

TENTATIVE AGENDA  
FOR SPECIAL MEETING OF THE  
EAST BATON ROUGE PARISH LIBRARY BOARD OF CONTROL  
**MAIN LIBRARY**  
**THIRD FLOOR BOARD ROOM**  
**7711 GOODWOOD BOULEVARD**  
**BATON ROUGE, LA 70806**  
**JULY 13, 2017**  
**4:00 P.M.**

- I. ROLL CALL
- II. REVIEW AND DISCUSSION OF THE PROPOSED 2018 LIBRARY BUDGET
- III. 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 Special Budget Meeting of the  
East Baton Rouge Parish Library Board of Control

July 13, 2017

The special budget meeting of the East Baton Rouge Parish Library Board of Control was held in the third floor Board Room of the Main Library at Goodwood on Thursday, July 13, 2017. Mr. Jason Jacob, President of the Board, called the meeting to order at 4:10 p.m. Members of the Board present were Mrs. Martha Guarisco, Ms. Terrie Johnson, and Mr. Donald Luther, Jr, Ms. Candace Parker, 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, Ms. Rhonda Pinsonat, Library Business Manager, Mr. Ronnie Pierce, Assistant Library Business Manager; Ms. Liz Zozulin, Executive Assistant to the Library Director, and Mr. Bryce Tomlin, Library Coordinator of Computer and Technical Services.

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

### **Review and Discussion of Proposed 2018 Library Budget**

Mr. Jacob opened the work session by stating that he had hoped that they could have had a time when all Board members were available for this session. He noted that Mr. Logan Leger had a schedule conflict and could not attend today.

Mr. Jacob asked Mr. Watts to discuss the budget. Mr. Watts introduced Mr. Bryce Tomlin, the newly appointed Library Coordinator of Computer and Technical Services. He said he will discuss and answer questions about the proposed budget for Computer Services including equipment and personnel. Mr. Watts noted that the Administrative staff met with Mr. Leger on July 5<sup>th</sup> to review the proposed budget. Mr. Leger's requests will be mentioned when those budget items are discussed today.

Mr. Watts then said that Ms. Pinsonat will guide the discussion and answer any questions the Board members have as they discuss the various components of the proposed Library budget for 2018. Mr. Watts and Mr. Pierce will supply additional information and Ms. Stein and Ms. Husband will report on their division requests. The purpose of this work session is to explain what the staff is proposing and the rationale for these requests, and for the Board members to tell the staff what the Board would like included in the proposed budget. After this work session Ms. Pinsonat will make any changes that the Board has requested in preparation for the vote by the Board to approve the proposed 2018 Library budget at the regular July 20, 2017 Board meeting.

Ms. Johnson arrived at 4:14 p.m.

Mr. Watts directed the Board to the Summary and Detail section of the budget binder. He pointed out that the next two branches to undergo renovation under the 10-year plan will be the Baker and

Scotlandville Branch Libraries. Under the Special Funds Budget Summary he pointed out the total revenues for the current 2017 budget is listed as \$44,869,060. The actual total may change based on actual revenues collected.

Mr. Watts asked Ms. Pinsonat to highlight and explain the various sections that comprise the proposed budget. She discussed the section on Capital Improvements, and pointed out the budgets requested for the renovation of the Baker and Scotlandville Branches. The budget for the Baker Branch is based on the figures listed in the 10-year projections made prior to the 2015 tax renewal election.

The proposed budget for the Scotlandville Branch has been increased. Mr. Watts explained that the increase reflects the need to construct an area for archival storage of books in the collection, and for a workshop for the Library's Facilities Management Department. He said that the Library collection contains books that are not circulated frequently; however, these are needed in the collection. These items can be stored on high density shelving in one location, and can easily be retrieved when patrons request them. In discussion with the Facilities Management staff, a workshop is needed where they can store basic equipment and supplies, and also construct and assemble materials for repairs at Library facilities. Mr. Watts noted that the staff agreed that the Scotlandville Branch site is a good location for the workshop because they can easily travel to all the other branches from there.

