

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
FEBRUARY 15, 2018
4:00 P.M.

PLEDGE OF ALLEGIANCE

I. ROLL CALL

II. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JANUARY 25, 2018

III. REPORTS BY THE DIRECTOR

- A. FINANCIAL REPORT
- B. SYSTEM REPORTS

IV. OTHER REPORTS

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

V. 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 AND MS. KATHRYN JUNEAU - SPERRY VAN NESS

VI. 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

February 15, 2018

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, February 15, 2018. Ms. Terrie Johnson, Treasurer of the Board called the meeting to order at 4:07 p.m. Members of the Board present were Mr. Jason Jacob, Mr. Logan Leger, Mr. Donald Luther, Jr., Ms. Candace Temple, and Ms. Kathy Wascom. Absent from the meeting was Board member, Mrs. Martha Guarisco. 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. Stew Craig, Library Network Technician I; Mr. Alvin Rattle, Library Facilities Manager; Ms. Brandi Burton, Library Coordinator for Teen Services; Captain Blair Nicholson of the East Baton Rouge Parish Sheriff's Office; Mr. Mike Davis videographer for Metro 21; and one member of the public.

Ms. Johnson asked Mr. Luther to lead the Pledge of Allegiance to the Flag.

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

Mr. Johnson asked for the approval of the minutes of the regular Library Board meeting of January 25, 2018. Mr. Luther made a motion to approve the minutes, seconded by Ms. Temple, and approved unanimously.

III. Reports by the Director

A. Financial Reports

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

For 2017, operating expenditures rose to 86.22% of the budget. However, this number is not final, as adjustments and charges will continue to be recorded for another 1 – 2 months. For 2018, because of year-end work on 2017, very few expenditures have been recorded. As of January 31st, expenditures are only \$481,894.20, or 1.11% of the operating budget. Through January, we should have spent no more than 8 % of the budget.

Cash collections from Property Taxes for 2018 are still far ahead of those collected in 2017. Again, this is because of delaying the date taxes were due after the flood of August 2016. Based on last year's data, we believe a meaningful comparison will be available to you next month.

Ms. Pinsonat asked if there were any questions. There were no questions from the Board.

Ms. Johnson read Item B.

Mr. Jacob arrived at 4:15 p.m.

B. System Reports

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

- *A to Z World Food* is a new database in the Digital Library. It will appeal to people who love food and to teachers and students who wish to understand the culture of a country.
- *World Food* contains information about the food culture for 174 countries. Information such as national cuisine, regional cuisine, and the history of ingredients used in recipes for each country are provided.
- On Twitter a proud father bragged that his newborn acquired an East Baton Rouge Parish library card within 24 hours of birth. The proud parents can come to the Library to obtain their copy of the book, *Pat the Bunny*.
- One of our most senior patrons, Ms. Julia Welles Hawkins who is 102 years old just launched her book, *It's Been Wondrous!* At age 100 she held the record for the 100-yard dash.
- This month on the first and second floor of the Main Library is showcasing the DeBose Visual Arts collection. An award ceremony was held the first week of February.
- The Library is hosting 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.
- Children at all of our branches were able to role play being Wild Things based on Maurice Sendak's characters.
- BREC's Zoomobile toured at our libraries bringing live animals such as snakes for children to see and touch.
- Students took a field trip to the Greenwell Springs Road Regional Branch Library to check out materials and make a craft.
- Super Tax Day was held on Saturday, February 3rd at the Main Library. Over 140 tax returns were completed. Volunteers from Entergy, the Capital Area United Way, and other community partners assisted to make this event a success.
- On February 10th the Library presented the Mid City Micro-Con, *Welcome to Wakanda*, our first Micro-Con event. This event coincided with the Marvel Comics movie, *Black Panther* which will be released this weekend.

- The Tuskegee Heirs traveled from Alabama. The group included the inkers and the writers who shared their stories and journey from idea to creation to the distribution to the public.
- The artists, including Marcus Williams, shared their craft with those in attendance. There were demonstrations and discussions about diversity in comics, and body image.
- Coverage of this event was excellent including radio, TV, and print media.
- 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.
- Attendees will enjoy music and food from the 60's. Our partner, Forum 35 has arranged for beverages.
- Following the kick-off event, a series of presentations, and discussions will occur based on the book, *Hidden Figures*.

