

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
APRIL 20, 2017
4:00 P.M.

PLEDGE OF ALLEGIANCE

I. ROLL CALL

II. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF MARCH 16, 2017

III. REPORTS BY THE DIRECTOR

- A. FINANCIAL REPORT
- B. SYSTEM REPORTS

IV. NEW BUSINESS

- A. REPORT OF COMMITTEE REGARDING CAPITAL DONATIONS AND ADOPTION OF A GENERAL GUIDELINE SCHEDULE OF DONATION VALUES FOR A CAPITAL PROJECT – MS. GUARISCO, MR. LEGER, AND MS. WASCOM

V. OTHER REPORTS

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

VI. OLD BUSINESS

- A. UPDATE ON RIVER CENTER BRANCH LIBRARY CONSTRUCTION – 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

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

April 20, 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, April 20, 2017. Mr. Jason Jacob, President of the Board called the meeting to order at 4:03 p.m. Members of the Board present were Mrs. Martha Guarisco, Ms. Terrie Johnson, Mr. Donald Luther, Jr., and Ms. Kathy Wascom. Absent from the meeting were Mr. Logan Leger and Ms. Kizzy Payton. Also in attendance were Mr. Spencer Watts, Library Director; Ms. Patricia Husband, Assistant Library Director of Branch Services; Ms. Mary Stein, Assistant Library Director of Administration; Ms. Rhonda Pinsonat, Library Business Manager; Mr. Ronnie Pierce, Assistant Library Business Manager; and Ms. Liz Zozulin, Executive Assistant to the Library Director. Also present were Mr. Seth Halpern, Network Technician I; Captain Blair Nicholson of the East Baton Rouge Parish Sheriff's Office; and Mr. Frank Hillyard, videographer for Metro 21.

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

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

Mr. Jacob asked for the approval of the minutes of the regular Library Board meeting of March 16, 2017. Ms. Johnson made a motion to approve the minutes, seconded by Mr. Luther, and approved unanimously.

III. Reports by the Director

A. Financial Reports

Mr. Jacob asked Mr. Watts to present the reports. Mr. Watts explained that there was an error in the listing of the agenda items. Other Reports is usually Item III on the agenda followed by Item IV, New Business. These were accidentally reversed. Mr. Watts asked Mr. Jacob if he wished to vote on amending the order of the agenda, or to proceed with the order as it was written. Mr. Jacob replied that he would like to proceed with the agenda as it was written.

Mr. Watts then asked Ms. Pinsonat to make the financial report. Ms. Pinsonat said for 2017, operating expenditures through March 31, 2017 are \$7,004,156.17, or approximately 16.74% of the operating budget. Through March, we should have spent no more than 25% of the operating budget.

Cash collections from Property Taxes for 2017 are ahead for the same four months last year, as we are approximately \$1,140,000, and 2.84%, ahead of 2016. She said this is surprising given the lowered assessments that were received by a majority of property owners. As property taxes are

our primary source of revenue, we will watch this closely and immediately make the Board aware of any substantial changes.

Mr. Jacob asked if there were any questions about the financial statements. There were none.

Mr. Jacob then read Item B.

Mrs. Guarisco arrived at 4:15 p.m.

B. System Reports

Mr. Watts asked Ms. Stein to give the systems report. Ms. Stein then gave the *Around the Parish* report. She noted that the Library has certain programs annually.

