

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**  
**JUNE 21, 2018**  
**4:00 P.M.**

PLEDGE OF ALLEGIANCE

I. ROLL CALL

II. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF MAY 17, 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. NEW BUSINESS

- A. VOTE ON RESOLUTION TO COMMEMORATE THE SERVICE OF MR. STANFORD O. BARDWELL, JR., FORMER LIBRARY BOARD MEMBER – MR. JASON JACOB
- B. SETTING OF DATE FOR SPECIAL 2019 BUDGET WORK SESSION – 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 BRANCH LIBRARY - MR. SPENCER WATTS AND MS. PATRICIA HUSBAND
- C. UPDATE ON JONES CREEK REGIONAL BRANCH LIBRARY – MR. SPENCER WATTS AND MS. PATRICIA HUSBAND
- D. UPDATE ON SOUTH BRANCH PROPERTY ACQUISITION – 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

June 21, 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, June 21, 2018. Mr. Jason Jacob, President of the Board called the meeting to order at 4:02 p.m. Members of the Board present were Ms. Nicole Allmon-Learson, Mrs. Martha Guarisco, Mr. Donald Luther, Jr., Ms. Candace Temple, Ms. Kathy Wascom and Mrs. Delores Watts. 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; Mr. Stew Craig, Library Network Technician I; Ms. Kayla Perkins, Library Public Relations Coordinator; and Captain Blair Nicholson of the East Baton Rouge Parish Sheriff's Office. Also in attendance were the Honorable Barbara Freiberg, Councilwoman for Metropolitan Council District 12; Mr. Charles Landry, Attorney for Engquist Rouzan; Mr. Dirk Graeser, videographer for Metro 21; Ms. Andrea Gallo, reporter with *The Advocate*; and two members of the public.

Mr. Jacob asked Ms. Wascom 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 May 17, 2018. Ms. Temple made a motion to approve the minutes, seconded by Mr. Luther, and approved unanimously.

Mr. Jacob read Item A under Reports by the Director.

### **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.

For 2018, operating expenditures through May 31<sup>st</sup> are \$13,289,176.39, or 30.53% of the operating budget. Through May, we should have spent no more than 42% of the budget.

Cash collections from Property Taxes for 2018 remain ahead of those collected in 2017, as we are approximately \$2.4 million dollars, and 5.71% ahead of the same date last year.

Ms. Pinsonat asked if there were any questions. There being none, Mr. Jacob thanked Ms. Pinsonat and then read Item B under System Reports.

Ms. Nicole Allmon-Learson arrived at 4:06 p.m.

## **B. System Reports**

Mr. Watts asked Ms. Stein to give the systems report. Ms. Stein said the Library's Summer Reading programs have been featured in several articles in the newspaper, and online. Yesterday's *Advocate*, featured children's author, Rick Kelley and his music program at the Scotlandville Branch Library. The headline, *Down to Read*, referred to summer campers who passed under a limbo stick as part of Mr. Kelley's program to motivate children to read.

Ms. Stein also mentioned an article titled *Reading Rocks Fun for Kids and Adults*, written by Library Public Relations Coordinator, Ms. Kayla Perkins, in the June issue of *Baton Rouge Christian Life Magazine*. This is the second article that Ms. Perkins wrote for the magazine emphasizing the importance of reading.

