

TENTATIVE AGENDA  
FOR SPECIAL MEETING OF THE  
EAST BATON ROUGE PARISH LIBRARY BOARD OF CONTROL  
**MAIN LIBRARY**  
**THIRD FLOOR BOARD ROOM**  
**7711 GOODWOOD BOULEVARD**  
**BATON ROUGE, LA 70806**  
**JULY 26, 2018**  
**4:00 P.M.**

- I. ROLL CALL
- II. REVIEW AND DISCUSSION OF THE PROPOSED 2019 LIBRARY BUDGET
- III. 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 Special Budget Meeting of the  
East Baton Rouge Parish Library Board of Control

July 26, 2018

The special budget meeting of the East Baton Rouge Parish Library Board of Control was held in the third floor Board Room of the Main Library at Goodwood on Thursday, July 26, 2018. Mr. Jason Jacob, President of the Board, called the meeting to order at 4:10 p.m. Members of the Board present were Mrs. Martha Guarisco, Mr. Donald Luther, Jr., Ms. Candace Temple, and Ms. Kathy Wascom. Absent from the meeting were Board members, Ms. Nicole Allmon-Learson 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; Ms. Liz Zozulin, Executive Assistant to the Library Director, and Ms. Jo Anne Blouin, Library volunteer.

Mr. Jacob then asked Ms. Zozulin to take the roll which she did.

**Review and Discussion of Proposed 2019 Library Budget**

Mr. Jacob asked Mr. Watts to discuss the budget. Mr. Watts then said that Ms. Pinsonat will guide the discussion and answer any questions the Board members have as they discuss the various components of the proposed Library budget for 2019. Mr. Watts and Mr. Pierce will supply additional information and Ms. Stein and Ms. Husband will report on their division requests. The purpose of this work session is to explain what the staff is proposing and the rationale for these requests, and for the Board members to tell the staff what the Board would like included in the proposed budget. After this work session Ms. Pinsonat will make any changes that the Board has requested in preparation for the vote by the Board to approve the proposed 2019 Library budget at the regular August 16, 2018 Board meeting.

Mr. Watts explained that the Librarian Coordinators began working on their budget requests in April. The requests were sent to the Business Manager and Assistant Business Manager for input into Munis, the new City-Parish accounting system. The input of the data for the budget was challenging because this was the first year Munis was used in the budget process. Some of the budget accounts were changed making it difficult to compare 2019 requests with the 2018 budget. Mr. Watts apologized for the delayed budget work session this year. Due to conflicts in senior staff schedules, the review of the proposed budget was not as intense as in prior years.

He added that as they review the binder, they will note several budget amounts that may change. In regard to computer equipment, funding is included in anticipation of possibly installing dark fiber to all of our library branches. The budgeted amount is large to enable the Library to proceed if dark fiber is warranted. Mr. Watts said dark fiber is the most expensive option, but we want to be prepared to bring the advantages of this technology to our patrons. This project is based on the

Broadband initiative and will only proceed based on the advantages provided by funding through the Universal Access's Second Modernization Order.

Mr. Watts directed the Board to the Summary and Detail section of the budget binder stating that the budgeting process for 2018 was based on property tax revenues of \$44,999,540. The proposed budget for 2019 is based on property taxes projected at \$47,099,600. He then asked Ms. Pinsonat to highlight and explain the various sections that comprise the proposed budget. Ms. Pinsonat said she will use the spreadsheet for the 2019 Annual Operating Budget as an outline as they review each account type. She said she assumed a conservative 2% growth in property taxes in 2019. However, the City-Parish Finance Department may slightly increase that amount based on their projections. She pointed out the amount projected for interest and penalties for delinquent taxes.

She noted that she decreased the amount for copier usage in 2019. Mr. Watts explained that this is warranted because patrons are making fewer copies and prints. The younger generations are generally saving documents electronically on flash drives and other devices. Ms. Pinsonat said the budget for the amount collected for fines will remain the same as in 2018.

In regard to interest earnings on investments, the budgeted amount has decreased from 2018 because as the Library spends money on capital projects such as The River Center Branch and the Greenwell Springs Road Regional Branch, the total amount of revenue will decrease. Therefore, the amount of interest earnings will decrease.

Ms. Pinsonat noted that items in contingent receipts such as the sale of t-shirts, recycling reimbursement, and thumb drives are included. Contributions made to the Library are placed in the donation account.

