

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 25, 2018
4:00 P.M.

PLEDGE OF ALLEGIANCE

I. ROLL CALL

II. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF DECEMBER 21, 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. TO VOTE TO ELECT OFFICERS FOR THE LIBRARY BOARD OF CONTROL FOR 2018 –
MR. JASON JACOB

VI. OLD BUSINESS

- A. UPDATE ON RIVER CENTER BRANCH LIBRARY CONSTRUCTION – MR. SPENCER WATTS
- B. UPDATE ON RENOVATION OF GREENWELL SPRINGS ROAD REGIONAL AND JONES CREEK
REGIONAL BRANCH LIBRARIES – MR. SPENCER WATTS AND MS. PATRICIA HUSBAND
- C. UPDATE ON SEARCH FOR A SITE FOR A SOUTH BRANCH LIBRARY – MR. SPENCER WATTS

VII. COMMENTS BY THE LIBRARY BOARD OF CONTROL

RESCHEDULED FROM ORIGINALLY ANNOUNCED JANUARY 18, 2018 MEETING

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 25, 2018

Rescheduled due to Severe Weather from Originally Announced January 18, 2018 Meeting

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 25, 2018. This meeting was rescheduled from the originally announced January 18, 2018 date due to severe weather. Mr. Jason Jacob, President of the Board called the meeting to order at 4:03 p.m. Members of the Board present were Mrs. Martha Guarisco, Ms. Terrie Johnson, Mr. Logan Leger, Mr. Donald Luther, Jr., Ms. Candace Temple, 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. Brian Thornhill, Library LAN Administrator; Sgt. Patricia Carr of the East Baton Rouge Parish Sheriff's Office; and Mr. Frank Hillyard, videographer for Metro 21.

Mr. Jacob asked Mr. Leger 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 December 21, 2017. Mr. Leger made a motion to approve the minutes, seconded by Ms. Johnson, and approved unanimously.

III. Reports by the Director

A. Financial Reports

Mr. Jacob asked Mr. Watts to present the reports. Mr. Watts asked Ms. Pinsonat to give the financial report.

Ms. Pinsonat said that for 2017, operating expenditures through December 31 are \$35,892,123.27 or 82.52% of the operating budget. Although the year has ended, charges such as final 2017 book purchases, insurance, and retirement costs for elected officials are still being added. As in the past, we will continue to provide you with the prior year's operating statement until all charges have been recorded and audited.

Cash collections from Property Taxes for 2018 are exponentially ahead of January 2017, but this is due to the delay in collecting 2017's taxes. An extension was granted to the property tax due date in the aftermath of 2016's record flood. This has greatly skewed the month-to-month

comparison we normally report. By March, at the latest, cumulative collections for both years will align so that we can again report comparable numbers and percentages.

Ms. Pinsonat asked if there were any questions. Mr. Logan asked when the expenses for 2017 would be closed out to which Ms. Pinsonat replied probably not until April. Mr. Logan asked if she knew what the final percentage is going to be. Ms. Pinsonat said no because there are many large charges that need to be recorded. Mr. Leger said we are now 17-18% below budget. Ms. Pinsonat said that next month we might be able to produce a projection of expenditures for 2017.

Mr. Watts asked how many journal entries come in during January. Ms. Pinsonat replied that the City-Parish Finance Department usually does not start producing the year end reports until February or March. Mr. Pierce added that the retirement costs for elected officials still need to be recorded for 2017. That figure is well over \$1 million. That alone will increase the budget by a percentage or two.

Mr. Watts added that two or three other factors apply here. We have a robust personnel turnover at the Library, so there is always going to be some surplus revenue in that area. Also some projects may be rolled forward because they were planned, but, for example, contracts have not been executed. Therefore, expenditures have not been distributed.

Mr. Leger asked if we account for the vacancy in positions in our planning. Mr. Watts replied affirmatively stating that we apply a turnover factor in our budget process. We use a healthy turnover rate of 4%. He added that 4-5% is a normal turnover rate.

