

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
AUGUST 16, 2018
4:00 P.M.

PLEDGE OF ALLEGIANCE

I. ROLL CALL

II. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JULY 19, 2018 AND THE SPECIAL 2019 BUDGET WORK SESSION OF JULY 26, 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 TO ADOPT PROPOSED 2019 LIBRARY BUDGET
- B. APPOINTMENT OF EVALUATION COMMITTEE; ANNUAL PERFORMANCE EVALUATION OF LIBRARY DIRECTOR – MR. JASON JACOB
- C. TO VOTE TO SEND COMMENTS TO CITY-PARISH ADMINISTRATION CONCERNING TAX ABATEMENT PROPOSAL - MR. SPENCER WATTS

VI. OLD BUSINESS

- A. RIVER CENTER BRANCH LIBRARY CONSTRUCTION AND INFORMATION PROCESS – 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

August 16, 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, August 16, 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; Mr. Ronnie Pierce, Assistant Library Business Manager; and Ms. Liz Zozulin, Executive Assistant to the Library Director. Absent from the meeting was Ms. Rhonda Pinsonat, Library Business Manager. Also present were Mr. Brian Thornhill, Library LAN Administrator; Captain Blair Nicholson of the East Baton Rouge Parish Sheriff's Office; and Mr. Frank Hillyard, videographer for Metro 21.

Mr. Jacob asked Mrs. Guarisco 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 July 19, 2018, and the special 2019 budget work session of July 26, 2018. Ms. Temple made a motion to approve the minutes, seconded by Mrs. Watts, and approved unanimously.

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

Mr. Luther arrived at 4:04 p.m.

III. Reports by the Director

A. Financial Reports

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

For 2018, operating expenditures through July 31st are \$18,346,680.87, or 41.52% of the operating budget. Through July, we should have spent no more than 58% of the budget.

Cash collections from Property Taxes for 2018 remain ahead of those collected in 2017, as we are approximately \$2.17 million dollars, and 5.12% ahead of the same 8 months last year.

Mr. Jacob asked if there were any questions. There being none, he read Item B.

B. System Reports

Mr. Watts asked Ms. Stein to give the systems report. Ms. Stein said the Summer Reading program has ended and school has begun. The Library staff is now transitioning from summer reading to assisting with school assignments.

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

- The wrap-up of the Summer Reading program always includes a party at each branch to celebrate the achievements of our young readers.
- Children enjoy old-fashioned games such as “Go Fish” along with jumping in a bounce house.
- At the Jones Creek Regional Branch Library a bulletin board filled with stars indicates the number of children who completed their reading commitment goal.
- The Library provides children with modest incentives each week to encourage them to read throughout the summer.
- The Library’s promotional efforts are focusing on back to school with learning tools from the Library’s online databases.
- HomeworkLouisiana’s Tutor.com provides free tutoring from 2:00 p.m. to midnight, Sunday through Thursday. Other useful databases for students are Learning Express, Access Science, Credo Reference, and Gale’s Interactive Science.
- Gale’s Interactive Science allows one to perform a virtual dissection. EBSCO’s Explora and Gale’s Artemis access several databases. Scholastic Flix assists children through middle school. Parents of homeschoolers and teachers are pleased with these educational tools.
- Mayor Broome’s Cradle 2 K program has completed its first year. This program is an initiative to prepare preschoolers with literacy building activities. The Library has provided deposit collections at WIC centers, and through parent-to-parent gatherings. We have also provided research materials as needed.
- Mayor Broome, Dr. Wade, Ass’t. CAO from the Mayor’s Office, Mr. Steven Olender, Bloomberg Harvard City Leadership Fellow, and Mr. Will Minton, Director of the Cradle 2 K program spoke at the Library last week.
- Mr. Olender has compiled a report of the results of this program in its first year. Many partnerships have developed which are being tracked. Short films have been produced which will be shown on LPB.
- The dedication of the Purple Heart Trail Marker was held on August 7th at the Jones Creek Regional Branch Library. The late Councilman Buddy Amoroso spearheaded the designation of Jones Creek Road as part of the national Purple Heart Trail. Councilman Dwight Hudson completed the project and was present with Mrs. Denise Amoroso for the dedication. Mr. Jason Jacob, Board President, along with approximately 100 members of the community participated in the event.