Ms. Wascom asked why the column for the 2018 over/under budget, for general property taxes, is the figure -\$1,176,500. Ms. Pinsonat said it represents an over-collection which is good. Ms. Wascom asked when does the Metropolitan Council receive the proposed 2019 budget. Ms. Pinsonat replied in November. Mr. Watts added that the budget is first reviewed by the City-Parish Finance Department, and the Mayor's Office. Other Departments such as Human Resources and Information Services (IS) will have input on the proposed budget. Mr. Pierce noted that the proposed cost of health insurance is not known until October. Mr. Jacob asked if the Library's final proposed budget is very different than the one initially submitted. Mr. Watts replied no, there is usually only a relatively small adjustment.

Ms. Pinsonat then directed the Board to the Salaries section of the binder. She noted that salaries and benefits are a large percentage of the total budget. Mr. Watts noted that the salary scale for City-Parish employees is going to need to be discussed and addressed in the near future because City-Parish salaries are below the market. It is difficult to attract and retain good candidates. The candidate pool continues to get smaller.

Ms. Pinsonat pointed out that we are requesting a reclassification of the Facilities Manager position to a Facilities and Security Manager under pay grade 2260 which is a higher pay grade. Ms. Temple asked for confirmation that the title would change to which Ms. Pinsonat replied affirmatively. Mrs. Guarisco asked if the Facilities Manager position is now filled. Mr. Watts

said that Mr. Alvin Rattle is in that position. His job is very demanding and he actually is performing as a Facilities and Security Manager. He should be getting a higher salary. In order to retain him long term this increase is critical. However, City-Parish may not allow it. Ms. Husband added that there is only one other Facilities and Security Manager in the City, in DPW. There are six Facilities Managers in the City. Ms. Pinsonat added that pay grade 2260 is two pay grades up from Mr. Rattle's current grade. Ms. Wascom asked if the Library can provide additional information to support the request, to which Ms. Pinsonat said that is generally not allowed in the latter stages of the process. Mr. Pierce said that City-Parish Human Resources and Finance make the final decision. Ms. Husband noted that on occasion Human Resources will ask the Library some questions about the request.

Ms. Pinsonat next discussed the reclassification of the PC LAN Administrator to a Network Administrator, and the reclassification of three PC LAN Specialists to Senior Network Technicians, and the addition of a Computer Programmer II, a Server Analyst, and a Computer Programmer I. Mr. Watts explained that with the changes in technology and the increased demand and knowledge required of the Library's Computer Services Department, the current job titles do not adequately describe how these employees function. Our current PC/LAN Administrator needs assistance because he is responsible for all of the servers and also supervises all of the technical employees. The Server Analyst is a supervisory position. This employee will be able to manage some of the technical staff, and make strong contributions in the technical management of the Library's network.

Mr. Watts discussed the role of the Computer Programmer II. This position will assist the Library to move to open content software from systems such as Cascade which is our current web content management system, enabling the Library staff to publish content to our web. The programmer will choose open content software and program it to meet our Library's needs. Evergreen is one such open content system. These changes will be occurring over the next three to five years. He also said our Library will more than likely need an open source ILS within the next five years. We would like to bring on a programmer now so that we can slowly transition to open source programs over time. The two part-time Programmer I positions can be filled by student workers who will share responsibilities. They may lack experience, but the Programmer II can supervise them and teach them best practices. Mr. Watts noted that hiring programmers as contract workers was attempted with unsatisfactory results. Ms. Stein said one was hired to create an app to access our website on devices. The results were not acceptable, and we could not proceed with this effort. Mr. Watts said that the Library will continue to request these new types of positions each year with the hope that eventually we may be able to recruit for these positions. Ms. Wascom noted that the State of Louisiana consolidated all of its IT services resulting in many unexpected consequences.

Ms. Stein said that Outreach Services is requesting the addition of a Library Technician II to assist with supervision including the required PMAS functions. She noted that Outreach has increased its services in the community. Demand for senior services continues to grow. The Salvation Army's facility destroyed by the 2016 Flood has recently reopened. Outreach Services are needed there in order to assist patrons to learn computer and job search skills.

Ms. Pinsonat then said that Reference Services has requested the addition of two part-time Library Technician I positions, one Library Technician II position and the deletion of the two Student

Librarian positions. Ms. Stein said the Career Center and the newly created Small Business Center in the Reference Department are cross training due to the overlapping nature of their missions. The Business Center staff is planning to travel to provide services to patrons in their communities. Mr. Watts noted that the student workers were Student Librarians.