- *Author's Row* was held on March 10th at the Jones Creek Regional Branch Library featuring 40-50 authors. This annual event has been offered since the 1980's. Authors interact with each other which supports creativity, and makes this event noteworthy.
- The Bartram Trail National Conference was held in Baton Rouge on March 24-25th. The Library hosted the event on March 25th. Mr. T.R. Henderson, President of the Bartram Trail Conference was pleased with the arrangements at the Library.
- The Bartram Trail Conference facilitators were Ms. Michele Deshotels, and Ms. Peggy Davis Coates, Executive Director of Hilltop Arboretum. The keynote address was made by Dr. Daniel Usner, the Holland N. McTyeire Professor of History at Vanderbilt University.
- The LSU Men's Glee Club performed at the Main Library at the foot of the monumental stairway on April 7th. This event was similar to several other informal concerts the Library has arranged.
- The Library also offered a free concert on April 7th by a local indie-band, *Ship of Fools*. A broad range of ages enjoyed this after hours, First Fridays event. Attendance was estimated to be several hundred people.
- The "Sit with a Scientist", a community outreach program at LSU, was held at the Bluebonnet Regional Branch Library on March 23rd. Professor Shawn Walker gave a STEM-related presentation to teens on liquid crystals and their uses in everyday life.
- The Library hosted the *Empty Bowls* Food Bank benefit on April 8th. Those participating made a donation to the Food Bank which entitled them to choose a bowl made by a local artist, and enjoy soup made by local chefs.
- The Digital Learn platform is a resource which offers basic computer literacy through small interactive courses. Our Library is one of 3 nationwide to be chosen by the American Library Association and the Public Library Association in partnership with Cox Communications. Cox will be marketing the program including T.V. commercials.

- The 2017 One Book One Community Read of *Life on the Mississippi* by Mark Twain is coming to an end.
- The goal of the *Human Library* project is to meet someone who is not like you because everyone has a story. Listening to someone who is different than you can foster understanding and appreciation for other viewpoints and life experiences.

Ms. Stein then mentioned several additional events that are special such as The Georgetown Memory Project and the Operation Photo Rescue event. Operation Photo Rescue is a national volunteer organization. Their goal is to restore photos that have been damaged by natural disasters. They attempt to provide the best restoration possible for these damaged photos. Our Special Collections staff were contacted by Operation Photo Rescue resulting in the scheduling of this service on April 21-22. Damaged photos are digitized by a high resolution scanner, and software is used to repair the images. The damaged photos are returned to the owner immediately. The scanned images are repaired by restorers from around the country. The restored photos are then printed and sent back to the owners. This service helps people through the healing process after a disaster. We were just contacted by one of the national library journals regarding this service. They would like our Library to submit an article about this event which they will place in an upcoming issue.

Ms. Stein noted that the Greenwell Springs Road Regional Branch Library was mentioned in another publication. The Digital Learn project is also getting national attention because the American Library Association and the Public Library Association are publicizing this program.

Ms. Stein said she had several interesting items to show the Board. The first one is a pair of virtual reality glasses which will be distributed at the Red Stick '17 International Digital Festival. This festival will be held at the Main Library at the end of the month.

The Baton Rouge Bicentennial Committee is going strong, and continuing to gain partnerships. The Library is participating because history is important. We are teaming with other groups and planning lectures on a variety of topics. Rotolo's Pizzeria has branded their plastic cups for their restaurants for the Bicentennial, and they also brought us a supply for distribution.

Ms. Stein then held up a Marucci bat which are made in Baton Rouge, and have been made famous by Major League players. This bat was branded for the Bicentennial. It will be autographed and placed in our archives.

Citizens have enjoyed placing the Bicentennial yard signs produced by Visit Baton Rouge on their lawns. Others are also contributing to the celebration. Mr. David Norwood, a retired *Advocate* cartoonist has created a Bicentennial poster. He came to the Baton Rouge Room with his posters and autographed copies for patrons. As he signed them, he told interesting stories. The Library Board members will also receive signed posters today. Visit Baton Rouge is going to send these posters to our Congressmen and Senators in Washington, D.C.

Ms. Stein then showed the Board the time capsule that was built and donated by Ferrara Fire Apparatus. This metal container with the Ferrara logo will also be branded with the Bicentennial

logo and will be kept in the River Center Branch Library. Bicentennial Poster #1 will be placed in the time capsule. The capsule will also contain signed letters from Mayor Holden, and Mayor Broome, items from various partners, from sponsors of the Bicentennial, and other items of importance to Baton Rouge. In 100 years this capsule will be opened to remind citizens of what was happening in 2017.

Ms. Stein concluded her report. Ms. Wascom asked when the Digital Learn platform will be available. Ms. Stein replied that it is available now through a link on the Library's website, but the official kick-off will occur on May 1st. An account can be set up and no Library card is necessary because the site is not within our database location. However, we will receive statistics about the use of the platform which is part of the data collected for this pilot program. The Public Library Association wants to track how useful this program is before it is offered throughout the nation.