Ms. Wascom asked for the current square footage of the Scotlandville Branch. The facility is over 15,000 square feet. The renovation plan would request 10,000-12,000 square feet for archival storage, and an additional 4,000-5,000 square feet for public space. The maintenance workshop would be located either on the side or behind the library, so as not to detract from the branch. Mr. Jacob asked how large the site is. Ms. Stein replied seventeen acres. Mr. Watts pointed out that having the acreage at Scotlandville is an advantage. We are experiencing issues with the renovation of the Jones Creek Regional Branch because there is not enough land at that site for expansion.

It was further noted that constructing a workshop is preferable to leasing a space. Over time the rental savings will justify the construction costs. Currently the Facilities staff are located at the Baton Rouge Police Headquarters on Airline Highway. In the future the Police Department has stated they will need to occupy more of their space necessitating a move of our Facilities staff.

Ms. Wascom asked if these new proposed plans for the Scotlandville Branch will require an increased budget total. Mr. Watts replied affirmatively, noting the increase will be approximately \$4.7 million for a total of \$7.7 million.

Ms. Johnson asked for a confirmation that the Greenwell Springs Road Regional Branch renovation budget has no additional revenue requested for 2018. Mr. Watts and Ms. Pinsonat answered affirmatively.

Mrs. Guarisco asked about the south branch library budget which does not contain an amount for the purchase of land. She asked if a site was found in 2018, would the Library be able to transfer

funds for the purchase. Mr. Watts said yes and Ms. Pinsonat explained that the Library can transfer funds within the Capital Improvements budget.

Mr. Luther said he appreciated that the Library staff when producing the projections for determining the millage rate request for the 2015 Library tax renewal election, illustrated the need of maintaining 11.1 mils. Unlike many other taxing bodies since the Flood of August 2016, the Library's revenues have not experienced a decrease. Mr. Pierce noted that the Library's cash collections are slightly higher than last year because of the 11.1 mils rate. Mr. Luther said the Library has managed its finances well. Ms. Stein pointed out that our fund balance tends to be high, and that is partly due to the length of time required to begin and execute the many projects we plan.

Mr. Luther asked if the Library will have a rollback to which Mr. Watts replied yes; every four years. Ms. Pinsonat said the next rollback will be in 2020. The last one was in 2016. However, the Library was not affected by that rollback because it was our tax renewal year. Ms. Stein mentioned that the Library asked for and received a roll forward only once in its history.

Mr. Luther asked if the Library will stop looking for a south branch site. He said he is asked that question frequently. Mr. Jacob said the Board has discussed this before. Mr. Watts replied that the Library is supported by the patrons in the south branch service area. These residents are underserved. Mr. Jacob noted that the question frequently asked of him is why the Library is constructing another branch. Ms. Stein said the search for a site for the south branch library was begun by the former Library Director, Mr. John Richard. He liked the Ford property on Perkins Road. However, the owner at that time did not wish to sell. At another time Dr. Culbertson, the Metropolitan Councilman for that area requested a public meeting to gather public opinion regarding a branch in his district.

Mr. Watts said the Library needs to plan for two more small facilities. One location should be for the southeast portion of the parish which would include the Highland Road and Perkins Road corridors. He added this is a fast growing area of the parish. The land should be purchased soon before there is no land available at a reasonable cost. The other site should be located between the Delmont Gardens and Scotlandville Branches. This facility could emphasize technology and computer education.

Ms. Wascom told the Board that she mentioned the issues of finding a site for a south branch library at her civic association meeting. Residents do want a branch library, but they understand that this area of town has very little land for sale for a traditional branch. She noted there may be a site at Perkins Road and Stuart Avenue. Ms. Wascom added that some at the association meeting said that a non-traditional shape with a different type of library service would be acceptable. She said she will make further inquiries and hoped that this topic could be placed on the association's October meeting agenda.

Ms. Pinsonat then directed the Board to the budget for salaries. The requested positions are in Branch Services, Computer Services and Reference Services. Ms. Husband explained why there is a need for additional staff for her department. The Teen Services Department at the Bluebonnet Regional Branch is extremely busy and needs more staff to assist patrons. Once the new River

Center Branch opens it will require more staff to provide service to patrons because of the additional size of the building and the increased services offered such as the maker space. Currently there are thirteen staff assigned to the River Center Branch. Fifteen additional employees are requested for a total of 38 staff. Mr. Watts said that the additional staff will also assist with the conference and meeting room spaces that businesses and residents downtown have needed, and requested. Ms. Husband added that part of the building will be available to patrons after hours, and at those times Library staff will be present.