Mr. Jacob asked why the staff was requesting part-time Library Technicians instead of full-time staff in Reference. Mr. Watts answered that part-time staff work better in meeting our scheduling demands because they can work when we need them and be utilized for greater flexibility. Ms. Stein said the Business Center needs Library Technicians. Mr. Watts noted that Technicians often have varied backgrounds including business experience. Ms. Wascom noted that in order to work at the Library, Technicians must have college degrees. Mr. Watts said that generally in libraries of our size a Master's in Library Science (MLS) is required of librarians. The Library Technicians must have a Bachelor of Arts (BA) or Science (BS) in any subject. Ms. Stein added that the Library looks for staff with broad experience and backgrounds.

Ms. Pinsonat noted that the figures for employee benefits are provided by the City-Parish as these are standard for all employees of the City-Parish regardless of the department in which they work.

Ms. Pinsonat directed the Board to the Other Operating and Maintenance Supplies section of the binder. As a result of the internal audit this year all programming supplies must now be placed in this section. She further noted that due to the Munis accounting system, new account titles have been added which include Cleaning & Sanitation Supplies, Building Materials and Minor Apparatus & Tools. Prior to this year most of these items were included under Repair and Maintenance. Mrs. Guarisco commented that this change is confusing. She wondered if there was a way to make these new figures stand out. Mr. Jacob suggested using a different print color. Ms. Stein said that since we compare these categories over time, if they are changed, we need to have a notion of that for reference.

Ms. Pinsonat asked the Board to look at the tab for Trackable Supplies <\$1,000 which is a new schedule in Munis. She commented that entering data for the budget in Munis was challenging at times. Only one person can be in this budget system at a time. Therefore, she and Mr. Pierce could not both be working on the budget at the same time. Mr. Jacob asked when Munis was first used by the City to which Mr. Watts replied October of 2017. Ms. Wascom asked how much is budgeted for the board games to which Ms. Pinsonat replied a total of \$1,500.

Ms. Pinsonat reviewed the section listed as Trackable Supplies between \$1,000 - \$4,999. She said the RFID supplies are listed under furniture in this section. She pointed out that there is a large fluctuation in our budgeted amounts and in what we actually purchase. A factor in this variation is that the Library's requests for supplies must be reviewed and approved by the City-Parish Purchasing Department. This process takes a considerable amount of time. Mrs. Guarisco said it might be better to compare the 2018 budget with 2017. Ms. Husband noted that she budgets in anticipation of needing to replace furniture such as task chairs. She may not need all of the items for which she budgets, but if there is an unexpected need the money is available. Mr. Watts agreed with Ms. Husband about budgeting for possible replacement items.

Mrs. Guarisco asked what “stratasys supplies and parts” are to which Ms. Stein said they are for the Library’s 3-D printers. She also asked what Juniper is to which Ms. Stein replied the Library’s servers. Mrs. Guarisco asked if the staff must provide a justification for every item listed in the budget to which Ms. Pinsonat said yes. Mrs. Guarisco asked if the Business Office staff can save their justifications for items and use them again next year. Both Ms. Pinsonat and Mr. Pierce said they didn’t think that would be possible in the new accounting system.

The Board then discussed the account title, Trackable Supplies – Library Books. Mrs. Guarisco asked if this includes books, CDs, and videos to which Mr. Pierce replied affirmatively, saying it includes everything. Mrs. Guarisco also asked if there is a guideline on what percentage of the budget should be spent in this category. Mr. Watts replied that a standard would be 10%. He said our Library spends approximately 12.4%. He also said 17% would be ideal, but 15% would be very good. Ms. Stein said on average libraries spend 7 – 8% of their budget on books.

Ms. Pinsonat discussed the Central Services Support account which is also known as Indirect Costs. She pointed out that this account does not have a special tab in the budget binder. The amount charged is dictated by the City-Parish. All Special Fund Departments, including the Library, must pay for all City-Parish services provided to us. Mr. Watts noted that the Finance Department determines what the charges will be. Ms. Pinsonat said the Library pays for the services of departments such as the Parish Attorney, Purchasing, the Finance Department, and DPW. She added that the Library’s indirect costs will probably go up for 2018 because the staff is needing a large amount of assistance using Munis. Prior to establishing a Facilities Management Division for the Library we depended on DPW for all of our needs in facilities maintenance and repair. Mrs. Guarisco asked when did the Library create a Facilities Management Division to which Ms. Stein replied 2008. Ms. Husband added that now that we have a strong Facilities Management team, we use the services of DPW much less.

