRARY DIRECTOR – MR. JASON JACOB

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

VI. COMMENTS BY THE LIBRARY BOARD OF CONTROL

ALL MEETINGS ARE OPEN TO THE PUBLIC

IN ACCORDANCE WITH THE BOARD'S PUBLIC COMMENT POLICY, ALL ITEMS ON WHICH ACTION IS TO BE TAKEN ARE OPEN FOR PUBLIC COMMENT, AND COMMENTS AND QUESTIONS MAY BE RECEIVED ON OTHER TOPICS REPORTED AT SUCH TIME AS THE OPPORTUNITY IS ANNOUNCED BY THE PRESIDENT OF THE BOARD OR THE PERSON CONDUCTING THE MEETING.

Minutes of the Meeting of the
East Baton Rouge Parish Library Board of Control

November 16, 2017

The regular meeting of the East Baton Rouge Parish Library Board of Control was held in the first floor Conference Room of the Main Library at Goodwood at 7711 Goodwood Boulevard on Thursday, November 16, 2017. Mr. Jason Jacob, President of the Board called the meeting to order at 4:04 p.m. Members of the Board present were Ms. Terrie Johnson, Mr. Donald Luther, Jr., Ms. Candace Parker, Mrs. Martha Guarisco, and Ms. Kathy Wascom. Absent from the meeting was Board member, Mr. Logan Leger. 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; Rhonda Pinsonat, Library Business Manager; Mr. Ronnie Pierce, Assistant Library Business Manager, and Ms. Liz Zozulin, Executive Assistant to the Library Director. Also present were Mr. Brian Thornhill, Library PC LAN Administrator; Mr. Tim Martin, Network Technician I; and Mr. Spencer Hillyard, videographer for Metro 21.

Mr. Jacob asked Mr. Luther to lead the Pledge of Allegiance to the Flag.

Mr. Jacob asked Ms. Zozulin to take the roll which she did.

Mr. Jacob asked for the approval of the minutes of the regular Library Board meeting of October 19, 2017. Mr. Luther made a motion to approve the minutes, seconded by Ms. Johnson, 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 for 2017, operating expenditures through October 31 are \$28,951,966.80 or 66.57% of the operating budget. Through October, we should have spent no more than 83% of the operating budget.

Cash collections from Property Taxes for 2017 remain ahead the same eleven months last year, as we are approximately \$1,820,000, and 4.44%, ahead of 2016.

The Capital Improvements Program Expenditure Statement could not be produced for this meeting because we could not access those projects in the new financial system. The funds are still available and are being utilized. Mr. Pierce has requested assistance from the BRIDGE team which is the dedicated support team for the new system. Hopefully we will be able to access the data for

our report next month. Ms. Pinsonat asked for questions. There being none, Mr. Jacob read Item B.

B. System Reports

Mr. Watts asked Ms. Stein to give the systems report. Ms. Stein noted that the Board packets contain wonderful examples of media coverage of some of the Library's events. *225 Magazine* featured an article about the teens involved in the New South Story Lab's sessions held at the Main Library. The Editor-in-Chief of *Dig* wrote, "If you need inspiration, go to your favorite spot in the city (one of mine is the Main Branch of the EBRP Library system).

One of the Library's photos was used to advertise the Louisiana Book Festival. Our Children's book art was featured in a national blog. Our lecture held last evening on Mid-City Modern appeared in *225 Magazine*. Last week *The Baton Rouge Business Report* listed the Library as a resource for entrepreneurs. We were also included in their online resources.

Ms. Stein then gave the *Around the Parish* report.

- The Baton Rouge Mini Maker Faire® was held at the Main Library on Saturday, October 21st. The event focused on the Louisiana Food Culture. Chef Jay Ducote was our special guest for the event.
- Chef Ducote served as a good ambassador. He knew all of the sponsors and which booths were represented at the Faire®. He included these in his presentation.
- There were many activities for all ages to watch and do. Social media enabled participants to share their photos and experiences.
- Top Chef Junior, Miss Audrey, age 12, presented gluten-free cooking ideas. Chef Celeste also highlighted her recipes and cooking knowledge.
- Other activities centered on wheels of all types; some for spinning wool and some for riding such as mini cars.
- The Pride-Chaneyville Branch Library held the annual Community History Festival on October 21st. The theme was back to the 50's.
- The book, *Hidden Figures*, was chosen for the 2018 One Book/One Community Read and was announced at the Louisiana Book Festival.
- One of the Library's bookmobiles was stationed at the Festival and promoted the reading of *Hidden Figures*. The chalk board and the trivia wheel were all about space and math.
- In honor of Veteran's Day the Sweet Adelines and the Red Stick Men's Chorus performed to a full house at the Main Library in the large meeting room.
- A child at one of the branches made a patriotic key chain for Veteran's Day after reading *Rolling Thunder*.