Ms. Pinsonat said that working through the new accounting system at the end of last year caused a delay in many payments being issued. Mr. Watts added that it was more difficult to determine what expenditures were made. He said in February we should have a clearer idea of where expenditures were made.

Mr. Leger asked if the increase in the tax collections is going to cause a skewing of our financial reports. Ms. Pinsonat said she believes the figures will level out in a couple of months. Mr. Watts noted he looked at the January 2016 financial report. Our current figures are not much above January 2016. If we consider 2016 figures as “normal”, then we can see there is slight growth as opposed to comparing last January to this year.

Mr. Jacob read Item B.

B. System Reports

Mr. Watts asked Ms. Stein to give the systems report. Ms. Stein gave the *Around the Parish* report.

- The Baton Rouge Bicentennial celebration ended with a final event at the Library, *Coffee on the Porch*.
- *Coffee on the Porch* was sponsored by Mid City Studio, and was held on December 29th at the Main Library outside of the large meeting room.

- GIS information and historical maps to illustrate how Baton Rouge has changed over the last 200 years were shown. This event was a great way to end the grass roots bicentennial year of celebration.
- On December 31st the bicentennial year ended with Red Stick Revelry downtown at Town Square. At 11:00 a.m. the bicentennial logo was raised 60 feet to the top of the tower.
- The celebration included music, dancing, art, the presentation of a plaque for Galvez Plaza and birthday cake. The “Visit Baton Rouge” Red Stick Mascot was seen greeting attendees.
- Channel 9 TV covered the events during the day and evening with live weather reports throughout the day.
- The December “Food for Fines” campaign has ended with a total of 17,608 pounds of food collected which roughly translates to 14,673 meals. Our patrons love this opportunity to provide food for those in need.
- On January 14th in partnership with LPB we showed the documentary *I am Not Your Negro*. This documentary is based on James Baldwin’s unfinished manuscript.
- This documentary and panel discussion drew a full house; noteworthy for a documentary showing. The film is in our Library collection.
- On display in Children’s Services is the Maurice Sendak Memorial Exhibition celebrating 50 years of the author’s works. This traveling exhibit which contains original drawings and stories by Maurice Sendak, will be on display until February 25th.
- The Library will hold its first Micro-Con event on February 10th from 10:00 a.m. – 5:00 p.m. This event coincides with Marvel Comics release of the movie *Black Panther* which celebrates diversity in comic book characters, and also Black History Month.
- Adults, teens and staff are encouraged to attend the Mid City Micro-Con in family friendly costumes. Guests will include the authors/illustrators of *Tuskegee Heirs*.
- On Saturday, February 24th at 6:00 p.m., the launch party for the One Book One Community read of *Hidden Figures* will be held. Special features include music, games, food, and a moonwalk. Special guests include astronaut-in-training, Alyssa Carson, Dr. Tamiara Wade, Assistant Chief Administrative Officer in the Mayor’s Office who worked at NASA, and the NASA Stem Team.
- The Library is now web archiving. The staff in the Baton Rouge Room are collecting digital images which will be preserved for future viewing such as the Baton Rouge Bicentennial website.

Ms. Stein reminded the Library Board about the East Baton Rouge Parish Library System’s 5-star rating for 2017 by *Library Journal* for the sixth year in a row. She displayed the plaque designating this achievement and noted that it will be hung in the lobby entrance to the Main Library.

Ms. Stein mentioned the good media coverage of the Library as evidenced in the documents that are part of the monthly Board packets. Teen Services events have been noted as have special workshops and job fairs conducted by the staff in the Career Center.

Ms. Stein said the Library appreciates media coverage because it furthers the Library's mission. This year Library ads in various publications will emphasize hands of all types promoting Library programs and services.

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

IV. Other Reports

A. Maintenance Report and Additional Capital Projects

Mr. Watts stated that Ms. Husband will report on maintenance and capital projects. Ms. Husband said that the staff is preparing to receive bids for the end panel package in the adult and children's areas at the Bluebonnet Regional Branch Library. New end panels will provide more color in Children's Services and will increase our ability to showcase more of our books, DVDs and CDs using the display options on these panels.

