

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
JANUARY 19, 2017
4:00 P.M.

PLEDGE OF ALLEGIANCE

I. ROLL CALL

II. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF DECEMBER 21, 2016

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. TO VOTE TO ELECT OFFICERS FOR THE LIBRARY BOARD OF CONTROL FOR 2017 –
MS. KIZZY PAYTON

VI. OLD BUSINESS

- A. UPDATE ON RIVER CENTER BRANCH LIBRARY CONSTRUCTION – MR. SPENCER WATTS
- B. UPDATE ON FLOOD RECOVERY ACTIVITIES AND GREENWELL SPRINGS ROAD REGIONAL
BRANCH LIBRARY – 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

January 19, 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, January 19, 2017. Ms. Kizzy Payton, President of the Board called the meeting to order at 4:03 p.m. Members of the Board present were Mrs. Martha Guarisco, Mr. Jason Jacob, Ms. Terrie Johnson, Mr. Logan Leger, Mr. Donald Luther, Jr., and Ms. Kathy Wascom. 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. Bryan Foreman, Library Network Technician I; Captain Blair Nicholson of the East Baton Rouge Parish Sheriff's Office; and Mr. Frank Hillyard, videographer for Metro 21.

Ms. Payton asked Ms. Wascom to lead the Pledge of Allegiance to the Flag.

Ms. Payton asked Ms. Zozulin to take the roll which she did.

Ms. Payton asked for the approval of the minutes of the regular Library Board meeting of December 21, 2016. Mr. Luther made a motion to approve the minutes, seconded by Mr. Jacob, and approved unanimously.

III. Reports by the Director

A. Financial Reports

Ms. Payton asked Mr. Watts to present the reports. Mr. Watts asked Ms. Pinsonat to make the financial report. Ms. Pinsonat said that for 2016, operating expenditures through December 31 are \$34,922,072.36 or 80.49% of the budget. Although the year has ended, many charges such as December's final salaries, benefits, and retirement costs for elected officials have not yet been recorded. Once these entries are completed, total expenditures should rise to approximately 85% of the operating budget. In addition, several maintenance projects totaling \$450,000 that were budgeted in 2016, will be carried forward and hopefully completed this year. These projects are in addition to the approximately \$1.5 million RFID project for library materials that should be contracted soon.

Cash collections from Property Taxes for 2017 cannot be compared to 2016, as assessments were not mailed until January 4th, and taxes are not due until January 31st. Even after that date, it will likely be several additional months before the financial impact of last August's flood, and the subsequent devaluing of property, will allow us to make a reasonable forecast.

Ms. Pinsonat asked if there were any questions about the financial statements. There being none, Ms. Payton read Item B.

Mr. Leger arrived at 4:07 p.m.

B. System Reports

Mr. Watts asked Ms. Stein to give the systems report. Ms. Stein referred the Board members to the statistical reports. She noted that statistics are down in a number of categories which we expected because of the widespread disruption due to the August flood. Amazingly our numbers are not as low as one might have expected, considering that one branch has been closed since August. There were many days when we were closed; and then when we were open, many people did not want to go out or they were busy with flood related activities. People are still occupied with flood recovery. Historically gate count always parallels the circulation count. However, our circulation count is disproportionately higher than our gate count. A more detailed summary of 2016 will be provided soon including the outcomes of the services the Library provides. Services which support citizens seeking employment is one of many good outcomes that will be cited.

Ms. Stein then gave the *Around the Parish* report. Highlights included:

- Mayor Sharon Weston Broome had only been inaugurated a few days when the Library was able to host her special program entitled the “*Hidden Figures* Outreach Initiative” at the Main Library.
- Women who work in engineering, in other science-related fields and in technology were paired with young female students wearing STEM Girls Rock t-shirts. These students were chosen based on their essays about their aspirations to become scientists.
- Mayor Broome, the women and the students then traveled to see the movie, *Hidden Figures*. After viewing the film they returned to the Library for a “chew and chat” lunch.
- It was a wonderful first event with our new Mayor-President.
- The LSU Disaster Resilience and Recovery Project is seeking volunteers for a study on the Great Flood of 2016. The goal is to understand how disaster impacts one’s health and daily life.
- The Interfaith Federation of Greater Baton Rouge has organized a program entitled *January Thaw*. Displays on the first and second floors at the Main Library include representations from various local churches, photos of stained glass windows and paintings.
- The Federation is also facilitating a Listening Post. At the Main Library every Wednesday at 3:00 p.m. patrons can participate in a program designed to assist people to tell their stories in a non-judgmental atmosphere which fosters acceptance and understanding.
- On January 2, 2017 Mayor Broome became our 38th Mayor of Baton Rouge. On January 17th, the official 200th birthday of Baton Rouge, she

The research team would also like to hear from people who relocated here after Hurricanes Katrina and Rita. This study is possible through a grant from the National Science Foundation.