- Ms. Martha Guarisco, Board Treasurer, attended LPB's *The Power of Reading*, event held on Tuesday, August 14th at the Baton Rouge Community College. The program supports literacy efforts in our state.
- LPB's program is part of PBS' *The Great American Read* which encourages America to read and to vote for their favorite book from a list of 100 titles. A viewing party will be held at the Main Library in October to announce the winner.
- In September Mr. Ben Peabody, artist and author, will have on display in the Main Library lobby, his exhibit titled *Art & Addiction: Sabotage, Sobriety, Surrender*. Mr. Peabody and Dr. Beau Clark, City-Parish Coroner, will speak about addiction and sobriety at a special program on September 16th.
- The renovation of the Greenwell Springs Road Regional Branch Library is underway. Books in the closed work area of the branch have been relocated to the Library's climate controlled storage facility in Renaissance Park.
- The Library is promoting the City-Parish Red Stick Ready program which helps citizens to prepare for disasters and emergencies.
- The Red Stick Ready app is available to download to cell phones and other electronic devices to provide accurate, up to the minute information to the public. The Library will instruct patrons on how to download the app and use it. In addition, an info-guide for hurricane preparedness can be found on the Library's website.
- On Saturday, September 1st from 3:00 – 7:00 p.m., the Library is celebrating the 20th anniversary of the publishing of *Harry Potter and the Sorcerer's Stone*. The Tonks & the Aurors Rock Band will begin playing at 5:30.
- The Library is calling for makers for the Baton Rouge Mini Maker Faire[®] to be held on Saturday, October 6th at the Main Library. The theme is space. Special guests involved in the space program will speak.

Ms. Stein noted that she has just returned from the Louisiana Association of Non-profit Organizations' (LANO) Annual Conference. Mr. Andrew Tadman, Head of the Library's Reference Services also attended as an exhibitor with information on the Gale Small Business Module for Non-profit organizations. The Library has been informing the business community of resources available to assist them. The Workforce Commission will make a presentation at the Library in September.

Ms. Stein spoke about the 41st Author-Illustrator program to be held on Thursday, October 11th at 7:00 p.m. at the Main Library featuring author-illustrator, Brian Floca. Among his many works, Mr. Floca wrote and illustrated *The Race Car Alphabet*, and *Locomotive* and illustrated the book, *Poppy* by Avi.

Ms. Stein said the Library will pilot a new service for those who wish to binge watch a particular series such as movies by Alfred Hitchcock, or a particular TV show. The “binge boxes” containing DVDs are labelled and ready to grab and checkout.

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 architects are revising the images for the end panels for the children’s area at the Bluebonnet Regional Branch Library.

Ms. Husband then discussed the RFID project noting that the Library is awaiting the delivery of the gates for the Fairwood Branch Library, and a section of the conveyor system for the Greenwell Springs Road Regional Branch Library. She said an email informed them that the gates would be installed on August 27th and the configuration of the automated materials handling system at the Greenwell Springs Regional would occur on August 28th

Today at the Main Library, new emergency phones were installed in each elevator.

Mr. Jacob then asked Mr. Watts to give the Miscellaneous Reports under Item B.

B. Miscellaneous Reports

Mr. Watts reported on the search for a Deputy Director. He said the applications were reviewed and seven were chosen for phone interviews based on their qualifications for the position. The phone interviews were conducted last week, and each one was good. We did find two or three who were very strong possibilities. He noted that he, Ms. Husband and Ms. Stein are reviewing the applications and the results of the phone interviews to determine who will be asked to visit Baton Rouge for a day for the final stage of the selection process. He noted that as many as four may be offered an in-person interview at the Library. In all cases the travel time will be considerable, so we want to be sure those asked to travel are viable candidates.