Ms. Wascom noted that she was asked if the Library does one-on-one computer training. She said she tells people the Library has classes. But this Digital Learn program might fill that need for people who want to learn at home or are embarrassed to admit they need help. Ms. Stein noted that the Library will set up some coaching times in the technology lab at the Main Library. A staff member will be present to help as needed. She added that when the bookmobile makes visits, most of their computer instruction is one-on-one. The Digital Learn platform is perfect for one-on-one training because each module is only several minutes long. Ms. Stein added that the link is under The Digital Library on our website.

Mr. Jacob then asked for any other comments by the Board or by the public. There being none, Mr. Jacob read Item A under New Business.

IV. New Business

A. Report of Committee regarding Capital Donations and Adoption of a General Guideline Schedule of Donation Values for a Capital Project – Mrs. Guarisco, Mr. Leger and Ms. Wascom

Mr. Watts reported that the committee met on March 23rd. Two of the committee members are at this meeting. He noted the entire Board was given a report on the discussions of the committee. Donations are beneficial and they can help the Library with items that would exceed the construction budget. Naming opportunities are acceptable, but they need to be considered carefully. Working through a donor relationship takes time. Sometimes donors want to make their gift within a certain time frame which can be difficult. The need for consistency is also important, and a schedule of values was discussed. The committee felt the schedule of values could be a valuable guidance tool. The schedule of values was created for the River Center construction project, but it can be adapted for other projects as well.

Mr. Watts noted some of the program spaces and values that were reviewed. The large meeting room/lecture hall was assigned a value of \$250,000, the Grants Center and the Children's Tutoring/Group Study Room were each valued at \$25,000. These values would not be cast in

stone. Whenever an offer was made by a donor, the committee members could meet to discuss the donor and the offer. Then the donation could be announced if the donor wished, and the entire Library Board could formally accept the gift by resolution.

Mr. Watts asked the committee members to add any other comments. Mrs. Guarisco said one of the things we discussed was the value of partnering with community presences which could be beneficial to the Library on a long term basis. Mr. Watts agreed. When a naming opportunity occurs with a corporation what follows is a relationship over time. We are working on one now in which much value will occur beyond the initial donation.

Ms. Wascom said we discussed appropriate partnerships. When a donation is offered, it must fit in with the mission of the Library. The Library Board would need to take a vote on whether to accept this gift. Mr. Watts added that if it were a group that was opposed to the Library's mission, we would probably not even develop a relationship with them.

He also said the value of having a committee is to vet out a donor because this process can be very sensitive. Occasionally, a problem can occur. Some institutions have had individuals that can cause an embarrassing situation. He said in all of the libraries he has worked, that was never a problem. However, it is always wise to investigate, to be sure your interests align, and to choose wisely.

Mr. Jacob asked if there were any other questions or comments. Mr. Watts said if there are no other questions, we would like the Board to vote. If this item is adopted, then the staff will use the guidelines as donors come forward.

Mr. Luther asked if the Metropolitan Council must approve this guideline. Mr. Watts said if we were naming a building, the Council would need to vote, but if we are naming interior features, the Council is not required to vote. A building can only be named for a person posthumously.

Ms. Wascom made a motion to approve the general guideline schedule of donation values for a capital project. Ms. Guarisco seconded the motion which passed unanimously. Mr. Jacob noted the schedule is adopted.

Mr. Jacob asked for public comments. There being none, he read Item V, Other Reports.

V. Other Reports

A. Maintenance Report and Additional Capital Projects

Mr. Watts said Ms. Husband will report on maintenance and capital projects. Ms. Husband said the Exterior Lighting Project for the Baker, Delmont Gardens, Eden Park, Scotlandville and Zachary Branch Libraries is 95% complete. On April 13th the contractor and the architect from DPW Buildings and Grounds met for a substantial completion inspection. Most of the wiring and foundation preparation work is complete. The contractor has installed new LED lamp posts at all the parking areas of these branches. New LED light fixtures have also been installed including

lights near signs, the flag pole lights and the courtyard wall lights. The installation of the exterior LED lights at the Baker Branch has been finished; 90% of the lights have been upgraded.