- Mr. Adam St. Pierre, our STEM librarian, visited the students at McKinley Middle School. His interaction with the students and teacher encouraged them to come to the Library.
- GIS Day at the Library was held yesterday. High school, middle school and home schoolers participated in three activities. Mr. Warren Krone, the City-Parish GIS Officer, led a tree mapping activity in Independence Park using an i-Tree app.
- Yesterday evening Mayor-President Broome participated in a GIS program for adults.
- Yesterday evening at the Main Library Dr. Darius Spieth, an LSU Art History professor made a presentation on mid-century modern architecture in Baton Rouge. This was the final lecture in our Bicentennial program.
- Teen Services staff have received many thanks from their patrons, faculty and parents for the visits and book talks made at their schools.
- Children's Services is collecting new socks for all ages during the month of November. *Baton Rouge Parents' Magazine* will distribute these to those in need.
- In December the Library will hold the *Food for Fines* drive to benefit the Baton Rouge Food Bank.
- On December 31st Red Stick Revelry will close out the Bicentennial Year. From 11:00 a.m. – 1:00 p.m. in Town Square activities will be featured for the whole family. In the evening Phat Hat will perform from 9:00 p.m. – midnight. Mr. John Schneider will be the celebrity guest.

Ms. Stein then asked for questions. There being none, Mr. Jacob thanked Ms. Stein. He asked for public comments. There were none. He then read Item A under Other Reports.

IV. Other Reports

A. Maintenance Report and Additional Capital Projects

Mr. Watts stated that Ms. Husband will report on maintenance and capital projects. Ms. Husband said that the City-Parish Department of Buildings and Grounds, Architectural Division, is working with the City-Parish Purchasing Department to complete Change Order No 1 for the Lighting Phase III project for the Baker, Delmont Gardens, Eden Park, Scotlandville, and Zachary Branch Libraries. A walkthrough occurred on Tuesday, November 14th. The project is ready for final acceptance and should be placed on the Metropolitan Council agenda in the next several weeks.

Ms. Husband then gave an update on the furniture installation at the Bluebonnet Regional Branch Library. She made a PowerPoint presentation to illustrate the types of new furniture at this facility. The presentation is appended to these minutes. Ms. Husband described the following:

- **Displaying New Books...and DVDs...and Fun Things**
New display shelving has been installed at the entrance for DVDs, and in Children's Services for artwork and mythical characters.
- **Adult Spaces**
A variety of adult spaces are located throughout the building. The new furniture provides several options with power connections in the tables for patron devices.
- **More Spaces for Computer Use and Study**
We have eight new single study units by Agati. These powered units have USB ports, and a shelf for personal belongings. Thirty-two patron computers have been installed with print release stations located next to the computers.
- **Spaces to Read...**
There is plenty of soft seating throughout the building for patrons of all sizes and ages. Patrons feel free to move their favorite chairs to an area they enjoy.
- **Information for Adults and Children**
New information desks were installed in Reference and in Children's Services. The staff are enjoying assisting patrons at these stations. Our online Library catalog computers are also located on new stands.
- **New Children's Furniture and Places to Play and Explore**
In Children's Services, the area with the rug is the new story time space. The Lite Brite wall is enjoyed by children and adults also, as is the magnetic board. A new book box decorated with alligators is designed for small children to explore books.
- **Places to Work and Study**
A bank of Children's Library computers are loaded with AWE software on 19-inch high tables. Computers for parents are also available along with study tables, popular with tutors helping children.
- **And Places for Mom and Dad and Kids!**
Some furniture in Children's Services such as the rockers and soft seating is enjoyed by parents.