As part of the One Book One Community read of *Hidden Figures* Ms. Stein mentioned that author Kate Moore will discuss her book, *Radium Girls*. We will also feature Chautauqua actors. Dr. Horton from NASA at Michaud who has written a children's book, *Dr. H Explores the Universe* will make a presentation for adults and Dr. Wade from the Mayor's office will lead a book discussion.

Mr. Leger arrived at 4:21 p.m.

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 working on the end panel package for the adult and children's areas at the Bluebonnet Regional Branch Library. We hope to have the package completed shortly in order to receive bids for the project. The 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.

Ms. Husband added that the Facilities staff has been working with City-Parish DPW Buildings and Maintenance to ensure that our buildings are ready for the installation of the new RFID equipment. They have completed cutting openings in building walls to accommodate the automated materials

handling systems. Today the moving vendor began to transport the RFID equipment to the Bluebonnet Regional Branch and to the Main Library. The Facilities staff has also been involved in moving furniture and removing and reinstalling door frames as equipment arrived. They have ensured that our electrical contractor has installed the proper connectors so that the equipment will function. The Library's IT staff provided IP addresses to the mk Solutions staff and were available for any connectivity issues. mk Solutions have now begun the installation. Ms. Husband noted that some RFID stations may be operational by next week.

She also said that Mr. Alvin Rattle, our Facilities Manager, and his staff have been dealing with several roof leaks throughout the system. They have met with the roofers to resolve the problems.

Mrs. Husband asked if there were any questions. Mr. Luther asked if the RFID equipment will be displayed for patrons to observe its operation. Ms. Husband said the equipment is not particularly eye catching. It consists of bins and conveyor belts and is standard mechanical equipment. Mr. Watts added that it does not have any flashy features. The exciting action occurs behind the scenes. Mr. Luther said when he traveled to Denver for the ALA Conference, he visited a library that had a glass wall where books are returned. It was interesting to see how the equipment handles the returns. He wondered if that is something we should consider to make a visual point. Ms. Husband replied that it is fun to watch it sort and drop the items into the bins. However, we do not have glass openings for observation right now. It might be something we could do at a later date. Mr. Luther said he enjoyed watching the equipment and thinking about the process involved.

Mr. Jacob thanked Ms. Husband and asked Mr. Watts to give the Miscellaneous Reports under Item B.

B. Miscellaneous Reports

Mr. Watts said he would like Ms. Husband, and Ms. Stein to introduce to the Library Board two new staff members in key positions in the Library System. He said our new Facilities Manager continues to be readily available such as right before this Board meeting when he was called upon to make a repair in a restroom.

Ms. Husband introduced Mr. Alvin Rattle. He previously worked in the City-Parish DPW Wastewater and Collection Division as an electrician. He is a licensed electrical contractor and has a great deal of experience working with numerous building projects. He began employment here the week before the extreme winter weather event in mid-January. He immediately understood what needed to be done in each of our weather related challenges, and initiated the appropriate actions to restore our facilities for patron and staff use. Ms. Husband said we are fortunate that Mr. Rattle is working for the Library, and she is happy that he is on our staff.

Mr. Rattle said he is glad to be part of the Library staff. It's been a journey getting here. Literally jumping in a hole filled with icy water was one of the first challenges we overcame. As we progressed from there, everything began to work out and be resolved. For every problem there is a solution. He said he looks forward to making sure the Library facilities are taken care of.

Mr. Jacob welcomed Mr. Rattle to the Library family. Ms. Husband said Mr. Rattle answers the phone even when the call comes in at 11:00 p.m. Mr. Watts added, or at 2:00 a.m. He noted that Mr. Rattle has done a great job for the Library, and just today, when we had some issues with the delivery of the RFID equipment, he sorted through the concerns calmly and got to suitable resolutions. Mr. Watts also said he is happy to have him on staff.

Mr. Watts said Ms. Stein is going to introduce the new Head of the Library's Teen Services Division. Ms. Stein said Teen Services is near and dear to her heart because she worked there for many years. She introduced Ms. Brandi Burton, the Library Coordinator of Teen Services. Ms. Burton has worked in Teen Services for many years, and also in various branches of our system. She has gone out to schools to tell them about what the Library has to offer to teens. She has also worked with the Library's databases. She is a hands on manager who enjoys making things. We are fortunate to have Ms. Burton because she is clear, calm and solution-based. She uses a logical process to resolve concerns. She is skilled in re-examining various procedures to ensure that we meet the changing demands in Teen Services.

