

TENTATIVE AGENDA
FOR REGULAR MEETING OF THE
EAST BATON ROUGE PARISH LIBRARY BOARD OF CONTROL
MAIN LIBRARY
FIRST FLOOR CONFERENCE ROOM
7711 GOODWOOD BOULEVARD
BATON ROUGE, LA 70806
JULY 19, 2018
4:00 P.M.

PLEDGE OF ALLEGIANCE

I. ROLL CALL

II. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JUNE 21, 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 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

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

July 19, 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, July 19, 2018. Mr. Jason Jacob, President of the Board called the meeting to order at 4:04 p.m. Members of the Board present were Mrs. Martha Guarisco, Ms. Candace Temple, and Ms. Kathy Wascom. Absent from the meeting were Ms. Nicole Allmon-Learson, Mr. Donald Luther, Jr., 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; Captain Blair Nicholson of the East Baton Rouge Parish Sheriff's Office; Mr. Frank Hillyard, videographer for Metro 21; and Mr. Mark Armstrong, reporter with WBRZ-TV.

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 revised minutes of the regular Library Board meeting of June 21, 2018. Ms. Wascom made a motion to approve the minutes, seconded by, Mrs. Guarisco, 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 June 30th are \$16,639,260.03, or 37.17% of the operating budget. Through June, we should have spent no more than 50% of the budget.

Cash collections from Property Taxes for 2018 remain ahead of those collected in 2017, as we are approximately \$2.16 million dollars, and 5.12% 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.

B. System Reports

Mr. Watts asked Ms. Stein to give the systems report. Ms. Stein said the Library continues to receive much publicity through the media in print, online and on TV, as evidenced in the examples contained in the Board packets. Social media channels contain wonderful photos of children and teens taken by their parents while participating in Library events.

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

- Paraguayan Harpist, Nicolas Carter was traveling through Louisiana, and made a stop at the Library to give two special performances; one for children and the second for teens and adults.
- Mr. Carter allowed the children to touch and play the harp. He explained the history of the harp in Paraguay going back to the Spanish missionaries who introduced it to South America.
- Curtis Pierre, The Samba Man of New Orleans, rocked the house giving children the opportunity to try various percussion instruments as part of his program.
- Mr. Pierre taught the children about the beat and rhythm in music. The enthusiasm and force of his personality invigorated everyone.
- The Playmakers of Baton Rouge have visited the Library during the summer as far back as 1984. Each year they create a show specifically for the Library's Summer Reading Program. This year's theme is *Libraries Rock*, so their play about books and stories was titled *Rock of Ages*.
- The Tri-Parish Ballet presented *Carnival*. The children in the audience were given the opportunity to participate in the program.
- Teens again enjoyed participating in the New Orleans Video Access Center (NOVAC) Film Camps. Each year NOVAC grows, adding camps to meet the need.
- NOVAC has created films all around the parish, and will premiere them in the near future.
- Teens are enjoying life-size games again this summer such as Hungry, Hungry Hippo. They play Giant Connect 4 and enjoy the social opportunity as the Library incorporates STEM and STEAM into the programs.
- The Scotlandville Branch Library was the site for the Library's ongoing program, Career Speed Dating featuring representatives from industries, colleges and the military. The teens spend a few minutes with each employer to learn about job opportunities.
- Teens also learned about cool careers in gaming and STEM. The program was a partnership between the Teen Services Department and the Career Center.
- The Library hosted the Equity in Business workshop, sponsored by Mayor Broome. The purpose was to explain to business owners how they can do business with the City-Parish.