- www.BatonRouge200.com is fully launched. The official celebration of Baton Rouge's 200th Birthday has begun. Visit Baton Rouge is maintaining the entire site. The Library's archive staff is providing the maps, timelines, fun facts and crossword puzzles for the site. The photo slider shows Baton Rouge "then" and "now".
- Our Library archivist, Ms. Melissa Eastin, presented a program featuring the history of Baton Rouge in pictures.
- Our One Book One Community title, *Life on the Mississippi* by Mark Twain was selected for our bicentennial year.
- Mr. Paul Arrigo, President and CEO of Visit Baton Rouge, proudly displays one of the 200 special Baton Rouge Bicentennial paperweights. A plaque was also dedicated at Galvez Plaza. The new River Center Branch next to the Plaza will be associated with this historic location.
- Library staff wore red, put up Bicentennial yard signs, and distributed these signs provided by Visit Baton Rouge. These signs remind residents of the year-long celebration.
- One of the many quotes attributed to Samuel Clemens, a.k.a. Mark Twain is "A person who won't read has no advantage over one who can't read."
- The Library's kickoff event for the community reading of *Life on the Mississippi* will be held on Saturday, February 11th at 6:00 p.m.
- This "after hours" program will feature Chautauqua performer, Warren Brown, as Mark Twain; arriving here by train. We will be serving catfish, Mississippi Mud pie, brownies, and hush puppies. Events will include a cake walk, games, and drawing caricatures.

proclaimed January 17th as Wear Red Day. Social media is full of photos of Baton Rouge residents wearing red.

Ms. Stein then mentioned that the Library's ad campaign this year will feature the theme of the old and the new. The ads will contain a "then" and a "now" photo to highlight the Library's modern offerings such as the Qello concerts database.

Our media partners and local businesses are focusing on the Bicentennial year throughout 2017. *The Business Report*, *inRegister* and *225 Magazine* are producing a different insert each month over the next five months which will feature an aspect of Baton Rouge's history. At the end of the year these five inserts will be used to make a booklet to share with schools and libraries. Much of the information is coming from the Library's digital archives in the Baton Rouge Room. All of these activities help our citizens to reflect on where we were, and then to ponder where we will go in the future.

Ms. Stein asked if there were any questions or comments. Ms. Payton said in looking at the pictures online, it seems that the Bicentennial launch went very well. It was well attended and it looks like the year-long events will make for a fun-filled year. Ms. Stein replied that there were two different ways to approach the celebration. There could have been one big event on January 17th, or there could be many smaller events over the entire year. The later was chosen, and each of the many partners on the Bicentennial Committee is doing what they can through their organizations. There is no single Bicentennial budget; but rather each of the participants is paying for their events and activities. We are adding depth and breadth to the celebration of this historic year by making it a year-long event.

Ms. Wascom asked if there will be an event or activity each month. Ms. Stein answered affirmatively. The Library will have at least one activity per month. Preserve Louisiana, (formerly known as the Foundation for Historical Louisiana) is conducting regular lectures. Our Children's Services Division is providing children with information on Louisiana's flags, special coloring sheets, and Red Stick crafts. BREC is involved in activities; a Bicentennial Bash will be held by another partner in April. Various schools are having their own events. Story mapping will be one of the school activities for GSI Day in November. Any group can create an event and post it on the bicentennial site. Ms. Wascom asked if there is a particular calendar for the Library events. Ms. Stein said the events will be on the Baton Rouge 200 site and also on our Events Calendar on the Library's website. The bicentennial logo will be used to denote those events.

Mr. Luther thanked Ms. Stein for the exuberance she brings to the Library events. This attitude helps to make the events fun.

There being no further questions or comments, Ms. Payton read Item A under Other Reports.