Ms. Burton said she is very excited to work in Teen Services as the Coordinator. She said so many advances have been made in her division in the last ten years, and she is looking forward to continuing to move Teen Services forward. Schools have become more receptive to the Library staff visiting their students to inform them about resources available at the public library. Students are amazed at what they can do at the Library. It is wonderful to offer these free resources to our Teen patrons.

Mr. Jacob congratulated Ms. Burton. Mr. Watts said that over the years Ms. Burton has worked on many of the new services and advances that Teen Services offers. Her promotion to Library Coordinator enables her to manage the forward direction for this division. She exhibits a high level of innovation in finding new ways to engage our most challenging population to reach. Teenagers have lots of interests and are sometimes resistant to associating with an institution such as the Library. The changes Teen Services has made and the resulting change in attitude of the teens toward our Library is tremendous. Teens no longer see the Library solely as a place of drudgery, and term papers, but as a place of innovation, excitement and discovery. Mr. Watts said we are happy to have Ms. Burton in this position, along with her remarkable team of employees.

Mr. Jacob and Mr. Luther thanked Ms. Burton and Mr. Rattle as they returned to their work in their departments.

Mr. Watts then discussed Library Board member attendance at Board meetings. He said that Section 2.17 of the City-Parish Plan of Government states that "Any board or commission member who fails to attend 75% of all regularly scheduled meetings in any calendar year is no longer eligible to serve on that board." This ordinance has not been focused on in the recent past, and for as long as Mr. Watts has been the Director. This past year there has been a focus on this rule, and unfortunately that was the year that a couple of our Board members missed attending 75% of the regular meetings. He said he would like the Board members to be aware of this requirement. Based on his working at five other localities around the country, 75% is a high percentage for required attendance of a volunteer board member. He added that some board members who are employed and at a certain stage in their careers, or in a business where they cannot always control

all of their own hours, sometimes are in temporary cycles where they miss more meetings. He cited two examples of two other boards under which he worked where this scenario occurred. In both cases the other board members could decide whether the absent Board member could continue to serve. They were allowed to remain on their boards because they were productive members. This approach seems to be a better method for dealing with absences.

However, the rules in East Baton Rouge Parish state that when the member does not attend 75% of the meetings, the seat becomes vacant. The board member continues to serve on the Board, and they are invited to reapply for their position, and be reappointed. Hopefully, this will occur with our board members. Mr. Watts said he will be more diligent regarding attendance. After a Board member misses a second meeting, he will remind that Board member about the attendance requirement. He noted that the ordinance states regular meetings and does not include special meetings such as the budget work session meeting, or attendance at assigned committee meetings.

Mr. Watts suggested that the Board might want to change the time or date of the regular Board meetings as the Board members are responsible for deciding on the date and time of the regular meetings. He added that the staff, as paid employees, must work during certain hours, but the volunteer Board members can alter the time of the Board meetings. He said another consideration is that if a member must arrive late or leave early for a business commitment, attending a portion of a regular meeting does fulfill the attendance requirement.

Mr. Luther asked if the ordinance allows for a missed meeting due to weather or some other urgent situation. Mr. Watts replied that there are no exceptions allowed for this rule. Mr. Jacob said he thought that in the case of a weather event, the meeting might be postponed. If it was an individual circumstance involving weather, it might not be allowed. Mr. Watts noted that if a quorum fails to be present for a meeting, then that meeting is canceled. There is one less meeting unless the meeting is rescheduled later. If there are fewer regular meetings, then the number of allowed absences also decreases. Currently Board members can miss three meetings and still meet the 75% attendance requirement.

Mr. Jacob asked about the history in scheduling Board meetings at 4:00 p.m. He asked if Board meetings have always been at 4:00, or have they occurred at other times. Ms. Zozulin who writes the minutes of Library Board meetings and maintains Board records replied that in her recollection, meetings have been held at 4:00 p.m. for many years. When the Library was established, the meetings may have been held at other times of the day. Mr. Jacob then said that possibly the Board might wish to change the time of the meetings if this would help with attendance concerns; possibly starting at 5:00 p.m. because of the heavy traffic.