- Mr. Andrew Tadman, the Library Coordinator of Reference Services coordinated a program about useful business databases offered by the Library. Our Reference USA database vendor talked about the business information provided through his database.
- The Annual American Library Association Conference was held in New Orleans at the end of June. Free exhibit passes were available enabling many staff members to attend.
- The over 3,000 exhibits contained information on books, authors, materials and technology. Many exhibits included demonstrations of cutting edge equipment and technology.
- Mr. Andrew Tadman, and Ms. Chaundra Johnson, the Library Coordinator for Outreach Services and Adult Programming, presented the results of our Library's participation in the Digital Learn pilot program last year at the Annual Conference. EBRPL was one of three libraries in the U.S. to participate in this pilot.
- Ms. Melissa Newman, Ms. Chi-Ling Liu, Ms. Lauren Tomlin, Ms. Ashley Michel and Ms. Samantha Belmont assisted in the recruitment effort for our Library System.
- The Baton Rouge Mini-Maker Faire® is scheduled for Saturday, October 6th 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 noted that this week the Library hosted the Adult Literacy Advocates for their 2018 Recognition ceremony. The Library supports the local Children's Coalition, the Adult Literacy Advocates, and all of the other support groups that assist adults in learning to read. A tremendous effort is required of adults as they try to learn to read. Unfortunately, working adults find it difficult to persist in their struggle to learn to read without constant support.

At the recognition ceremony teachers and adult students were present. A program was distributed containing comments by new adult readers. Ms. Stein read one selection.

It's a Beautiful Feeling

My name is Bobby Wells. I graduated from high school, but I didn't get the education I needed. I never learned to read. In the classroom I was afraid to raise my hand. Now I am the first one to raise my hand to read. Now I can read my own mail without calling someone else. It's a beautiful feeling. I want to thank everyone involved in helping me.

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 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 by the contractor.

Ms. Husband then discussed the RFID project noting that new RFID gates were installed at the Main Library and are now functional. The Facilities staff will work with the vendor to install the gates at the Fairwood Branch Library. They will also be on hand for the vendor when the automated materials handling system is installed and configured at the Greenwell Springs Road Regional Branch Library. mk Solutions is scheduled to provide training to staff later this month.

Ms. Husband reported that they are in the process of obtaining quotes to replace the resilient flooring at the Baker Branch.

She said most of the work by the Facilities staff is HVAC maintenance and issues, especially at this time of the year. Ms. Husband asked if there were any questions.

Mr. Jacob also asked for any Board comments. There were none. He thanked Ms. Husband and asked Mr. Watts to give the Miscellaneous Reports under Item B.

B. Miscellaneous Reports

Mr. Watts reported that his favorite performer this summer was Mr. Curtis Pierre, the percussionist. He not only allowed the children try out the instruments, but he also made a variety of sounds which excited the children making them laugh. Mr. Watts added that he enjoyed observing the children having fun. He noted that the Library encourages children to read lots of books over the summer, using the various special programs, performers, and events to entice children to come to the Library. We try to instill in them the attitude that reading is fun. It is one of the most important things we do.

Mr. Watts noted that the Board members received their budget binders today. The 2019 budget work session will be held on July 26th at 4:00 p.m. at the Main Library. He said the Board members can go over the information in the binders prior to the meeting. However, he said he does not want anyone to become too intimidated because we will go through the pages in the work session line by line; discussing the information and answering all questions. The staff will explain the purpose of the various items and where they are used.

This year's budget preparation was different than prior years because of the new MUNIS accounting system. There are several new line items, and some entries have been moved to other categories. If one compares the 2018 budget with the 2019 budget, it appears that some

expenditures have greatly decreased, and some have greatly increased. This is primarily due to the shifting of funds to different categories in the new budget alignment.

Mr. Watts said that staff do request some items that are not included in the draft budget. These are items that are not justified at a sufficient priority level. We will discuss what the Library would like to accomplish programmatically, in collection development, in services, and in technology for 2019. We will also discuss the capital improvements budget.

Mr. Watts said we have discovered that in several of our facilities when we have power outages, caused by some exterior problem, once power is restored, some of our systems do not automatically come back on, or may only partially come back on. These systems then must be readjusted. For example, at the Main Library, the elevators may not operate once power is restored. This is one issue that must be studied.

He gave an example of a serious concern. If the HVAC system at the Main Library goes off after hours, the staff is alerted to investigate the problem, and reset the equipment. The air conditioning is critical in keeping the servers running. Also, without air conditioning, the entire building is very warm by the next morning.