Mr. Alvin Rattle, our new Facilities Manager, and his staff including Mr. Ted Hernandez, Mr. Billy Ray, and Mr. Jeremy Kirkwood have been working with the Library Computer Services Division and Mr. Tim Bankston from DPW Buildings and Maintenance to ensure that our buildings are ready for the installation of the new RFID equipment. On this past Monday DPW began cutting holes in building walls to accommodate the automated materials handling systems. Part of this preparation includes checking data and power lines and verifying clearances for the equipment.

Ms. Husband then reported on the weather-related issue at the Delmont Gardens Branch Library. She said that Mr. Watts will report on this repair in his miscellaneous reports.

She then mentioned that at the Central Branch Library the variable air volume (VAV) boxes lost their settings. Each of the boxes had to be reset. During this time the system was unable to heat the building which made it slightly cool, but did not warrant closing the facility.

Mrs. Husband asked if there were any questions. Mr. Jacob thanked Ms. Husband and asked Mr. Watts to give the Miscellaneous Reports under Item B.

B. Miscellaneous Reports

Mr. Watts reported on the weather-related issues at the Delmont Gardens Branch Library. He said the Board members were notified and given updates regarding the problem as it unfolded. A water line to the boiler broke in two different places due to the hard freeze the first week of January.

This resulted in a loss of heat to the building. It was very difficult to get service for the repair. Initially we were promised repair service on January 9th. Then all of the utility lines had to be marked before any excavating could begin. Due to the persistence and intervention of Library staff, the process moved ahead. When the weather warmed, the Delmont Branch staff worked in the building even when the indoor temperature was 60 degrees. Mr. Watts said he appreciated the staff's efforts to continue to provide services to their patrons. At night when the temperatures were below freezing, the use of strategically placed space heaters could not maintain an acceptable temperature.

Mr. Watts noted that Mr. Alvin Rattle and his staff made sure that the utility lines were marked. However, the contractor then said he could not begin work until January 15th. On that day the contractor accidentally ruptured the gas line during the digging process.

On Wednesday night, January 17th another bout of cold weather caused four breaks in the fire suppression system dumping hundreds of gallons of water onto the floor. Our maintenance staff responded at 11:00 p.m. as an alarm was triggered. They worked all night pumping out the water. The next morning Guarantee Restoration Services placed dehumidifiers and fans in the building to draw out the moisture. For several days Simplex could not get here to work on the fire suppression equipment because they were in Metairie and unable to travel here through the ice and snow.

Mr. Watts reported that on Friday night, January 19th heat was restored to the building. It was discovered that one of the coil units in the VAV box broke dumping more water on the floor requiring more clean-up. Finally we were able to open the building to our patrons yesterday.

Mr. Watts noted the Library's IT staff has worked miracles to enable patrons to use our computers. It was discovered that we had some corroded computer cables probably from a prior water intrusion. We opened yesterday with only 11 computers available. Thanks to Computer Services, 30 machines are now working. In six months we plan to inspect the cables again to be sure no residual damage has occurred from this most recent event.

Mr. Watts said that over the days Delmont was closed patrons came by to speak with us as we worked on repairs. They were anxious to get back to their library, so we are pleased to be open for them.

He also said we learn from these types of issues when they occur and hope to avoid or minimize them in the future. He said in this situation he wants the Library Maintenance and IT staff to check the cables in six months to determine if any corrosion has occurred as a result of this event. If so, repairs can be made timely. We have also learned from this weather event about how to interact with our contractors to ensure the work gets done as expeditiously as possible.

Mr. Luther arrived at 4:28 p.m.