Mr. Jacob asked the Board members to express their opinions on changing the time for meetings. Ms. Temple and Mr. Luther both said that 4:00 p.m. is a good time for them. Mr. Luther noted that a concern is when the scheduled meeting is near a holiday as was the case in December. Having the meeting on December 21st was very inconvenient.

Ms. Johnson said the starting time is not a concern for her, but rather that as a consultant, she must go out of town when a customer requires it. It is difficult to serve when this occurs, but she does want to continue to be a member of the Library Board.

Mr. Luther asked in regard to the inconvenience of having a meeting close to a holiday, have we begun a process to change this type of situation. Mr. Watts said the Board can change a date or eliminate a meeting. There is no rule that states the Board must meet twelve times per year. Any changes would need to be reasonable. Scheduling meetings at a time which would be viewed as inconvenient to the general public might be challenged under the open meetings laws. Anything that is within reason is something the Board could do.

Ms. Temple asked the Board if 4:00 p.m. is a problem for any of the members. Ms. Johnson said for her, the starting time is not a concern. It's about having to travel for work on the day of a Board meeting. She added that she wants to continue serving on the Board, but she also needs to keep her employment commitments.

Mr. Leger agreed with Ms. Johnson. He said that business traveling may interfere with his attendance at Board meetings. The requirement of attending 75% of regular meetings is somewhat onerous. He wondered if this requirement applies to Metropolitan Council members. The qualifications that makes one a good Board member may actually be a result of the business experience of the member. He added that in reviewing his attendance record over the years he has been a Board member, some years he had 100% attendance, and 2017 was the first year in which he did not attend 75% of the meetings. If an average were taken over all of his years of service on the Board, his attendance might be over 85%. Mr. Leger said the 75% attendance requirement is an arbitrary requirement which is difficult to achieve every year.

Mr. Jacob asked Mr. Watts if the requirement is part of the Plan of Government. Mr. Watts replied affirmatively. The Council has written it into the ordinances governing the parish. Mr. Watts added that in his experience elsewhere the matter of attendance was left up to the Board, and was written into the bylaws of that Board. Also the percentage of required attendance was 50 to 60%. As long as a Board member was active and engaged, the percentage of attendance was less important.

Mr. Luther asked who is responsible for tracking attendance and informing the Council. Mr. Watts said the Library Administration maintains the records. The Council Administrator/Treasurer requests the attendance information once a year.

Mr. Jacob said the Library Board cannot change the percentage for required attendance. He said he would like to make attendance at meetings easier to achieve. He asked again if another starting time would help. Mr. Watts noted that the process to change the Plan of Government would be quite involved.

Ms. Wascom asked what the current remedy is to be reinstated on the Library Board. Mr. Watts answered that the Council Administrator/Treasurer sends a letter to the Board member stating that the attendance requirement has not been met. The Board member can apply to be reappointed by sending a letter to the Council Administrator/Treasurer requesting reappointment. This request is placed on the Metropolitan Council agenda to be voted on by the Council. This means that other candidates may also request to be placed on the agenda for consideration.

Mr. Luther requested that he be notified if he is ever in jeopardy of removal from the Board. He said he does not want to hurt the mission of the Library and he does want to serve on the Board. However, if commitments in his personal life were making it difficult to attend meetings, he would need to resign.

Mr. Jacob restated the process in reappointment to the Board. Mr. Watts added that every year he will receive a form to complete attesting to the Board members' attendance record. Mr. Luther asked if there is a definition for attendance. Mr. Watts said as far as we can tell attendance is defined as being present at the meeting. There are some legal precedents such as not allowing skyping into a meeting for voting or to count as attending the meeting. Mr. Watts said in his opinion skyping into meeting to be present for the entire meeting is preferable to attending only a portion of the meeting. Mr. Luther said with the technology available today, allowing skyping seems to be a good alternative when needed.

Mr. Jacob asked if 4:00 p.m. is acceptable to the Board members. Mr. Leger said yes. He would not want the meetings to be much later out of concern for employees who are already working a full day. Mr. Jacob asked if there were any other comments on this topic. There being none, Mr. Watts continued with the miscellaneous reports.

He said as Ms. Husband has explained, the installation of the RFID equipment has begun. Many employees including the Facilities Management Division, the Shipping Room staff, and the Circulation and Children's Services staff have experienced a huge disruption of their routines. The staff has done a great job adapting during this period of adjustment. The RFID tagging is also proceeding well with approximately 1.4 million items tagged by February 6th. The tagging team moved to the Carver and Eden Park Branch Libraries recently.