The Exterior Restoration Project for the Central, Delmont Gardens, Eden Park, Greenwell Springs Road Regional, Scotlandville and Zachary Branch Libraries is substantially complete. The Carver Branch Library is 76% complete. This project did have some change orders as the project team observed new repairs and restorations that could be made. A few minor punch list items remain for the contractor, Tasch, LLC to complete. This project is presently on schedule with a completion date in May 2017.

The flooring projects for the Central and the Pride-Chaneyville Branch Library meeting rooms, and the restrooms and break room at the Outreach Services building have been awarded to Unit Design. They are in the process of ordering the materials.

The bid results for the flooring project for the Zachary Branch Library are being finalized, and will be announced shortly.

Ms. Husband asked if there were any questions.

There being no further comments, Mr. Jacob asked Mr. Watts to give the Miscellaneous Reports.

B. Miscellaneous Reports

Mr. Watts reported on the RFID project. He said it is a very complex project. In many ways it is as labor intensive as setting up an electronic card catalog and integrated system. There are many details to consider that must work together to achieve a successful outcome. We had to make a few changes requiring change orders. Once we analyzed the initial equipment with the actual requirements and the space at each branch, instead of, for example, moving a wall, we chose to add an additional piece of equipment such as a second conveyor belt. Overall the changes are relatively small; less than 3 or 4% of the total value of the project.

The RFID Tagging Process is also a critical part of the conversion. Once the equipment is in place the almost 2 million items in the collection must have the RFID tags placed in them. It isn't a difficult process, but each item must be taken off the shelf, checked and tagged. The record for the item must be confirmed and linked back to our integrated library system, and to the security system. It is a time consuming process.

We did issue a Request for Proposals (RFP) for the tagging project, and a vendor was selected, Backstage Library Works. The City-Parish Purchasing Department and the Parish Attorney are reviewing the draft contract. The vendor must then agree to the contract we submit to them. The contract then is introduced at the Metropolitan Council, and then subsequently approved by the Council at the next meeting.

This is \$500,000 contract, but it would cost us much more if we tagged the items ourselves. The vendor will have 15 carts operating at one time. We do not have the staff for this work given the

number of vacancies we have. It also requires a certain amount of efficiency only made possible through repeated practice. This will be money well spent. The security and labor saving is going to be tremendous over time.

Mr. Watts noted that we also issued an RFP on April 4th for broadband enhancements to our infrastructure. Proposals are due on May 5th. We are pursuing this now because it is available under the Second Modernization Order of the FCC and the Universal Service Administrative Company (USAC) e-rate program. This offer may expire in the near future. We are hoping that when the proposals are reviewed there will be an opportunity to create a more robust telecommunications network. It would also enable us to be positioned for future capability and capacity enhancements in the next decade. This will be important as the demand grows exponentially. It seems that every few years we require more bandwidth.

Mr. Watts noted that Ms. Pinsonat has also been working with our consultants on the current e-rate service renewal. The RFP requests proposals that offer service that is substantially different from what we have currently. However, it is possible that when we receive the proposals and analyze the cost/benefit ratio, it may not be appropriate and we would continue with what we currently have. We are not leaving ourselves open to a service that may not work for us.

Mr. Jacob asked who currently provides our internet service. Mr. Watts said it is Cox Communications. Mr. Jacob asked if that is City-Parish wide or just the Library. Mr. Watts replied the Library has its own contract with Cox, and it is through the e-rate program. They are a great partner and they bring us good service. We are anticipating that they will respond to the RFP. Mr. Jacob asked what the current bandwidth of the system is. The branches each have 100 megabytes, and 1 gigabyte for the Internet Service Provider (ISP).

Mr. Watts noted that the RFP is asking for a proposal with 10 gigabytes of bandwidth. If dark fiber is included, the capacity could go up to 100 gigabytes. Even the lit fiber could keep the system running at far greater capacity for an extended period.