Ms. Husband asked if there were any questions. Ms. Wascom said the new furniture at the Bluebonnet Branch looks wonderful. It is inviting and encourages the public to visit and use the resources at this facility. She added that she appreciates all of the work that was done for this renovation. Patrons feel good about the results and most people like the new furniture. Ms. Husband agreed that most comments have been very positive. Taller patrons are very happy with the taller backed chairs. There are also many more areas where people can work and study quietly with their electronic devices.

Mr. Luther agreed that the renovation is wonderful. The Lite Brite wall is very cool.

Ms. Johnson said it looks very contemporary and state of the art. Ms. Husband noted that the Library's Computer Services and the Facilities Management did a fabulous job assisting in this renovation. We could not have done it without them. She thanked them for all of their efforts this year.

Mr. Jacob thanked Ms. Husband and asked Mr. Watts to give the Miscellaneous Reports under Item B.

B. Miscellaneous Reports

Mr. Watts echoed Ms. Husband's assessment of the outstanding work of both the Library's Computer Services and Facilities Management Departments. He noted that it is always challenging when one makes changes in a facility that is occupied. Vendors and shipments add to the challenges. Our staffs were flexible and responsive when revisions of plans were required.

In regard to our Facilities staff, Library Administration has interviewed candidates for the position of Library Facilities Manager, a vacancy created when Mr. Tim Bankston resigned. The candidate who was offered the position and accepted is a licensed contractor and electrician. He has much experience in building large projects which will be very helpful to us as we plan for and construct new facilities and renovate existing ones. He will be able to analyze floor plans and review electrical plans. He will begin employment at the Library in January. Filling this position has been difficult, requiring posting the position twice.

Mr. Watts noted that the Family Values Resource Institute (FVRI) has sent the Library Board members information about their organization with the request for a meeting with them and the Library Board. They are located next to the Scotlandville Branch Library, and they are interested in expanding their facilities by acquiring some property that is part of the Scotlandville Branch site. FVRI has been long established in that neighborhood with a long record of successful service. They provide for some of the social and educational needs of the community. Over the years there have been several expressions of interest in the Scotlandville Branch property.

The Library staff is just beginning to plan for the expansion and renovation of the Scotlandville Branch Library. It is the only facility where we have sufficient extra land for the location of a Facilities Management workshop and storage area, and an archival facility for books from across the entire System. We have not made concrete plans for the expansion of the public space and the construction of these other structures. We would like to produce detailed plans during the first half of 2018 in order to make a detailed Capitals Request in July for 2019.

Mr. Watts said he thought it would be fine to talk to the FVRI about their request to purchase a couple of acres to expand their programs and services, and for us to explain what our plans are for the Scotlandville Branch property. To that end Mr. Watts suggested to the Board that they name a committee of two Board members and Senior Library staff to meet with FVRI at some point over the next six to eight weeks.

Mr. Jacob asked for comments by the Board. Mr. Luther said setting up a meeting with FVRI would be fine with him. Mr. Jacob asked Mr. Watts if the naming a committee would require placing the request for a committee on the December Board agenda. Mr. Watts said no; that no action is going to be taken by the committee. They will simply talk with FVRI and report to the full Board regarding the discussion. This is all in the preliminary stage and no agreements will be made at this meeting. He reminded the Board that even if they decide at a future public meeting to agree that the Library should sell some property to FVRI, the Library Board has no legal power to complete the sale. The Board would only be able to recommend that action to the Metropolitan Council for their vote. Of course, the City-Parish expects the Library and the Board to provide for the Library's needs before recommending a sale of Library property.

Mr. Jacob asked the Board members if any of them would like to serve on this committee. Ms. Johnson asked Mr. Watts to clarify that this committee is strictly for information sharing. Mr. Watts agreed noting that FVRI would like to make a presentation. He added that we should allow them to do this initially with a committee rather than a highly structured Board meeting. We need at least one or two Board members to be present. Ms. Johnson and Mr. Luther agreed with Mr. Watts. He reminded the Board that once there are four Board members present, it would need to be announced and posted as a public meeting. Mr. Jacob asked for Board volunteers for the committee. Ms. Wascom suggested Ms. Johnson and Mr. Luther. Mr. Jacob appointed these Board members, and asked if anyone else wished to serve. Ms. Parker expressed her interest and was also appointed by Mr. Jacob. Mr. Jacob thanked the committee for their assistance.

