

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**  
**JULY 20, 2017**  
**4:00 P.M.**

PLEDGE OF ALLEGIANCE

I. ROLL CALL

II. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JUNE 15, 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. NEW BUSINESS

- A. VOTE TO APPROVE CAPITAL DONATION FROM ELECTRONIC ARTS FOR TEEN TECHNOLOGY LAB AT RIVER CENTER BRANCH LIBRARY AND ACCEPT A NAMING RIGHTS AGREEMENT – MR. SPENCER WATTS
- B. VOTE TO ADOPT PROPOSED 2018 LIBRARY BUDGET

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 AND BRIEF STAFF REVIEW OF UNCONVENTIONAL BUILDING SITES – 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

July 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, July 20, 2017. Mr. Jason Jacob, President of the Board called the meeting to order at 4:01 p.m. Members of the Board present were Mrs. Martha Guarisco, Mr. Logan Leger, Mr. Donald Luther, Jr., Ms. Candace Parker, and Ms. Kathy Wascom. Absent from the meeting was Board member, Ms. Terrie Johnson. 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. Brian Thornhill, Library PC LAN Administrator; Mr. Steve Legendre, real estate broker with Sperry Van Ness/Graham, Langlois & Legendre, LLC; and Mr. Dirk Graeser, videographer for Metro 21.

Mr. Jacob asked Ms. Parker 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 June 15, 2017. Mr. Leger made a motion to approve the minutes, seconded by Ms. Parker, 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 for 2017, operating expenditures through June 30, 2017 are \$17,746,008.85, or approximately 40.80% of the operating budget. Through June, we should have spent no more than 50% of the operating budget.

Cash collections from Property Taxes for 2017 are ahead for the same seven months as last year, and we are approximately \$1.5 million and 3.73%, ahead of 2016.

Ms. Guarisco arrived at 4:06 p.m.

Ms. Pinsonat asked if there were any questions about the financial statements. Mr. Leger said there had been some concern that the Library would not collect the projected revenue because of the loss of property caused by the Flood of August 2016. However, our revenue is actually ahead

of last year. He asked why this is the case. Ms. Pinsonat answered because the collection rate has increased due to the passage of the Library Tax renewal in 2015. The millage rate is now 11.1 mils. If the Library had been at the same millage rate as prior to the election, the Library would now experience a decrease in revenue.

Mr. Leger then asked why the Library's expenditures are 10% less than projected. Ms. Pinsonat explained that it is due to a lag in the recording of the expenditures. Mr. Watts said that the posting of our expenditures are usually behind. It takes two to three months after the City's fiscal year to reconcile all of the financial reports. He added that expenditures such as insurance are debited as one lump sum and are fairly large. Ms. Pinsonat agreed that the City is several months behind in recording payments. Mr. Leger asked in a perfect world if the Library's expenditures were reconciled to the present day, would the total amount spent be closer to 50% of our operating budget. Ms. Pinsonat replied affirmatively. She also said the Library would have some savings from our budgeted amount for salaries due to vacancies. There are approximately 50 vacancies.

Mr. Watts said that turnover is a big issue for the Library. At the end of the year the attrition rate acts as a buffer against an unexpected expense. Among government agencies in general, an attrition rate of about 4½ % is considered as typical or average. Often our attrition rate is closer to 8 or 10 %.

Mr. Jacob and Mr. Leger thanked Ms. Pinsonat. Mr. Jacob asked for additional comments. Mr. Luther asked if the high attrition rate is attributed to established employees or to newly hired employees who work for a short period of time and then resign. Mr. Watts replied that there are several factors that drive the attrition rate. He said a 4 – 6 % attrition rate was the norm in other systems where he worked. Our problem here is with the ½ and ¼ time positions where there is a large turnover. The other issue which will continue to emerge as a larger problem over the next few years is the low salary range. In addition, our vesting period of ten years is rather high. We have some employees who decide after 4 or 5 years to pursue another professional opportunity elsewhere. Once an employee is vested, it is more of an incentive to continue working for the City. Even if one can get only a 5 to 8% salary increase, it can be very attractive, and some leave the Library.

Mr. Luther asked what control the Library has over this problem. Mr. Watts said the compensation rate is a City-Parish issue. Small adjustments are very costly across the City. He said a salary study was completed five years ago, and reviewed about three years ago. The salary study showed, it appeared to him that the City was about 6% behind the marketplace average. The City gave employees a 2% raise, and if one extrapolates the figures, the City salaries are still lagging in its compensation. The City will need to review this again. But with the change in Administration and the results of the Flood of 2016, this review most likely will not happen this year. Mr. Watts said he hoped it would be addressed in the next couple of years. Mr. Luther asked if the affected employees have an MLIS degree or a college degree. Mr. Watts said many are Library pages and aides. He added that the Library also has a fair amount of turnover with MLIS employees. When a librarian attains a Librarian II or higher position, there is more incentive to remain with us on a career path. Employees can easily see if there is a career advancement opportunity in the area in which they work. Some will leave for a better chance of promotion. Our Library is at the high

end of services, physical collections, and new facilities, but we lag behind many of our peers, and smaller library institutions in our compensation package.

Mr. Jacob asked for any other comments. There being none, he read Item B.