Mr. Watts said in 2019 we would like to study whether there is a buffering system that we can purchase to prevent these system failures. The complex systems such as the energy management system need to be reviewed and safeguarded from failure.

During our budget work session, we always find items that need to be adjusted, and with input from the Board, some items are added or increased. Ideas from the Board are very important in this budget process.

Mr. Watts then discussed the Deputy Director position. The opening will be posted until July 27th. We have had over a dozen applications thus far, and we are hopeful that we will receive a few more. We will update the Board after we receive all of the applications.

The ALA Conference in New Orleans was very conveniently located. The recruiting experience was good. We talked to several people about the Deputy Director position and also the Librarian I openings, making some good contacts. Our recruiting booth was located between San Antonio and Broward County. The exhibit hall contained 3,000 vendors. One could easily spend the day in the author alley at the center of the hall.

Mr. Watts said that Ms. Husband summarized the progress made in implementing the RFID project throughout the system. We are completing this phase of the project. We are waiting for the gates to be delivered to the Fairwood Branch, and one component for the automated materials handling system to be installed and configured at the Greenwell Springs Road Regional Branch Library. We have an issue with the gates at the Baker Branch Library. There is some interference from the metal shelving on the interior side of an adjoining wall near the entrance. We need the shelving. However, this problem must be resolved.

In regard to implementing the use of credit and debit cards, we have experienced over a week's delay in getting the appropriate URL designations from our Integrated Library System (ILS) vendor, Infor/VSmart. Once we have this information, the sandbox testing can begin.

A bid invitation has been issued for a cash handling service and a courier service. Previously these were handled by the same vendor. However, the City-Parish Purchasing Department is now insisting that the Library should have a contract with a cash handling service for all funds collected including the MFD (printing devices) monies as well as funds collected for fines and fees. The advantage is added security because a limited number of people have access to this cash. The courier service is critical because that is how we move items from one branch to another including new materials added to the collection. It is a vital service that enables us to provide materials to our patrons.

Mr. Watts then discussed the Purple Heart Trail Project. He said he had been working with Councilman Buddy Amoroso on this project prior to his tragic death. Jones Creek Road is to be designated as a section of the Purple Heart Trail which will honor wounded veterans. Councilman Amoroso asked the Library to place a marker on the grounds of the Jones Creek Regional Branch Library near the road which we are pleased to do. Councilman Dwight Hudson has been working on the completion of the project. The grants have been issued and the dedication is scheduled for Tuesday, August 7th. We have talked to the architect for the renovation of the Jones Creek Branch and he has agreed to place a protective fencing around the plaque during the renovation construction.

Mr. Watts talked about the Entrepreneurship Learning Cohort. He said Mr. Andrew Tadman, Library Coordinator of Reference Services and his staff, in particular Ms. Ned Denby, have made many new contacts in the community to establish networks that will assist people who are experiencing difficulty in obtaining funding and overcoming obstacles in establishing their new businesses. Mr. Watts said that Mr. Tadman and he participated in a teleconference with the Urban Library Council (ULC) Administrative staff and the other libraries in the cohort. The next meeting with all the libraries in the Cohort is scheduled for October 18th and 19th in Austin. He missed the first meeting, and is expected to attend this one. He noted that consequently he would miss the October Board meeting at which he is scheduled to present the Library Overview as part of his evaluation process. He said he has consulted with the Board President and if it is acceptable with the other Board members, he would like to make the presentation at the November Board meeting.

Mr. Watts said there are many City-Parish initiatives under way. The City-Parish has hired a consultant to create a comprehensive set of policy and procedure manuals for the entire City-Parish government. He noted that the Library has a policy manual, and we have many procedures that are unique to the operation of the library. He gave the example of selecting books for the bindery. He said the Library is working with the consultant in regard to our Department's inclusion in the manual.