Mr. Watts said the Mayor's proposed 2018 budget was released with the last budget hearing occurring today. The Library was not called for a hearing this year. The Library provided lots of documents and information to support our budget request. The Metropolitan Council will adopt the 2018 budget at its December 13th meeting. **(After the Board meeting it was discovered that the Council meeting is on December 12th.)** Mr. Watts explained that a couple of the Library's staff requests were denied, but we will work on this request during 2018 to determine how we can obtain the assistance of other City-Parish Departments and the Library Board regarding this issue.

Mr. Watts reported that the RFID Tagging Project is proceeding well. The Bluebonnet and Jones Creek Regional Branch Libraries are completed. They have begun tagging items at the Greenwell Springs Road Regional Branch. As of last week 737,822 items have been tagged. We were getting close to running out of tags. We started to place the order for additional tags in August and September, but then the order was snagged in the new MUNIS Financial System. After much diligent work by Ms. Pinsonat and Mr. Pierce, the order was placed. We believe we will receive the additional tags before the tagging team uses the supply on hand.

Mr. Watts said the staff is finalizing the installation plan for the RFID equipment. The installation team from mkSolutions is scheduled to assemble the equipment from January 8th through the 19th, with the actual installation occurring in February. The Library must still complete some work for the installation. Initially the specifications called for 3-phase power for the sorting equipment. Actually we only need 120 volt power. We do need to cut holes in the walls for the book return slots which will use intelligent return technology to process the returned materials as they are placed in the book returns. Staff will not need to process these items before shelving them.

Mr. Watts explained that the Library staff is continuing to work on the issues associated with accepting credit card payments from patrons. We want patrons to be able to pay for their fines and lost or damaged materials as they self-check the items they are borrowing. The problem is that the City-Parish charges a convenience fee for using a credit card. For any charges under \$36.00 there is a \$1.00 convenience fee. We are exploring ways to work around this dilemma. We may just need to encourage patrons not to pay by credit card when their charges are under a \$10.00 fee.

The State Library's Fall Administrator's Conference was held at the Main Library on November 3rd. Librarians from across the state were here. We attended a lengthy session by the organization, Exceptional Lives that has a database to assist families with children who have learning and developmental issues and disabilities. There was a presentation by the ALA Center for the Future of Libraries on trends affecting libraries. It covered subjects such as flipped learning which is collaborative local efforts by people taking Massive Online Courses (MOCs). Citizens in communities are using these approaches and will gather as a group and collaborate in libraries. We also discussed experiential retail, and emerging adulthood patrons. We already have a great 20 something program in our Library. Mr. Watts said he felt encouraged by what he saw at the conference and what is actually happening in our Library.

Mr. Watts then discussed Collection Development. We had a discussion online with the Board about holds and the number of copies of an item in our collection. At times patrons do not understand that even though we have a large collection of items, each time a patron wants a book immediately, we may not have one readily available. We have ratios that we use to determine how many books to purchase of any given title. For example, if we have 50 books of a title and 100 holds that factors to two holds per book. If we have 200 copies of an item with 4 holds per copy, we will quickly purchase additional copies to bring down the number of holds per book. For most patrons this ratio is acceptable. This process is a long, time honored tradition in libraries. We pool resources to buy collections of materials for the community. We can't buy every item that every person wants, but we can buy something for everyone. Sometimes the wait can be six weeks which is acceptable to most patrons. The ebook collection helps, but even with these there are holds for certain items. Our model is not Amazon; our model is the public library. We cannot supply a patron with every book ever thought of, but we do have a supply of books with enough copies to make them convenient to borrow within the practical budget that we have. The other aspect of this process is that we cannot purchase too many copies of an item that many people want right now, but that after six months when all have read the item, there are too many copies of the title which are not being checked out. Mr. Watts asked if there were any questions about holds and reservations of items in the collection. There were no further comments.

Mr. Watts then reported that three replacement trees are scheduled to be planted on the green roof within the next month. These trees will be smaller than the ones they are replacing. To replace those with comparable sizes would have required a crane to hoist them to the third floor which is costly. The smaller trees will be transported to the third floor on the freight elevator.

Mr. Watts discussed the required annual ethics training for employees and Board members. He noted that the Board has been given an instruction sheet on how to access the training online. Library Administration will be available to any Board member needing assistance in accessing the

site. The annual training reminds us of our responsibilities in regard to ethical behavior as government employees.

On Veterans' Day the ceiling at the Eden Park Branch Library was cleaned of the unsightly mildew.