Ms. Johnson asked if the Librarian II positions at the River Center Branch are new positions. Mr. Watts replied that they are not new positions as they are reclassifications of existing Librarian I positions. Mr. Luther said he supports adding a staff member to Teen Services at Bluebonnet. When he visits the branch, that department is very busy with many teens making use of what is offered.

Mr. Jacob asked if retirement benefits are paid by the Library to which Mr. Watts answered yes. He explained that the Library pays the employer's contribution and the employees contribute their share. He said that the pension plan is solvent and well run. Mr. Jacob asked if the drop program is included in the Library's pension benefit. Mr. Watts said that it is and that there are two drop options, a 3-year and a 5-year plan.

Mrs. Guarisco asked if the ten years required to become vested in the pension plan is an issue with some employees. She wondered if the vesting period had an impact on employee retention. Mr. Watts discussed some of the negative issues with turnover and performance associated with such a long vesting period. There was also a brief discussion regarding the more general problems in dealing with substandard performance, and Mr. Watts noted some of the restrictions imposed by state and local laws and regulations.

Mr. Watts noted that the salary scale for City-Parish employees is going to need to be discussed and addressed in the near future because City-Parish salaries are below the market. It is difficult to attract and retain good candidates. The candidate pool continues to get smaller. Ms. Stein noted that requisitioning for positions is challenging.

Mr. Jacob asked what the educational requirement is for a Librarian I and II. Mr. Watts said they must have a Master's in Library Science (MLS). The Library Technicians must have a Bachelor of Arts (BA) or Science (BS) in any subject. Historically many of our librarians have been recruited from graduates of the LSU Library School. Because of State budget concerns, LSU's program has been severely cut.

Ms. Wascom noted that in other parishes a librarian does not need a Master's degree, and library technicians do not need a college degree. Mr. Watts noted that often in many of the rural and more sparsely populated areas of the state it is difficult to find enough workers with the more advanced educational credentials. He and Ms. Husband both discussed the value of requiring library employees in different positions to have the foundational knowledge and basic skills provided by the degrees. Mr. Watts pointed out that the degree requirements we have for our employees are fairly standard among libraries in our size range throughout the country – and, that it is also the case for numerous libraries that are smaller.

Mr. Tomlin then discussed the four positions being requested for Computer Services. The Server Analyst position will be responsible for the Library's virtual servers. Our current PC/LAN Administrator needs assistance because he is responsible for all of the servers and also supervises nine employees. The Server Analyst is a supervisory position. This employee will be able to manage some of the technical staff, and make strong contributions in the technical management of the Library's network.

Mrs. Guarisco asked about the virtual servers and how they operate. Mr. Tomlin replied that virtual servers share a single group of resources such as processing power, memory, and storage. These resources exist in physical equipment here at the Main Library. The virtual computers do not have traditional CPUs. Instead, the virtual computers use a small box that connects to a server here at the Main Library. Mr. Watts noted that currently Computer Services staff must physically work on every computer to install, remove or upgrade software. With the virtual system all of these tasks can be accomplished remotely saving staff time and travel.

Mr. Luther asked if all of the branches will have virtual computers to which Mr. Tomlin answered affirmatively. He noted that the transition to a virtual system will begin at the Main Library in August. From there each branch will be converted to a virtual system. Ms. Stein said that the speed of our internet at the Main Library is very good.

Ms. Johnson asked about the request for one Computer Programmer II and two half-time Computer Programmer I's. She questioned why the staff is considering two part-time employees. Mr. Tomlin said these positions could be filled by student workers. A question was asked concerning hiring programmers as contract workers. Mr. Tomlin replied that there are limitations with contract workers. Contracted programmers are usually given a task, and it is up to the programmer to decide how to complete the task. With students, who may lack experience, it is better to provide a leader who can supervise and teach the students best practices. This supervision requires that the students and the supervisor be employees.

Mr. Watts noted that the Library is planning to move away from using Cascade as our web content management system. This system was originally devised for universities. Mr. Tomlin added that an open source solution such as Drupal will be considered. Mr. Watts also said our Library will more than likely need an open source ILS within the next five years. He added that ILS vendors such as SirsiDynix are analyzing open source systems.