The City-Parish has also hired a diversity consultant to assist in improving ways of attracting disadvantaged businesses in order for them to engage in contracts for services and products with the City-Parish. He said our Business Office will be getting updates on this process.

Plans have also been announced for the hiring of a firm to conduct an efficiency study of operations in City-Parish Departments. This firm would make suggestions and recommend ways to improve efficiency in each Department.

Mr. Watts said he has appointed Ms. Stein and Mr. Bryce Tomlin, Library Coordinator of Computer and Technical Services, to serve on the new City-Parish Data Governance Committee. This committee will focus on producing an open data policy and program for the City. The City Key database and the Open Data Portal for the City will be studied by this committee to ensure that they continue to be successful in providing information to the public.

Mr. Watts noted that the Mayor's Office and the Mayor's Office of Homeland Security and Emergency Preparedness will conduct a full day of Disaster Preparedness Training for City-Parish Department leadership personnel on Saturday, August 4th. Several key managers from the Library will attend. He said we have very good emergency processes in place for the Library. However, we want to be sure we are informed of the City-Parish's plans and procedures. Disaster preparedness not only includes what is done prior to the emergency, but also what processes are followed after the disaster to ensure the continuation of services to the community, and assistance to people in need. A quick recovery is important as is a sound recovery.

Mr. Watts asked if there were any questions about the Miscellaneous Reports. Ms. Wascom said she would like to know if the 2019 budget contains a line item for emergencies such as the flooding of a building, or a snow event. Utilities can be out for a period of time. She said she wondered if emergency funds are part of the capital improvements budget. She also said because power is going off frequently, she wondered if we have a generator system in any of our facilities, or is it too expensive to be feasible. As we build new branches, that could be a part of emergency preparedness. She said she would like to further discuss this during the budget work session. Mr. Watts said money is available in the fund balance for emergencies. In regard to the generators, they are expensive and they occupy a large amount of space on the property. He noted that the generator at Main comes on when the power goes off. However, some of the systems do not operate when the generator goes on. Once the power is restored in the area, and the generator turns off, there are several systems that do not automatically come back on in the building.

Mr. Jacob asked if there are any other City-Parish buildings that have similar systems that are experiencing this problem. Mr. Watts said the energy management system often turns off when the power goes out. Even though the generator is working, the chiller will not come on if the energy management system is off. We do get a remote signal that the chiller is not working. This means that a staff member must come to the building to turn on the system. He said this is a problem that we need to address. This also occurs in some of our other facilities, but not all.

Ms. Wascom wondered if there is a formula to determine how much money to set aside for emergencies. Mr. Watts replied that when the Board discussed this issue four years ago, they used a formulaic approach based on the self-insurance deductible of \$1 million per event. Ms. Pinsonat explained that if a hurricane damaged three of our buildings, we would be required to pay \$1 million for that hurricane damage to the three buildings. Mr. Watts said we can discuss this further at the budget work session.

Mrs. Guarisco thanked Mr. Watts for encouraging the Board to attend the ALA Conference in New Orleans to look at the exhibits. She said she was amazed at how many choices there are for libraries and for the great choices our Library system makes whether it was furniture or collection development. To know we are part of a system like ours made her proud. Mr. Watts thanked Mrs. Guarisco for her comments.

Mr. Jacob asked if there were any more Board comments. There being none, he asked if there were any public comments under Other Business. There being none, Mr. Jacob read Item A under Old Business.

V. Old Business

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

Mr. Watts said we have no new information about the River Center Branch project. Data is being collected and analyzed, and we have indications that the design engineers are working to resolve this problem, but we do not have any specifics. He said he hopes that we will get information very soon leading to a discussion of what the different approaches might be to get the project back on track.

Ms. Wascom made a request that Mr. Watts schedule a meeting with the Mayor and her staff to see when we can expect an update. The silence is not acceptable when a huge building is being constructed. There must be reasons for the lack of updates, but she would like Mr. Watts to communicate to the Mayor that the Library Board has concerns and would like an update. Ms. Wascom made a motion that the Board request that Mr. Watts contact the Mayor for a meeting about the River Center Library.

