

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**  
**SEPTEMBER 20, 2018**  
**4:00 P.M.**

PLEDGE OF ALLEGIANCE

I. ROLL CALL

II. AWARDS AND PRESENTATIONS

- A. PRESENTATION RECOGNIZING SPAHT SCHOLAR, MS. TERI PERRY-COPPONEX – MS. MARY STEIN

III. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF AUGUST 16, 2018

IV. REPORTS BY THE DIRECTOR

- A. FINANCIAL REPORT
- B. SYSTEM REPORTS

V. OTHER REPORTS

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

VI. NEW BUSINESS

- A. REVIEW PROPOSED PURCHASE AGREEMENT FOR SOUTH BRANCH PROPERTY ACQUISITION IN ENGQUIST-ROUZAN COMMERCIAL DEVELOPMENT AND CONSIDER A VOTE TO FORWARD TO THE CITY-PARISH FOR DELIBERATION – MR. SPENCER WATTS

VII. 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

VIII. 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

September 20, 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, September 20, 2018. Mr. Jason Jacob, President of the Board called the meeting to order at 4:02 p.m. Members of the Board present were Ms. Nicole Allmon-Learson, Mrs. Martha Guarisco, Mr. Donald Luther, Jr., Ms. Candace Temple, Ms. Kathy Wascom, and Mrs. Delores Watts. Also in attendance were Mr. Spencer Watts, Library Director; Ms. Patricia Husband, Assistant Library Director of Branch Services; Ms. Mary Stein, Assistant Library Director of Administration; Ms. Rhonda Pinsonat, Library Business Manager; Mr. Ronnie Pierce, Assistant Library Business Manager; and Ms. Liz Zozulin, Executive Assistant to the Library Director. Also present were Ms. Pabby Arnold, Librarian Coordinator of Children's Services; Mr. Brian Thornhill, Library LAN Administrator; Ms. Kayla Perkins, Library Public Relations Coordinator; Captain Blair Nicholson of the East Baton Rouge Parish Sheriff's Office; Mr. Steve Hardy, reporter for *The Advocate*, Mr. Mike Davis, videographer for Metro 21, and 11 members of the public.

Mr. Jacob asked Mr. Luther to lead the Pledge of Allegiance to the Flag.

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

Mr. Jacob read Item II and asked Ms. Stein to make her presentation.

#### **II. Presentation Recognizing Spaht Scholar, Ms. Teri Perry-Copponex – Ms. Mary Stein**

Ms. Stein reminded the Board members about the establishment of the Spaht Scholar Award. She noted that two years ago, Ms. Katherine O'Neill provided the funding to create and install the stained glass artwork on the first floor of the Main Library in the AV area. This artwork was to acknowledge the establishment of the annual Spaht Scholar Award to be given to an educator who has made a special contribution to advancing children's literacy and love of reading. The Library recognizes each selected educator and adds books to the Library's collection in their honor. She added that the stained glass window honors educators and the search for knowledge leading to education and opportunity.

Ms. Stein announced that this year's scholar is Ms. Teri Perry-Copponex who is a librarian at Bernard Terrace Elementary School. Our Public Library staff have known her for many years through her attendance at the Author-Illustrator program, and through her collaboration with Children's Services.

Ms. Stein mentioned a few of the special events, activities and programs that Ms. Copponex has established. She said Ms. Copponex looks for ways to make an impact by making reading real in the lives of the children. For example, she is partnering with the P.E. coach to promote exercise

and reading. She got some desk bicycle exercisers that students use while reading magazines. She and the coach also teamed for a field trip to the Library along with a trip to the soccer fields.

Ms. Copponex has supported summer reading by creating a summer reading book club for second and third graders. She has written grants in order to upgrade and renovate her school library. We know that when one provides patrons with a fresh and inviting space, attendance and participation increase. Ms. Copponex also started a “Little Free Library” in front of the school which holds free books for community children.

One of the funniest moments occurred when her 5<sup>th</sup> grade boys book club voted on which t-shirt to select. The one chosen had a picture of a stack of books with the caption, “I tried to start a gang, but it turned into a book club”.

The best moment was during her 2<sup>nd</sup> and 3<sup>rd</sup> grade summer book club when a grandmother told her how much the whole family was enjoying the book, *Boxcar Children*. The grandchild read a chapter a night to the family. The whole family reading is a librarian’s dream. Ms. Pabby Arnold, Librarian Coordinator for Children’s Services, continues to remind adults to read to their children.

Ms. Copponex’s best program was one in which she invited both pre-k classes, all moms and baby brothers and sisters at home to come to story time. She told stories, sang songs, and a librarian from the public library read books. The LSU Nutrition Department provided healthy snacks of fruit and yogurt. Each child and baby received a free book to take home.

Putting books in a child’s home is so critical. Part of the grant that Ms. Copponex wrote enabled her to give each child five books to start a library at home. Ms. Stein noted that some of the studies have shown that in Louisiana, there are households with no books in the home. Ten years ago there was less than one book per home. Whatever we can do to increase this statistic is wonderful.