Mr. Watts reported that the Library experienced a prolonged network interruption which began on the afternoon of February 9th. The cause was a compromised cable connection causing data to get hung up between two servers. It took some time to pinpoint the problem, but the response of our vendors and Mr. Brian Thornhill and Mr. Jay Richey of our IT staff who worked throughout the night was phenomenal. Engineers from California were in constant communication with our staff to correct the problem. Thankfully, no data was lost, but digital library services were unavailable for approximately 16 hours. We knew immediately that patrons could not download their e-books. The library facilities were closed at 6:00 p.m., but patrons could not use the online services that are normally accessible 24/7. Mr. Watts has directed the IT staff to document the nature of the disruption and to map out an alternate means of preventing this from happening again. Possibly our diagnostics and our fallback system can be improved.

Mr. Leger said that unfortunately with redundancy systems, sometimes one only discovers that they are not adequate when there is a failure. He asked if we have protocols in place for events such as this, and do we conduct stress testing either localized or system-wide to try to find this type of failure before it affects the system. Mr. Watts replied that we do have protocols for certain functions such as checking out books. Unfortunately, that requires the patron to be present in one of our facilities. We can't do that virtually, with e-books for example. Mr. Watts added that all of the digital phones were down for a while, too. He said he did not know if they are actually

performing stress testing on the system. They do run some tests periodically. They were changing a data switch from one to another when this failure occurred.

Mr. Leger said that resolving this issue is very important in order to enable the Library to provide the services to our end users, the patrons. Our internal group has a responsibility to the internal users. Internal groups will set up contingencies which are tested internally. Whenever the Library can afford to experiment internally, they should attempt to stress test the system to understand where there is vulnerability, or soft spots in our system. Mr. Watts said in many ways it was good it happened on a Friday afternoon. It would have been much worse on a Monday or after a holiday. He said he appreciated Mr. Leger's analysis and suggestions for improvement. It's better to discover potential problems by testing systems. Mr. Watts noted that one simple cable caused the whole problem. Mr. Leger agreed that at times one simple issue can cause a cascading problem. Nobody is immune to these types of failures. Just today flying home, the airline's system was down which caused many delays and concerns. Our recent problem gives us the opportunity to step back and complete an overview and audit of our systems and protocols along with testing of the systems. This will help us to have some backup plans in place. It's okay for systems to go down, but the amount of time to get systems back online needs to be improved so that we can continue to deliver our services to our patrons. Mr. Watts said there was a time when if our systems went down, it did not have an impact once the building closed. However, today with all of our electronic services it does have an impact any time there is a disruption of service. Mr. Leger said the Library is so digital now that some of our patrons only access us online. Keeping systems working is important in order to serve our patrons.

Mr. Watts then discussed the results of the issues the Library had with the alarm systems in December. The systems are now covered by maintenance and monitoring contracts. Bids came in this week for long-term contracts for maintenance and monitoring.

A patron has asked that we have some type of markers or numbering system in the Main Library parking lot as a way-finding device for locating one's vehicle. We do have banner holders installed in the parking lot, so we could hang different themed or colored banners for promotional purposes and also as a way-finding device. That will be a project that our Public Relations Coordinator can address.

Mr. Watts said the Library will provide security training for all staff system-wide here at the Main Library on February 26th and 27th. Each class is four hours long, and will be situationally based. These sessions are being provided in response to security concerns across the country. Last year two library systems, one located in Ohio and New Mexico, experienced violent acts reminding us that incidents can occur anywhere. All libraries because they are open to the public have some security issues. Fortunately, we have been able to handle most of ours through both good luck and through the processes we have in place. Many of our staff are concerned in light of the attacks in schools and public places. This training will relieve some of that anxiety, and be reassuring. The class will review how to deal with angry patrons, or patrons with problems, giving staff the opportunity to consider various options and responses. Our employees deal with a variety of issues from teenagers horsing around to patrons who are fighting or have mental disorders. We do have the security guards and Sheriff's deputies to assist with more serious situations. Many times their physical presence is a deterrent.