Mr. Watts discussed the BREC Café. He showed the Board a drawing of the Main Library's parking lot in order to discuss BREC's request to place a trash pad with hot and cold water connections near the northeast corner of the Library's parking lot. He noted that the original plan called for the trash to be hauled to the dumpsters in the service yard. Café staff would have carried the bags on the sidewalk on the north side of the Library. We felt there would have been issues with trash spilling on the sidewalk, or Café workers cutting through the Library with the trash. It makes a lot more sense for the Café and for us to locate the dumpster pad in the Library parking lot. This new plan would entail the loss of two of our parking spaces in order to enable access for trash pickup. Mr. Watts said he does not like giving up parking spaces, but even when we are very busy, we still have spots available at the far ends of the lot. However, in the summer parking in this area is in demand because of the shade from the large trees. The two spaces we will lose are not in the most shaded area.

Mr. Luther said it was his experience that trash trucks can damage a concrete parking lot. He advised that this problem be researched in order to ensure that the parking lot will not be cracked from the weight of the trucks. The concrete must be of a certain thickness in order to support the trucks. Mr. Watts replied that he believes that the parking lot will support the trucks which would pick up two to three times per week. When we have food trucks come for events we have had no problems, but we will check this to be certain. He asked Mr. Luther if the damaged area was where the trucks lifted the dumpsters and dropped them back in place to which Mr. Luther replied affirmatively. Mr. Watts said we might have to ask BREC to reinforce that part of the concrete. Mr. Luther agreed that the location near the Café is a better place for the dumpster pad. Mr. Watts thanked Mr. Luther for his comments.

Ms. Johnson asked if there will be a fence around the dumpster to which Mr. Watts said yes. There is a fence around the Café HVAC equipment now. The dumpster would be enclosed in a similar way with a screen containing a gated opening. The City-Parish Architectural Services Department said that the permitting process will specify what type of enclosure is necessary and how it is to function. They will be required to install a sturdy, robust enclosure.

Mr. Luther asked if the Library will define when they can pick up the trash. Mr. Watts said we would prefer that they come before 8:00 a.m. or late at night if possible. He said he doesn't know if we can specify when they can pick up, but we will ask. In our service yard we prefer they come early and they do most of the time. In many commercial areas they do come out before dawn.

Mr. Watts asked for any further questions. There were none.

Mr. Watts said the Board members were given some statistical information in regard to questions raised at last month's Board meeting about library card holders, and electronic resource usage. The first page illustrates the number of library card holders, and the percentage of the total for each

age group. The second page shows the percentage of patrons who have actively used their library cards in the last twelve months. The third page is a map of East Baton Rouge Parish indicating where the active card users reside, where Outreach Services locations are in the parish, and where our library facilities are located. This map shows a good cluster around facilities and Outreach locations. Some parts of the parish are sparsely populated and correspondingly have fewer card holders. He said that Ms. Guarisco was interested in where residents live who do not use the Library. We will produce statistics on this request and present it at a future Board meeting.

Mr. Luther asked how patrons use their library cards. The fourth page answers his question. One of the categories is listed as "Select Online Resources Only". We used the word "select" because we cannot get the statistics for our System alone from databases that are provided through the Database Consortium from which we subscribe. Those statistics reflect the use by all members of the Consortium. He noted that "Circulation Only" and "PC Usage Only" are the two largest categories of patrons.

Page 5 of the report illustrates the number of individual and household active card holders for the last year. We have modest, but steady growth in this area. Page 6 contains a bar graph showing patron usage in categories such as reference questions asked, and ebook circulation over the last twelve months.

Page 7 lists such categories as attendance at Library programs, meeting room usage, and Outreach visits. Page 8 contains statistics for technology usage over the last twelve months, and page 9 illustrates the results of messaging about OverDrive ebooks. The spreadsheet indicates how many messages were opened, clicked on, and the percentage that used OverDrive as a result of the messaging. Mr. Watts said on average a 7 or 8 percent response is good, 12 or 15 percent is even better, and 15 to 20 percent is excellent. Our rates are excellent across the board.