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

- The theme of this summer's Reading Program is *Libraries Rock*. Therefore, many of our performers have a musical connection in their program.
- The humor of Harvey Rabbit and Fiends drew standing room only crowds of young children and their older siblings.
- The Baton Rouge Ballet Theatre Youth Company presented *Coppélia*, providing many children with their first opportunity to experience ballet theatre.
- *Didgeridoo Down Under* featured the aboriginal music sounds of Australia with audience participation. Eric Herman's musical comedy show also encouraged children to respond.
- Rick Kelley's *Don't Just Sit There...READ Something* included activities using hula hoops.
- Dr. Chuck Boeneke from the LSU Extension Service combined fun with a STEM and STEAM based program featuring science, math and technology. He is the Stinky Cheese Man who showed the audience how cheese is made.
- Animal friends and community helpers always visit during the Summer Reading Program. Farmer Minor and Daisy the Reading Pig, and the Baton Rouge Police Dept. Mounted Police are two old friends that visit every year. A new friend this year is Knox, the miniature horse, who loves small group reading time.
- The Carver Cubs have returned this summer for special reading activities. Dr. Skinner's (LSU Professor of Literacy) education majors and graduate students volunteer at the Carver Branch Library. Children enjoy one-on-one reading activities that are both instructional and fun with the college students. Parents begin calling the Carver Branch in March hoping to enroll their children in this program.

- Demos of the Library's 3-D printers' capabilities were made at the Carver Branch Library for teen patrons. They learned how a computer software program enables the printer to produce 3-dimensional objects made from liquid plastic.
- Lady Chops who is a former drummer in the off-Broadway show STOMP, returned to the Library this year to entertain teens with a high energy program.
- Also for teens, a *Cool Careers* program was held at the Main Library exploring occupations in forensics, beauty and cosmetology, and technology along with several others.
- The Teen Summer Reading Kickoff focused on the game Quidditch. At the Main Library the game was played outside Teen Services in the BREC park.
- The Library is hosting for the second year the Summer Feeding Program at the Main Library and 8 of our branches. Summer Feeding is a federal project run by the East Baton Rouge Parish School System with the Dairy Alliance as co-sponsor. They come to the designated locations to distribute healthy meals to any child from 0 – 18 years of age, no questions asked.
- On June 9<sup>th</sup> the Library hosted the author meet and greet reception as part of the second annual IWE Festival. The festival took place on the Southern University campus. It provided an opportunity to highlight literature that might otherwise be overlooked.
- The *Courageous Conversations* event sponsored by Dialogue on Race and the Greater Baton Rouge Chamber was held at the Main Library to encourage honest discussion on the issue of racism.
- The Louisiana Equality & Equity Summit, the IRS Small Business Seminar, and the ReferenceUSA Lunch & Learn program were all held at the Main Library. The Equity in Business Seminar is scheduled here next week.
- During the small business seminars and events, the Library shares the resources and assistance that our Small Business Library can provide to help a business owner succeed.
- The Baton Rouge Mini-Maker Faire<sup>®</sup> is scheduled for Saturday, October 6<sup>th</sup> with the theme of space. Makers of all types are welcome and encouraged to apply for a space to showcase their products and skills.

Ms. Stein thanked the Library Board for allowing the Library to book the performers not only at the Main Library, but at all of the branches, so that all children regardless of where they live in the parish can enjoy these special summer events.

Ms. Stein asked for questions from the Board. There were none.

Mr. Jacob thanked Ms. Stein. He asked for comments by the Board, and any public comments. There being none, he then read Item A under Other Reports.

#### **IV. Other Reports**

##### **A. Maintenance Report and Additional Capital Projects**

Mr. Watts asked Ms. Husband to report on the maintenance and capital projects. Ms. Husband said the Library staff met with the architect and the interior designer yesterday to review the images for the end panel replacement for the adult and children's areas at the Bluebonnet Regional Branch Library. Once the staff chooses the images the panels will be fabricated.

Ms. Husband then discussed the RFID project noting that the Library Facilities Maintenance staff are continuing to work with mk Solutions to deliver RFID equipment to the branches and to facilitate the installation of the equipment. The staff also ensures that power and data are functioning and in the correct location. New gates were installed and are working at the Main Library. We are waiting for the delivery of the gates for the Fairwood Branch.

Ms. Husband reported that they are in the process of obtaining quotes to replace the resilient flooring at the Baker Branch. She added that we have decided to polish and stain the concrete floor which will provide a durable surface. Since this branch and Scotlandville are slated for renovation after the Greenwell Springs Road Regional and Jones Creek Regional Branch projects are finished, this will save money for the Baker renovation.