## **B. System Reports**

Mr. Watts asked Ms. Stein to give the systems report. Ms. Stein said the meeting packets contain many examples of the extensive amount of media coverage the Library has received this month. We even made the front page of *The Advocate* the day after the topping out ceremony for the new River Center Branch Library. The photo exhibit from the Louisiana Department of Wildlife and Fisheries on the first and second floors of the Main Library was also covered in a full two page color spread in *The Advocate*. Some of the events held at the Library have also been featured in color in the paper. Articles have appeared in various sections of the paper.

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

- On July 6<sup>th</sup> a Topping Out ceremony for the new River Center Branch Library was held in Town Square. Mayor Sharon Weston Broome and Mr. Ron Henseleit of Electronic Arts (EA) addressed the crowd prior to the placing of the Leyland Cypress on the fourth floor of the facility.
- Items were added to the Bicentennial Time Capsule. Mr. Henseleit signed *Madden*, a video game from EA. Mr. Matt Caillouet, architect with WHLC Architects, gave Ms. Melissa Eastin, Library Archivist, an old spike found 40 feet under the site of the new library.
- Mayor Broome, Councilwoman Tara Wicker, and the Library Board signed the angle iron which will be placed on the front of the frame of the building.
- Social media also covered the Topping Out ceremony. Mr. Patrick Dennis, photographer with *The Advocate*, rode on the crane to take the pictures from the fourth floor, and post them.
- The Main Library was the site for a drainage forum sponsored by the Federation of Greater Baton Rouge Civic Associations on July 13<sup>th</sup>. Citizens listened and exchanged information with Mayor Broome; Mr. Fred Raiford, City-Parish Director of Transportation and Drainage; Mr. Paul Sawyer, Chief of Staff for Congressman Garret Graves; Louisiana State Senator Bodi White, Ms. Nancy Curry, President of the Federation; and the Army Corps of Engineers.
- At the end of August the Main Library will host the second meeting of the Capital Region Planning Commission regarding the Capital Region Long Range Transportation Plan. The Library is pleased to be a site for this civic process for our citizens.
- The Library has been launching *Digital Learn* with our partner, Cox Communications. This a pilot program provided by the American Library Association, and the Public Library Association.

- The first official visit of the *Digital Learn* program occurred at Sharlo Terrace last week. Bookmobile and Reference staff assisted residents one-on-one. Incentives to learn such as FitBits were offered by Cox. Staff from the East Baton Rouge Parish Housing Authority were also present.
- The Library's Career Center has teamed with the Teen Services Division to present Cool Careers. A forensic scientist from the LSU FACES Lab and a Veterinary Sciences staff member discussed their work with a full audience.
- The teen film camps have been very popular all over the parish. The New Orleans Video Access Center (NOVAC) which is also filming in Baton Rouge worked with teens to help them produce films with a bicentennial theme. Their red carpet premier will be held at the end of July.
- Playmakers of Baton Rouge is a favorite of children. Each year they design a show around the theme of the Summer Reading Program. This summer's presentation was titled *Some Assembly Required*.
- In late August the Library will present Winter is Coming...an after-hours night of *Game of Thrones* activities for all ages.
- The Library continues to support STEM and STEAM education. The children read *Pippo the Fool* about Filippo Brunelleschi, the Cathedral of Santa Maria del Fiore in Florence, and the dome he created for it. Mr. Adam St. Pierre, our STEM librarian, assisted the children to build a geo-dome after reading the story.
- Six children in home day care spent time at the Library listening to stories being read by their day care staff member. Our Book Buds program pairs teens with children learning to read. It is one of the Library's favorite summer programs.
- On Sunday, August 13<sup>th</sup> at the Main Library creator and editor of the cookbook, *Meanwhile, Back at Café Du Monde...Life Stories about Food*, will lead a presentation of stories about food and culture with some surprise guest appearances.
- On Sunday, August 20<sup>th</sup> at the Main Library, Baton Rouge author, Michael Rubin will make a multimedia presentation about his latest book, *Cashed Out*. Mr. Rubin is also an attorney and a jazz pianist.

Ms. Stein finished her presentation and 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 for the Exterior Lighting Project for the Baker, Delmont Gardens, Eden Park, Scotlandville and Zachary Branch Libraries, we have received a request for approval of a change order.

However, most of the work is finished, and an inspection in preparation for the final acceptance should occur very soon.

The Exterior Restoration Project (for the Carver, Central, Delmont Gardens, Eden Park, Greenwell Springs Road Regional, Scotlandville and Zachary Branch Libraries) is complete. The approval of the final acceptance of this project will be placed on the Metropolitan Council agenda.

The carpet for the flooring project at the Zachary Branch Library has been selected, and ordered. Once the carpet arrives we will coordinate the installation.

Ms. Husband told the Board that in regard to the installation of new furniture at the Bluebonnet Regional Branch Library, she has met with the Library's Computer Services and Facilities Maintenance staffs. They have discussed the furniture installation, and adding more power and data lines. The furniture should arrive in late September.

An air conditioner compressor stopped working and had to be replaced at the Central Branch Library. There was also a sprinkler system leak at this branch. We lost a few books, but the staff took action immediately. The building is cool again and the floors and shelves are dry.