Mr. Watts noted that when the staff have chosen the final applicants, he would like two or three Board members to participate in the interviews which will be conducted the last week of August and the first week of September. He asked Mr. Jacob to appoint the Board members and to inform him of their names.

Mr. Watts said the applicants will spend the day with the Library Administration touring the Main Library and several branches enabling us to get to know each candidate. A formal interview process of about an hour will occur at the end of the day.

Mr. Watts added that it is important for the staff to observe the candidates' skills as librarians. However, it is also important for the Board members to provide feedback on their perceptions of how the candidates will interact with our community, and on their leadership qualities which will be necessary as Deputy Director. This information will be helpful when he chooses the one to fill the position.

Mr. Watts noted that by tomorrow we will decide who will be invited to visit for a day and be interviewed at our Library. Mr. Jacob asked that any Board member interested in participating in the interview process should either call or text him.

Mr. Watts said we are pleased with the candidates that applied. Mr. Jacob said he is looking forward to having this position filled to help with the workload. Mr. Watts agreed that every day we are aware of how needed this position is for the continued successful functioning of the Library system.

Mr. Watts noted that on Saturday, August 4th the Mayor's Office and the Mayor's Office of Homeland Security and Emergency Preparedness (MOHSEP) conducted a 5½ hour training session on Disaster Preparedness for City-Parish Department leadership personnel. Ms. Husband, Ms. Stein and he attended.

Mr. Watts said the Library does have very good procedures and processes in place in the event of an emergency or a disaster. Disasters or emergencies can occur at any time of year, but at the beginning of hurricane season we do review our plans. Every year between October and December Ms. Husband updates the Library's Continuity of Operations Plan (COOP) binder which contains very good information on the emergency processes in place at the Library. During the Flood of 2016 our COOP was very helpful as we worked toward re-opening the Library. We have been sending an updated copy of the COOP to the Mayor's Office each year. At this training session we learned that we also need to send a copy to MOHSEP.

Mr. Watts also said we supported the Red Stick Ready app last year. However, we are going to promote it even more this year, encouraging our citizens to use it. It's a very sophisticated tool, and contains very useful information. If we do have a storm in the gulf this season we will particularly use that opportunity to suggest this app to our patrons.

Mr. Watts then discussed the Purple Heart Trail Marker Dedication mentioned by Ms. Stein in her report. The turnout for the dedication was good. It was a very hot day, so we were glad to provide a meeting room for the formal portion of the dedication. We are also proud to have the marker located on the grounds of the Jones Creek Regional Branch Library. Jones Creek Road is now designated as part of the National Purple Heart Trail. It is a fitting way to honor the wounded veterans who have been awarded the Purple Heart for their military service.

Mr. Watts discussed the RFID project. We are disappointed that the delivery of the gates for the Fairwood Branch, and one component for the automated materials handling system at the Greenwell Springs Road Regional Branch have been delayed again. We are expecting delivery during the last week of August. This past weekend we had a problem with the external intelligent return at the Main Library. However, the technicians repaired it on Monday.

Another concern occurred with the self-check kiosks. Because of the way the self-check kiosks were originally configured in the software provided by mk Solutions, when patrons wish to look at their account, items checked out are shown, but items overdue are not noted. There is a separate tab for these items which operates differently than our online catalog. Our Computer Services Librarians, Mr. Bryce Tomlin and Ms. Amanda Goncu, worked with our vendor who developed a new default screen that lists overdue items at the beginning of the list since they are sorted by date. The separate tab for listing overdue items is still available. Mr. Watts said he tried the kiosk himself and he was able to review his items successfully.

He then discussed the issues with the elevators at the Main Library. On August 8th we experienced a substantial power outage for a couple of hours. In the area 131 other businesses and residences were also affected. Ms. Allmon-Learson was in the Library when this outage occurred. The elevators malfunctioned and in one, the modem on the emergency phone burned out. We have now switched the system to a direct line which is not the same type installed by the original provider. The original provider will come to repair the system at a very high service fee. Our current elevator maintenance contracted through the City-Parish will maintain and repair our elevators. Mr. Watts said the other concern are the Uninterrupted Power Sources (UPS) on the top of each elevator. Their function is to provide power during an outage so that the elevator can move to the next floor allowing patrons to get out. The UPS did not work on one of the elevators on August 8th.