IV. Other Reports

A. Maintenance Report and Additional Capital Projects

Ms. Husband made her report on maintenance and capital projects. The Exterior Lighting Project for the Baker, Delmont Gardens, Eden Park, Scotlandville and Zachary Branch Libraries is underway. Allrite Electric, the project contractor, electrical engineers from Craig Hebert Engineering, and their consultant Curtis Stout, Inc. have been working on the exact specifications for lighting fixtures throughout the project. Selections will be submitted for review and approval, and DPW Architectural Services will verify that the selections are consistent with the construction documents. Once the selections are finalized, the lighting fixtures will be ordered and purchased by Allrite Electric with a projected installation date sometime before June 24, 2017.

The Exterior Restoration Project for the Carver, Central, Delmont Gardens, Eden Park, Greenwell Springs Road Regional, Scotlandville and Zachary Branch Libraries by Tasch, LLC is underway and includes pressure washing, sealing, re-glazing windows and painting of the exterior. A substantial completion inspection was conducted at the Zachary and Central Branches on January 9, 2017. Most of the scope of work there has been completed successfully, with a few punch list

items remaining for the contractor to finish. The pressure washing, painting, and other repairs at those branches have now contributed to an improved, relatively new-looking exterior appearance.

Work has also begun at the Greenwell Springs Road Regional, and the Scotlandville Branches, where the project team conducted construction progress meetings on December 6, 2016 and January 3, 2017 respectively. Initial pressure washing has been completed, paint colors have been selected and painting has begun at both locations.

The next branch scheduled for work is the Delmont Gardens Branch. The next construction progress meeting is scheduled for January 31, 2017. Work at the Carver Branch will start in early March, followed by the Eden Park Branch in late March. The project is slightly ahead of schedule with a projected completion date of May 18, 2017.

Ms. Husband reported that flooring projects for the Central Branch and the Pride-Chaneyville Branch Library meeting rooms will be rebid by Mr. Tim Bankston, Library Facilities Manager. He will also re-bid the flooring project for the Zachary Branch Library.

Ms. Husband asked if there were any questions. There being none, Ms. Payton asked Mr. Watts to give the Miscellaneous Reports.

B. Miscellaneous Reports

Mr. Watts reported on the Main Library paver replacement project. He announced that the project has been completed. Many patrons have expressed their happiness that we have provided a much clearer and open path into the building. We have also had some suggestions for further improvements and we will take those into consideration. Initially we were concerned on December 28th when the completion work moved very slowly. However, by December 31st, all of the work was finished. During the final inspection a couple of minor deficiencies were noted and then corrected. There is a small area where the water pools up. We have a possible solution involving placing gaskets in weep holes in the expansion joints. We might also consider applying a topical smoothing compound to provide a slight sloping angle.

Mr. Watts said we expect some additional exterior and interior signage for the Main Library to be delivered and installed next week. These include two exit signs for the parking lot. Signage for the drive through will also be included.

In regard to the RFID project, Mr. Watts reported that the Library staff conducted a preliminary planning and logistics implementation meeting by phone with our vendor, mk Solutions. The project management team traveled to Baton Rouge for a site visit to every branch on January 11th and 12th. They met with a broad segment of the Library staff.

Our staff were able to confirm some details and the logistics as the project begins. Most of the needed equipment will be shipped to the Outreach Services building for staging. The project will begin at the Main Library, and follow a planned sequence through each branch.

One issue that we are working through is the completion of the bid document to advertise for a vendor to install the RFID tags in each item in our collection. This specialized work requires experience and equipment to ensure that the items are tagged correctly and efficiently. Once the tagging begins it is a fairly smooth, quick process.

Mr. Jacob asked what the actual tags look like. Mr. Watts replied that the tiny devices are placed inside the book covers or media cases. The current tagging system which is placed in the spine of the book is not visible. The RFID tags may be apparent to the observant patron, but most will not be aware of them. A station will be installed for unlocking the media cases.

The RFID tags provide real efficiencies for book circulation and check-in. The system enables easy and accurate self-checking of items; more so than the current optical scanning of barcodes. Over time the library staff learns to accommodate for issues with barcodes, but patrons can have difficulties. Data show that patrons are reluctant to self-check with optical scanning devices, while a large percentage will use self-checking when RFID tagging is in place. The result is a large saving in time and staff hours.

Ms. Wascom asked Mr. Watts to confirm that the staff will not be involved in the tagging of each item. He replied that she is correct and that a company experienced in tagging will complete this process for the Library. He noted that there are some libraries that tag their collection. However, the staff needs to develop expertise to be successful and this is time consuming. To accommodate those items that were checked out when the tagging was done, these will be set aside for the vendor to tag, but some items will be tagged by staff. We will also have work pads available to assist our staff in converting items that missed the initial RFID tagging process. Generally about 92-95% of the collection will be tagged by the vendor.