Ms. Wascom asked if there is any federal money available. Mr. Watts said the reason we are pursuing this service is because 80% is funded by federal money. There is also another option for another governmental program to match 10% of the cost. We could conceivably only need to pay for 10% of the cost. Ms. Wascom asked if those responding to the RFP are aware of the government reimbursement to which Mr. Watts replied affirmatively. Ms. Wascom asked what the deadline to get this completed is. Mr. Watts explained that once the contract is signed the money is committed. The money is allocated and cannot be taken back. The contract needs to be signed in July. The vendor has one year to build the infrastructure.

Ms. Johnson asked about the RFID project and whether we are on budget. Mr. Watts replied yes. He noted the RFID project will be an ongoing process just like our current electromagnetic system. We spend money each year on the current system and will incur costs each year with the RFID system. Security and inventory control systems that have a tagging component will continually require tagging for new items. Even with the few changes we are making, we are still well within the budget for the installation. We have also contracted for unit pricing for the system over the next three years. We have ordered a limited number of self-check stations initially, but we will

probably double, triple or quadruple that number as patrons get familiar with self-checking. If more and more routine services can be performed easily by patrons, then the staff can be available to assist patrons with reader's advisory or reference requests. Another huge trade-off with this system is that as many as 8 items can be checked in at one time as opposed to the current system of one at a time. Optical barcode readers do have their drawbacks. Radio frequency technology is far more accurate and fast. If patrons return their items through the intelligent return bin, these will automatically be checked in saving staff time returning books. The sorting machines will assist in pre-sorting the items into categories. It will also sort by branch which is extremely helpful.

Mr. Watts then discussed the Talking Tech voice mail system. We have conducted a staff based testing of the system. The only negative feedback has been about the odd pronunciation of a few names, which is a common issue with these types of programs. The talking tech should go live in the next few days. This service will notify patrons who do not have an email address on file when books on hold are available for pick up, or when books are overdue.

The 2018 Library budget process has begun. Our deadlines are dictated by the City-Parish Finance Department. The Library Board will need to schedule the annual budget work session for the end of June or early July prior to adopting the proposed budget at the regular Board meeting in July. The deadline for staff input was this week. Library Administration will review and refine the requests before the Board meets for the work session.

Mr. Watts then discussed security and problem patrons. We had a situation before this meeting in which a patron was upset because another patron was talking too loud on a cell phone in a work area. We do have a rules of behavior policy that provides guidance in a general way on what is acceptable and unacceptable. Because of the large number of people that use the Library, we do have issues at times. For example, teenagers tend to get excited when they work in groups. That is why we like the collaborative and study rooms for them.

However, we are a public place and we remind people that occasionally bad behaviors will occur. We have very few incidents. Over 99% of the 2.2 million people who come in, do not pose any problem. A small number cause mild problems such as talking too loud, using cell phones in designated quiet areas, or horse playing. A limited number of incidents that are frightening or upsetting such as threatening physical violence, or using obscene language occur at the Library. The cause for this reaction usually begins outside of the Library, at school for instance. At times people want to engage in obscene behavior, but this is rare. We had such an incident recently, and the patron responded well by letting staff know what was happening. The staff also responded appropriately. The Baton Rouge Police Department and the East Baton Rouge Parish Sheriff's Office responded highly appropriately and effectively. This is one of the reasons we are so pleased to employ the Deputies for security. Their help is critical in serious situations, and also in many everyday situations. They act quickly and effectively, and they carry the force of the law behind them.

Our staff usually does well by intervening when they see a potential problem. One of the most important precautions is for staff to be vigilant and observant. We continue to emphasize this in our training sessions. The deterrent to some of this bad behavior is knowing that staff are watching.

We also have security cameras so that we can see what is going on even if we don't have audio with the video. This enables us to document inappropriate behavior.

The biggest contributor to an atmosphere of good behavior is the civility of our citizens, followed by the presence of our Sheriff's deputies. These are followed by our staff, the Rules of Behavior, and the security cameras. Overall the Library remains a good and safe place for our citizens.

We always remind patrons not to leave personal items unattended because we are a public place.

Ms. Wascom said the type of behavior that Mr. Watts described is nothing new. Staff members have had to deal with inappropriate behavior in the past, and this will continue into the future. Teens can become disruptive in the spring as they study for finals, finish team projects and get ready for proms and graduations.