Ms. Wascom asked if the Library is still providing the services of a social worker to patrons to which Mr. Watts answered affirmatively. He reminded the Board that they voted to expand the program after the success of the pilot program. This month *Guideposts* magazine featured our social worker program. He added that other services also help such as the lunch program last summer for children at the Library. The staff noticed that the children behaved better when they were fed, and not dealing with hunger. Programs that provide services can prevent problem situations from occurring. Mr. Luther asked if one of the social workers could come to a Board meeting. Mr. Watts said that Ms. Husband can contact their coordinator and arrange for one of them to come to a Board meeting.

Mr. Watts said BREC has announced the vendor who will run the café space. It is a catering company, and we are glad they have found someone. Now we are getting phone calls and emails from vendors who want to help us with “our” restaurant. Of course, we are referring them to BREC.

Mr. Watts asked if the Board had any questions about the miscellaneous reports. Ms. Temple asked about the status of the CEA with BREC and about the collection of the funds that BREC owes us for their portion of the shared work. Mr. Watts replied that Ms. Eileen Bonin, Business Manager for BREC sent him an email two weeks ago that she was reviewing the charges. He said he had wanted to close out this project by the end of last year. He said he will communicate with Ms. Bonin next week, and hopefully close out this matter.

Mr. Luther asked about the Circulation statistics. Mr. Watts said the Circulation statistics were down slightly, not only because of all the days we were closed, but also on the days we were open there was a decrease in traffic because the weather was very cold. What was positive was that our circulation was up for the month because of e-books and the Greenwell Springs Branch. Mr. Luther asked if the patrons at that branch have recovered from the flood. Mr. Watts noted that many of them are still in the recovery process. Ms. Stein said their gate count is down, but their Circulation is up as compared to last year when they were closed. Mr. Watts said their Circulation is about 70% of what it was prior to the flood. Mr. Luther said he has visited the branch a couple of times and the morale is high. The patrons are excited about the renovation and the staff is incredible. He wondered if there is something that can be done to encourage more people to visit the facility because that community is still dealing with the results of the flood. Mr. Watts noted that shortly there will be more disruption at that branch as we begin the renovation work. However, once the project is complete, the facility and services will be substantially improved, providing features that will be highly appealing to the patrons. When the renovation is completed we will encourage our patrons to visit that branch to see the innovations. The interior is going to be so different that it will seem like a new building. Mr. Luther said he wants patrons at that branch to know the Library is there and doing its job for them.

Mr. Jacob thanked Mr. Watts. He asked if there were any other comments from the Board. There being none, he asked for any public comments. There were none, so Mr. Jacob read Item A under Old Business.

V. Old Business

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

Mr. Watts discussed the River Center Branch project. He said construction work is going well in spite of the bad weather. During our site visit on February 1st the weather was cold and damp, but the work crews were active. The building was not completely enclosed. However, the ground floor storefront is enclosed in preparation for the delivery of specialty glass for that area. The curtain wall has been completed up to the third floor. We had been told at our January visit that all the cladding had been delivered. This information was inaccurate because a shipment arrived during our February visit. We were told that the installation of the cladding would begin in a week.

Mr. Watts said the staff has made progress on the technology and furniture budgets. The projected technology budget now stands at \$1.3 million which is what was initially projected for the technology package. The projected furniture budget has been reduced to \$738,000 which is approximately \$21,000 under the initial projection for the furniture package. We have had the good fortune that for some of our buildings, the projections have been slightly higher than the actual cost, so we are hopeful that this will continue to be the case.

Mr. Watts then discussed the plaza grading issue which is being worked on with City-Parish Architectural Services. It is a complicated, costly problem. He noted that the Library does not want to exhaust the budgeted change order reserve on this issue with at least eight more months until the completion of the project.

Mr. Watts talked about the terrace pavers and the bathroom partitions which were initially chosen several years ago. Substitutions needed to be made. The pricing and manufacturing of the terrace pavers warranted a selection change. The chosen bathroom partitions were discontinued necessitating a replacement choice. The architects favored a black partition to contrast with the light tile. However, because of the relatively narrow bathrooms on the first floor producing a somewhat closed-in feeling, the staff choose a lighter gray finish for the partitions.

Mr. Watts mentioned some of the RFIs and Submittals that have been reviewed. The items included parapets, and the selection of Schluter Trim which is the metallic edging for tiles. Overall the project is on schedule and is progressing well. However, there will probably be some impact on the completion date because of the freezing weather events.