Ms. Wascom asked if the tagging contract has been awarded. Mr. Watts replied no and stated that the bid has not been released by the City. The Library submitted a detailed draft of the requirements needed for the bid to be advertised by the City six weeks ago. The Library has submitted a second request for the bid. Mr. Leger asked what is causing the delay in the bid announcement. Mr. Watts said he does not know why there is a delay. Mr. Leger wondered if there were issues with the requirements we submitted. Mr. Watts noted that we submit requirements, that as librarians, we know are necessary. The aspects related to the contract and procurement itself are reviewed by the City for compliance.

Ms. Wascom said she is pleased that the Library is hiring a vendor to complete the conversion. She added that she remembers when the Library converted from the card catalog to the electronic catalog and the bar code system. It was very time consuming. Mr. Watts agreed that it can be very stressful for staff outside of our Technical Services Division. In conclusion, he mentioned that we had a vendor complain about the award of the contract for the RFID equipment purchase and installation, but upon review, this complaint was deemed unfounded.

Mr. Watts then gave an update on the contracts for the renovations of the Greenwell Springs Road Regional and the Jones Creek Regional Branch Libraries. We received the executed contract with Bradley-Blewster & Associates for the Greenwell Springs Branch a couple of weeks ago. The executed contract with Cockfield Jackson Architects for the Jones Creek Branch arrived earlier

this week. He noted that we have already completed some preliminary work with Cockfield Jackson regarding the architectural study for the improvements and renovation of the branch.

We are in the process of scheduling a meeting with Bradley-Blewster on February 1st. We will also have a kick-off meeting with the architects, technicians and engineers. The renovation of the Greenwell Springs Branch will present us with a unique set of challenges due to the demolition work that needed to be done after the August flood.

Ms. Johnson arrived at 4:40 p.m.

Mr. Watts mentioned the closing of the Library for inclement weather on Friday, January 6th. The City-Parish decided to close all offices of the City at noon on that day because there were predictions of sleet and freezing rain for later that afternoon and evening. Mr. Watts said even though the temperatures were low with a frigid wind chill, we were able to safely open all of our facilities on Saturday morning. We were pleased to be able to host Mayor Broome's *Hidden Figures* Outreach Initiative that day.

He announced that the Baker Branch Library was unable to open this morning because of heavy rain which flooded Groom Road, and some other surrounding streets. By the time the water receded, the Baker Police placed the City in lockdown to conduct a manhunt for a serious criminal offender in that area. The branch was finally able to open this afternoon at 3:00 p.m. He told the Board that there was no damage to the branch from the rain storm.

The order for the new Elf bookmobile replacement has been issued. A pre-construction meeting has been scheduled for Wednesday, January 25th. This is a vehicle with low clearance that is helpful when visiting our patrons in senior centers.

Mr. Watts talked about the City-Parish broadband study. He said the City-Parish retained Columbia Telecommunications Corporation to conduct a broadband assessment study for our community. One of the main points of interest is an assessment for utilizing the opportunities presented by the FCC's Second Modernization Order in regard to the E-rate Program and other such programs to leverage public and private partnerships in order to build a stronger, more robust broadband infrastructure across the community. Being able to provide this type of technology is important to our economic growth. Industries and businesses are looking for this type of technological platform which enables them to accomplish more. This ability can differentiate a community from others, and provide a basis for future growth. This study analyzed the use of a dark fiber network which has the potential, for example, to connect all of our Library facilities and could cover a large geographic area of our parish. The study also reviewed the "dig once" initiative that allows for telecommunications infrastructure enhancement to be integrated into both private and public development projects. Mr. Watts said that we will be reviewing a case study on the outcome for another library system that engaged in this type of project.

Mr. Watts next discussed the launch of the new online catalog. The deadline for the replacement of the old catalog with the new one has been extended because we had some glitches with relevancy issues, and the simple search function in the transition. Last week our catalog vendor, Infor, sent us a patch which has corrected issues associated with the search capabilities. We have

also asked for enhancements such as a more direct and visible method to begin a new search. The Talking Tech feature is working wonderfully when it communicates with the V-smart software, but it experiences difficulty during the next step in the process. We will continue to work with our vendor to resolve all of the concerns.