Mr. Watts mentioned the regular December Library Board meeting occurs three days before Christmas. There were some questions and discussion about whether we would have a Board meeting. He said there is nothing in the State law or in City-Parish ordinances that would prevent the Board from cancelling the December meeting. However, he noted that he checked the Board's by-laws. They state the Board shall meet every month on the third Thursday. Therefore, we should meet in December. He suggested that the Board might want to review the by-laws in the future to make some changes. He added that the by-laws state that special meetings can be called, but it does not address cancelling meetings. Mr. Watts said in all of the other libraries where he has worked, the by-laws are not quite as prescriptive. The by-laws have not been revised here in seven or eight years, so it might be time for a review.

Mr. Watts suggested that for the December meeting, we have an abbreviated agenda. We could limit the reports, and streamline the business items down to a minimum. He said the decision on this is up to the Board members. Mr. Jacob agreed with Mr. Watts that the most essential items should be covered. If a topic can wait until January, then that would be acceptable. Mr. Watts noted if there was a necessity to address an item, it would be placed on the agenda.

Mr. Luther asked what the process is to revise the Board's by-laws. Mr. Watts replied that at a Board meeting an introduction would be made regarding revising the by-laws. At the next Board

meeting an agenda item would indicate a vote to amend the Library Board by-laws. Before changing the language regarding the number of meetings, the Board might wish to review all of the by-laws to see if there is anything else needing a change.

Mr. Jacob asked if the Board changes the by-laws to allow the option of cancelling a meeting, how would the public be notified if a meeting is cancelled. He added that the Board of Control page on the Library website has an announcement of the next meeting. Mr. Watts said we would more than meet and exceed all of the Public Notice requirements regarding cancelling a meeting. He cited, for example, if the December meeting was cancelled today, tomorrow we would begin notifying the public. Under the public meeting law only one week in advance is required, while 72 hours is required to call a special meeting.

Mr. Jacob said the by-laws are something we need to review as a Board. Mr. Luther agreed that the by-laws need to be more flexible.

Mr. Watts asked if there were any questions about any items under Miscellaneous Reports. There were none. Mr. Jacob asked for any public comments. There being none, Mr. Jacob asked Mr. Watts to move on to 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 said good progress is being made on the project, and there continues to be no significant weather challenges. The Library staff are working on details regarding furniture. We've had meetings with the architects from Schwartz/Silver in Boston on October 25th and November 7th and another is scheduled for December 6th. Chair samples were delivered to the Library for our assessment. We have chosen the ones which will meet the needs of our patrons and that are within our budget. We will have a variety of chairs including soft seating and task chairs along with a variety of work tables. He noted that the architects have provided good options such as a soft seating reading chair. This chair was better than one of the first ones we reviewed and the price was lower.

Mr. Watts noted that Ms. Husband has found a contract through a consortia service. This may provide some options for us as we struggle to make choices that are within our budget. The consortia pricing will save us more than using a bidding process. Ms. Sekedra Simmons with the City-Parish Architectural Services Division will work with Ms. Husband to find State contracts or contracts in other localities that we can use to lower the pricing.

Mr. Watts said the staff is also working on the technology package. It is considerably over budget. However, we have found some items for which we will find better priced substitutes such as a series of \$10,000 monitors. We have network monitors here at the Main Library that are acceptable and cost much less. In reviewing the package there are many specifications that need to be further analyzed before we approve them.

Mr. Watts then showed the Board some photos of the River Center Branch construction taken from the architect's construction reports. These photos are appended to these minutes. Mr. Watts noted that sheathing is underway and the vapor barrier is being completed. Windows are being installed, and the metal cladding installation is scheduled to begin this week. Paint colors and wall coverings are being verified, and final adjustments to the millwork are almost complete.

There are a number of small omissions and problems such as the final electrical drawings did not include electrical service for the hand dryers. The switchgear and power modifications are still scheduled for the Thanksgiving period when this work will cause the least disruption to the surrounding buildings serviced by the Central Plant.

Mr. Watts said we received a submittal for irrigation and landscaping on the terrace which covers items such as valves and sprinklers. We will need to discuss with the architects the section that includes rolled glass for the landscape. It is beautiful and does not have sharp edges, and it doesn't break or crack. However, we will have the same problem with the rolled glass as we have with the gravel here on the terrace of the Main Library.

Mr. Watts asked if there were any questions from the Board. Mr. Jacob said the project seems to be progressing nicely to which Mr. Watts agreed. Mr. Jacob asked if there were any additional comments. There being none, he read Item B under Old Business.