Mr. Watts noted that other facilities also experienced weather-related issues. On Thursday, January 18th at 2:00 a.m. at the Main Library a coil unit went out in the storage room next to the large meeting room causing water intrusion. Ms. Husband and several staff members came out to bail

out the water. The Central Branch also had a broken coil that flooded the mechanical room. The water did not drain properly causing water to enter the library. On Saturday, January 20th Mr. Rattle and Mr. Terry Lewis were called to repair chiller pipes that were leaking. The Fairwood Branch also had a broken coil.

Mr. Watts discussed the recurring issues at the Central Branch. All of the thirty VAV boxes had to be reprogrammed. However, our staff were able to use a temporary constant setting in order to provide heat for the building.

Mr. Rattle just began working for the Library on January 8th. He really had an indoctrination into the Library maintenance process. He and all of his staff, our IT staff and the staff at the affected branches have responded wonderfully to the severe weather problems. Mr. Watts said he is proud of the efforts made by the staff.

Mr. Watts asked if the Board had any questions about the weather issues he discussed. Ms. Wascom said each year we have bad weather events that impact our facilities. She asked if we have enough money in our budget to make needed repairs. She also asked if we have the ability to get work done in a timely manner through City-Parish, or to use vendors with which we have had contracts. Mr. Watts replied that we do set aside money in our regular budgeting process for these types of repairs. We also have money we can access for a large scale loss. Since the deductible on our insurance policy is \$1 million, we also have planned for large losses that total less than our deductible. If we had, for example, a \$10 million loss, there would probably be various forms of aid to assist us.

He added that as a department of the City-Parish government we do have access to general contractors of the City-Parish to address boiler and plumbing problems. Simplex is on contract to work on the sprinkler system. All of these service providers under City-Parish contract were called to assist with our repairs. There are processes to follow to request this emergency assistance beginning with the Purchasing Department. We knew that because of the amount of work that would be needed to be made at the Delmont Branch, the cost would be high. The estimate was approximately \$30,000. The City-Parish reviews the estimate and we also consult with other City-Parish departments about the estimate we are given. The Purchasing Department was very responsive to our emergency needs. We had difficulty getting an initial estimate and getting a contractor to begin the work, but in researching this issue, many others were having these same problems because of the severity and scope of the severe weather in south Louisiana during the month of January.

Mr. Watts noted that the Library Board through the budgeting process with staff input has set aside enough reserve money to meet our needs. With 15 buildings spread out around the parish, we find many things can go wrong such as roof damage from a severe thunderstorm. Mr. Watts added that we also have money set aside for scheduled routine maintenance. For example, we intend to inspect the boiler at the Delmont Branch now because even though it is only 12-13 years old, the failure we have had with the pipes usually occurs when a system is more than 20 years old. There may also be some design issues there. We are noting these for future construction projects.

In conclusion, Mr. Watts said we are overjoyed to have the Delmont Gardens Branch open again, and we are sorry it had to be closed for so long. The patrons are also happy that the branch is open.

Mr. Watts then discussed the meeting with the Family Values Resource Institute (FVRI) on January 4th. The Library Board committee which included Ms. Johnson, Mr. Luther, Ms. Temple, and Mr. Watts and Ms. Stein met with Ms. Barbara Thomas, Executive Director, and the Chairman of the FVRI Board. The meeting was valuable because both parties talked about their plans for the future. We explained that the Library has not begun the planning process for the use of the property at the Scotlandville Branch Library. Our Board members noted that it will take us many months before we can realistically project how our improvement plans will determine the impact on the property. We are considering this site for our archival storage because it is the only branch with enough land for this purpose. We also need to remember that three years ago we allowed the FAA to place a wind shear monitoring device on the site. Even though it occupies a very small part of the property, for safety reasons we cannot use the property along the perimeter of the device.

Mr. Watts noted that even though the FVRI had an idea about how they could use the Scotlandville Library property, they need to further identify and define their plans. They agreed that they should work on their development plan to provide more detail. In conclusion both parties agreed to contact each other later this year for an update on our planning processes. He added that the Board members expressed that it could take the Library another 20 months before we have a realistic idea about the use of the Scotlandville Branch Library site. For example, we probably need to consult with an architect about the best location on the site for additional Library construction.