Ms. Husband asked for questions. There being none, Mr. Jacob thanked Ms. Husband and asked Mr. Watts to give the Miscellaneous Reports under Item B.

## **B. Miscellaneous Reports**

Mr. Watts said ten staff members attended the American Library Association (ALA) Annual Conference which was very useful and educational. One of the programs was about a pilot program in California. In September the State of California will place virtual computer hardware and programs in 200 libraries. There was a painting program in which one could step into a painting. Mr. Watts said he participated in a virtual maker workshop and was able to utilize tools. Ms. Husband worked on the space shuttle making an exterior repair. She also walked on the bottom of the ocean floor, and walked through a shark. One could see the dissection of the shark which was highly educational.

Two of our Library staff attended courtesy of ALA to participate in special workshops for the *Digital Learn* project. They also attended some of the general workshops.

Mr. Watts then reported on the RFID project. Mr. Thomas Miller of Backstage Library Works has arrived in Baton Rouge and is interviewing applicants for the RFID tagging of our collection. Yesterday he and Ms. Stein went to the Outreach Services building to look at the equipment he will need once the tagging begins. Next week Mr. Miller will assemble the carts the taggers will work from. Programming the units that the taggers will need will be the next step.

The contract for Backstage was approved by the Metropolitan Council on June 28<sup>th</sup>. The contract is now in the City-Parish Purchasing Department for final processing. An amendment for the MK Solutions contract which includes approval of several additional pieces of equipment was also

approved on June 28<sup>th</sup>. One critical part of the amendment is for technology on the self-check units to securely transmit electronic data when using electronic payment. This item was not included in our initial bid because at the time the City had not selected a vendor for card payment processing. The City, then selected the vendor, Govolution, which is not compatible with MK Solutions. Therefore, the Library needed a special installation and configuring of software.

Mr. Watts said he is pleased that the Backstage Library Works contract has been approved, so that the tagging of the 2 million items in the collection can begin. The estimated time frame to complete the project is six months.

Mr. Watts said the Summer Reading Program that Ms. Stein mentioned has gone very well. The end of the program parties began this week. The Jones Creek Regional Branch held its party yesterday. It is important for children to maintain their reading skills and avoid the “summer slide”, and for younger readers to reinforce their skills. Most children who do not participate in a reading program over the summer, lose two or three months of their reading proficiency. Remedial work is then necessary when they return to school to help them regain what was lost over the summer break.

The City-Parish grounds maintenance contract was approved. We held a walk-through meeting this morning with the vendor who was awarded the contract. One of the areas that need attention at the Main Library are the horsetails growing in the bioswales. Whenever the weather is warm and rainy, these plants grow very rapidly and are quite tall. These need to be trimmed. There are also several of our branches that need immediate attention to grounds maintenance.

Mr. Watts said the Talking Tech service will be launched on August 1<sup>st</sup>. We experienced some delays as we worked on compatibility issues between the software and Vsmart. This product will notify patrons by phone who do not have email accounts on file regarding overdue items and holds notices. This system will reduce the cost of postage, and will shorten the turnaround times for items on hold. We have approximately 200,000 holds placed per year. If four or five days of holding on a shelf is eliminated, it will make a huge difference in collection development and efficiency of turnover.

Mr. Watts said the purchase of the anti-virus component that needs to be added to the Library’s suite of software for the virtual desktop infrastructure (VDI) has received approval from the City-Parish Purchasing Department. This software can now be integrated into the system.

Mr. Watts also announced that the Library has recently been successful in implementing electronic data interchange (EDI) with one of the major book ordering companies, Baker and Taylor. This process allows for efficiencies in ordering and tracking materials, provides for more effective intake of delivered items and makes it easier to accurately account for expenditures and reconcile the budgeted funds.

Mr. Watts concluded the miscellaneous report and asked if there were any questions. Mr. Jacob asked for any other public comments. Their being none, he read Item A under New Business.

**V. New Business**

**A. Vote to Approve Capital Donation from Electronic Arts for Teen Technology Lab at River Center Branch Library and Accept a Naming Rights Agreement – Mr. Spencer Watts**

Mr. Watts explained that former Mayor Holden started working several years ago with Electronic Arts, Inc. (EA) on this project. Library staff were also involved in making this donation to the River Center Branch Teen Technology Lab a reality. EA has always been interested in the Library. They have supported us with the Maker Faire<sup>®</sup>, and with other events in which we have utilized technology and digital products. It was appropriate for them to be interested in the new River Center Branch Library because it will be very technologically oriented.

EA's interest focused on the teen technology lab. This space is 440 square feet in size. It will be a collaborative space where teens can come to work on creative, digital projects. This lab will be part of the other technology features of the third floor which includes the Maker space, an audio/sound room, a programming area, and a large computer commons area for teens and adults. It is estimated that the cost of the teen lab will run between \$80,000 - \$100,000. A donation of \$50,000 is very significant.

EA's gift will be made to the Patrons of the Public Library (POPL). That donation will be allocated for the teen technology lab only. Mr. Watts said from his experience, donors like to give to an organization such as POPL because it ensures that the gift will be used as per the donor's wishes.