Ms. Johnson mentioned that IBM offers application services free of charge. She said she would be happy to provide information on this program in an effort to assist the Library.

Mr. Watts discussed the process for gaining approval for these new positions for Computer Services. Once the Library Board approves the budget with the additional staff, the budget is sent to the City-Parish Finance Department for their review. The Department of Human Resources, the Mayor's Office, and possibly the City-Parish Information Services Department will review the budget before it is distributed to the Metropolitan Council for their review and approval.

Mr. Watts said he would like to employ student workers for an internship program, and perhaps recruit from community development efforts such as those sponsored by MetroMorphosis, and 100 Black Men. These students would gain employment experience that they need while assisting the Library to meet its goals. Ms. Stein added that the Mayor's Student Intern program can also provide workers.

Ms. Pinsonat then directed the Board to the Advertising Request Summary page. Ms. Stein pointed out that the Library advertises through a variety of media outlets including TV, radio, print, and online. She said many of the Library's chronic voters enjoy print media so our print ads are seen by these readers. She added that we also advertise through social media channels.

Mr. Luther said that publicizing our databases is important. Many who speak with him think the Library is only about books. They are surprised when they learn about all of the electronic resources available through the Library. Ms. Johnson agreed saying she has used Lynda.com for years. She reminds her co-workers that it is available for free with a library card.

Ms. Stein noted that our digital ads frequently appear in the *Daily Report*. Today they published a Breaking News item. A Library ad appeared to the right of the news item.

Ms. Pinsonat discussed the budget for books and library materials noting that this page contains an overview of the expenditures from 2008 through May of 2017.

Ms. Pinsonat began the discussion of the budget request summary for capital outlay of \$5,000 or more. Ms. Husband distributed information about the Team Schutmaat Interactive Technology Tables and the OmniGlobe, a spherical display unit. She said the play tables provide children with the opportunity to play interactive games matching words, shapes and numbers. These games foster eye/hand coordination while promoting play as a central part of childhood learning. Mr. Watts said with the Board's approval, he would like to add three of these tables at \$6,300 each to the budget for next year. A discussion followed about budgeting for one at each branch. However, Mr. Watts felt that for the 2018 budget, three would be sufficient for a 6-month trial period. This would increase the budget by almost \$19,000. If after the 6-month trial the use of these tables is successful, then an additional unit could be placed in each branch. The Board members agreed, and Mr. Watts said the capital outlay budget would be revised.

Ms. Johnson asked about the kiosk for the Baton Rouge Airport and whether one was ever placed there. Mr. Watts said no and told the Board that there is another product that can provide the same service as the kiosk. The staff would like to purchase a book dispenser for the airport. Ms. Stein noted that the book dispenser is smaller than the kiosk, being about the size of a vending machine. Several can be linked together. These units are less expensive than the original kiosks. Mr. Watts said that in the future he would like to also place book dispensers in senior citizen centers and congregate living sites. Ms. Husband added that a hospital would be another appropriate facility for the book dispensers.

The Board discussed the replacement of all of the AV equipment in the large meeting room of the Main Library. Ms. Husband said that since the Carver Branch Library was constructed, the Library staff has specified that all technology installed in our newly constructed facilities must be current.

We have informed the architects who are building the new River Center Branch of this requirement.

Mr. Luther asked if this item will raise concerns because the equipment is only three years old. Mr. Watts replied that many patrons use the system for their meetings. It is complicated and worn out from use. An upgrade of the current equipment that will be simpler, and more robust is needed. Ms. Johnson asked if the current system could be used at another branch. Ms. Stein said no because of the constant issues that staff and patrons experience. Mr. Watts agreed that the audio and video systems are not acceptable for use elsewhere.

Mr. Luther then asked about budgeting for the furniture for the deputy director's office even though that position has not been filled. Mr. Watts replied that we will recruit for that position soon, and hope to have it filled next year. Therefore, we need to purchase the furniture so that it is in place when the position is filled.

Mr. Watts pointed out that the RFID gates and the 3-bin sorter are needed for the Fairwood Branch and the south branch.

Mr. Tomlin discussed the computer hardware requests. He said the Dell M830 Blade Server is needed as a backup server, and the Nimble Storage upgrade is for our data recovery site. He also explained that the iBoss Content Filter provides internet security for the public server.