Ms. Pinsonat directed the Board to the Utilities tab in the binder. The account titles included here are electricity and gas, and water and sewer fees. Mr. Watts talked to the Board about the frequent power outages with Entergy. He said when the power goes out at the Main Library, the generator comes on which keeps all systems on the third floor in operation. However, when the power is restored some systems do not come back up. Ms. Stein noted that the air conditioning for the server room does not come on easily. Mr. Watts said the RFID equipment turns off which means the intelligent returns stop working. Mr. Bryce Tomlin, our Computer Services Coordinator, then needs to get the system up once he is alerted that the power was out and has been restored. He can do this remotely, but at times he must come to the building to restore the RFID system. Mr. Watts also said the outages often cause the elevators at the Main Library, and the energy management systems at various branches to malfunction once power is restored. He said the staff needs to work with the City-Parish to research the reasons for these problems and resolve them. We may need to work with a contracted service.

The Board reviewed the Contractual Services tab. Mrs. Guarisco asked why fire alarm monitoring for the Baker Branch and Jones Creek Regional Branch Libraries are so much higher than the other facilities. Ms. Husband said they may be under a different system. She added that the new monitoring contract has not been awarded yet. Ms. Wascom said the Metropolitan Council will question us about this difference. Mr. Watts said the Library does not have any control over the

choice of a service provider. The City bids out fire alarm monitoring. Mrs. Guarisco asked if the staff can check with the vendor regarding the charges for these branches. Ms. Husband replied that she would investigate this concern. [Note: Staff research determined that the Jones Creek monthly price was picked up on a transitional multi-month charge, and has been adjusted; Baker appears to be on another system based on an older contract.]

Ms. Pinsonat asked the Board to look at the tab for Janitorial and Extermination Services. She explained that the Library is not paying for janitorial services for the Facilities Management Shop located at the Baton Rouge Police Headquarters because this space was not included in the walk-through when the contract was bid. She noted that the janitorial company for all of the Library facilities is TLG. They have underbid all of the vendors who have submitted bids. Recently the janitorial contract came up for bid. Thirteen vendors came for the walk-through. Ms. Pinsonat said she does not know who may be awarded the contract. After she receives the bid results, it may be necessary to adjust this proposed budget for 2019.

Mr. Luther arrived at 5:55 p.m.

Ms. Pinsonat then said that the Library pays for waste collection, disposal and recycling. The cost for each facility is listed under the Waste Disposal & Recycling Svc. Tab.

The budget for advertising was discussed next. Ms. Stein said that recently she was asked by *The Advocate* for an upcoming *Ask the Advocate* column, how much the Library spends on advertising. She said our total advertising budget is less than 1% of our total budget. She pointed out that the Library advertises through a variety of media outlets including TV (Channels 2, 33, and 9), radio, print, billboards, and online. She said many patrons utilize print media so some of our ads are placed there. Ms. Stein noted that when she is at a Library program, she asks those attending how they found out about the program. The responses cover all forms of advertising including *The Source* newsletter. Mr. Luther said social media is an important source for advertising. Ms. Stein noted that social media channels are listed under Contractual Services in the budget. Mr. Watts said we advertise to leverage what we have to offer to our patrons. Ms. Stein noted that the Library advertises on Channel 9's Facebook page, and on Channel 2's digital channel. Cox TV uses geofencing technology to target what ads will appear.

Mrs. Guarisco asked how the Library's advertising budget compares with BREC's budget. Mr. Watts replied that BREC's budget is larger than ours and they also charge fees for many of their services. Ms. Stein said BREC's advertising budget was \$800,00 a few years ago with a staff of twelve. The East Baton Rouge Parish School System spends over \$1 million on advertising. Ms. Stein noted that the Library must advertise in order to compete with others for the time and attention of the public.

Ms. Pinsonat talked about the printing and binding budget which includes *The Source* newsletter. Ms. Stein mentioned that starting next month a different printer will produce the newsletter. She said many of our patrons still want a printed version of the newsletter even if it is online. Both Mr. Watts and Ms. Stein said that the Library is doing less binding.

Ms. Pinsonat discussed the Dues & Membership account. Ms. Wascom noticed that the Library has not spent much of the money budgeted for 2018. Ms. Pinsonat explained that sometimes these aren't paid because staff does not go to a particular conference or event.

Travel and training was reviewed. Mr. Watts said that the Library sends staff to conferences and training sessions in order to keep these employees up to date on current trends, services and technology. Some of them are also on committees that require their attendance. He noted that other employees also go to conferences which develops their knowledge in their particular field. For example, our Computer Services staff will attend the Mini Maker Faires in Lafayette and New Orleans.