Ms. Stein said for all of these reasons, we have chosen Ms. Teri Perry-Copponex as the Spaht Scholar for 2018. Ms. Stein asked Ms. Copponex to approach the podium as those in attendance applauded. Ms. Arnold joined her with some of the books that were selected by Ms. Copponex and purchased in her honor from the endowment. These books are some of her favorites and will become part of the circulating collection in Children’s Services. These selections will be designated as part of the Spaht Scholar collection. Ms. Stein presented Ms. Copponex with a special certificate and then showed the plaque that will be hung for the public to see. It will contain the name of each Spaht Scholar with Ms. Copponex being the first one.

Ms. Copponex thanked Ms. Stein. She then introduced Ms. Susan Gauthier, the Director of the East Baton Rouge Parish School Libraries. Also in attendance were some of Ms. Copponex’s family and friends. Ms. Stein asked her if she wished to speak to which Ms. Copponex replied she would just say thank you for the recognition. Ms. Stein said that the families and the Library appreciates her.

Mr. Jacob said that on behalf of the Library Board, he wished to thank Ms. Copponex for the passion and dedication she has shown for her students. The effect on their lives will continue to benefit them for many years to come.

Ms. Wascom also thanked Ms. Copponex. She noted that her daughter is a school librarian, and she appreciates all that librarians do to help children, and promote literacy.

Mr. Luther then said his wife is also a school librarian in the public school. He thanked them for all they do. Ms. Copponex replied that she feels very blessed.

Mr. Jacob asked if there were any additional comments. There were none.

Mr. Jacob asked for the approval of the minutes of the regular Library Board meeting of August 16, 2018. Mr. Luther made a motion to approve the minutes, seconded by Ms. Temple, and approved unanimously.

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

#### **IV. 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 August 31<sup>st</sup> are \$22,788,966.49, or 51.57% of the operating budget. Through August, we should have spent no more than 67% of the budget.

Cash collections from Property Taxes for 2018 remain ahead of those collected in 2017, as we are approximately \$2.24 million dollars, and 5.26% ahead of the same 9 months last year. Although we had previously predicted an overall increase of 3% - 4% over 2017, because of strong interest earnings, it now appears we will finish 5% - 6% ahead of last year. Ms. Pinsonat asked if there were any questions.

There being none, Mr. Jacob thanked Ms. Pinsonat and then read Item B.

##### **B. System Reports**

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

- An extravaganza celebrating the 20<sup>th</sup> anniversary of the publishing of the first *Harry Potter* book was held at the Main Library on September 1<sup>st</sup>.
- Because of inclement weather, Quidditch could not be played outside. However, the LSU Quidditch team was present to discuss their tournaments which are open to the public.

- The band, Tonks and the Aurors, provided entertainment during the Harry Potter celebration of 20 years in America.
- Patrons of all ages and backgrounds came to participate in a variety of hands-on activities involving a Harry Potter theme.
- Teenage boys created mandrakes while others explored the divination process. Throughout the Library, books were displayed with bookmarks for the various houses.
- Book talks have begun for the new school year. Teen librarians are going to the schools, and also providing tours of the Library's facilities.
- Southeast Middle School met in the large meeting room for database instruction. They also learned how to tell a story which will be important in their buddy program.
- Mr. Andrew Tadman, Librarian Coordinator of Reference Services, spoke at the BRAC monthly meeting in September about small business services.
- On September 16<sup>th</sup> a program entitled Art & Addiction: Sabotage, Sobriety, Surrender was held. The artwork of Mr. Ben Peabody is on display in the Circulation area of the Main Library. Each piece of art is a story of addiction and sobriety.
- Mr. Peabody, Dr. Beau Clark, EBRP Coroner, and Mr. Cory W. all spoke to a group of about 250 people. Helping organizations were also present providing networking opportunities.
- In conjunction with the exhibit, the Library produced a flyer containing local resources for recovery and addiction. Because of the demand, several reprints were made.
- An example of a positive outcome from the Peabody art display occurred when the exhibit provided a catalyst for a mother and daughter to discuss the daughter's struggle with an opioid addiction.
- As part of the renovation of the Bluebonnet Regional Branch Library, new furniture such as the Brody workstations are proving comfortable, quiet spaces for individual study and work.
- The Innovation Space located at the Bluebonnet Regional Branch Library is available for patrons to use once they take a "badging" class. All of the classes have had full attendance.
- This maker space at Bluebonnet houses a 3-D printer, a Lulzbot mini as well as audio and video equipment such as a GoPro camera, blue and green screens, professional microphones, and a mixer.
- The Library has added a new database to the digital library. Pongalo contains Spanish language entertainment including movies, and TV shows, among others.
- The Library had a booth at the Mid-City Maker's Market to promote the Library's Baton Rouge Mini Maker Faire<sup>®</sup> to be held on Saturday, October 6<sup>th</sup> from 10:00 a.m. to 5:00 p.m. The theme is "space" with the Launch Your Imagination.
- The 41<sup>st</sup> Annual Author/Illustrator program on October 11 – 12 will feature Brian Floca. A free program entitled "Building Locomotive" will be presented at 7:00 p.m. on October 11<sup>th</sup>. A workshop for teachers and librarians will be offered on October 12<sup>th</sup>. The workshop is the only program that the Library offers requiring a fee.