An affiliated issue is that when the power goes out the HVAC systems go down. In order to ensure that the system is working properly, and in order to analyze needed impacts to protect against surges, we will need to mimic a power outage. Mr. Alvin Rattle, our Library Facilities Manager, would like the service providers for the various systems in the building including the elevators, to be present for this test. We hope to run this test in the next several weeks.

As Mr. Watts spoke, a power outage occurred at the Main Library. Ms. Husband left the meeting to check the elevators. The alarm system also went off because of the power loss. Mr. Watts said we do want to investigate why we are having frequent power outages, and power surges in this area.

He then announced that after a prolonged process, the Library has received the outstanding payments from BREC for the shared plaza and service yard costs at the Main Library as outlined in the CEA between BREC and the Library. The final payment was made last month. BREC staff turnover involving key personnel contributed substantially to the delays.

Mr. Watts discussed the bid process for a cash handling service and a courier service for the Library. This was the second bid invitation for these services. As the City-Parish Purchasing

Department reviewed the bids received, they discovered a technical issue requiring another bid invitation. Hopefully, this invitation will result in a contract for these services.

Mr. Watts then said that a bid invitation was issued for janitorial services for the Library system. The City-Parish Purchasing Department is reviewing the bid responses in order to award a contract.

As Mr. Watts gave the following report, power was restored to the building.

On July 30th due to a chemical hazard caused by a tanker truck venting a chemical, a group of residents living along Airline Highway needed to be evacuated. MOHSEP asked that the Eden Park Branch Library serve as a temporary reception center while a longer term evacuation shelter was being prepared. The hazard was eliminated more quickly than anticipated and the residents did not need to use the evacuation shelter. The Library was able to help, and we were glad to be of service, providing a place where people would be comfortable.

Mr. Watts discussed the Munis Financial System and the work reporting/payroll module. Next week training will begin for using the new system to input work time. This training is in preparation for the implementation of the new system on October 1st. The Library staff is continuing to work on the transition process from the current Sunday to Saturday work week to a Saturday to Friday work week. The branch managers met earlier this week to work on this issue. We are hoping that we will have a scheduling scheme for the Library in place by the end of August.

Mr. Watts mentioned that the Louisiana Library Association is contemplating changing some of its management arrangements.

He told the Board that three or four trends have been noted by the American Library Association (ALA) as they occur in libraries across America. One trend involves the use of library meeting rooms. The Council made a statement about “hate speech” which is very difficult legally to define. In many cases it cannot be defined until it occurs. Caution must be exercised to avoid improperly restraining speakers before they speak. In regard to allowing the use of a meeting room, individuals cannot be denied the use of a meeting room because they have used hate speech in the past, or appear to be intolerant. Courts on all levels, including the Supreme Court, have regularly issued opinions broadly upholding first amendment rights. We need to be careful when an issue of first amendment rights is involved. However, there are restrictions that can be applied when an issue of time, manner, place and public safety are present. For example, if the “Bazooka Club” wants to meet and fire bazookas in the library, they can be denied the use of a meeting room.

Mr. Watts said there have been lengthy discussions by members of the Urban Libraries Council (ULC) about Artificial Intelligence (AI), robotics and Virtual Reality (VR). Our Library has had programs about robotics and virtual reality demonstrations. We intend to continue presenting information on AI and VR. Augmented Reality (AR) is another process in which a template can be placed over an item to assist in completing a given task. We are researching the field of AR.

Ms. Husband returned to the meeting, and Mr. Watts asked for an update on the systems and the elevator operation. Ms. Husband noted that nobody was stuck in any of the elevators. The energy

management system has not come back on, so the air conditioning is not working. Ms. Husband was in the process of calling building maintenance to come out to get the system running again.