Mr. Watts talked about the Digital Learn Project, and what a great opportunity this is for our Library. The organizers of this project looked nationally for libraries that are innovative and who are reaching out to the community to ensure that their citizens have access to and understand how to use new technology. We were selected as one of the three libraries to participate. We are finalizing the necessary agreements with a review by our Parish Attorney's Office. This project will enable us to reach another level in rolling out learning opportunities for people.

Mr. Watts then mentioned the Library Board of Control schedule of meetings for 2017. Each Board member received the list of dates. All regular Board meetings are held the third Thursday of each month. He noted that the December meeting is scheduled for the 21st which is very close to Christmas. At some point the Board might wish to consider moving the date of that meeting, or decide to remove it from the schedule.

Mr. Watts asked if there were any questions about the Miscellaneous Reports. Ms. Payton asked if there were any comments from the public. There being none, Ms. Payton read Item A under New Business.

V. New Business

A. To Vote to Elect Officers for the Library Board of Control for 2017 – Ms. Kizzy Payton

Ms. Payton asked for nominations. Ms. Wascom nominated Mr. Jason Jacob for President. Ms. Payton asked for a second to that nomination, or any other nomination. Mr. Luther seconded the motion. Ms. Payton asked for any comments. There being none, the Board voted unanimously for Mr. Jacob as President. Ms. Payton congratulated Mr. Jacob and turned the meeting over to him.

Mr. Jacob asked for nominations for Vice President. Ms. Payton nominated Mr. Logan Leger, seconded by Mr. Luther. Mr. Jacob asked for a vote. Mr. Leger was elected Vice President unanimously. Mr. Jacob congratulated him.

Mr. Jacob asked for nominations for Treasurer. Ms. Payton nominated Ms. Terrie Johnson for Treasurer. The motion was seconded by Mr. Leger. A vote was taken and Ms. Johnson was elected Treasurer unanimously. Mr. Jacob congratulated her.

Ms. Payton applauded and congratulated all of the new officers.

Mr. Jacob read Item A under Old Business and asked Mr. Watts to report.

VI. Old Business

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

Mr. Watts discussed the River Center Branch project. He said that over the last month despite some challenges, the progress on this project has been very good. Inclement weather like the rain today will slow down the work at this stage of the project. All of the drilling for the shafts has been completed. Putting in the rebar, the grade beams and the caps over shafts that had obstructions has begun. The ability to complete this type of work depends on dry ground conditions.

Unfortunately in terms of information communication and management of the project, the website storage service for construction documentation has abruptly ceased providing service. The architects at WHLC are looking for another service to provide access. In the meantime they are using a company drop box in order for us to access the many documents that are being produced by the contractor, the architect and the sub-contractors.

Other good news on this project is that samples of the exterior metal cladding have arrived. The architects are setting up a viewing and assessment session so that City-Parish Architectural Services staff, Library staff and the design team can discuss and resolve any differences of opinion on the choice of the color for the cladding. One member of the design team would like the shimmering white color chosen, but because of our climate and maintenance issues associated with exterior surfaces that are too light in color, many of us prefer silver-gray cladding.

Mr. Watts noted that they pumped out 100 gallons of fluid from the old hydraulic elevator shaft, and then filled the old pit with sand.

We have had a large number of submittals transmitted to us. Some of those included the curtain wall, the glazing, the public address system, and the fire alarm system. Mr. Watts gave special thanks to the Library's Computer Services staff. He said an issue was noted by Mr. Brian Thornhill and Mr. Michael Smith that there was a problem with the submittal for the fiber. The contractor designed OM1 cable throughout the building. We requested a change in the fiber specification to OM2 cable from the service point to the primary data closet on each floor. Basically OM1 fiber in a large building can cause a drop off in capacity and capability. Being able to request that change now was a timely call by Computer Services.

Issues regarding door hardware, types of doors specified, rack upgrades for communication equipment and anchor bases for the steel joists are being resolved quickly. There are good communications between engineering consultants, and the contractor. We hope this solution focused atmosphere continues.

Mr. Watts asked if there were any questions about the River Center project. There being none, Mr. Jacob then read Item B.