Ms. Wascom asked if there are any training classes for staff. Mr. Watts replied that one of the most popular videos teaches active listening techniques. We had active shooter training last year. Experiencing an active shooter is one of the worst situations one can be in. The Sheriff's deputy that led the training was excellent. We have also had several other types of training.

Mr. Luther thanked the staff for doing wonderful work. He has been visiting our branches throughout the parish, and the staff are very attentive and helpful. They do a stellar job. Mr. Luther also thanked Sheriff Gautreaux and his deputies who are very proficient at what they do. He added that he observed one of our patrons in the parking lot picking up trash that was in one of the bioswales. We have great patrons. Everyone comes together to make our Library better.

Mr. Jacob thanked Mr. Watts and then asked if there were any other comments from the Board or the public. There being none, Mr. Jacob read Item A under Old Business.

VI. Old Business

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

Mr. Watts discussed the River Center Branch project. He said the weather has been good which has contributed to the project being on schedule. The contractor, the architects and City-Parish Architectural Services are all pleased with the progress.

The underground piping has been a concern, but a resolution has been reached. There are logistical issues regarding where to run the new lines, how deep the pile caps can go and how they can work around the stage and manhole cover.

City-Parish Architectural Services has recommended the Silver Metallic XL-25 finish for the cladding. It is the Silversmith color only slightly more lustrous. It is a little more expensive, but is well within our budget.

The erection of the steel frame for the building is proceeding at a good pace. By the middle of May they anticipate being finished with the steel work. The second floor pour should be scheduled soon. The third floor supports are also going up.

The original masonry subcontractor was replaced due to non-mobilization. The new subcontractor has promised to work at an accelerated pace to make up for lost time. That does have some impact because there is work that needs to be done by the masonry contractor at the bottom of the frame. Completion of the masonry work enables them to work on fireproofing and the exterior wall framing. The masonry contractor needs to work timely so that other subcontractors can work on the skin of the building.

The cold form framing has received final approval from the structural engineer. The stair plans have also been released for fabrication.

We have received a 271 page lighting submittal. Mr. Watts noted that he had reviewed about 70 pages thus far. We are considering replacing some of the lights with LED lights because the cost of LEDs has declined. They are also much better in regard to energy consumption and maintenance. There are more options now for fixtures and covers that make the light less harsh.

The video surveillance system has been submitted, and the architects are reviewing the interior spandrel glass colors and have submitted recommendations. Shop drawings and product designations have been submitted for fire protection specialties such as fire extinguishers and cabinets. A range of roofing products have been submitted including the TPO roofing, and materials for parapet walls, flashing, roof hatch, and pavers for the top floor as well as insulating materials. The TPO roofing is important because a building is only as good as the roof. One needs to be sure that the seams hold up well. Usually the outside color is light to reflect light which helps with heating and cooling the building.

Mr. Watts said we have also reviewed submittals for interior door finishes, for toilet accessories, door hardware, door frames, flush wood doors, and wall and corner guards. All of the submittals are important.

The most interesting Request for Information for the month dealt with beveled flanges for the support columns. Splice plates will be provided on each side of the columns to give them extra strength.

Mr. Watts asked if there were any questions. Mr. Jacob thanked Mr. Watts, and then read Item B.

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

Mr. Watts and Ms. Husband discussed the Greenwell Springs Road Regional Branch Library renovation. Mr. Watts said we had the public meetings, and had positive, successful engagement with the public. Although the attendance was not huge with only 12 to 15 patrons present, the feedback we received was good. We left some plans for patrons to review. We have 200-300

visitors per day at that branch. The public is pleased with the proposed changes such as adding study and collaborative rooms, and special areas for teens and children. How the building will look from the outside was also well received. The architects have taken all of the comments they were given to review. The schematic design has been submitted which contains the elevations.

Mr. Watts asked Ms. Husband to discuss the proposed changes to the exterior façade of the building. She pointed out that currently the building has a traditional look. The architects proposed an extension outward at the front of the building to create the teen space. They suggested the use of glass as the façade so that people will be able to see into the front of the building. Ms. Husband noted that an example of this feature is on the architect's website. The glass has color in it which makes a beautiful image especially at night. There is also a slight extension on the right side. The building will not be completely symmetrical, but it will have a different character.