B. Update on Renovation of Greenwell Springs Road Regional and Jones Creek Regional Branch Libraries – Mr. Spencer Watts and Ms. Patricia Husband

Mr. Watts said after working with City-Parish Architectural Services, we have the budgets for these projects finalized. For the Jones Creek project we have \$400,000 in rollover funds designated for furniture for this branch which will be allocated to the project budget. This has made a significant difference to the \$5.1 million project. In regard to the Greenwell Springs project, the final budget should be between \$5.62 and \$5.64 million.

Last month Mr. Leger asked how much of the increase in the budget was due to the flooding and the damage to the facility. Mr. Watts said a fair amount of the increase is a result of the flooding because there is damage to some of the systems. Because of this situation we are planning to transfer \$220,000 to \$240,000 within the capital projects budget unless the Board objects. We have money in the capital budget because we have money from projects that came in under budget. Mr. Jacob said he does not have an objection. He asked the other Board members for their comments. There were no other comments. Mr. Watts added that he thinks the patrons of this branch deserve all of the breaks that we can provide after a very difficult year.

We are in the construction document phase of this project. Some of the documents need some refinements and corrections. We do have some questions and concerns that need clarification. For example, Ms. Husband noticed some lights that appear to be oriented in a different direction than we believe they should.

Mr. Watts asked if there are any additional questions about either project. There were none. Mr. Jacob then read Item C.

C. Update on Search for a Site for a South Branch Library – Mr. Spencer Watts and Ms. Kathryn Juneau – Sperry Van Ness

Mr. Watts said he contacted the Parish Attorney and the approved appraisers. City-Parish Architectural Services has asked the Library to wait on getting an appraisal until they complete more detailed research on flood zones and elevations. He added that he has promised to visit some of the sites to make a visual inspection of them. Once this is accomplished we can proceed.

Mr. Watts said we have continued to look for additional sites. We have heard that the Quail Drive property may be available soon. However, the owners of the property have not contacted us. He added that he has asked the Parish Attorney to contact the attorneys representing the owners.

Mr. Watts noted that at the last Board meeting we discussed giving permission to the Library Director to authorize an appraisal after consultation with the Library Board officers. He said he felt that either the Board President or Library Director should also be authorized to sign a contingent document of intent. This document would give the seller some confidence in the Library's desire to purchase the property. Of course, even if the full Board would like to purchase it, the sale is not final until the approval by the Metropolitan Council. However, we should be ready to take action when the circumstances arise. Mr. Watts asked the Board if they would like to give the Director permission in consultation with the Board President and the Treasurer, or possibly our Board member who is a realtor, to sign a document of intent.

Mr. Jacob asked how to establish this process. Mr. Watts replied that a motion should be made and approved by the Board. The motion could state that if the Library Director finds a suitable property from among the properties that the Board has previously discussed, the Director or President of the Board can execute an instrument of intent after consulting with the Board President and Treasurer.

Ms. Parker said she thought the Board had authorized this process last month. Mr. Watts replied that the Board authorized getting an appraisal. Ms. Parker had mentioned the letter of intent, but no action was taken on this.

Mr. Jacob asked for a motion. After clarifying the language for the motion, Mr. Luther moved that an instrument of intent to be executed by the Library Director with the consultation of the Board President and the Board Treasurer. Ms. Wascom seconded the motion which passed unanimously. Mr. Watts thanked the Board stating that this will help the Library to take action more quickly.

Mr. Watts asked if there are any other questions about the south branch. There being none, Mr. Jacob read Item D.

D. Announce the Results of the Annual Performance Evaluation of Library Director – Mr. Jason Jacob

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

Mr. Jacob asked for a motion to go into Executive Session for the performance evaluation. The motion was made by Mr. Luther, seconded by Mrs. Guarisco and passed unanimously at 5:20 p.m. The Board conducted the closed session in the Board Room on the third floor. The Board returned from Executive Session at 6:25 p.m. The motion to return to open session was made by Mr. Luther, seconded by Ms. Johnson and passed unanimously at 6:26 p.m.

Mr. Jacob announced that Mr. Watts received an excellent rating, and that he has done a great job this past year. He said he has been very impressed with his leadership that he exhibited through the terrible tragedies that we had with the flood, civil disturbances and the social unrest. He added that Mr. Watts maintained a cool, steady hand on the System and we came through it. He again said he was most impressed, and he thanked Mr. Watts for his hard work, and dedication to our System.