Mr. Watts asked if there were any other questions. Ms. Wascom asked if in light of the many issues the Library experienced from the extreme weather, does the Library need to alter any plans for the River Center Branch Library to avoid these problems in the new building. Mr. Watts replied that the pipes for the branch are well protected because they go through the Central Plant. This plant also serves City Hall, and the Raising Cane's River Center. The only vulnerability would be the pipes running from the Central Plant to the library building. Even in this case we are well covered because of the location of the pipes under the garages. He noted that Ms. Wascom's concern is very well taken. When we look at the Delmont Gardens Branch, there are several design features that should have been constructed differently, making the problems we encountered less

likely. In all of our projects we want to remember that we do have mild weather in the winter, but we also experience severe temperatures and precipitation in the winter. In the last several years we have had small spells of very extreme, intense cold weather for this area. Our buildings need to be constructed to withstand these extremes which can impact a building in as little as one night. We need to plan for the one or two nights per year that we are going to have extreme weather that can cause major damage to our facilities.

Mr. Leger asked if the River Center Branch construction is still on schedule. Mr. Watts said officially the completion date has not been changed so far by a change order request. However, typically the contractor waits to see if they can catch up for the time lost before requesting an extension for completion. Sometimes they don't need to ask for the total number of days of inclement weather. Mr. Watts said he believes the contractor was disappointed that they could not enclose the building before the cold weather began. Once the building is enclosed they can run the fans in the building which helps them when they are working on the tile and gyp board installation.

Mr. Leger asked when is the completion date to which Mr. Watts said construction could be finished near the end of September. Then the punch list items will need to be addressed which typically takes thirty days. Mr. Leger asked if the Main Library was opened before the punch list was completed. Mr. Watts said the punch list was not 100% complete when we opened the Main Library. We had problems and a conflict with Architectural Services who didn't want us to occupy the building while the contractor was working inside. For example, the monumental stairway was closed for two weeks. Sometimes one cannot wait for 100% perfection because the delay would be too long. One strives for a healthy balance to determine when the building can safely be open to the public. Mr. Watts noted that after the punch list is completed, the furniture and materials need to be moved in. He said he would be ecstatic if we were able to open by Christmas. More than likely the building would open in January. Mr. Watts reminded the Board that another problem at Main was that some of the furniture did not arrive on time. One of the vendors did not order the furniture in a timely manner.

Mr. Jacob asked about the technology portion of the project and the status of the OmniGlobe. Ms. Husband explained that after further research, it was determined that we could not install an OmniGlobe. Mr. Watts said the globe requires a dark area for proper display. Most of first floor has too much ambient light to display the OmniGlobe. We don't want to put it on the second floor where Children's Services will be located because we don't want adults wandering through that area. The architects were opposed to darkening an area for the globe. Ms. Stein added that we may be able to purchase a similar technological device. She said the Manager of the City-Parish GIS Mapping Division has information about this device. Mr. Jacob added that a lot of work was done to find the OmniGlobe and consider it for this new branch. He thought it would be a good addition to the technology branch library. Mr. Jacob said he would like to see what the alternative looks like. He asked about the price to which Ms. Stein replied it is more expensive than the OmniGlobe. Mr. Watts said the cost is definitely a consideration.

Mr. Jacob said he was downtown last week and the River Center Branch construction looks very good. He can envision what it will look like when it is completed. It will be a great enhancement for that part of downtown. Mr. Watts said the staff is pleased at how well it fits in with the

cityscape. Initially we were concerned with the height of the judicial building and City Hall and the fact that they were so close to the branch. Now we can see that the building will stand out. Mr. Jacob added that the new branch dominates that whole area.

Mr. Jacob asked for any additional comments about the River Center Branch. 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 said there has been much work on these two projects recently. Part of it is culminating work for the renovation of the Greenwell Springs Road Branch. Most of the final round of corrections, adjustments and refinements have been made to the construction documents. Ms. Lynn Bradley provided us with electronic copies on February 4th. We also selected two small alternates should the project come in under budget. One was for the addition of a color film for the glazing at the Children's area, and the second was to extend the base warranty for the air cooled chiller from five years to ten years. We also asked Ms. Bradley to include enhanced base molding in several areas as opposed to the cove-type base that is found throughout the Main Library. An enhanced base can better frame and define a room and add depth.

Architectural Services is working on the legal and contractual documents needed for the bidding process for choosing a contractor for the Greenwell Springs Road Regional Branch renovation. We hope these documents will be ready in the next few weeks so that the invitation for bids can be issued.