Ms. Wascom asked how often these outages occur. Mr. Watts replied that there have been an alarming number of power outages even when there is no bad weather. Some of the homeowner associations in the area have been concerned. We've heard that some repair work is going to be done which will require the electricity to be turned off. Ms. Wascom asked if Entergy is the provider and if the Library has contacted them about our problems. Mr. Watts said we have not spoken to them recently. Ms. Wascom said that possibly there will be an upgrade. Mr. Watts said we need to know when there will be an upgrade that may interrupt the power. For the Library even a one-minute outage often causes the systems to fail once power is restored, and when the power goes on and off several times in succession, the surge in power is very hard on our equipment.

Mrs. Watts asked what is the longest amount of time that the power has been off to which Ms. Stein replied an hour or two. Mr. Watts added he does not think it was ever longer than three hours excluding the winter ice storm. Mr. Pierce said the outages seem to be particularly bad this summer. Mr. Watts said we are looking for solutions to our equipment problems and it would be nice if the power was more reliable in this part of town.

Mr. Watts then told the Board that in the next few months he will provide information to them regarding our fines policy with some proposals about eliminating or restructuring fines. For lots of people fines or the cost of replacing a book is a financial burden and is a barrier to using the Library. A few libraries across the country have changed their fines policy, and two or three have recently completely eliminated their fines. We already have a liberal fine policy with groups of people who do not accrue fines. He said in his opinion fines are easy to forgive. The biggest problem occurs when a book is damaged or lost, and must be replaced.

Mr. Watts then mentioned the recent national news reports about making guns with 3-D printers. He said at our Library this is not allowed. The local news had a segment about our 3-D printers and it was made clear that making weapons with our 3-D printers is prohibited. We know before the printer starts, what the individual is making, and the work is supervised by staff.

Mr. Watts also told the Board that the subject of guest cards will be discussed over the next few months. A guest card is given to a resident when they do not have a library card, or if a patron is visiting from out of town and needs to use a computer. We want to continue to allow this type of usage, but there has been discussion about relaxing the requirements. However, we do not want guest card usage to be abused. Our residents need to use a valid library card for library services. It enables us to collect data about usage. We want to know how much our citizens are using various services so that we can offer what they need.

Mr. Watts asked if there were any questions about the Miscellaneous Reports.

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 New Business.

V. New Business

A. Vote to Adopt Proposed 2019 Library Budget

Mr. Jacob said that most of the Board met together to review the proposed 2019 budget. He said he hoped that those that couldn't make the special work session met with the staff individually. He asked for a motion to adopt the proposed 2019 Library budget. Ms. Temple made a motion to adopt the budget, seconded by Mrs. Watts, and the motion was approved unanimously.

Mr. Jacob then read Item B under New Business.

B. Appointment of Evaluation Committee; Annual Performance Evaluation of Library Director – Mr. Jason Jacob

Mr. Jacob appointed Ms. Temple and Mrs. Guarisco to service on the committee with him to conduct the annual evaluation of the Library Director. Mr. Jacob noted that they have a form that they complete in conducting the evaluation. Mrs. Guarisco said she has the form that they used last year. Mr. Jacob asked her to email the form to each Board member. Mr. Jacob asked if there were any other comments.

There being none, he read Item C under New Business.

C. To Vote to Send Comments to City-Parish Administration Concerning Tax Abatement Proposal – Mr. Spencer Watts

Mr. Watts said that traditionally the Library Board has abstained from voting on the tax abatement proposals. The proposals are ultimately considered by the Metropolitan Council who are better informed regarding the merits of any tax abatement application. Mr. Jacob noted that the Board usually makes no comment. Mr. Watts agreed that the Library Board declines to comment. Mr. Jacob asked for a motion to send the abatement to the Metropolitan Council without comment. Ms. Temple made a motion, seconded by Ms. Nicole Allmon-Learson which passed unanimously.