Mr. Watts gave an update on the RFID tagging of the Library collection. Because of the way the intelligent returns are going to have to be installed, some preparatory work is necessary. As Ms. Husband mentioned in her report, DPW is already working with the Library's Facilities Maintenance staff to complete this project. While this process is going on, our current exterior book return bins will be closed for several weeks. At many of our branches this will not be a big hardship for patrons because the book drops are not used extensively. He noted that at the Main Library this morning only a dozen books were in the return bin. The staff will monitor this situation and has been instructed to be lenient with fines when patrons have been unable to use the book drops after hours.

At the beginning of this month huge pallets containing sorting equipment were delivered to the Library's Outreach facility. mk Solution's team leader for the installation process arrived with very practical ideas and approaches to this work. He and mk technicians have been assembling the equipment. These will be put on pallets and moved to our branches on February 15th. The Main Library and the Bluebonnet Regional Branch Library will be the first two sites for the equipment installation. Since the Library is responsible for moving the equipment to each facility, Ms. Husband has been working on contracting with a moving company. Some of the pallets are so large that a fork lift will be needed to lift them onto the moving truck. For equipment that is smaller and does not need a specialized moving company, we will contract with another mover to meet those needs.

Mr. Watts added that great changes will be made throughout the system over the next two months. He said he was reviewing a Public Library Data Service (PLDS) publication containing statistical

summaries about public libraries. One report showed that in 400 libraries that serve 100,000 people or more in the United States about 55% now use RFID tagging. When we tried to start this project 3-4 years ago, we would have been in the first 30% of libraries using RFID. Now over half of the libraries use this technology. We are happy to have this technology for our Library system.

Mr. Watts then discussed the Library's alarm systems. In December Ms. Husband discovered that we could not obtain a report about why an alarm was not functioning properly. Upon further investigation we discovered that a fire alarm monitoring contract had been suspended about a year and a half ago. The new vendor when they took over the existing contract, indicated that they could not provide monitoring service to all of our facilities. We were not informed of this at the time of the bid review. However, in some cases the previous vendor continued to monitor the alarms even though they were not being paid. The monitoring systems in question report to the fire station. None of the suppression or fire alarm systems were involved. There was no real danger to anyone. A problem would have occurred, if in the middle of the night an alarm went off, the fire department would not have been notified.

Mr. Watts pointed out that the alarms that went off here and at the Delmont Gardens Branch during the severe weather last week were fire alarms. This is how we knew we had a problem after hours. A working alarm monitoring system is important. Out of an abundance of caution, we established voluntary fire watches at several of our branches while we tried to clarify the problems and obtain temporary agreements. All issues are being addressed and solved. We have also discovered that monitoring contracts and maintenance contracts have been awarded to different vendors which is a concern. An invitation for bids that integrate maintenance and monitoring has been made with a due date of February 5th.

Mr. Watts said that for next month, he would like to ask our new Facilities Manager, Mr. Alvin Rattle, to attend the meeting to meet the Board members. At 3:00 p.m. today he was going off to one of our sites to supervise some work. Mr. Watts also said he would invite Ms. Brandi Burton, our new Librarian IV Teen Services Coordinator for the System to the meeting.

Mr. Watts then announced that Ms. Mary Stein who was the Co-Chair of the Baton Rouge Bicentennial Committee, received the Keys to the City from Mayor Broome for her efforts. The large diverse members of the Committee requested this recognition of Mayor Broome. Everyone at the Board meeting applauded Ms. Stein.

Mr. Watts asked the Board if they had any questions about the miscellaneous reports. Mr. Luther thanked the staff for being so attentive to the Library facilities even to the point of Ms. Husband going to the Main Library to remove water from the building. Ms. Husband replied that many other staff members were also assisting. Mr. Luther said he feels we need to recognize and acknowledge these employees who go above and beyond for the Library System. So many of our staff go above and beyond and the Board members and Library patrons are never aware of it. He thanked all for the Herculean effort made for the Library. Mr. Watts thanked Mr. Luther for his appreciation. Mr. Jacob also thanked Mr. Watts.