She also said that study and collaborative rooms will be added, and possibly a computer lab, and a maker space. The quiet reading room will be located at the back of the building.

Ms. Husband pointed out that changes will be made to the entrance of the building. Currently patrons enter through the doors and walk down a hallway to the lobby. This area will be redesigned so that staff can see patrons and greet them as they enter. The entrance will not be as isolated. Mr. Jacob said it will be more open.

Ms. Husband pointed out that the computers will be located right behind the Circulation desk. When these buildings were first designed we did not have public computers. We had terminals to access our catalog. Then we installed the internet which was text based. In 1998 we got computers, but we only had four computers per branch. As the need increased and it has increased especially at this branch, it was a matter of finding a place to put the additional computers where we had the power and where we could place the data lines. We are planning to place most of our computers in centralized areas because it is easier to assist patrons with this type of arrangement.

Mr. Watts then showed a floor plan for the new building configuration. He said the maze at the front door has been eliminated, and the new floor plan opens up the building. There will be greater possibilities to provide electronic signage, and active displays. It will be easy to see the various areas and to know how to get to them easily.

Ms. Wascom asked Ms. Husband for the location of the site where the samples of the colored glass can be viewed. Ms. Husband replied Hydell Architects. Mr. Watts noted that this is just an example of the work they have done for another client. The architects have not designed our façade yet. Ms. Wascom said she hopes we will have a design which identifies the community in that area.

Mr. Watts said we are on a good timeline because we do not need to do extensive reworking of the schematic designs. We will continue to expand on the ideas that we currently have on the concept level. The planning process will continue to be more detailed and specific.

Mr. Watts then discussed the renovation project for the Jones Creek Regional Branch Library. We met with the architects and the interior designer yesterday. We made good progress. Mr. Watts

showed a basic floor plan. Ms. Husband pointed out that when one enters Jones Creek now the check-in desk is to the right and the check-out desk is to the left. We are planning to change this design by creating a centralized Circulation desk in the center. The automated sorting equipment will be on the right as one enters the building with storage and an office on the left. Mr. Watts noted that in all of our branches we want to design the entrance so that staff can see patrons as they come into the building.

The shaded areas in the drawing are the proposed additional space. A total of 3,070 additional square feet are planned for this branch. Mr. Jacob asked where these additional square feet will be located. Mr. Watts explained that the area on the right side of the building is Children's Services. That area will be extended toward the parking lot. They will also build a special area in the interior of that space. Mr. Watts noted that we are very constrained at this branch because of the size of the property. He thought they might only be able to add only an additional 2,200 square feet, and being able to add 3,000 square feet is wonderful. If we add more square footage than that we would need to add more parking spaces. There is no additional land to accommodate extensive expansion.

Mr. Watts said on the other side of the building is the adult area. It will be renovated to create the study and collaborative rooms. He noted that Ms. Husband and Ms. Stein have figured out how to maintain the collection while reconfiguring the massive array of tall book shelves. We want to open the space, lower the height of the book cases and provide better sight lines. We would like to alter the crowded appearance of the collection. We will use lower shelving and a different arrangement of the shelves.

Ms. Husband pointed out that the new teen area will be in the same location. We have added computers, study rooms and a teen collaborative room. We are still reviewing the possibilities. Mr. Watts noted that this is common at this point in the planning phase. He said the current shelving in Teen Services is working well.

We are conducting a collection analysis. If some books are checked out only every few years we may move these off site. Numerous libraries and studies over the years have determined that if low circulating items are removed, the high demand items are more easily found and checked out by patrons.

Some of the visual ideas that the design team showed us such as lighting in the ceilings, altering the way columns appear, and installing reading nooks are very interesting. They are looking at a broad range of options. We still have a lot of basics to consider, although the adjacencies seem to be established. The ductwork and mechanical aspects are not as far along as the Greenwell Springs Branch renovation. Ms. Husband pointed out the study rooms in the adult area noting these rooms are repurposed.