Mr. Jacob asked for any public comments on any of the 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 and Information Process – Mr. Spencer Watts

Mr. Watts said that since the last Board meeting, the City-Parish issued a statement on August 3rd based on information provided by WHLC. This statement was important because it contained

much information we did not have prior to its release such as the process that was being used to analyze the problem. Within the release of information was an explicit description of the structural event that occurred on April 18th. It stated that there were two structural connection separations at the intersections of the east-west column line C and the north-south lines 2 and 4. It also stated that these two connections were located at the top of two of the four large structural trusses.

WHLC also described in detail how the problem was studied such as reviewing the multiple existing connections throughout the building structure. They also made it clear that many different parties were involved in studying the issue and in determining the required remediation and sequencing to permanently secure the building. Those parties included the design team, the general contractor, the City's structural expert from Exponent, and additional peer reviewers. Structural Consultants and Associates (SCA) also retained a structural material science expert to analyze the dynamic stresses applied to the building's structure. Due to the recommendation of our Exponent expert an additional peer review of the connections was conducted. Mr. Watts said this shows that there were many experts involved conducting a meticulous, thorough evaluation. This also explains to a large degree why so much time has elapsed.

Some general aspects of the work to be performed have been revealed. These include lifting of the structure by the deflected amount which will be achieved by using the shoring devices already in place. A number of locations will have additional welding, steel plate bracing, and structural stiffeners will be added. It appears that more than just a couple of connections will need to be re-welded, and braced. However, we do not know how many at this point. The report concludes with the provision that the end product will be as originally designed. That is, the building will retain its cantilever structure and appearance. The progress reported thus far is substantial.

Mr. Watts told the Board that this information is important. All of the parties are working to finalize these plans. As the contractor reviews them, they will outline what they will need to do, what it will cost, and the timeline for completing the work. After all of this work, a final report will be issued. There will be questions about the cost and responsibility for which the Library should not be involved. All of those involved in the construction of the building will follow a process. Now that we have been given some information, we can understand what has been occurring and why the time frame from the date of the occurrence to the present has been so long. Mr. Watts said he hoped that the final report will be released before the next Board meeting. The information will need to come from WHLC, and be reviewed by the City-Parish litigation attorney.

Mr. Jacob asked for any comments regarding this project. Mr. Jacob said he is encouraged because it seems there is a resolution on the horizon. We're getting there slowly. Ms. Wascom noted that instead of opening in December they will open next summer. Mr. Watts replied that since we don't know how complex the work will be, we can't say at this point when the work will be completed. He added that everyone involved will want to be certain all precautions have been taken and all corrections have been made.

Mr. Jacob thanked Mr. Watts for his update on the River Center Branch Library construction project. Mr. Jacob asked for any additional comments. There being none, he 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 we were told that the last items were moved out of the eastern wing of the branch today in preparation for the renovation project to begin. Mr. Duane Meeks, the Site Supervisor for Faulk and Meek General Contractors worked closely with the contractor to be sure they moved the materials quickly and efficiently. They experienced some issues with sequencing books which is not always natural for some people. We could not understand why they didn't stagger the trucks. They preferred to fill both trucks and unload both of them at the storage facility at the same time. It may have been related to deploying their manpower to unload the trucks.

There was a pre-construction meeting right before this Board meeting. We could not attend, but we had other employees there along with City-Parish Architectural Services. The important parties attending are the contractor and the sub-contractors. We do like to observe their attitudes and how they interact with each other.

Mr. Watts noted that we are working with Cox Communications for the re-location of the telecommunications connections because the contractor wants to pour all of the pads for the expansion areas at one time. Mr. Brian Thornhill, Library LAN Administrator, has been working with Cox. The relocation will take place in two to three weeks. We are also having difficulties with the irrigation system which will also need to be moved. Mr. Watts said the irrigation system was installed separately from the construction of the building, so no plans for the system can be found now.

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 said much work has occurred on this project, but it has been in preparation for the production of the construction documents. Our Facilities Management and Computer Services Departments have had pressing issues to resolve over the last several months. Now they have had time to review the electrical and data plans so that the construction document phase can begin.