Mr. Luther said he has attended several conferences and they are very informative. Ms. Temple asked why \$200,000 is budgeted for travel when so little is actually spent. Ms. Pinsonat said that at times staff cannot attend due to unforeseen circumstances. Another issue is getting approval from the Purchasing Department. Mr. Watts added that we want to be generous in our travel and training budget, and provide these important developmental opportunities to a broad range of staff. However, staffing requirements at our various facilities must be maintained which can preclude travel.

Mrs. Guarisco asked how many are employed at the Library to which Ms. Pinsonat replied 587. Mrs. Guarisco said it is impressive that 331 employees are scheduled for travel and training. She added that since salaries are low, the travel and training possibility is a great benefit.

Ms. Husband said she meets with first time conference attendees to prepare them to maximize their educational experience. She assists them with planning what they should see and asks them to take notes highlighting the three most important things they learned. If several employees are going to the same conference, they all go to different events and classes so that as much of the conference as possible is attended by our staff. When employees return, they produce a report of what they did and they share it with their co-workers.

Mr. Jacob asked about the IFMA World Workplace Conference. Ms. Husband replied it is the International Facility Management Association Conference. This professional society provides training and certification to those working in facilities management. Mr. Rattle will attend with the goal of obtaining certification. The former Facilities Manager, Mr. Tim Bankston was a certified member.

Mr. Jacob noted the number of employees who may attend the Louisiana Library Association meeting including the Library Board members. Mr. Watts pointed out that six members of the Business Office can attend the Government Finance Officer's Association Conference. Ms. Pinsonat noted that they did not attend last year. She and Mr. Pierce decided there were no classes that directly related to their work.

Ms. Pinsonat then directed the Board to the tab for Communications. She said there is a large increase in the proposed budget because of the possibility of installing dark fiber to all of our branches. Mr. Watts discussed the implications of installing dark fiber. Dark fiber would provide more bandwidth and therefore, the capacity of faster internet speed and greater capacity to all of

our branches. Mr. Watts noted that e-rate would reimburse the Library for some of the cost of the dark fiber installation. He added that we will evaluate what the costs and reimbursement will be in order to determine whether it would be advantageous for the Library to utilize a dark fiber connection, or to increase our lit capability which would still be an improvement over our current speed.

Ms. Pinsonat then discussed the Professional Services budget. She said there has been an increase in this account. Ms. Stein said that the budget for Computer Services has increased. They will need a coder and graphic designer to assist in creating a new website. Maker programming workshops will assist us with our Maker Faires. Our Virtual Desktop Infrastructure (VDI) implementation requires Citrix Services, a Vmware 6.5 upgrade, and a SQL Server upgrade. Mr. Jacob asked if VDI is the technology in which each workstation is provided with only a monitor. The software is in another location on a server. Mr. Watts replied that this is correct, and that the advantage is that upgrades and changes can be made to all workstations at the same time, decreasing the time spent by staff on these tasks.

Ms. Stein reminded the Board that the Arts Council continues to be our booking agent for all of our programs. It has worked very well for the Library and our performers, ensuring that they are paid in a timely manner. Ms. Claire Delaune will continue to work as the Library's Social Media Specialist. The Library has also budgeted for a special events contract employee for River Center Branch and Outreach events.

The OrangeBoy Professional Services contract assists the Library by providing us with data that we can use to analyze our patron usage and needs in order to better serve them. Mr. Jacob commented that the Library is using analytics to provide the service our patrons want. Mrs. Guarisco asked how much do we pay OrangeBoy to which Ms. Stein said \$60,000 per year.

Mr. Luther asked about the Volunteers of America contract. He asked if we will be contracting with social workers to which Ms. Stein said no, case workers. This correction will be made in the budget document for professional services.

Mr. Luther asked if the Library is experiencing difficulties in filling vacant positions. Mr. Watts replied that we are, but that it is a City-Parish-wide problem. Mr. Luther asked what can be done about this. Mr. Watts noted that salaries are 8 to 9% less than they should be which makes it difficult to hire and retain staff. In his opinion, the City will probably want every department to look at staffing and work flow. He said at the Library we employ part-time employees. However, we can only employ 10-hour or 20-hour per week staff. If we could work through an agency for part-time workers, we could adequately staff our facilities and maintain more flexible schedules. Mr. Luther said the Library is open seven days per week. It is inconvenient for families when one member has to work regularly on the weekend. Mr. Luther asked if some of the positions in the budget are frozen to which Mr. Watts said currently the staff for a south branch library is in the budget, but frozen, and they will not be hired until they are needed.