Ms. Temple asked Mr. Watts if he has had any contact with the Mayor to which Mr. Watts said he has had contact with her staff. Mr. Jacob said we have a motion that Mr. Watts set up a meeting with the Mayor or her staff regarding any information about the progress on the River Center Branch that can be shared. He asked if anyone seconds the motion. Mr. Jacob seconded the motion. Mr. Jacob asked for a vote in favor of the motion.

Ms. Temple said Mr. Watts has already had a conversation with the Mayor's staff. Mr. Watts said we have talked to the top staff in the Mayor's Office, and they do not have information at this point. Whether the Board makes a motion or not, we are routinely asking for updates. If you vote for the motion, he can tell them the request is coming from the Library Board. The heart of the request seems to be when can we get to a point where we can get a clearer idea of what the path forward will be for the River Center Branch construction.

Ms. Wascom said this is also a part of the process that one goes through when discussing a solution to a problem. We would have a record of when we met with the Mayor and whether they could release any information. It's a process similar to the one we follow when constructing a facility. The Library Board and the citizens would like information, and the motion is to initiate a process.

Mr. Jacob asked the Board if there was any further discussion by the Board. Mrs. Guarisco asked Mr. Watts if the Mayor's Office is reaching out to inform him that there is no updated information about the River Center Branch, or is Mr. Watts checking with them, or is it both parties keeping in touch. Mr. Watts replied that both parties have initiated contact. Recently the Library has been asking more frequently because when there is nothing to report, the tendency is to stop calling. Mrs. Guarisco also asked if it is typical that this much time has passed without a resolution. She asked if it is taking such a long time because they are looking for the exact cause of the problem. Mr. Watts replied that he does not know enough about what is happening to fully answer Mrs. Guarisco's questions. He added that he has been involved in numerous construction projects where there have been some issues. But those issues were of the type that could be resolved rather quickly, typically in weeks rather than months. At times it was an issue of inconclusive data which would slow down the project or even stop the work. Once the data was clarified, the project could continue. At other times the issue was much more mundane which was easily addressed. Mrs. Guarisco asked Mr. Watts if he felt that when the Mayor's Office does have an answer, they will share it with him. Mr. Watts said he would think so. Right now everyone needs to remember that the people who solve the problem are the people in charge of the project; and that is the architect, the design team, the contractor, the engineers, and the subcontractors that work for the design team. As they are working on it, there is a great amount of data to review, including considering solutions, and possible remedial actions. One would speculate that this is an intense process involving advanced types of calculations and modeling using science, math and engineering. Eventually a clear path to a resolution should occur after this work is completed. Mrs. Guarisco said since they are also working on remediation steps, it is easy to become impatient. She would want them to take the time to arrive at good steps to fix the issue. Mr. Watts agreed that nobody wants to be accused of imprudently and hastily trying to push someone to make a decision. However, on the other hand, we hope that all involved have a sense of urgency in resolving the issue.

Mr. Jacob asked Ms. Wascom if she wished to go forward with the motion. Ms. Wascom answered affirmatively. If the motion fails, she said she would like it made known that the Library Board is following a process similar to other Boards that she is involved with. If there is a difficulty, a process should be followed. It doesn't mean that all of the Library's concerns will be immediately resolved, but that we know they are following a process with meetings being held, and that discussions are going on among those involved. She said it would be an update scenario that would be concrete and not vague. We wouldn't be asking for the issue to be fixed without all of the necessary knowledge.

Ms. Temple said if Ms. Wascom wished to go forward with the motion, maybe the Board could amend the motion to give Mr. Watts more direction such as meeting with the Mayor and giving the Board a timeline regarding how often they will get updates. She said a process would be great, if we could get an update from the Mayor monthly whether there is something to report or not. Ms. Wascom replied that she liked Ms. Temple's suggestion. Ms. Temple said she would like to amend the motion to include a process for Mr. Watts to get a monthly update from the Mayor's Office or her staff. Ms. Wascom agreed and amended the motion to state that Mr. Watts or his staff meet with the Mayor or her staff monthly for an update on the River Center Branch project.