Mr. Watts thanked Mr. Jacob for his comments. He said he works with a great staff where we are doing many wonderful things to serve the citizens of the parish. Every day is an opportunity to do new good things. We are often tired, but we feel like we accomplish much. He also said he appreciates the Board's support of him, the mission and goals of the System, and the staff. This support is a two-way street and it is working very well.

Mr. Jacob asked for Board member comments. Ms. Johnson said she would echo what Mr. Jacob just said about Mr. Watts and the staff. Mr. Watts and the staff have done a great job through great leadership. She added that it was very easy to evaluate Mr. Watts since he has done so well, and she appreciates his efforts. Great job! Mr. Watts said thank you.

Mr. Luther said he appreciates Mr. Watts and the staff. They make it look easy even though it is anything but easy. He added that we are so blessed to have a quality group of people running our System.

Ms. Wascom said the whole community understands what a wonderful job Mr. Watts and the staff have done for this community.

Ms. Parker said she echoes all the Board members comments. She said she appreciates the staff and all that they do. It's all so impressive.

Mr. Watts thanked the Board for all of their comments. He said we will come back tomorrow and work hard again. These comments inspire and encourage all of us, and it is appreciated.

Mr. Jacob asked for any public comments on any of the items under Old Business. There being none, he read Item VI.

VI. Comments by the Library Board of Control

Mr. Jacob asked for comments from the Board. Ms. Johnson said as we end the year, this has been a fantastic one. The staff has provided us with some great programs, and it is appreciated. She said she hears nothing but great news. Kudos to everyone!

Mr. Luther encouraged everyone to go out and vote on Saturday. It is very important to go out and vote. He also wished all a Happy Thanksgiving. Mr. Jacob also wished a Happy Thanksgiving.

There being no other comments, Mr. Jacob asked for a motion to adjourn the meeting. Mr. Luther made the motion and Ms. Johnson seconded it. The meeting was adjourned at 6:32 p.m. by unanimous vote.

Mr. Jason Jacob, President

Mr. Spencer Watts, Library Director

Displaying New Books ... and DVDs ... and Fun Things ...



Adult Spaces



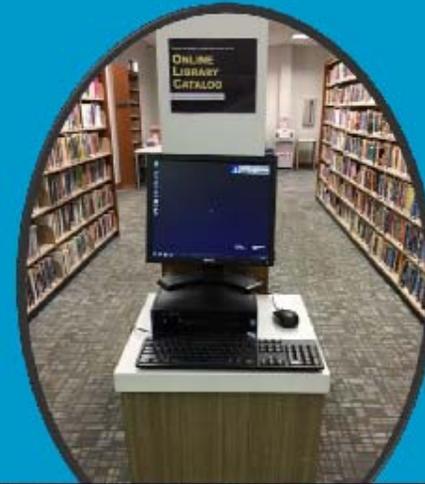
More Spaces for Computer Use and Study



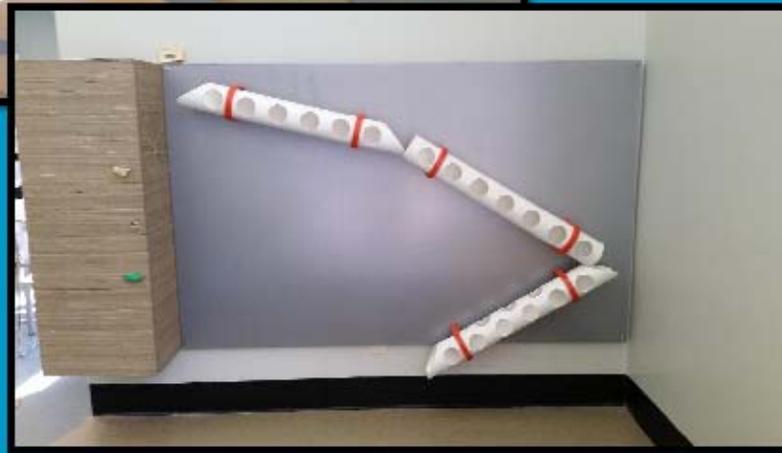
Space to Read...



Information For Adults and Children



New Children's Furniture Places to Play and Explore



Places to Work and Study



And Places for Mom and Dad and Kids!



River Center Branch Construction Photos
October 2017





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