B. Update on Flood Recovery Activities and Greenwell Springs Road Regional Branch Library – Mr. Spencer Watts and Ms. Patricia Husband

Mr. Watts said Ms. Husband will provide a PowerPoint presentation about the flooding, remediation and restoration of the Greenwell Springs Road Regional Branch Library. Ms. Husband explained that on August 13, 2016 between 3 and 6 inches of flood water infiltrated the branch library. The staff were able to enter the building to assess the damages the following week. Mr. Tim Bankston and his staff along with Ms. Geralyn Davis, the Branch Manager, and Ms. Lori Juge, Assistant Head of Branch Services, immediately began to work on the remediation process.

Ms. Husband showed several photos from within the building which illustrated the damage caused by the water. At first glance it did not look like a lot of damage because the water came in gradually and didn't knock items down with force. But when the staff walked through they could feel the squishing of the carpet, and smell the odor of flood damage. Damaged items included 16,664 books, magazines, DVDs, and some old newspapers that were discarded as of September 1st.

In Teen Services there was an apparent water line on the base of a plush chair indicating the depth of the water in that area of the building. We discarded some damaged carrels, several lounge chairs, and various supplies including stuffed animals in Children's Services. In some areas the carpet had begun to come unglued, and books on bottom shelves were beginning to warp. The veneer on the base of the circulation desk began to separate. Items on or near the floor throughout the building were soggy. The entry to the facility had plenty of water in it.

The remediation began with the removal of a portion of the walls. We removed sheetrock, wainscoting, and millwork. The sheetrock and the sisal in the gallery area had to be removed. In regard to flooring, approximately 18,682 square feet of carpet and 4,640 square feet of resilient flooring were removed. Approximately 1,160 square feet of ceramic tile remained. Lockers and much of the millwork were damaged. Most of these were laminate covered fiber board which is heavy, and dense and lasts a long time until water intrudes.

At the post-remediation phase of the work, 1 – 2 feet and in some areas 4 feet of sheetrock had been pulled off the walls. When the carpet was removed, glue remained on the floor which was removed by the Library's Facilities Division. At the circulation desk area the cables for power and data were exposed. The Facilities staff ensured that all electrical outlets were working. Early on they also worked on the HVAC system so that the air conditioning could run helping to dehumidify the building. In addition, heaters were utilized in various areas to dry the building.

All of the damaged items in the collection were deleted from the Library catalog and then discarded. We also moved part of the collection to offsite storage. The bottom shelves of bookcases remained empty.

After the clean-up phase, some old furniture was moved into the cleaned area. The lobby area is where the patron computers will be located. The Library Computer Services Division ran data lines in this area for computer use. Inexpensive sinks with small cabinets were installed in the workrooms, the staff lounge and the meeting room preparation spaces.

Books were removed from the shelves in the Teen area so that new sheetrock could be hung. When the sheetrock was cut throughout the facility, even though items were covered, dust was created. However, after this phase the walls were restored, and some chair rails were installed. The building is now clean inside. It looks better inside, but is not meant to be beautiful at this stage. She emphasized again that the interior has not been restored to its pre-flood condition. The renovation process will address restoring the branch into a facility even better than prior to the flood.

Ms. Husband noted that City-Parish Architectural Services assisted the Library staff with the remediation plan and the submission of documents in order to request bids for the installation of the sheetrock.

She then discussed the next steps for the re-opening of the Greenwell Springs Road Regional Branch Library. Last week we met with the janitorial staff regarding cleaning the building. Some items from the Reference area (used for temporary storage) will be moved to the main patron area. Chair rail installation will be completed in the next day or two. Computer Services will install the computers, and the Facilities staff will relocate some of the wall shelving and reposition additional desks, tables and chairs for patrons and staff. Copiers and fax machines will be installed next week. The upholstered chairs will also be cleaned next week. The staff from the Greenwell Springs Branch will return there next week to begin moving the books to the shelves. Mail delivery, our Library delivery service, and other services will resume next week. Our target date for reopening is the first week of February.

Ms. Husband emphasized again that when the branch opens, it will look rough. The floors will be concrete and the sheet rock will be unpainted. Patrons are ready for the building to be open.