Mr. Jacob said that Mr. Watts just stated that he contacts the Mayor's Office regularly. It seems that that process is already occurring informally. He wondered what new information the Board would receive if they pass this motion. Ms. Wascom replied that they may or may not have any more information, but there will be a process established in which Mr. Watts would report to the Board on the date that he met with the Mayor's Office. She said no information is not acceptable. She said it is up to the Board whether we pass the motion. Mr. Jacob said he is thinking about what the motion would accomplish in the way of new information. He added what would we get from this motion that we are not already getting. He pointed out that every month there is an item on the agenda regarding this project. Mr. Watts reports to the Board on what he has found out since the prior Board meeting. Mr. Jacob wondered what the Board would gain with this motion.

Ms. Wascom said the Board would have a process so that the public knows that a formal step has been taken because the Library Board has a responsibility for knowing what is occurring at the River Center Branch. This process would be preferable to reporting that there is nothing to report. Mr. Jacob said the reason Mr. Watts has nothing to report is either because the Mayor's Office is not releasing any information, or because they don't have any information. Mr. Watts replied that he thinks it's the latter, but he can't say for certain. They are relying on the processes that the reviewers are using, and are waiting until they get the results. Mr. Watts said he does not mind requesting a regular time to touch base with the Mayor's Office or their liaison. It should be done as a way to keep communication open. He added that he did not think he or the Board can dictate processes to the Mayor's Office. He said we can say we would like to communicate in a formalized way.

Mr. Jacob asked Mr. Watts if he knows how often the Mayor is in communication with the engineers to which Mr. Watts said he does not know. He added that he does not think the Mayor's Office is directly involved. He said he thinks the communication is among those directly involved with the problem.

Mr. Jacob said the Board had a motion on the floor that he seconded. He asked if they want to withdraw that motion. He asked Ms. Wascom if she wanted to proceed with the amended motion to which she said yes, that Mr. Watts would meet monthly with the Mayor's Office. She asked Ms. Temple if she was agreeable with the amended motion. Ms. Temple replied that she is not really in favor of the motion, and is in agreement with Mr. Jacob that we already have a process in which we get updates once a month. She added that she is fairly satisfied with how Mr. Watts is proceeding.

Ms. Wascom said in her other work in the government, the process becomes important when one is gathering information. She added that having a process is second nature to her. She said she would withdraw the motion since she doesn't have the votes to pass it. However, she still would like a process and to discuss this at another time. Ms. Temple asked Ms. Wascom if she felt that the Board should be giving the public information. Ms. Temple said she would like the motion to be more detailed in order to tell Mr. Watts what the Board would like him to report on. Ms. Wascom said she doesn't think that the Board can know what details to ask about because those really involve the architects, engineers and contractor. The sanctioning by the Board for these updates is important. Ms. Temple said she would like to see this topic on the agenda again next month with more detail. Ms. Wascom said she would talk to Mr. Watts about how to word the

motion. Mr. Watts said we might ask the Administration if they have an idea of how a better line of communication can be established. Ms. Wascom said this approach was good. She confirmed with Mr. Watts that he would contact the Mayor's Office about setting up regular meetings with them. Mr. Watts said he would convey to them what the Board discussed at this meeting. Ms. Wascom said she feels it is the Board's responsibility to gather information, and is why they have been appointed to serve.

Mr. Jacob asked Ms. Wascom if she withdrew her motion. She replied affirmatively until next month. Mr. Jacob said he thinks they need to consider the best format to get the information they all want.