In order to implement this donation, the Library Board will need to approve the gift to be made to POPL for use in the construction and technology installations in the teen lab. The Board will also need to approve the naming of the space as the Electronic Arts Teen Technology Lab.

EA has said they will continue to support technology in the Library. This naming rights agreement will encourage future collaboration with the Library. EA has also given the Library advice regarding technology. Mr. Watts added that the partnership with EA has been beneficial to the Library, and that the acceptance of the donation and the naming rights is appropriate.

He asked the Board to approve the donation and the naming right. He noted that the Parish Attorney drafted a naming rights agreement with standard language, including a termination clause, if for some reason the Library wishes to discontinue the relationship. Mr. Watts said he does not envision that happening, but that it is always good to have that type of protection. The agreement is very thorough and the Parish Attorney is very familiar with executing this type of document.

Mr. Jacob asked if the Board needs to take two separate votes; one for the donation and another for the naming rights. Mr. Watts replied that taking two votes would be best. Mr. Leger said that Mr. Watts answered all of the questions that he was going to ask. Any reservations he may have had in regard to the Library being able to terminate the agreement have been addressed. He added that the monetary donation is wonderful, but the long-term relationship is also important. It sounds like EA is excited to partner with the Library. Electronic Arts has a big presence in this community

and has been here for a while. EA furnishing the teen technology lab is very applicable. It's a significant investment. Mr. Leger said the Library Board should support this donation and naming rights.

Mr. Leger then made a motion to approve the capital donation from Electronic Arts for the teen technology lab at the River Center Branch Library. Mr. Jacob asked for a second to the motion. Ms. Parker seconded the motion. Mr. Luther asked the length of the naming rights. Mr. Watts answered that rarely is there a termination date on a naming rights agreement. When a donation is of a commercial nature, it will usually include a termination date. He cited the theatre downtown as an example of a 10-year licensing agreement. In the case of a library's name, the naming is usually forever. In 30 to 50 years the River Center Branch will probably be totally redeveloped, changed or rebuilt again. The name of the lab might not be forever, but it would certainly be for a very long time. Mr. Luther asked if there is a termination clause in the naming agreement; although he supports this current agreement. Mr. Watts said there is a termination clause which is good to have in the event that circumstances change requiring this action. It is a protection for the Library. Mr. Jacob asked for a vote on the acceptance of the donation by Electronic Arts. The Board voted unanimously to approve the donation.

Mr. Jacob then asked for a motion to approve the naming rights agreement for the teen technology lab in the River Center Branch as the Electronic Arts Teen Technology Lab. Mr. Leger made the motion, seconded by Mr. Luther, and approved unanimously.

Mr. Jacob asked for any comments. There being none, he read Item B under New Business.

## **B. Vote to Adopt Proposed 2018 Library Budget**

Mr. Watts thanked all who assisted in producing the proposed Library budget for 2018. He added that each Board member has a complete copy reflecting the discussions and review that occurred on July 13, 2017 during the Board's public budget work session. All of the work preparing the budget started in March with staff input. This document includes all aspects of the Library's operation which enables us to provide the facilities, the collections, and services that our patrons want and need. Mr. Watts added that it is a good budget at \$45,037,420.00 for operational costs. It is a smaller budget than this year's. The projected income for 2018 is \$45,378,060.00 which is about \$340,000.00 above the proposed 2018 budget. We are transferring \$11.8 million into capital projects from our fund balance. This is consistent with our long-term plan. We do not plan to start constructing new buildings. This transfer is in anticipation of beginning the development work at the Baker and Scotlandville Branch Libraries. Mr. Watts said this is a good summary of the major topics covered in the budget work session. At the work session detailed discussions occurred with the Library Board members. Changes that the Board requested have been made. Our book budget which is a high priority is good; our budget for services is ample; and the budget for capital projects will allow us to make changes to keep our libraries vital and strong.

Mr. Watts asked the Board if there were any questions or comments. Mr. Leger asked for the percent change in the proposed budget compared to the 2017 budget. Mr. Watts said the budget is \$1.4 million less for 2018. Mr. Leger asked what the major factor is in the smaller budget. Mr.

Watts replied that it is mainly from the capital projects within the operating budget. We can have some adjustments in that item of the budget. Over the next six to eight years as we complete these major capital projects starting with the Greenwell Springs Road Regional, and the Jones Creek Regional Branch Libraries, we will see a downward trend in our repair budget in our older buildings as they are upgraded. We are first addressing branches that are the oldest, and as we proceed through our schedule of capital improvements to other buildings they also will be older. The cost of maintenance associated with older buildings will decrease as each building is renovated.

Mr. Leger said he enjoyed the work session. He added that the staff did a good job presenting their requests to the Board. He noted that there are many items in the budget that he is excited about such as the social worker program. A program like this illustrates that the Library is transcending our traditional services. Our citizens have supported and invested in what the Library offers. There are many touchpoints in our budget and this program illustrates how our Library is continuing to be current. The budget reflects our citizens' desire for a world class Library system. The Library has been a good steward.