Mr. Watts then spoke. He also told the Board that the building will look rough because it's been through an ordeal. We have made it functional again, but not pretty. It will look like an "under construction" endeavor. Some of the staff are worried that patrons will be disappointed with the interior and the fact that only $\frac{2}{3}$ of the facility will be accessible. He said his cautionary note is that some of our citizens may be upset. We could have put more money into making it look better, but we didn't want to take more time before opening. Time is precious and already too much time has elapsed. We didn't want to restore walls completely and put down new flooring and then have it torn up in about a year during the renovation. It did not seem to be a smart way to spend our funds. We preferred to save that money and use it in the building renovation. Mr. Watts said our strategy in dealing with any negative feedback will be to have an initial positive message such as our goal is primarily to get service to the public. We realize the building is rough, but it is ready. The staff needs to be positive also, conveying a positive message to the patrons. We want to assist patrons to focus on the beautiful building they will have after the renovation. It will have new features, spaces, and furniture. Opening the branch as it is now is preferable to bookmobile visits, or temporary trailers with less space, or leaving the building closed until the renovation is finished.

Ms. Husband said that in speaking with Mr. Brian Thornhill, Library LAN Administrator, he said the computers that will be installed at the branch are new updated PCs and are more robust and better than the ones that were in the branch prior to the flood. That is another important feature and service for patrons at this branch.

Mr. Watts said as time progresses if we see that we can provide something additional at a reasonable cost or without slowing down the renovation effort, we will do it. For example, we looked at purchasing some large rugs. However, one must be careful to avoid potential hazards from slipping and transitioning in areas from concrete to rugs. We may also be able to do some decorative things to brighten the building.

Mr. Watts asked the Board if there are any questions. Ms. Guarisco asked what the initial plan is for getting the message out about the condition of the branch. Mr. Watts said Ms. Stein will spearhead the announcement that the branch is opening. Part of the message will invite patrons to come back to their branch, noting that the building has taken a hit, but it's up and running. We will use the metaphors that will resonate with patrons. We are down, but not out. It's not the branch we had prior to the flood, but it is going to be better in the near future. It will be one of the best branches anywhere. Mr. Watts said putting that message out from the very start with public announcements will be important. We can also create bookmarks, and flyers with this message. How we frame what patrons are seeing when they return will be very important, as will how we react to patron comments.

Ms. Guarisco asked if there will be opportunities for patrons to give input on the design of the renovation. Mr. Watts replied affirmatively. He said we have charrettes for public feedback. This was written into the Request for Proposals (RFP) when we advertised for architectural services for the project. The architects know they are to conduct these charrettes with us for public input. Since this will be a complicated renovation, we may need to have a couple of these sessions. Our staff is experienced in obtaining feedback from patrons. One reason the Main Library has been so well received by patrons is that we listened to what patrons wanted and included that in the design. We don't presume we know all of the answers. We are in the business of providing customer service, so we must ask customers what they want in order to provide the service.

Mr. Leger said it may make sense to lean on our social channels to disseminate the message especially if we can use the pictures to visually suggest what they might find when they visit. We might also want to call it something other than re-opening, such as a partial re-opening. This might frame it better. Mr. Watts agreed that was a good idea. The nomenclature used helps to set the expectations. Mr. Leger said the industrial look is in vogue now which works in our favor.

Ms. Wascom said a visual of how it is now and how it will be after the renovation will give patrons a hopeful expectation. Mr. Watts said when we held the charrette for the River Center Branch as we moved from concept into schematic design, the architects had several drawings illustrating several ways the building could be designed. That type of presentation helps the public to express what they like and prefer.

Ms. Johnson asked if there will be a timeline for the public so they will know when these changes will be occurring and when they will be able to make comments. Mr. Watts said there are contractual time lines for the architects. We will try to move the project along, but it will take at least six months for the architects to create a design. As they proceed, they will need to work with the Library staff, with City-Parish Architectural Services and the public. It's easier and faster to complete a design when there are only a few people to work with. When it is a public building, the design process is longer.

Ms. Wascom asked if any drainage additions have been recommended around this library to possibly prevent another flood in the future. Mr. Watts said there will be a full spectrum of engineering review. He said one of the suggestions that has been made is that if the slab had been 2 – 3 inches higher, the water would not have inundated the building. Berms and water retention techniques in this situation would not have stopped the water. The engineering suggestion will possibly involve raising the slab. But he said since he is not an engineer, he will not speculate.

Mr. Jacob asked if there were any other comments on this topic. There being none, Mr. Jacob read Item C under Old Business.

C Update on Search for a Site for a South Branch Library by Real Estate Broker – Mr. Spencer Watts

Mr. Watts said that he had received news that the owners of the Quail Drive property are beginning to finalize their plans for their new building downtown. There was some interest in re-establishing discussions about the purchase of the property. When the Parish Attorney spoke with the owners' attorney, he was told that they want to wait until they have a contractor for the building project downtown. They say that will be several weeks from now. They want to see what the contractor will propose as the timeline on the project.