Ms. Husband noted that we have experienced some roof leaks at some of our branches. Mr. Alvin Rattle, Library Facilities Manager, is working with the City-Parish's new roofing contractor to correct these issues. Leaks have been reported at the Carver, Central, Delmont Gardens, and Eden Park Branches.

She noted that the Library Facilities staff has been working very hard addressing the regular maintenance issues as well as some smaller projects. Through all of this, they have been short staffed. One senior member retired earlier this year, and a second one moved to work for DPW. Currently, we are short three full time staff in this department. She said we are working to fill these openings, but in the meantime the staff is doing an exceptional job of keeping track of the Library's maintenance and repair issues. Ms. Husband commended them for their hard work in spite of being understaffed.

Ms. Husband asked if there were any questions. Mr. Jacob asked if the roof leaks were caused by the aging structure, or by hail, or storm damage. Ms. Husband said she did not know the cause for sure, but she did not think it was hail damage. Mr. Jacob noted that there have been some intense storms over the last several weeks. Ms. Husband replied that the Fairwood Branch is relatively new. Most of the other buildings are 10 to 20 years old, so some of the roofs are getting older. She said she is not aware of any hail damage, but she will check with Mr. Rattle. The new City-Parish roofing contractor did respond fairly quickly which is encouraging.

Mrs. Guarisco asked how long the positions in the Facilities Division have been vacant. Ms. Husband said one has been vacant since February, and the other for a month.

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

## **B. Miscellaneous Reports**

Mr. Watts reported that the Deputy Director position has been posted. City-Parish Human Resources worked with the Library Administration to update the job description. He noted that the Board members have a copy of it at their places. The previous job description had been very narrowly defined. We wanted the description to be broad enough in order to get applicants who could be responsible for a wide range of issues, and be able to handle many different situations across the Library system. The individual in this position will also be able to act as the interim director, and is immediately under the director's position. We will be relieved to have this additional administrative staff member to assist with the many projects and day-to-day tasks of running the Library. Mr. Watts gave the example of five activities this morning that didn't get completed until noon because of the heavy workload.

The opening for Deputy Director will be posted until July 27<sup>th</sup>. We have also posted it on several job lists including the American Library Association (ALA) site. We will recruit at a booth at the ALA Annual Conference in New Orleans this weekend. We are hopeful that we can speak to prospective applicants. The position is appointed by the hiring authority which is the Library Director. However, when the field is narrowed to the final two or three candidates, Mr. Watts said it would be helpful to have two or three Library Board members involved in the review and assessment process. This position will have interactions with the Board and it will be important that the Board has confidence in the Deputy Director. We will also involve two or three senior staff members since the person chosen will need to work very closely every day with the Assistant Directors and other positions. He added that the applicant should also meet the Board members because the Board is active and engaged, and is one of the major assets of this Library system.

The ALA Conference is in New Orleans this weekend, and several Board members will take advantage of the proximity of the conference to visit the exhibits. A number of our staff will attend, and several will make presentations. Our staff will be able to attend programs to learn and also to share what we do in our Library system.

Mr. Watts said that Ms. Husband summarized the progress made in implementing the RFID project throughout the system. He noted that over the last couple of weeks the number of items that were checked out in-house on the self-check kiosks has risen to 20.6% and 21.3%. In the first couple of weeks of operation, the percentages were 10% and 12%. He said at first he thought those using self-check may have considered it a novelty, and subsequently the numbers would decrease. However, the rate of usage has continued to be strong. Our goal for the first few years was to reach 30 to 33%. Our usage statistics show that patrons consider self-check a convenience. He added that a patron was concerned that the self-check kiosks would replace the staff at Circulation. He assured the patron that we are a human-centered institution. Books and buildings are important, however, staff serving and assisting patrons is a priority. Technology is a tool to save time and free up staff to work on other projects. Our vision is not to replace staff with technology.