Mr. Watts said that we have had several discussions regarding the extension of the flat roof and its integration with the existing Children's Services flat roof. This area is where the largest expansion is going to take place. There is a section with a sky light which can remain as is. The question was whether to retain the old flat roof and simply place a seam where the new roof and old roof meet. The Library staff feels it would be best if we replaced the old roof when the new roofing for the extension is being installed because problems always seem to occur along roof seams. It is more costly to replace the entire roof, but we will explore that issue more closely before a final

decision is made. The architect would like to make a new roof an add alternate in the bid package. We feel it should be part of the construction documents.

On July 31st we had a good meeting with Mr. Patrick Meeks, the media consultant, who has worked with the Library on some other projects. The media package that the architect presented exceeded our budget. We worked with Mr. Meeks on a reconfigured package which will include all of the interactive capabilities in the collaborative rooms, the sound system, the monitors, and the screens throughout the building. We have learned through the construction of the Main Library that the screens do not need to be oversized. A smaller scale screen (but still good-sized) can work very well and the price difference is considerable. Mr. Meeks will send us a revised media proposal as soon as he has completed it.

Mr. Watts noted that the placement of the water fountains has been resolved. These will be located in the lobby area. We worked on millwork finalization, book drop dimensions, rest room accessories, and inspection of chair rail samples.

The architects have requested a final furniture layout for electrical outlet placement. We will have a meeting on August 30th with the interior designer and the architect to discuss these issues. The architect has expressed some concerns about the flat wiring for under-flooring extension and how to provide the connecting outlets. This wiring has been successfully installed at the Bluebonnet Regional Branch Library. This method allows us to move furniture where it is needed and provide power where needed without trenching the floor. It is also more flexible for future movement of equipment and power.

The architects are also working to get a flow test completed. Overall progress is being made.

Mr. Watts asked if there were any questions about the Jones Creek Regional Branch project. Mr. Jacob asked for any other comments. There were none. He thanked Mr. Watts, and then he read Item D.

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

Mr. Watts said he will have a conference call tomorrow morning with Mr. Bob Abbott of the Parish Attorney's Office who is our real estate attorney. We have an outline of a rough draft for a purchase agreement for the property in the Rouzan development.

The total purchase price is higher than we originally were quoted. We anticipated this would be the case because the lot is actually a little larger which is preferable to being smaller than quoted. The quote is now approximately \$1.6 million which is about \$180,000 more than the original price. In relation to the total cost of the project, \$180,000 is not a significant amount. The lot size will allow us to construct a branch between 17,000 and 18,000 square feet, which is what we would like to have for a densely populated area of the parish. Another factor in the price is that the Library must meet the requirements of the Traditional Neighborhood Development (TND). We must have another inlet and outlet from the Library site for traffic flow purposes. This is part of the challenge

when working within a TND. There are more restrictions than with a stand-alone lot. For this reason, we are working closely with the Parish Attorney who is reviewing all the details involved.

Mr. Watts said some Board members asked if the Library could also purchase the three mixed use parcels mentioned in the presentation and located on the north side of the Library parking lot. Mr. Watts said he spoke to Mr. Charles Landry, attorney for the Rouzan TND, about the availability of that land. It appears the lowest price the seller would accept for this additional property is based on the appraised value, and this should be about \$657,000. However, the owner might not want to sell that property to the Library because it would be underpriced. Another consideration for the Library if we were to purchase the additional land, is that the TND requirements for the Library would change and the agreement would need to be re-worked. The TND is a new concept for this parish, and so the requirements for the TND must be studied and carefully followed.

Ms. Wascom asked about running out of property in the future based on issues at some of the branches we are renovating and expanding. She mentioned the Fairwood Branch location as one that does not have any room for expansion, and the restraints on the renovation of the Jones Creek Regional Branch site because of limited land availability. Ms. Wascom noted that in regard to the Rouzan site, because of the number of schools in that area, the Library may want to consider buying more land for future expansion. She added that for future purchases, if possible, land for expansion should be included in the purchase.