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 the contract with the construction contractor was executed on June 15th. The contractor hopes to begin preliminary work around August 2nd. They are waiting for a permit from the Department of Transportation before they can begin the project. The projected completion date for construction including the punch list is March of 2020. He noted that timeline is a little longer than he had hoped for. A pre-construction meeting was held on July 11th attended by Ms. Husband, Ms. Stein, Mr. Rattle, the architects, the construction manager, the site supervisor, and staff from City-Parish Architectural Services. We reviewed a list of all the sub-contractors, and major suppliers, and discussed the required permits and documentation issues. Routine processes such as change orders and invoice procedures were explained, as well as the role of the project architect, Architectural Services and the Library. Monthly meetings at the site will occur on the second Thursday of each month at 10:30 a.m. Also under discussion was an explanation of the testing rotation and the process to be followed in approving specific tests and arrangements required for sampling. A thorough explanation of the Final Acceptance process and the fact that the City-Parish does not employ a substantial completion designation was given.

Mr. Watts showed a drawing of the Greenwell Springs Road Regional Branch building and the parking lot. He pointed out the staging area on the eastern side of the parking lot. This leaves us with 129 parking spaces which will be more than enough during the construction process. He noted that half of the meeting room space will be used for storage. One medium sized room will be available for meetings. We won't have large meetings at this facility during construction, so the parking should be adequate.

Mr. Watts then showed a floor plan drawing of the renovation. He pointed out the parking lot, the meeting rooms, and the shaded areas which will be additional new construction. One of the vital areas will be the expanded Children's area and a larger teen area. Collaborative study spaces and new bathrooms are much needed. There will be a real change in this branch.

During our meeting we went over several areas. It had been proposed to remove the skylights, but the architect wants to retain the KalWall system for the skylight and replace the existing panels. The contractor wanted to shut down the mechanical systems for 28 days instead of the 14 days stipulated in the contract. This request was rejected because closing for that amount of time becomes disruptive to our patrons' usage pattern, and access to technology. The contractors wanted the days in order to cut down on employee overtime. There will be some other scheduled closing times, but they should not be for a long period of time. The construction work will begin on the eastern side of the building where there was substantial damage from the flood. All of the walls that had taken on water during the flood were remediated. Mr. Watts pointed out the areas that will be added and where new flooring and lighting will be installed.

Ms. Wascom asked if the bookmobiles will come to the site when the building is closed. Mr. Watts said they would try to arrange for the bookmobile to be there for some of the days. We may not be able to spare the bookmobile for every day that they are closed.

It will be difficult for the staff and the public during the construction process. It will be noisy, and distracting. But for those who do not have PC's at home, it will be great that the Library is open. Ms. Wascom agreed that when one is desperate to complete homework or submit applications, one does not worry about noise. Mr. Watts said if one comes in to pick up some books, it will be a momentary inconvenience. Ms. Wascom said these patrons have suffered so much from the flood, so we try to do as much as possible to help to which Mr. Watts agreed.

Ms. Husband said we talked to the contractors about starting work at 6:00 a.m. before the Library opens in order to complete jobs that are very noisy. That may be how we can address some of the noise.

Mr. Watts said there will be some issues regarding moving materials out of the building. We did a walk-through on Monday, July 16th, focusing on moving activities. Many books need to be moved requiring shuffling of shelving. Some books will need to go to storage, but we do not have enough shelving there. We will need to transport shelving to the storage area.

Ms. Husband noted that the contractor was hoping to pour all of the concrete needed for the new foundations for the new construction during Phase I to save time and be more efficient. Mr. Watts said one of the issues is that the telecommunications system located at the back of the building will need to be relocated now instead of in Phase III. Also the irrigation system that goes around the building will need to be moved. Data lines will terminate in an area that is yet to be constructed. We are working on a plan so that we will not need to move those lines several times.

Mr. Watts said that concluded the report on the Greenwell Springs Road Regional Branch. Mr. Jacob asked for any additional comments from the Board. 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 asked Ms. Husband to discuss the Jones Creek Regional Branch Library renovation project. She said we had a meeting on July 10th with Mr. Steve Jackson and Mr. Patton MacMorran, architects for the project. We had submitted comments about issues we had during design development. At this meeting we discussed those comments and adjustments were made. For example, instead of frameless glass in the study rooms, we will use store front glass because it's more efficient and less expensive. We discussed A/V requirements and have decided that we will meet again to choose the package that will supply our needs adequately. In most of our study rooms we only require a monitor that hooks up with a computer. Ms. Husband noted that we also talked about the roofing in the Children's area.