Mr. Watts then gave an update on the credit/debit card project. The merchant account has been finalized. Govolution, the service provider, our ILS vendor, Infor/VSmart that runs the Library's catalog, and mk Solutions are working on the final specifications and testing the system. The testing site was to be established yesterday. Through testing, it is important to guarantee that all of the credit and debit transactions are secure, and also that payments made are properly linked to the patron's library account. We are hoping all of the testing can be completed in the next several weeks. We are planning to initially place equipment at the kiosks for debit and credit transactions. If a patron only wishes to pay for charges and not check out items, they will be able to do so at a kiosk. We also will have this service available remotely so that patrons can make these payments online from outside of the Library, a convenience patrons have been asking about.

Mr. Watts told the Board that progress is being made on the central inventory list. The total number of items has fluctuated because we have discovered that some items are listed twice. Other items such as a table and ten chairs are listed separately on the inventory, but on the corresponding requisition, are considered one item. For the inventory we want to list all of the parts in order to be able to delete a chair if one needs to be replaced. On some requisitions, for example, fabric for the chairs is listed. However, fabric is not an inventory item. Currently we are at approximately 18,600 items. Several thousand more items from various department lists are being considered for the central inventory. Some lists contain consumables which do not belong on the central inventory. Our original goal had been to complete the inventory by November, however, we believe we can complete the inventory by the end of the summer. By September we will be two months ahead of schedule.

Mr. Watts mentioned that earlier today we attended a meeting at the City-Parish Human Resources Department regarding the work week transition which will occur in October. This meeting was an introductory session about the new online scheduling system for time sheets and scheduling which is replacing the current paper system. There are several promising features. However, we need an opportunity to actually try the program to become familiar with how it will work. Under the new system the work week will begin on Saturday and end on Friday. As was mentioned at previous Board meetings, it will be a huge adjustment for the Library since we are open seven days per week with full and part-time employees whose schedules are determined by our patrons' usage of the Library on given days. Our staff is continuing to run models under the new work week over several months. By the end of August Mr. Watts said he would like the schedulers to meet to choose a schedule that will work across the entire system.

Mr. Watts then discussed the Library's budget and the current millage rate. He noted that when people make comments about our budget, they can make statements that are somewhat misleading. Recently it was stated that the Library had many capital expenditures, but from 2003 to 2017, we only added one new library. It is correct that only one new library has been added to the system, but we have made huge replacements and renovations to existing buildings. Our Main Library was replaced with a beautiful state-of-the-art facility with capabilities and features that provide service to our patrons that was not possible in the old Main Library. This type of upgrade is where our capital investment budget is being spent. Many of the other smaller buildings were terribly unsuited for the types of activities and technology that our patrons need today. Space was not available for the collection or for patrons to meet for collaboration. From time to time we need to remind the public why we have budgeted money set aside for these upgrades. Mr. Watts added

that in regard to facilities, the State Standard for library facilities is 1 square foot per capita. With a population of more than 440,000 in East Baton Rouge Parish, the Library has still not met that standard. We are close, but still slightly below the standard. At the end of 2002 and the beginning of 2003 to 2017, our square footage increased from 218,000 to 399,000, bringing us from an inadequate square footage to almost up to standard.

Mr. Watts then reported that he and the staff are working on the broadband initiative again in preparation for next year's expiration of our current telecommunications contract. He reminded the Board that last year when pursuing the possibility of expanded broadband access for the Library, it was discovered that we could not pursue this option under the current contract. We are preparing to issue a bid proposal for a broadband network early next year. This initiative would be supported by the Universal Service Program known as e-rate.

Mr. Watts noted that Ms. Husband, Ms. Stein and he have been participating in the City-Parish All Hazards Disaster Recovery Planning process. We are reviewing building capacity, and procedures to follow in a disaster, including how to respond and recover from a disaster. The goal is to ensure that we have a strong, resilient community. The Mayor's Office and the Office of Emergency Preparedness and Homeland Security are spearheading this important effort.