The Board then reviewed Contractual Services. Ms. Stein noted that the contract for the homework help service with Brain Fuse or local teachers for \$30,000 can be deleted. Homework help is now provided by another vendor.

Ms. Pinsonat said the Courier Service and Cash Handling Service which have been combined must now be separated. She explained that the courier will only pick up the crates containing Library materials that need to be delivered between our branches and the Main Library. The Cash Handling Service will be responsible for collecting the cash from our multi-functional devices (MFDs/copiers). Ms. Pinsonat explained that our current courier service provider had bid very low as compared to the other vendors.

Ms. Pinsonat noted that the security guard contract has increased because we will employ the guards at some of the branches. Mr. Watts added that the Library will still use the Sheriff's Deputies because they provide good service and are sworn officers of the law. However, they are expensive and are in high demand, for example, at football games where they are paid more than we can. We do rely on our security vendor for these situations, and to help provide more extensive security coverage.

Mr. Luther asked about the contract for State Police background checks for Outreach Services staff. Ms. Stein said the Outreach staff visit day cares, pre-schools and other facilities with children, so screening is required for all who enter these facilities. Mr. Jacob agreed that everyone must be checked who works with children.

Mr. Luther asked about the Errors and Omissions Insurance Policy. He said he would like to know what the coverage limits are and what it covers.

Ms. Pinsonat pointed out that the cost of general liability, auto liability, and fire and extended coverage insurance will not increase in 2019. Under rental and lease agreements, Ms. Pinsonat said the Library will continue to lease the Kress building as the temporary location of the River Center Branch.

Ms. Husband discussed the budget for repair and maintenance of the Library facilities. Mr. Watts noted that he would like for some of these items to be moved to the Capital Improvements budget, but there are certain restrictive requirements. Ms. Husband said that the cooling tower replacement for the Baker Branch may not be necessary next year. She added that we budget for items that may need replacement, but we only replace an item if it is necessary.

Mr. Luther asked how much was spent on repairs and replacement of items at the Delmont Gardens Branch due to weather-related issues. Mr. Watts replied \$47,000.

Ms. Temple asked why the surveillance system at the Main Library needed to be replaced. Mr. Watts answered because we have experienced a number of problems and down time for multiple cameras, and the system does not consistently provide the data we need to properly secure the facility. Ms. Husband noted that the replacement may not cost \$100,000, and is only an estimate.

Ms. Pinsonat directed the Board to the Repair/Maintenance of Office Equipment budget. Mr. Watts said that the items are for the Computer Services Division. He pointed out that iBoss is an internet filtering system that is required by the e-rate program, but it is also necessary in a large system such as ours.

Ms. Pinsonat discussed a new budget category, Special Event expenses which includes the Author-Illustrator program, the Baton Rouge Mini Maker Faire<sup>®</sup>, and the One Book One Community program. Ms. Wascom commented on the evolution of the Author-Illustrator program over the years. From its small beginning, it is now an event that is well-known and well-attended. As such, the refreshments and decorations should reflect this.

Ms. Pinsonat pointed out that under the Fixed and Movable Assets detail page, fixed and movable assets have been deleted and placed in other budget categories.

Ms. Pinsonat then directed the Board to the Capital Improvements tab. She said we will finish appropriating for the south branch. Mr. Luther asked if the Library will purchase the additional property that was listed as multi-purpose in the presentation made to the Board by Mr. Charles Landry. Mr. Watts replied no because currently the price for the property although offered at a substantial discount, is relatively high. Ms. Wascom asked if the price has gone up to which Mr. Watts said not on the price per square foot, but the size of the land they discussed was actually bigger than initially thought. He also said the additional property about which Mr. Luther asked would represent a significant additional cost.

Ms. Pinsonat said we are not allocating money for the Jones Creek Regional Branch renovation, but are relying on the assignment of a substantial amount of carry-forward funds. Ms. Pinsonat also said that \$420,000 will be assigned to the Greenwell Springs Road Regional Branch renovation. Mr. Luther said our fund balance will go down then.

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

There were no additional comments by the Board.

There being no further discussion, Mr. Jacob asked for a motion to adjourn. Ms. Temple made a motion to adjourn. The motion was seconded by Mr. Luther. The meeting adjourned at 7:43 p.m.

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Jason Jacob, President

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Spencer Watts, Library Director