She said we briefly discussed the staging area, and the parking area available during construction. We determined that we will retain 75% of our parking spaces which will hopefully be sufficient for patrons and staff. We also established a maximum height of 15 feet for the pendant lights in all areas. We also talked about the OPAC footprint requirements. We want to have online access to the catalog throughout the building. We've asked them to change the teen area doors to double doors so that we can easily move larger items in and out of that space. We are considering a generator space, and are pricing that to see if it is feasible.

Ms. Husband noted that we talked about flooring issues and the need for a moisture barrier. With certain types of floors, a moisture barrier is necessary. Testing would be done to determine the correct installation process. We also discussed door designs, counter tops and even the height of toilets. There is the ADA handicapped height and the standard height for toilets. We requested additional handicapped toilets to meet the needs of the population that is aging. We looked at reading nooks and the possibility of installing a variety of options for those.

Ms. Husband said we will discuss further the A/V package and where the data and power are located. Mr. Jacob asked if there is a formula based on square footage to determine how many bathroom fixtures and stalls must be ADA compliant. Ms. Husband answered there is a formula. Mr. Jacob asked if we have the option to increase the number to which Ms. Husband said yes. Mr. Watts said we might be putting in more than the minimum because the population is aging everywhere. Sometimes we go beyond what the code demands. We've asked for "airport-types" of entrances into the large restrooms so that doors are omitted which can be obstacles to those with walkers or wheelchairs. When the men's and women's restrooms are side-by-side we would like a divider wall between the two spaces. Ms. Husband noted that we are adjusting our millwork to reflect the ways that we are using spaces now, and using wider doors in areas where we have large items too big for traditional doorways. We are considering deeper drawers in cabinets and wider shelving to conform to the way we are using storage areas.

Mr. Jacob asked the Board if there were any comments from the Board. Ms. Temple thanked the staff for being so detailed on specifications and for thinking about what is necessary in various areas. She added that people do not realize how much consideration to detail is given as these renovations are planned. In many places the direction is very general such as changing the carpet. Ms. Temple said it is awesome how our staff plans, and she thanked the staff again. Mr. Watts

noted that no matter how hard one tries, when a project is finished there is always something that one wishes would have been done differently.

Mr. Jacob asked for any other comments. There were none. He thanked Ms. Husband and Mr. Watts, and then he read Item D.

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

Mr. Watts said that the Parish Attorney’s Office is now working on drafting the purchase agreement. This is a good positive step. He said he hopes to have more information by the next Board meeting. Mr. Jacob said this is music to his ears. He thanked Mr. Watts.

Mr. Jacob asked if there were any questions from the Board or the public. 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.

Mrs. Guarisco asked about the Circulation statistics. She said she noticed a huge increase of 50% in the Interlibrary Loan numbers from last year. She wondered why this has happened. Ms. Stein replied that we updated the collection information that we share with other libraries. Now those that borrow from us have improved access to our larger collection. They have new ways of seeing our collection and are, therefore, asking to borrow more from us. This month the State Library has changed the way we report those statistics. Ms. Guarisco asked if this statistic refers to items other libraries are borrowing from us to which Ms. Stein said yes. Mr. Jacob asked which parishes borrow the most from us, and what does it mean that they borrow from us. Ms. Stein said a library can see our collection and request to borrow one of our books; for example, a book on Huey Long. This is especially helpful for a book that is out of print. She added that our patrons can also borrow books from another system if we do not have the items in our collection.

There being no other comments, Mr. Jacob asked for a motion to adjourn the meeting. Ms. Temple made the motion and Ms. Wascom seconded it. The meeting was adjourned at 5:30 p.m. by unanimous vote.

Mr. Jason Jacob, President

Mr. Spencer Watts, Library Director