Mr. Watts briefly talked about the Urban Libraries Council (ULC) Entrepreneurial Cohort program. He said our Library is working well to position ourselves for better outreach to more citizens. We would like to reach out to those considering becoming entrepreneurs and those that have an idea they would like to pursue, but need guidance on how to proceed. We are including the Library's Career Center in this program because many potential entrepreneurs are considering changing careers in order to start a business.

Mr. Watts noted that through his involvement in the Entrepreneurial Cohort program, he has been asked and has accepted the request to serve on an Advisory Panel for Anchorage Alaska's proposed Institute of Museum and Library Services (IMLS) project. Their project has not been approved yet, but forming an advisory panel is one of the steps in the approval process. Their project includes placing incubator spaces in public libraries. They are bringing together legal, business and health resources to make these more accessible to the public. Mr. Watts said we will advise, but we will also learn from their efforts.

Mr. Watts asked if the Board had any questions. Ms. Wascom said she met a patron who had been concerned about the entrance to the Main Library parking lot and the potential hazard when a vehicle enters at the monumental street sign which blocks the view of the pedestrian walk. Pedestrian warning signs have been installed at the crosswalk, and the patron is pleased with this added safety measure.

Ms. Wascom then asked about the online time sheets and the ability to change scheduled times when unforeseen circumstances occur. She said staff at times need to swap work schedules at the Library. Mr. Watts answered that we have been assured that staff will be able to adjust schedules and time sheets as needed. He said in the demo presented today, it was mentioned that the program was originally developed for public safety personnel such as police, fire and EMS who regularly work unusual schedules. They showed how one could adjust the schedule with this software. Mr.

Watts said our staff will need some hands-on experience, and hopefully, a tutorial for this new program will be provided. Fluid scheduling is necessary especially when we have a special program or event at the Library. We were assured that making changes will be very easy. Ms. Wascom said the software should adjust to meet the employees' needs. Mr. Watts noted that we have many PC's in each facility, but not everyone is assigned to an individual computer. One will need to log into the system which can involve logging out of other software. We are studying these scenarios carefully to ensure that the system will operate to meet our needs. Mr. Watts said he did not see the online time clock demo because he needed to be present for this Board meeting.

Ms. Wascom said we seem to be having many inclement weather-related issues lately. When we review the proposed 2019 budget next month, we need to carefully analyze the amount of money we will need to meet the expense of repairs and replacements of equipment, and the maintenance of the facilities. The Library is the community resource in an emergency when other resources are not available.

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

## **V. New Business**

### **A. Vote on Resolution to Commemorate the Service of Mr. Stanford O. Bardwell, Jr., Former Library Board Member – Mr. Jason Jacob**

Mr. Jacob said that Mr. Bardwell passed away on June 9<sup>th</sup>. He noted that Mr. Bardwell was a dear friend, and when he was first appointed to the Library Board, Mr. Bardwell mentored and assisted him to get established. He will be missed. He was a strong advocate for the Library system. It was by his motion that the Library Board approved the setting of the 11.1 millage rate for the 2015 Library tax renewal election. That motion illustrated much foresight on his part, knowing the challenges the Library system would have over the next ten years in regard to new buildings, repairs and renovations. Mr. Jacob said he thinks it is appropriate to make a memorial resolution to commemorate Mr. Bardwell's service on the Library Board.

Mr. Jacob asked if there were any other comments about Mr. Bardwell from the Board. Ms. Wascom said when she attended Board meetings as a member of the public, she was always impressed with how articulate he was and how he was always a gentleman even during contentious times. When a gentleman is present, it raises the level of conversation, so we much appreciated him.

Mr. Luther said he would like to move this motion forward to show our appreciation for what Mr. Bardwell did for this Library system. He said he is whole heartedly behind this resolution. He noted that he was appointed to replace Mr. Bardwell which were mighty big shoes to fill.

Mr. Jacob then read the proposed resolution which is appended to these minutes. Mr. Jacob said it is a very fitting resolution to honor a great man who will be missed.

Ms. Wascom made a motion to commemorate the service of Mr. Stanford O. Bardwell, Jr. Ms. Allmon-Learson seconded the motion which passed unanimously.