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

V. New Business

A. To Vote to Elect Officers for the Library Board of Control for 2018 – Mr. Jason Jacob

Mr. Jacob asked for nominations for President of the Board. Mrs. Guarisco nominated Mr. Jason Jacob for President. Mr. Jacob asked for a second to that nomination. Mr. Luther seconded the motion. Mr. Jason asked if there were any other nominations. There being none, the Board voted unanimously for Mr. Jacob as President. Mr. Jacob thanked the Board members for their continued vote of confidence in him. Mr. Luther congratulated him.

Mr. Jacob asked for nominations for Vice President. Mrs. Guarisco nominated Mr. Logan Leger, seconded by Ms. Temple. Mr. Jacob asked for any other nominations. There being none, the Board voted unanimously for Mr. Leger for Vice President of the Board. Mr. Jacob congratulated him.

Mr. Jacob asked for nominations for Treasurer. Ms. Wascom nominated Ms. Terrie Johnson for Treasurer. The motion was seconded by Ms. Temple. Mr. Jacob asked for any other nominations. There being none, a vote was taken and Ms. Johnson was elected Treasurer unanimously. Mr. Jacob congratulated her.

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

VI. Old Business

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

Mr. Watts discussed the River Center Branch project. During the first freeze this month we were at the site on January 4th for our monthly visit. The inside of the building was colder than being outside. It felt like the exposed concrete had absorbed every bit of cold, radiating it inside the structure. However, the contractor was there working nonetheless. He said he believes there was some impact on the timeline when the snow and ice closed down the City. There will probably be a couple of weather days allowed for this event.

Mr. Watts noted that there is continued concern for the adequacy of the fire suppression piping and fixtures in the vestibule. This area is long and extended, so it is not just about how far the piping goes, but also the type of sprinkler heads on the pipes. It will be resolved, but currently there is much discussion among the various officials, the architects, engineers and contractor.

The signage submittals have been received. The Library staff has indicated that on certain signage we would like the option of slots in which additional information can be inserted. We have been told the addition of slots would be very expensive. If that is the case, we will buy informational holders independently to meet our needs.

In regard to the fourth floor balcony, there have been some delays because of the weather. One of the issues with air delivery to an equipment room on the third floor has been resolved. Original drawings charted a duct path which required the penetration of a fire rated stairwell wall. This plan was expensive. The least expensive and most practical option was routing the ductwork across the corner of a nearby staff workroom. This will call for a furr down in a room with a relatively high ceiling. The architects are concerned about the aesthetics, but we feel this is not a major consideration as it will have a minimal impact in a closed area, and will ultimately save money.

Metal panels on the underside of the front soffit were almost completely installed. The aluminum panels for the exterior of the building were scheduled to be installed starting on January 21st. Mr. Watts said he did not know if that work has begun. The materials were onsite.

The curtain wall framing is near completion, and it was thought that the building would be completely enclosed by the end of this month. They may now be a few days behind because of the severe weather.

Once the building is enclosed the contractor would like to run the air system. Mr. Watts said he has insisted that the warranty period on the system begin when we accept the building, that all filters must be changed several times, and that new filters must be in place when we occupy the building.

Interior framing and rough-ins for mechanical, electrical and plumbing are under construction along with gypsum board installation.

Mr. Watts said Ms. Husband and he discussed the value engineering review of the furniture schedule. Ms. Angela Hyatt, architect with Schwartz/Silver Architects has cut about \$100, 000 from the budget. The Library staff will make some further suggestions. We have almost completed the furniture selection and even with the cuts we will have sufficient items. One of the areas that will be scaled back is the outside furniture budget. We feel we can purchase more outdoor furniture later; our main focus is the interior of the building.

On Tuesday, January 30th we will have another meeting regarding the technology package. They will provide their recommendations in that area for our review and comments.