Mr. Watts agreed with Ms. Wascom. He noted that we have several branches that are land-locked. It is always an issue because sometimes we purchased the land that was sufficient at the time. He said he that when the land was purchased for the Jones Creek Branch, nobody could have envisioned the future density and the amount of residential growth in that area. Nobody would have considered that the property behind that building would be purchased to construct a complex with a property line that looms against the library.

In reference to the south branch, Mr. Watts said we must remember that this branch is a community branch and not a regional. It is not in our plan that this be a regional, and if we made it much larger, it would be considered a regional. A regional branch is different from a community branch.

He added that we need to remember that in our branches such as the Eden Park Branch, there are times during the day, when for four or five hours, the facilities are packed. Even the Main Library has periods of time when it is packed. Sometimes one cannot find a study seat especially when students come in to work. Patrons wander to the third floor looking for study space. He said on some days he wishes we had another 60,000 square feet in the Main Library.

Mr. Watts said a solution to the crowded facilities is to build a START branch or a smaller community branch to accommodate the needs of a densely populated service area. He added that the land at Rouzan, even with the discount, is high priced land. We also need to think about a balance across the parish. He noted that after the renovation of the Jones Creek Regional Branch, there won't be any space for further expansion. He commended the architects for finding as much space as they did for the renovation. The Fairwood Branch needs more parking, and we need to determine how we can add another twelve parking spots. The land was donated for the Fairwood Branch, so we didn't have the option to request more land. Mr. Watts noted that Ms. Wascom's

observations are very astute. Ms. Wascom said in the future we may need to consider buying enough property for future expansion.

Mr. Jacob asked if there were any comments or 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 comments by the Board. Ms. Wascom said she was approached by a gentleman at another meeting. He wondered why the Library did not allocate some of its money to other City-Parish services. It is misunderstood that the Library has money that it is not using. Ms. Wascom said she explained about the Library's dedicated tax funding, and how the citizens voted for this tax. It is to be used for Library purposes only. He was unaware of this situation. He said he wants the Library to be involved in literacy, work with mental health concerns, and other social issues in the community. Ms. Wascom replied that the Library does work on these concerns. It provides community information services, it assists people to find employment, and it helps in times of crisis, and disaster. She said she knows that the Library publicizes our services. She suggested that possibly we can do more outreach regarding community services the Library provides. She said this gentleman finally understood the scope of what we provide. He said the Library is almost a community center. She told him we are a Library in the center of a community. We are a Library first, but we are also a community center.

Ms. Stein asked where would this man see our information since he has not seen it in all of the ways we advertise. Ms. Wascom said she does not know. However, he belongs to a church group. Ms. Wascom wondered if we have any interaction with the faith community. Ms. Stein replied that we do have contacts with church groups.

Ms. Allmon-Learson commended the staff on how they handled the power outage on August 8th. They sprang into action to be sure the patrons were okay, and they continued to work to get the power restored three hours later. She said she stayed in the lobby and observed how diligently the staff worked. Ms. Husband and the Circulation staff at the entrance to the building worked through the challenges. Ms. Allmon-Learson noted that she understands how difficult a power outage can be.

Ms. Allmon-Learson then asked Mr. Watts about library fines. She wondered if each branch has its own fine policy. Mr. Watts replied that the fine policy is the same at all branches in our system. She then asked if our Library has an amnesty program for fines such as forgiving fines on a particular day of the year, or providing a volunteer option to work off fines. Mr. Watts said we have several programs system-wide. In December, we run the "Food for Fines" drive in which we collect non-perishable food items for the Food Bank. It serves two great purposes, eliminating fines and assisting to stock the Food Bank. Some patrons bring much more food than will excuse their fines. Teens can work off their fines by volunteering at the Library. We do have patron groups that never accrue fines. Those include senior citizens and children. Mr. Watts said his only criticism with amnesty programs is that some patrons will wait for the amnesty program in

order to clear their account. However, these programs generally do work well for the Library and the patrons. It also serves the community need for a Food Bank.

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 5:32 p.m. by unanimous vote.

Mr. Jason Jacob, President

Mr. Spencer Watts, Library Director