In regard to the renovation of the Jones Creek Regional Branch, we are in an earlier phase of planning than the other regional branch. The architects have made several inquiries about the project. Recently the budget for the contract was adjusted because capital funds in the furniture budget were not spent last year; knowing a renovation was planned to begin. This money has now been moved into the renovation project for this branch. The architects asked us to review the furniture package and mark where data and power are needed beyond the more obvious common areas. Ms. Husband worked on that providing them with an easy guide to follow. They have also asked detailed questions about the size of display space and support millwork. Rather than sending us preliminary millwork elevations, they have asked for a meeting tomorrow to review their suggestions. Ms. Husband will meet with Mr. Jackson and Mr. MacMorran.

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 and Ms. Kathryn Juneau – Sperry Van Ness

Mr. Watts said some questions came up at the last Board meeting about the search for a south branch site. He said he brought a binder for the Board to review. It contains some of the sites that were presented to the Board at an earlier stage of the search by Sperry Van Ness. They attended the Board meetings and made PowerPoint or programmatic presentations of these sites.

Mr. Watts added that he was asked to give the Board an update on where we are currently, in regard to the agreement with the broker. He reviewed the contractual arrangement and the contract was for three years. It was for an initial 90 days with an option of extending it. A few months after the initial 90 days the Board voted to extend the contract to 180 days. At the end of the 180 days the Board did not vote to extend the time. However, the broker continued to look for sites. The Board then informally discussed changing some of our criteria because it was difficult to find a site meeting our original objectives and location. We tried to be creative, for example, discussing building a multi-story branch on a smaller lot. Ms. Husband presented a PowerPoint of various non-traditional libraries around the world to assist the Board in considering other possibilities. The contract with Sperry Van Ness does not clearly specify how to mutually end the contractual obligation before the three-year period. Usually a 30-day notice is given to end a contract before the expiration date. However, the contract does expire in October of 2018 because that is the end of the three-year period.

Mr. Watts noted that Ms. Juneau wanted to attend this meeting, but she had an out of state commitment. Mr. Steve Legendre considered attending, but he also had a time conflict. They would like to attend the March Board meeting if the Board agrees.

He noted that we are pursuing a couple of other properties outside of the ones that Sperry Van Ness found for us. He said he has told the broker about these sites that we found independently. One property is owned by a developer and the other is owned by some family members who formed a corporation. Mr. Watts said he would like to continue considering these options over the next month. He also said he would like to talk to the Board members individually about another option that we will probably be ready to discuss publicly at the next Board meeting. He concluded by saying we have some promising leads.

Ms. Wascom questioned there is hope in finding a site for the south branch. Mr. Watts answered affirmatively that hope springs eternal. He said he is going to be optimistic. Mr. Jacob replied that one day we will find a site.

Mr. Leger said someone from Sperry Van Ness should attend the March Board meeting to give us an update and communicate with us. He said we should not make any decisions on their contract until we hear from them again. Mr. Luther agreed with Mr. Leger. He said the search for a south branch has been a monumental task for as many years as he can remember. Many people in our community do not realize that Sperry Van Ness is our realtor. Property owners may go around them to the members of the Board or to the Library staff regarding sites. That makes the broker's job even harder. He also said he does not think the Board will find another broker to replace Sperry

Van Ness. Mr. Luther said he'd like to find a site to pursue, and hopefully, one of these new developments will be the one.

Mr. Watts asked if there were any additional comments or questions. There being none, Mr. Jacob thanked Mr. Watts. He asked for public comments, and there were none.

Mr. Jacob read Item VI.

VI. Comments by the Library Board of Control

Mr. Jacob asked for comments from the Board. Ms. Wascom asked about the raccoon found in the Bluebonnet Regional Branch Library. Mr. Jacob asked if the raccoon was injured. Mr. Watts replied that the raccoon was hurt as he fell from the ceiling to the floor. Ms. Husband said when Animal Control removed him, he was alive.

Mr. Jacob told the staff to continue the good work they have been doing. He thanked the staff for all of their efforts.

There being no other comments, Mr. Jacob asked for a motion to adjourn the meeting. Ms. Johnson made the motion and Mr. Luther seconded it. The meeting was adjourned at 5:45 p.m. by unanimous vote.

Mr. Jason Jacob, President

Mr. Spencer Watts, Library Director