Ms. Husband then discussed the OmniGlobe and the spherical display projector. The computer projector enables the loading of software that can be displayed on the spherical globe. Programs include anything of global scope such as geography, meteorology, and astronomy. Globe movies and interactive animations can also be projected. The globe which is mounted on a stand is offered in three sizes; 32-inch, 48-inch and 60-inch. A kiosk can also be installed so that various options can be chosen and displayed. Ms. Husband added that approximately 250 square feet of space is required. It also appears that a darkened area is necessary in order for the images to properly display. Ambient light issues will need to be considered. The budgeted amount for this system is \$94,900.

Mr. Watts said the River Center Branch would be an appropriate location for this device. Mr. Jacob asked what size is being considered. Ms. Husband replied that the 48-inch sphere would meet the space requirement in the River Center Branch.

Mr. Jacob said he approves of this device. Ms. Guarisco asked if the software is included with the globe. Ms. Husband said some software is provided in the basic package. Additional software can be purchased.

Ms. Johnson asked about the cost of maintenance. She said the staff should investigate the cost of maintenance and what type of support is provided.

Ms. Guarisco said that teachers would like to use this device. She wondered if class trips could be arranged. Ms. Wascom said there are good possibilities for its use in a teaming effort with the Water Institute of the Gulf.

Ms. Husband then discussed the need of an additional work truck for the Library Facilities staff. She noted that the 2007 Dodge Durango used by the Library Facilities Manager was lost in the Flood of August 2016. A replacement vehicle has already been ordered. Mr. Tomlin said that the Library Computer Services Department is requesting a second vehicle. With eight technicians in this department, a second vehicle is necessary for traveling to the branches in a timely manner.

Ms. Pinsonat directed the Board to the Communications budget. The Library is under contract with Cox Communications for phone and internet service. The budget before and after the E-rate discount is given.

A discussion followed about the budget for computer software. Mr. Tomlin explained that some of the requests are for virtual software. LiquidWare Labs provides software for the virtual computers. The meeting room software request is for software to manage the meeting room schedule. The current software is cumbersome and does not provide the flexibility that is needed.

Mr. Luther asked in what area Mr. Leger requested a change. Mr. Watts said Mr. Leger requested that the number of social workers be increased to provide assistance at eight of the branches. This item is under Professional Services which will be discussed shortly. Mr. Watts noted that there is an even greater need since the events of last summer.

Ms. Pinsonat discussed contractual services. Parking lot sweeping is a new service and is necessary at the Main Library because of the numbers of vehicles and the vegetation and debris from the bioswales. Mr. Luther then asked if the Library is having issues with the courier service. Ms. Pinsonat said no. Mr. Watts added that Mr. Luther may have been recalling the issues the Library had when our copier vendor was also providing delivery services. Since that time we have appropriately split the two services. Ms. Pinsonat noted that the figures for insurance are set by the City-Parish.

Ms. Pinsonat then discussed the janitorial services. Mr. Luther asked if the company providing this service employs the handicapped. Ms. Pinsonat said no. The company Mr. Luther was remembering does grass mowing, and lawn maintenance. She also said that TLG provides the janitorial service for all of the Library's facilities, and does good work. There are very few issues. Mr. Watts added that occasionally if there is a concern, TLG quickly replaces the worker.

Ms. Pinsonat said the printing and binding budget does not have any new requests.

The professional services budget was reviewed. Two new services requested are under Branch Services and include a Media Technology Specialist and a STEAM (Science, Technology, Engineering, Art and Mechanical) Activities Coordinator for the River Center Branch Library. Ms. Stein noted that the STEAM Coordinator will be responsible for the equipment, and will show patrons and staff how to use it. Both of these services will be monitored to determine the value and necessity of various services and equipment. Ms. Pinsonat indicated that the Telecommunications Consultant is needed when the Library begins the process of applying for e-rate reimbursement, and considering a vendor for telecommunications. Ms. Stein pointed out that the Application Development Service is to assist the Library in producing an app for accessing our

website and all that is offered there. Our efforts in the past to produce an app did not yield the results we had hoped for.

Ms. Stein noted that RepCap Media provides assistance with marketing on social media channels and online. Mr. Leger requested that the budgeted amount be increased from \$25,000 to \$35,000. The ReCap Media fee would also increase proportionally. Mr. Luther moved that the Board approve Mr. Leger's request.