Mr. Leger said he is excited about seeing this budget implemented next year. He made a motion to adopt the proposed 2018 Library budget. Mr. Watts and Mr. Jacob replied that they liked what Mr. Leger just said. Mr. Jacob asked for any additional comments. There being none, he asked if there is a second to the motion. Mr. Luther seconded the motion which passed unanimously. Mr. Jacob said the proposed 2018 Library budget has been adopted. Mr. Watts thanked the Board. He said this budget will be sent to the City-Parish Finance Department and to the Mayor for review. Ultimately it will go before the Metropolitan Council for their vote of approval.

Mr. Jacob asked for any public comments on the items under New Business. There being none, he 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 we've already discussed the Topping Out ceremony, the time capsule, and what a special event it was. He said he appreciated everyone's support. It was a significant milestone that draws attention to the fact that this important building construction is underway.

Mr. Watts said the fourth floor concrete pour was completed prior to July 4<sup>th</sup>. Fire stair erection has been completed, and fireproofing was progressing well through last week. The rain, however, may be slowing down the progress. Rain at any time of the year can be an issue even if it is light one day and heavy the next. The ground never quite dries up. Fireproofing is very sensitive to rain and dampness. The exterior steel studs are on site, and installation has begun. The clips and brackets were installed earlier this month. The relocation of the conduits for the City-Parish Green project has been completed. The conflicts in the two projects have been addressed.

Mr. Watts noted that the major submittals include paver samples, corner guards, colors for the fire equipment cabinets, and signage roller shades. Pricing is being sought for a potential change order from white boards to glass marker boards. Glass performs better avoiding the ghosting issues of white boards.

He also said there was a beam bracing conflict with the swing clearance of a door which required the reconfiguring of the door in the Maker area. The staff did a good job with the architects to resolve the problem. There are approximately ten conduits leading to the large exterior screen which appear to be too many. There is also a concern about the placement of several mullions on the curtain wall. The placement is critical for safety since there will be a large glass curtain wall.

Mr. Watts said the project is going well, but he anticipates some rain related delays. Hopefully, a dry period will follow. He asked the Board if they had any questions. Mr. Jacob asked based on the rain delays we are having, how much will that delay the opening of the building. Mr. Watts replied that it depends on how long the rain continues. Usually at the end of a month, the contractor will indicate the number of rain days. There is a standard weather reporting measure that is agreed upon during the contract negotiation. The amounts of rain are noted against what the contract stipulates. The architect in City-Parish Architectural Services reviews the contractor's request and determines the number of rain days that will be added to the construction timeline. Mr. Watts said if there are several months with lots of rain it could extend the project by several weeks.

Mr. Jacob asked for any other comments on this item. There being none, he 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 said a considerable amount of work has been done on the specifications and plans for the renovation of the Greenwell Springs Road Regional Branch. On June 19<sup>th</sup> our staff spent the majority of the day with the architects and engineers. We covered a wide range of topics such as the cooling units and their size; and the plumbing and toilets which will be floor mounted, hard-wired and automatic flush, the water heaters, sinks, water coolers and drains. He noted that automatic flush toilets are now required by the building codes. Mr. Watts said lighting was discussed, and floor plans were reviewed. We looked at types of furnishings and specifications to ensure that the types of materials we want are noted in the plans.

Mr. Watts then showed a phasing plan for the renovation work. The floor plan indicate four phases to the project. The Phase I area is the eastern portion of the facility that is now closed off to the public. It is the Reference and Adult Services area.

Ms. Husband then discussed the sequence of the work. Shelving and materials will be moved out of the area prior to beginning the work. A small space will be added on the eastern side of that area. The rest rooms will be relocated with an airport style entrance which will provide more visibility. The front of the meeting room area will be slightly renovated by relocating the servery areas and the data closet. The janitorial closet will be located in this area. A single stall restroom and a staff workroom will be added to the facility during this phase.

Ms. Husband said the Phase II area is the Children's and Teens area. The space in the front of the area is the addition for Teen Services. There will be an addition on the western side of the building for Children's Services. New air handlers will be added in this area. Mr. Watts said it is good that the Phase I area will be available because when they take out the old HVAC units in the Phase II area. This area will need to be closed to patrons due to the dust that will be generated. Ms. Husband noted that the Phase III area will also be available during Phase II.

She said the Phase III area will be a reconfiguration of the lobby area. Computers will be moved behind the Circulation desk. There will only be one entrance into the branch, and it will be designed so that staff can see patrons entering the building. The Phase IV area will be renovated into a vending area containing a couple of snack machines and a couple of tables for patrons to sit as a convenience. Ms. Husband said we have struggled in the past with adding vending machines because the vendors who provide these have felt there will not be enough business. But we have added two vending machines at Greenwell Springs since we reopened and it appears that patrons are using them. Mr. Watts noted that if it ever the vending area is not used, it will be available as a work area for patrons. That space will not be wasted or lost.

Ms. Husband said we have just marked on the floor plan where we want data and power. The architects are incorporating our requests into the specifications and plans.

Mr. Watts asked if there were any questions about Greenwell Springs. Ms. Guarisco asked if patrons will be able to have access to the Children's collection when Phase II is underway. He replied that our plan is to take part of that collection and move it to the Phase I area which will have been renovated. Part of the collection along with the Adult collection will need to be stored during the work. We will select for the highest demand items that people want the most. We'll also make sure we have enough computers because that is a branch where computers are in great demand. Many patrons depend on this branch for electronic access and resources they need.