Mr. Luther asked Mr. Jacob if he and the Board would consider taking Item D under Old Business, Update on the South Branch Property Acquisition, next as he needs to leave the meeting early for a prior commitment. He added that he noticed that Councilwoman Barbara Freiberg and Mr. Charles Landry representing Engquist Rouzan are present for this agenda item. Mr. Luther said he would like to be able to hear their comments before he leaves.

Mr. Jacob asked for a motion to alter the order of the agenda. Ms. Wascom made the motion to discuss Item D under Old Business next, seconded by Mr. Luther and unanimously approved by the Board.

## **VI. Old Business**

### **D. Update on South Branch Property Acquisition – Mr. Spencer Watts**

Mr. Watts said that the appraisal of the property for the proposed south branch library in Rouzan has been completed. The appraised value stands at \$1,690,000. This figure is relatively close to the value of \$1,770,000 mentioned by the property owner. Along with the proposed donation by the owner, the cost would be well below the appraised value. Therefore, the appraisal value is sufficient for the Library to proceed with the consideration of purchasing this property from the owners.

Mr. Watts said that what we have done in the past is that once we get an appraisal, the Board gives him the recommendation to proceed with contacting the City-Parish Attorney's Office to initiate the next step in the purchase. When a proposed purchase agreement is drawn up, then the Library Board will review it, vote on it, and if approved, it will be placed on the agenda for Metropolitan Council approval. The Metropolitan Council is the final decision maker on the purchase of the property.

Mr. Watts noted that he is aware that we have two new Board members who were not on the Board when the wonderful presentation by the property owners was made to the Board at their March meeting. However, we have plenty of materials available for their review. As we approach the point where we will be ready to make the final vote on a purchase, there will be many opportunities to study the property and the proposal of the TND and how it will fit together with the Library to serve that community and area.

Mr. Watts asked if there were any questions from the Board. Ms. Wascom asked if a purchase agreement would be ready for the next month's Board meeting. Mr. Watts replied that would be remarkably fast. The Parish Attorney's Office is inundated with questions and requests from all City-Parish Departments. They work as quickly as possible.

Mr. Luther asked if the Board needed to make a motion to move forward. Mr. Watts said no; that all that was necessary was for the Board to state that they wished to proceed. The Board has already given the direction to obtain an appraisal. Now that an appraisal has been completed, it stands as presented. The Board cannot vote to accept or reject the appraisal. The appraisal indicates that the value is in the range that the owners predicted. We have met the threshold predicted. Mr. Watts said he believes the Board should proceed with this property offer. If the Board felt they should not proceed, then they would need a vote.

Mr. Luther said he is of the opinion that the Board should go forward with the property in Rouzan. Mr. Jacob agreed, and told Mr. Watts to go forward with the process. Mr. Watts said he had already spoken to the Parish Attorney's Office and they are ready to move ahead.

Mr. Luther asked if Councilwoman Freiberg or Mr. Landry had any comments to make. Councilwoman Freiberg thanked the Board for their service. It's a dedication of time, energy, service, and talent, and we appreciate it very much in this City. She noted that six years ago when she was President of the East Baton Rouge Parish School Board, she was working with Mr. Bardwell who was such a dedicated member of the Library Board, on the idea of a library in Rouzan. She added she has worked on this idea as a School Board member and now as the Council member for this District. The appraisal coming under budget is wonderful and she appreciates the Library Board allowing us to move to the next step of the process. The branch library will be a tremendous addition to this area of the parish, and one that is fully supported by the residents of the area, and not just the residents of Rouzan. She thanked the Board again.

Mr. Landry thanked the Board, and said he was present to answer any questions by the Board. He added that he had told them the property was going to actually be worth more than what they were selling it to the Library with the included donation. It will be a spectacular resource for the greater community, and not just Rouzan. He said what will also be helpful for the Board to know, as the process proceeds is that he has probably worked on one hundred transactions with Mr. Bob Abbott of the Parish Attorney's Office. He said he will begin working on the documents the seller will need to provide to the Parish Attorney's Office. He again thanked the Board for their support of the library project.