Mr. Watts noted that the VOA (Volunteers of America) Social Worker contract is for services at four of the branches. Mr. Leger felt that the budget should be doubled to \$100,000 to provide service for eight branches. Mr. Luther said the Library must be able to justify this expenditure. He asked how the Library had chosen to work with Volunteers of America. Ms. Stein said that she called the Capital Area United Way for a referral. The United Way suggested Volunteers of America. Ms. Stein also said the Main Library would be one of the facilities included in the eight branches. Ms. Guarisco asked if the Library staff wanted the increased coverage. Mr. Watts answered affirmatively. He said people come to the Library when they do not know where else to turn for help. These licensed clinical social workers know what resources are available and can direct individuals to the assistance they need. Mr. Luther asked if the Library checks to be sure the social workers are licensed. Ms. Stein replied that the Volunteers of America screen the applicants. Mr. Luther noted that checking on their credentials is very important.

Mr. Luther asked if the Board wished to increase the budget for the social workers and ReCap Media. The other Board members agreed.

Ms. Pinsonat then discussed the rental agreements which include building rental, and copier multi-functional devices (MFD's).

The next item discussed was the budget for repair and maintenance of the facilities. Our Facilities Manager, Mr. Tim Bankston, and Ms. Husband calculated a 10-year projection to determine when certain items would need maintenance or repair. Mr. Luther asked if glass breakage continues to be a concern at the Main Library. Mr. Watts replied affirmatively. He noted that on large curtain walls expansion issues can result in a 5 – 10% failure rate. Ms. Husband noted that the rocks on the green roof are also a concern. Mr. Watts said the staff would like to replace the gravel on the roof. Mr. Jacob wondered what would be used to replace the rocks. Mr. Watts said they will research to find a suitable replacement.

Ms. Pinsonat noted that general maintenance includes a variety of items such as light bulbs, and compressors. Mr. Luther asked how the estimated cost was calculated. Ms. Husband replied that the industry standard is \$2.00/square foot. Our costs run between \$1.25 - \$1.50/square foot. She noted that she and Mr. Bankston reviewed past expenses and the projections to figure the costs.

Ms. Wascom asked about a budget item for emergency repairs after a storm or hurricane. Mr. Pierce said it is included as an internal line item and is not shown separately.

Mr. Watts said in surveying the UPS equipment at the Outreach Services facility, it was determined that a more powerful and effective device may be needed. The estimated cost is approximately \$30,000. Mr. Watts said this amount has been added to this budget category.

Ms. Pinsonat said an item is included for exterior glass cleaning throughout the System. Mr. Watts said that the Main Library and the Bluebonnet Regional Branch are two of the facilities that have large windows that especially need periodic cleaning.

The special events budget request was discussed next. Mr. Watts noted that the lunch program that is being offered to all children at several of our branches is having a profound positive effect on the children at these facilities. Mr. Brandon Reilly, Branch Manager at the Carver Branch, reported that the behavior of children at his facility has improved. He attributed this to the fact that these young patrons are not hungry.

Ms. Pinsonat discussed the travel and training budget noting that half of the budget is for training. Mr. Watts noted that much of the training is computer related. He said that Mr. Leger approved of the Centrix Xen Server training. Mr. Watts reported that our training budget is below the State Library standard. He appreciated that the Board has always supported training. He added that the Library must provide training for the staff. Mr. Jacob agreed. Ms. Guarisco said the total budget for training is not excessive. Ms. Stein said that the Library rotates which staff members travel for training so that as many as possible experience this opportunity. Mr. Watts pointed out that next year the American Library Association's Annual Conference will be held in New Orleans. The budget for this conference includes a one day visit for the exhibits for four Library Board members.

Mr. Watts told the Board that the Library's budget for the employee retirement fund will increase by 16% or by an additional \$600,000 because the rate is increasing.

### **Comments by the Library Board of Control**

There were no additional comments by the Board.

There being no further discussion, Mr. Jacob asked for a motion to adjourn. Ms. Johnson made a motion to adjourn. The motion was seconded by Mr. Luther. The meeting adjourned at 6:43 p.m.

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Jason Jacob, President

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Spencer Watts, Library Director