Ms. Payton asked if they were not even open to discussions now. Mr. Watts said the discussion was going to be about how to draw up a preliminary agreement. They don't want to incur attorney fees for these discussions at this time. Our attorney also charges for his time. It is somewhat disappointing that the process has been halted for the near future. Mr. Jacob said there is hope to which Mr. Watts agreed. Ms. Payton asked if our attorney knows how long it will be before they wish to continue the discussions. Mr. Watts said possibly 4 – 5 weeks from now.

Mr. Luther said that Ms. Kathryn Juneau from Sperry Van Ness had shown us some other sites that had issues. He asked if there has been any resolution on those properties. Mr. Watts said there was a sign on one of the sites indicating that it was available again. The last time Ms. Juneau checked, even though there had been a timeline on it, the timeline had been extended.

Mr. Luther said he was under the impression that Ms. Juneau might have another property that she is trying to put together for us. Mr. Watts said she has not told him about another property. We've asked about the Arlington Marketplace site on Burbank and West Lee Drive because of the quality of the tenants that are going to be there. However, Mr. Watts said that has been an area that the Library Board has generally not been interested in pursuing because of the way the Burbank corridor is developing with high density student housing and traffic issues. There have also been concerns about the wetlands and flooding. Mr. Watts said he is assuming that all the wetlands issues have been resolved for this particular development. If they have, that will be reflected in the price of the property. He said he has not asked any further about this property unless the Board has some interest. He said he will ask again if the Board wants him to pursue it. With a Rouse's Supermarket anchoring it, there might not be room for a second tenant of our size anyway. He said with the supermarket at the site and the Winn Dixie across the street, this area would be a

destination for grocery shopping which is usually good for locating a library. People see the library and know where you are when they buy groceries.

Mr. Leger said at some point they are going to have to address traffic issues. That is one of our major drawbacks. However, he said it is probably worth asking about it because of the tenants it will draw there. Mr. Watts said he will ask more questions if the Board wishes.

Mr. Luther said Mr. Watts should check with Ms. Juneau to see if she has any other ideas. Mr. Watts said he will talk to her about other sites. Ms. Payton said it does not hurt to ask because she would not want the Board to put all their effort and hopes on the Quail Drive site which could possibly never be available for the Library. She said it seems that we need to keep our options open.

Mr. Leger asked at what point in the process we would investigate the potential cost of the Quail Drive site. Mr. Watts reminded them that City-Parish Architectural Services commissioned a study for us. They said the price to renovate the building would cost between \$2.7 and \$3.9 million. Mr. Leger asked when the appraisal of the property would be done. Mr. Watts replied the appraisal is part of the process for buying the property. If our appraisal is lower than their selling price, they could decide not to sell to us because they feel they can sell the property for the asking price. Mr. Leger said one of his concerns is the challenges of renovating that building to meet our needs. Mr. Watts said that it will be an expensive building for us to make useable as a library because it has many little offices. We need big areas. It could cost us \$3 million to renovate. He noted that other purchasers such as corporate or professional businesses may not need to renovate because they need small offices.

Ms. Wascom said she will talk to the civic associations in the area. She asked if the current owner is a public agency to which Mr. Watts said yes. They are a state agency that is independently funded. Ms. Wascom said that site is close to Pennington Biomedical Center, the Department of Wildlife and Fisheries, and a school which would foster partnering. She added that there is a traffic light on Perkins Road which is important for easy access in traffic. Mr. Watts agreed there are many fine attributes to the site including the traffic light and the visibility of the site from Perkins Road. It also has the right mixture of neighbors for a library site.

Mr. Jacob asked if there were any other comments by the Board. He asked for any public comments. There were none.

VII. Comments by the Library Board of Control

Mr. Jacob asked for comments from the Board. Ms. Johnson said she would like to say that we appreciate all that Ms. Payton has done this year for the Board as our President. She said we wish her the best. Ms. Payton thanked Ms. Johnson and said she still has a few more months as a Board member. She said it has been a pleasure and an honor.

Mr. Jacob said he looks forward to working with the Board as President. He thanked the Board for this honor.

There being no further business, Ms. Payton made a motion to adjourn, seconded by Ms. Johnson. The meeting was adjourned at 5:27 p.m. by unanimous vote.

Mr. Jason Jacob, President

Mr. Spencer Watts, Library Director