Mr. Watts said again that we have probably lost a couple of days on the project completion date because of the weather. Mr. Jacob asked when we are projecting this building to be completed. Mr. Watts replied that the contractor's project chart still shows substantial construction completion in August 2018. The last communication from City-Parish Architectural Services indicates September 21st. However, there are still several extension requests pending. Mr. Watts said he thinks the substantial completion date will not be before October 1st. Thirty days will probably be added for punch list items which could extend to an additional 45-60 days. Architectural Services discourages occupancy before the punch list items are addressed. Once the punch list is completed, the Library will need to move in the books and other materials. That could take another 30 days.

Mr. Jacob asked if it would be open before 2019 to which Mr. Watts replied we would be very lucky if we opened before Christmas. It will be more likely after the holidays in early 2019.

Mr. Watts added that today we received a cost estimate for the beam re-cladding and the plaza re-design which was a problem that started at the outset of the project. Negotiations will be necessary to resolve this issue. Correcting this problem will be costly and the responsibility for this resides with several subcontractors. The thinking is that the Library should not solely pay for this problem with a change order. We might contribute to fixing this, but others hold much of the responsibility.

Mr. Watts asked if there were any other questions. There being none, Mr. Jacob read Item B under Old Business.

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

Mr. Watts then announced that we have all of the budgetary questions for both projects resolved. On the Friday before the storm last week we received a document showing the estimated divisional costs and another with questions for the specifications review for the Greenwell Springs Road Regional Branch. Mr. Watts noted that today Mr. Thornhill was working on the questions regarding equipment rooms and racks. We will try to communicate with the architect next week. Our responses will help her finalize the construction documents needed for the issuance of the bid package.

Mr. Watts said we had a meeting yesterday with the architects from Cockfield-Jackson Architects and Architectural Services. We discussed several minor issues. The architects have permission to move into the next phase of the design process. Because budgets have been adjusted, an item for introduction was placed on yesterday's Metropolitan Council agenda to readjust the architect's contract for the Jones Creek Regional Branch renovation project. The contract has increased because the money that was in the furniture budget was never spent. This money will now be moved into the renovation project for this branch.

The Greenwell Springs project remains the priority and focus of our efforts because of the damage caused by the 2016 flood. There are acute needs in that area due to the impact of the flood. We want construction to start there as soon as possible.

Mr. Watts asked if there were any questions about either project. There being none, Mr. Jacob read Item C under Old Business.

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

Mr. Watts said he has been approached about a possibility from a private land owner. He would prefer we not bring it into public discussions at this point because the owner would like to work directly with the Library and is currently not interested in marketing the property to others. Mr.

Watts relayed to him that he would talk to the Board members individually to determine if there is interest.

We will also look at a couple of other possibilities over the next few weeks. The Quail Drive site is still an option. The Parish Attorney has asked us not to contact the owners of the Quail Drive property. Sperry Van Ness is honoring that request. Our attorney would like to communicate on our behalf with the attorney for the property owners. The attorneys should lead the initial discussions about purchasing this site, due to the prior issues regarding the owner's preparedness to engage in negotiations. Mr. Watts noted that the Parish Attorney is very experienced in real estate transactions.

He said we possibly have three different sites to consider. We have a new site that he will ask the Board members to consider and to express their opinions on. He said that is all he has to report on a site regarding a south branch library. He asked the Board members if they had any comments or suggestions to make.

Mr. Jacob said it is encouraging that there are other sites to give us some new options. He asked Mr. Watts if any of these options would allow us to build a traditional building. Mr. Watts replied affirmatively, that all three locations could support a traditional branch. One site is small, but they are all in good locations. Mr. Jacob asked if the small site is about the size of the Fairwood Branch Library property. Mr. Watts said it is a little smaller than the Fairwood site. We would probably need to build a two-story branch at that location.