Mr. Jacob asked if there are any plans to renovate the meeting rooms. Mr. Watts said we will refurbish them so they look better. We will also add some amenities such as supporting counter space. We would like to add sky walls, but they are very expensive. Possibly at the end of the project we may have enough left in the budget to purchase them. Mr. Jacob said it is disturbing when one is meeting in one room and all of the discussions occurring in the adjacent room can be

heard. Mr. Watts noted we discussed that issue at the meeting yesterday. Ms. Husband said we have sky walls in the Children's Room at the Main Library. These accordion pleated walls come down similar to a garage door creating a seal on both sides of the floor. One cannot hear much from room to room. Mr. Jacob asked how expensive they are. Ms. Husband said they can be three times as expensive as the traditional divider wall. She added that the Main Library was built for these type of walls. She did not know if the Jones Creek Branch has the infrastructure for the sky walls. Mr. Watts said he would like the design team to research options such as sound proofing materials to see if we can find a replacement without spending thousands of dollars to reframe the space for sky walls plus several thousand dollars for the walls themselves. The sound leaks through usually at the top and bottom of the dividers.

Mr. Jacob asked how many computers will be installed. Mr. Watts said we planning for an increase in the total number. However, the exact number has not been resolved yet. Once we know the shelving configurations, we can consider the number of computers. We would like to have some bar type spaces where patrons can use their laptops, pads or mobile devices, and where they can re-charge their devices. He said we continue to see the mobile use of our website increase. Wi-Fi use is also increasing. He said we are not going to double the number of PCs at this branch.

Ms. Husband noted that meeting rooms are in demand, and they take up space. We are going to have a wide range of seating options that provide a sense of privacy and also provide power. These spaces will enable patrons to work and study. They are not rooms, but will give a sense of privacy. Mr. Watts added that the Millennials and Generation Z are very comfortable sitting in a shell chair. They consider that as good as a room, and in some ways better. They like the privacy yet they are still connected to others. Ms. Husband said we have seen some advancements in acoustical wall treatments that help with the sound issues.

Mr. Watts said we want to have PCs to meet the needs of those who do not have their own computers and devices. We want to have a sufficient number so that patrons do not need to wait for a PC to become available.

Mr. Watts said there will be much progress on this project over the next few months. He said the architects have provided a phasing plan which seems like a feasible one. He asked if there were any other questions.

There being none, Mr. Jacob thanked Mr. Watts and then read Item C.

C. Update on Search for a Site for a South Branch Library – Mr. Spencer Watts

Mr. Watts said there is very little to report unfortunately. The owners of the Quail Drive property have not been in touch with our realtor or the Parish Attorney. Our realtor is continuing to attempt to talk to them.

He said we have informed the owners of The Arlington Marketplace property that the Library is not interested in both parcels of land. He also clarified the issue of the appraised value and that a discussion of the price would need to occur after an appraisal is completed. Mr. Watts said we

were told they still had an interest in the Library, but they now have a potential buyer from another institution for both of the sites.

Mr. Watts said the owner of a building located on Burbank Drive near Nicholson Drive and very close to LSU has contacted us. The property is outside of the boundaries we have established for a south branch library. It is near the Walk-On Restaurant. It is a very attractive building, but it is 24,000 square feet which is larger than we need. The price is good. Mr. Watts said he has not had a chance to talk to the owner. Unless he gets further direction from the Board members, he will tell the owner that the building is too big and is outside the service area for a south branch. Mr. Watts asked the Board for their opinions. They agreed with Mr. Watts. He said it is good there are people in the community who know we are looking for property and are approaching us. He said that is an advantage of a realtor working with us. Word gets out about our search.

Mr. Jacob asked for comments. There being none, Mr. Watts said we will continue to ask about and look for property.

Mr. Jacob asked for any public comments. There being none, he asked for comments by the Library Board.

VII. Comments by the Library Board of Control

Mr. Jacob told the staff to continue doing great work. One day we will get a South Branch built.

Mr. Jacob asked for a motion to adjourn.

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

Mr. Jason Jacob, President

Mr. Spencer Watts, Library Director