Mr. Jacob asked if there were any comments from the Board. Ms. Temple thanked Councilwoman Freiberg and Mr. Landry for attending the Board meeting. Mrs. Watts thanked Ms. Freiberg for all of her years of service on the School Board and as our School Board President. It's a joy to know that she is still here to serve. Councilwoman Freiberg replied she is still working hard. She thanked the Board again. Mr. Jacob thanked her also.

Mr. Luther thanked the Board for allowing the south branch discussion to be moved up on the agenda. Mr. Luther left the meeting at 5:00 p. m.

Mr. Jacob then read Item B under New Business.

**B. Setting of Date for Special 2019 Budget Work Session – Mr. Jason Jacob**

Mr. Jacob said the polling of the Library Board members regarding a date on which to hold the special 2019 budget work session has been completed. He announced that the work session will occur on Thursday, July 26, 2018 at 4:00 p.m. at the Main Library. He asked the Board to mark their calendars.

Mr. Jacob asked if there were any comments from the public on Items under New Business. There being none, he read Item A, under Old Business.

**VI. Old Business**

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

Mr. Watts said he would have liked to report on some news about the River Center Branch project. Unfortunately, there is nothing new to report at this time. We have heard from the architects at WHLC a couple of times over the last couple of weeks. Those have been communications to assure us that they are working hard on finding out what caused the issue and the solution to the problem. This past week the architects said they would speak to the Board at an appropriate time. They said they are not prepared to speak at this time. Mr. Watts noted that a large amount of data has been gathered, and they are in the process of analyzing the information. Mr. Watts said it is his hope that he will be able to make a substantive report to the Board soon.

Mr. Jacob asked if they are performing an analysis of the connectors and the stress tests. Mr. Watts replied that he does not know exactly what they are studying now, but they are collecting data over a wide range of areas. They are spending time analyzing all of the data.

Mr. Jacob asked if there were any comments by the Board. There were none.

Mr. Jacob then read Item B under Old Business.

**B. Update on Renovation of Greenwell Springs Road Regional Branch Library - Mr. Spencer Watts and Ms. Patricia Husband**

Mr. Watts discussed the Greenwell Springs Road Regional Branch Library renovation project. He said that as of today, the contract with the contractor has not been completely executed. City-Parish Architectural Services staff have requested that the contract be executed this week. The architect for the project has been asked to create a list of topics to be covered during the pre-construction meeting. Usually a few main topics are covered at a pre-construction meeting. Since the work, however, will occur in a building that is occupied, we need to talk about the phasing of the project, and the logistics. This meeting will be more involved than usual. He said this meeting should occur before the next Board meeting.

Ms. Wascom asked if there was any flooding during the last large storm. She said she hopes that if there is another storm that this branch will not have any issues. Mr. Watts said there were no flood issues from the recent storm at this branch. He noted that because of the winds we had the usual water intrusions under the doors at some of the branches. Fortunately, there was no flooding at any of our facilities. Ms. Wascom thanked Mr. Watts.

Ms. Temple asked Mr. Watts when the construction at the Greenwell Springs Road Regional Branch would begin. He replied it is typically 30 days after the pre-construction meeting. Ms. Temple thanked Mr. Watts.

Mr. Jacob asked for any additional comments. There being none, he read Item C under Old Business.

**C. Update on Renovation of Jones Creek Regional Branch Library - Mr. Spencer Watts and Ms. Patricia Husband**

Mr. Watts discussed the Jones Creek Regional Branch Library renovation project. He said at the last Board meeting he discussed the commentary on the design documents. There has been much interchange between the Library staff, and the architectural team on a variety of topics such as sinks, wall bases, chair rails, partition walls, plumbing, fixtures, and the height of various lights. The architects have been very responsive to our requests and concerns. Some of the concerns have been discussed with the engineering staff. Currently we are having a lively discussion about floor boxes. Floor boxes may seem unimportant, but their placement is critical so that data and power are readily available where needed. The covers on these boxes are very important in terms of how well the boxes work and how long they last. We want high quality, good boxes that will work for many years, and not be a trip hazard.