Mr. Jacob asked if there were any additional comments about the Greenwell Springs renovation project. There being none, Mr. Watts then discussed the Jones Creek Regional Branch renovation. He showed a floor plan for the facility. He said the staff also had a good meeting on August 10<sup>th</sup> with Mr. Patton MacMorran, an architect for this project. We have had a challenging issue with collection capacity, and fitting in the stacks that we need. There is so much crammed into this branch. We will be able to add an additional 2,400 square feet of space near the entrance of the branch which will be an improvement. We would have liked to have been able to add more square feet of space to this building.

The study rooms and the Teen area opposite the entrance will be new. We worked extensively with Mr. MacMorran on the Teen area. We opened up the center of the branch. We are going to break up some of the monumentality of the furniture and stacks to make it a more flowing area. Trying to have the capacity we want with limited space was an effort. With creative thinking on the part of the staff, we have been able to achieve this. Mr. Watts noted that in the Teen area, we have asked that the study rooms and activity rooms have better sound proofing. A partition will be placed between Rooms 130 and 131 for flexibility in room size. Good sound proofing is necessary when the rooms are lined up in a row.

Ms. Husband said that one of the things we are doing in all of our projects is to consolidate the computers into one area. It makes it easier for patrons and staff. The staff can easily see who needs assistance, and can offer help more quickly.

Mr. Jacob asked what will be done about the current meeting room space in regard to sound proofing. Ms. Husband pointed out the meeting room area and said the configuration will be different. The storage and projector rooms have not been used over the years, so these will be readjusted. The capacity will remain about the same in the large meeting rooms, but we have added small meeting spaces. One room will hold between 15 to 20 people. Mr. Watts said we have observed that a room with a capacity of 45, may often have only 15 or 20 people. Whoever signed up first gets the room, but we can shift groups around so that rooms are utilized more efficiently. Many groups are not large at this branch, so they will be able to use the smaller rooms, freeing up the large rooms for large groups.

Mr. Jacob asked if the floors in the meeting rooms will be replaced, and what others renovations will be done in those rooms. Mr. Watts said the partitions will either be replaced or upgraded. We have not yet addressed the flooring in the renovation plans. Ms. Husband said that flooring replacement will depend on how the area is reconfigured, and how the flooring appears after the changes. The floor is currently in good shape. Mr. Watts said the flooring will probably need to be replaced in the new spaces.

He noted that the renovation plans for this branch are not as advanced as the ones for Greenwell Springs, so there is less detail available. He said there will be changes in the ceilings, and additional space in the Children's Services area.

Ms. Wascom said the one complaint she has received about this branch is that when patrons visit this branch, it is at capacity. All of the computers are being used, and there are so many people in the facility. People feel that more space should be added to this branch. Ms. Wascom asked if more computers are planned for this branch, and if they will all be grouped together. Ms. Husband said there will be approximately thirty computers in a consolidated space which is an increase of six in the Adult collection area. The Teen area will increase to ten from six or seven. There will be a consolidated area of computer spaces which will be a mixture of AWE's and one adult computer in the Children's Services area.

Mr. Jacob asked Ms. Wascom if people are asking for more space or more items within the space. Ms. Wascom said they told her that it was almost overwhelming visiting that branch because every computer was being used and the facility seemed to be at capacity. They wondered if there would be space added during the renovation. They thought the library was too small for the number of people using it. This occurred on a week night.

Mr. Watts replied that we have this problem at many of our branches. He agreed that Jones Creek is heavily used, is located in a densely populated area, and is popular. The problem is that there is no additional land for expansion. The branch is land locked. It's unfortunate that there isn't even 50 feet of space to expand. If the square footage were increased, more parking would be required by code. The solution would be to add another branch or to demolish this facility and build a two

story branch. This branch is too nice to tear down at this time. The Fairwood Branch does relieve some of the overcrowding at Jones Creek. Another small southeast branch could contain popular titles and act as a grab and go facility. Mr. Watts said building an additional branch is the best answer.

Ms. Wascom said the answer to the question she was asked is that there will be a small expansion based on the limited size of the lot, additional meeting space, and more computers in consolidated areas. Mr. Watts said one of the complaints we have received is that meeting space is always in demand. The planned additional meeting spaces will help, but it won't cure a situation when several groups of forty people want to meet on the same night.

Mr. Jacob asked if there were any additional comments. Mr. Watts concluded the discussion about the Jones Creek renovation project by noting that two public meetings will be held at the branch on Thursday, August 10<sup>th</sup>. One session will start about 3:30 p.m. and end about 5:00 p.m. The second session will begin about 6:00 p.m. and end about 7:30 p.m. A charrette style will be used similar to the ones used at Greenwell Springs, at River Center and at the Main Library. Drawings are on display and the architects and staff will be present to talk to patrons one-on-one. Mr. Aaron Babcock, the architect for the Greenwell Springs renovation did have a slide show during their public meeting. We may have one for this meeting also. The main focus will be to engage with patrons and talk to them to learn what they are concerned about.

Mr. Jacob asked if there were any other comments by the Board. There being none, Mr. Jacob thanked them for the information and then read Item C.