Mr. Leger asked what the contractual arrangement is with Sperry Van Ness. Mr. Watts said it was for three years, expiring in November of 2018. He added that in the beginning the Board agreed to a six-month conditional contract. Then after nine months the Board agreed to another six-month period. Since then we have left the contract open and continuous. Mr. Leger asked for a clarification about when it will expire. Mr. Watts said the contract with the City-Parish expires in November 2018. We had said from the outset that we would begin with a six month contract. Sperry Van Ness did produce a list of possibilities for our consideration. After the initial six months passed the Board did not take action on the contract immediately. After approximately three months the Board agreed to another six-month period. After the second six-month period, we have left the contract open and continuous.

Mr. Leger asked if we have an exclusive relationship with Sperry Van Ness. Mr. Watts said he does not know for certain, but he thinks that we probably do have an exclusive relationship. He added that we cannot look for another realtor to serve as the Library's realtor while under contract with Sperry Van Ness. If we encounter a realtor who represents the seller that is a different situation. He added that there is a termination clause in the contract which requires a written notice to the broker.

Mr. Leger said that as a Board we should consider the performance of the contract and whether it makes sense to end it. It's not that they haven't approached our need in earnest in the beginning, but now it has taken a different approach, and we are at a standstill. It might make sense for us to reconsider whether they are the right firm for us now.

Mr. Watts replied that the Library is a difficult client with lots of restrictions. It is exhausting to work with us. Ms. Temple said she disagrees that the Library is difficult. Mr. Watts added that we are a public body that has restrictions and processes that slow action. We also have special requirements that are not easily matched with the properties available in our target area. Many of the properties that are on the market there are too large or too small for our needs.

Mr. Leger said he does not necessarily fault the broker for the situation we are in, but there is something to be said for a fresh perspective. As a Board we need to consider if we are at this point. Mr. Watts agreed that after one has worked on a project for a long time, it begins to get more difficult.

Ms. Johnson asked if Sperry Van Ness is involved in the offer by the private land owner to which Mr. Watts said no. He said it is someone who likes the Library and has had a previous discussion with us regarding another property. Ms. Johnson said she agrees with Mr. Leger that our broker has leveled off in their efforts. She asked if we are going to have them summarize the activities, the accomplishments and the properties they have provided to us.

Ms. Temple told Mr. Watts that the Library is not as difficult a client as he thinks. Our requests are reasonable and our restrictions are normal. She added that Mr. Watts and the staff have done much more work than the typical client would do in a situation like ours. The Library is an easy client with whom to work. She also said she agrees with the other Board members and is concerned about the slow movement now. She noted that Mr. Watts has tried to get the search for property back on track. Hopefully, the broker can get some fresh ideas for the Library.

Mr. Leger asked Mr. Watts, if at the next meeting or in an email before the next meeting, he would explain what the nature of our agreement with Sperry Van Ness is. Then at the next meeting, the Board can discuss and decide what the next appropriate action should be. Ms. Temple thanked Mr. Leger for his request.

Mr. Watts asked if there are any other questions or comments about the south branch site search.

Ms. Johnson said she has been concerned about the broker's visibility because they have not attended a Board meeting for some time. Mr. Watts said at times he has not asked them to attend a meeting because they have not found any new properties. Maybe at times we have been too helpful, and perhaps it would have been better to request more frequent attendance at Board meetings.

Mr. Jacob asked the Board if there were any other comments. There being none, he asked for public comments. There were none, so he read Item VII.

VII. Comments by the Library Board of Control

Mr. Jacob asked for comments from the Board. He said he looks forward to working with everyone in 2018. Hopefully, we'll have some breakthroughs this year on some of our projects.

Mr. Luther thanked the Library leadership. He said he hopes we have a good year with fewer problems than last year regarding weather and other issues. He thanked Mr. Watts, Ms. Husband and Ms. Stein for being the great leaders that we need.

There being no other comments, Mr. Jacob asked for a motion to adjourn the meeting. Mr. Luther made the motion and Mr. Leger seconded it. The meeting was adjourned at 5:20 p.m. by unanimous vote.

Mr. Jason Jacob, President

Mr. Spencer Watts, Library Director