Mr. Watts noted that the Library staff had a good meeting with the interior designer, Ms. Traci LaMoyne and the architect. We reviewed palette options, finish selections, end panel ideas, and flooring details. The interior designer had many wonderful ideas about how the library should look and function in a better way.

The interior designer is reviewing several different ways to use acoustical materials to dampen sound. For example, lamp shades in the smaller rooms made of acoustical material can help absorb sound. Small rooms are great, but good sound division between the rooms is critical. If several patrons are in one of these rooms discussing their project, their voices can carry. People in the adjoining rooms can hear them. Overall, it was a useful productive meeting.

Mr. Watts asked if there were any questions about the Jones Creek Regional Branch renovation. Mr. Jacob asked the Board if there were any other comments. Mr. Jacob asked for any public comments on any items under Old Business. There being none, Mr. Jacob read Item VII.

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

Mr. Jacob asked for any comments by the Board.

Ms. Temple thanked Jade, a young student, and her grandmother who brought her to this meeting, for attending. Jade wanted to observe how a part of the City-Parish government operates. Ms. Temple said she is happy they came. Mr. Watts said the staff is also glad they came.

Mrs. Guarisco asked Ms. Husband to inform the Facilities staff of the Board's gratitude for their work, and especially because they are short-staffed. She said it must be difficult, and she hopes the vacancies are filled shortly. Ms. Husband said we are working on filling those positions, and she will tell the staff about Mrs. Guarisco's comments.

There being no other comments, Mr. Jacob asked for a motion to adjourn the meeting. Ms. Wascom made the motion and Ms. Temple seconded it. The meeting was adjourned at 5:10 p.m. by unanimous vote.

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Mr. Jason Jacob, President

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Mr. Spencer Watts, Library Director



**Resolution of the East Baton Rouge Parish Library Board of Control**

**WHEREAS**, Stanford O. Bardwell, Jr. was a highly valued and well regarded member of the East Baton Rouge Parish Library Board of Control, serving from May 23, 2007 to May 16, 2015 and

**WHEREAS**, Stanford O. Bardwell, Jr. was a man of integrity and generosity of heart, who willingly shared his time and talent with the East Baton Rouge Parish Library Board wherever he could be of service; and

**WHEREAS**, Stanford O. Bardwell, Jr. had a dynamic vision for the East Baton Rouge Parish Library, supporting and endorsing the renewal of the dedicated tax in 2015; and

**WHEREAS**, Stanford O. Bardwell, Jr. was committed to providing library access, services, and materials to all residents of East Baton Rouge Parish, and believed in the Library's ability to transform lives and communities.

**BE IT THEREFORE RESOLVED** that we, the Library Board of Control, do hereby commemorate Stanford O. Bardwell, Jr. for his dedication to improving libraries, his steadfast commitment to the citizens of East Baton Rouge Parish, his visionary leadership, and his tireless efforts on behalf of the East Baton Rouge Parish Library System; and be it further

**RESOLVED**, that in gratitude for his substantive contributions to the East Baton Rouge Parish Library System and its patrons, we honor the memory of Stanford O. Bardwell, Jr. as a Board member and friend; and be it further

**RESOLVED**, that the East Baton Rouge Parish Library Board of Control adopts this memorial resolution in recognition of the character, contributions and achievements of Stanford O. Bardwell, Jr. and expresses its deepest condolences to the family, friends, and colleagues of Stanford O. Bardwell, Jr.; and be it further

**RESOLVED**, that a copy of this Resolution be presented to the family of Stanford O. Bardwell, Jr.

*Signed this day, Thursday, June 21, 2018*

**East Baton Rouge Parish Library Board of Control**

Jason Jacob  
President, Library Board of Control