**C. Update on Search for a Site for a South Branch Library and Brief Staff Review of Unconventional Building Sites – Mr. Spencer Watts**

Mr. Watts asked Ms. Husband to make the presentation of the unconventional building sites. He said this is the presentation we gave to the Board last year. The staff added three more sites at the end of the presentation.

Mr. Watts noted that Mr. Steve Legendre, real estate broker with Sperry Van Ness/Graham, Langlois & Legendre, LLC is present at this meeting to see this presentation and to receive direction on the types of sites the Board would now like to pursue.

Mr. Watts said that Ms. Kathryn Juneau spoke with him last week. The residential property off Highland Road containing several lots is under contract now. This property was discussed at last month's Board meeting as a possible branch site.

Mr. Watts said now that we are looking at smaller sites we will need to keep in mind that we will need sufficient land for parking even if the building's footprint is smaller than we originally had planned. Some of the slides we will view today are urban libraries where parking may not be an issue because everyone takes public transportation, or walks. These are densely populated areas. This will not be the case for the service area of the south branch library. Most people will need to use cars even if it is in a neighborhood.

For example, if we have a footprint of 500 square feet and make it three stories high, that is a 15,000 square foot branch. We will need approximately 70 parking spaces. The topography and setbacks of the lot will also play a role. We will need to consider how much of the 15,000 square feet will be taken up by elevators and fire stairwells. This would be preferable to having no branch for that area or to continue looking for another ten years. Mr. John Richard began looking for a site when he was the Director. We do not want this search to continue forever.

Ms. Husband made the presentation. They are as follows:

**Former Crozat Library, Jefferson-Madison Regional Library, Crozat, Virginia**

- Approximately 2,655 square feet
- Formerly a train depot
- The community library from 1984 until September 2013
- The building has since been repurposed into a visitor's center and an artisans' depot.

**Causeway Branch, St. Tammany Parish Library, Mandeville, Louisiana**

- 7,300 square feet
- Storefront library
- Initially the branch was 4,900 square feet
- Expanded in 2005.

This library is an example of a facility located in a shopping center. It has worked for their patrons. Many library systems use a shopping center space successfully. The positive aspect of locating in a shopping center is that one has an automatic audience because of the retail establishments around it. Parking is usually ample.

**Lakeshore Library, Jefferson Parish Library, Metairie, Louisiana**

- 7,700 square feet
- Rebuilt after Katrina; opened in 2011
- On the edge of a subdivision in Metairie
- Across the street from a baseball field
- Parking is across the street, with a few parking spaces next to the building

This library has one meeting room about  $\frac{2}{3}$  the size of this room in which we are meeting. There is no story time room. It is basically a grab and go branch without expansive space.

**North Beach Branch, San Francisco Public Library**

- 8,500 square feet
- Triangular shaped building on small lot
- Lot size and shape determined by the streets and available property. It is adjacent to the Joe DiMaggio Playground and North Beach Pool

This branch fills the entire lot and has no parking. There is paid parking off site.

**Bracewell Neighborhood Library, Houston Public Library, Houston, Texas**

- 12,690 square feet
- Sited on property that was formerly swampy pastureland
- Built on remediated site
- Located between a highway and a working ranch

**Robert E. Smith Library, New Orleans Public Library, New Orleans, Louisiana**

- 12,746 square feet
- Small footprint
- Two stories
- Rebuilt after Katrina

Ms. Husband said there is no parking at this small library at Harrison Avenue and Canal.

**University Park Public Library, University Park, Texas**

- 14,967 square feet
- Located on the second floor of a five story, mixed use office/retail building
- In a retail/commercial setting
- Parking garage in the basement

Ms. Husband said this is an option, but we do not have an option like this here.

**Highlands Branch, Edmonton Public Library, Edmonton, AB, Canada**

- 16,146 square feet
- Odd shape
- Small footprint for each story
- Design appears to take a large tree into consideration

They have fewer parking spaces than what our codes would require for the size of the building.

### **Christa McAuliffe Branch Library, Framingham, Massachusetts**

- 16,888 square feet
- According to the firm that designed the project, “The design is inspired by the spirit of Christa McAuliffe...who was participating in NASA’s first Teacher in Space project...”, hence the soaring roof in the shape of a wing.

Ms. Husband said this library is an example of an odd-shaped library on an odd-shaped lot.

### **Juneau Public Library, Juneau, Alaska**

- 17,000 square feet
- Located on top of a parking garage
- Located in the middle of the city

### **Norman Mayer Branch, New Orleans Public Library, New Orleans, Louisiana**

- 18,081 square feet
- Located on an odd-shaped lot
- Two stories
- Located in Gentilly
- Rebuilt after Katrina

This library is in the middle of an urban area and has approximately ten parking spaces which are mostly for the handicapped.

### **Monterey Public Library, Monterey, California**

- 23,778 square feet
- Building follows the lines of the intersecting streets

### **Thurmont Regional Library, Frederick County Public Library, Thurmont, Maryland**

- 26,438 square feet
- Constructed on a site where wetlands were discovered during construction process
- Deck built over the wetlands
- The design required consideration of the wetlands, and siting to maximize lighting and to harmonize with the natural surroundings.

There are creative ways to build a branch even when remediation is necessary.

### **Coolidge Corner Branch Library, Brookline Public Library, Brookline, Massachusetts**

- 34,800 square feet
- Renovation or rebuild on current site
- Odd shaped lot

### **Baghdad Library, Baghdad, Iraq**

- 45,000 square feet
- Built on a peninsula: the shape follows the site
- Project is not complete so no actual photos available

### **Plaza Branch Library, Kansas City Public Library, Kansas City, Missouri**

- 50,000 square feet
- Building is adjacent to a business
- Shape of building configured to fit between the adjacent building and the existing streets.
- The library occupies two floors; all other floors above the first two are commercial

### **Main Library, Metropolitan Library System, Oklahoma City, Oklahoma**

- 116,000 square feet
- Located downtown
- Back of library is next to an underpass
- Shape is long and narrow

Ms. Husband said she has been in this library. It is a three-story building on a “zero” lot line. It is an odd shape with an atrium on one end. Managing and staffing can be issues in a long building like this one.

### **Jasper Branch Library, Edmonton, AB, Canada**

- Approximately 15,000 square feet
- Approximately 1.32 acres
- 51 Parking spaces
  - 24 Off street
  - 27 On the street
- Split level building with some of the square footage below ground level

### **Buckhead Branch Library, Atlanta-Fulton County Library System**

- Approximately 20,000 square feet
- Approximately 1.62 acres
- 60 Parking spaces
- Appears to be a two story building in some areas

Ms. Husband said the library is actually just one story. The Director of the Library said it was recently voted the most beautiful library in Georgia. It was built in 1989 and was considered outrageous when it was built. Obviously, it is no longer considered outrageous.

### **Anacostia Neighborhood Library, Washington, D.C.**

- Approximately 23,000 square feet on two levels
- Approximately 1.3 acres
- 17 Parking spaces

Ms. Husband asked if there were any comments or questions. Mr. Leger thanked Ms. Husband for the refresher. He said it shows that there is a lot of creativity that we could bring to solve our issue. Technically we already have a non-traditional branch in the temporary location of the River Center Branch. He said he would like to know how that branch has been received since it is a space we are leasing located inside another building. Mr. Leger asked what that experience has been for the Library. Mr. Watts said overall it has been acceptable, but we know it is temporary. The usage level is down because of the disruption caused by moving to a different location, and the temporary site is smaller and different in terms of what we can offer. We are happy we have attracted enough people who need a library to use it regularly.

He noted that this Library system has a history of leasing buildings for branch libraries. Some of those were unpleasant facilities because they were very small and were leased for too long a time. He added that in other systems where he has worked, leased space has been acceptable. He noted that issues can occur anywhere when one leases in a shopping center because tenants around the library can change over time. He mentioned that he converted an Eckerd's Drug Store into a nice 14,000 square foot library. The pharmacy became the children's story time area. In Richmond Virginia a library was put on the second floor of a corporate building in a new corporate park which was very attractive. However, they did not factor into the plans that after 6:00 p.m. nobody would be coming to that corporate park. The library was only open during the day. Mr. Watts said if he could have any of the drug stores around Highland Road he could convert one into a good branch library.

Ms. Husband said the Lincoln Parish Library System purchased an Albertson's grocery store and remodeled it. In McKinney Texas there is one library facility for the city which had originally been a Walmart. We are not talking about a building that large for a south branch. Mr. Watts said a variety of a retail spaces are going to be in an area that draws people. A library in a location where people run errands and shop will attract patrons. Visibility and access are good in these places.

Mr. Leger said at this point he would be excited if a site were found of almost any size and it wasn't too expensive. He said he is ready to look at a site that earlier the Board did not consider because they were not open to that possibility. Mr. Watts agreed and said the marketplace changes over time, so there may be something available now that we would not have considered several months ago.

Mr. Leger said he would like the parameters to change a bit so that we will have more sites to consider. He said he is ready to find a site. Mr. Watts said it is fine with the staff and he believes it is fine with Mr. Legendre. Mr. Legendre said after seeing the presentation and hearing the Board's comments, he has a couple of properties for which he can send details to Mr. Watts. He noted that they were initially limited in what they could present to the Board because of the three-acre requirement. That is very hard to find. Site selection can take years. The Library's search for a site has been well publicized. If there were two or three acres of land available, the seller would probably contact the Library or them directly. He said new listings are posted daily and they review these. He said when the property on Quail Drive owned by the State Licensing Board for Contractors was listed, Ms. Juneau, Mr. Langlois and he all felt it would be perfect for the Library. Being flexible is a key to finding a site. He suggested that a build to suit or a lease by owner property may have possibilities because some land owners do not want to sell their property. Considering an existing office or retail building also increases the options.

Mr. Watts said the staff would like some additional input from the Board. He said it was helpful to hear Mr. Leger remarks. Mr. Jacob said he agreed with Mr. Leger. He is in favor of finding something and moving past site selection. He asked if there were any additional Board comments. There being none, he asked for public comments. There were no comments.

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

Mr. Jacob read Item VII. There were no further comments. Mr. Jacob asked for a motion to adjourn. Mr. Leger made a motion to adjourn, seconded by Mr. Luther. The meeting was adjourned at 5:45 p.m. by unanimous vote.

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Mr. Jason Jacob, President

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Mr. Spencer Watts, Library Director