Ms. Wascom told Ms. Stein that she tried unsuccessfully to register her grandsons for the Innovation Space badging class. There were no openings for the class in September or October. She said she is on a list for November or December. Ms. Stein replied that this indicates that the Library needs to hold more classes.

Ms. Stein also noted that the Author-Illustrator workshop does provide scholarships for students. The late Mr. Richard Peck, our first Author-Illustrator endowed a scholarship program for students.

Ms. Stein reminded the Board that September is Library Card Sign-Up Month. Also the week of September 24 – 28 is Voter Registration Week at the Library. Representatives from the Registrar's Office will be available each afternoon to assist citizens to register.

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

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

## **V. 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. She said we have decided to use flora and fauna found in swamps such as butterflies, birds and raccoons.

Ms. Husband then discussed the RFID project noting that the staff worked with mk Solutions technicians to install new RFID gates at the Fairwood Branch Library. They also assisted in installing the automated materials handling system at the Greenwell Springs Regional Branch. The Library's Facilities staff had to move shelving and furniture in the Circulation workroom to make space for the equipment. There is one printer issue on the exterior intelligent return which mk Solutions technicians will repair.

Mr. Alvin Rattle, Library Facilities Manager, arranged to have some shorelines installed at the Library's Outreach Building so that the bookmobiles can be recharged. He and his staff also worked on a persistent irrigation leak at the Main Library. It was difficult to determine the exact location of the leak. However, the area was finally found and the pipe was replaced.

Ms. Husband thanked the Library's Facilities and Computer Services Departments for their continued assistance and efforts with our maintenance issues.

She asked if there were any questions. There being none, Mr. Jacob then asked Mr. Watts to give the Miscellaneous Reports under Item B.

## **B. Miscellaneous Reports**

Mr. Watts reported that we have made progress on the search for a Deputy Director. He said we had phone interviews with seven candidates. The top three candidates from that group were asked to visit Baton Rouge for a day for the final stage of the selection process. We visited several branches where they met various staff members. We were able to interact with each candidate and the candidates were able to learn about our Library and its operation. In the late afternoon we conducted a formalized panel interview with approximately 14 questions some of which had multiple parts.

Mr. Watts noted that Mr. Jacob, Ms. Wascom and Ms. Temple served on the panel to conduct the interview process. We have been reviewing our notes and expect to make a decision and announce our choice around October 1<sup>st</sup>. He thanked the Board members for their willingness to serve on the committee.

Mr. Watts discussed the changes in the work week schedules for staff. The new system will change the work week from the current Sunday to Saturday cycle to a Saturday to Friday cycle. This change affects the Library because we are opened seven days a week. The Main Library also has some additional challenges because it is opened until 10:00 p.m. including Sundays. Under the new system, full-time staff, will not work more than six consecutive days, most full-time staff will work two consecutive back-to-back weekends, but on one weekend, the employee will work on Saturday and will be off on Sunday. Full time staff will also have one three-day weekend per month. Models for this new system have been tested over the last month. The deadline for the change has been set by the City-Parish for October 1<sup>st</sup>.

Mr. Watts discussed the Munis Financial System and the work reporting/payroll module called Executime. We must change our work week schedule to accommodate this reporting system. This online work reporting and payroll system is being phased in with the Library scheduled to begin on November 10<sup>th</sup>. The first few Departments of the City to transition to the new system are not affected by a schedule change since they work Monday through Friday. For the first couple of payrolls there will be a dual input system to ensure that no errors occur on payroll checks. Ms. Husband and several other staff members have worked hard to set the permissions in the system for supervisors to access and approve time sheets and leave requests for their employees. Care must be taken also to ensure the confidentiality of each employee's record. We feel the Library has taken all of the preliminary steps required for this system to function.

Mr. Watts then said the Library has been working on the committee for the Open Data project for several years. The data that have been reported for the Library have been readily available. However, we discovered that in the most recent update, circulation statistics had inadvertently been omitted. Mr. Bryce Tomlin, Librarian Coordinator for Computer and Technical Services, has requested that this data be included. This statistic is important because it is the one that most people easily understand.

Mr. Watts told the Board that the date for the October meeting of the Entrepreneurial Cohort pilot program has been changed from October 18<sup>th</sup> to October 15<sup>th</sup>. Therefore, he will be able to attend the October 18<sup>th</sup> Board meeting. He added that the presentation of the Library overview for 2018 can be given at this meeting.

As members of our Entrepreneurial Cohort team, Mr. Andrew Tadman, Librarian Coordinator of Reference Services and Ms. Ned Denby, Librarian II, have been working to expand our outreach to people interested in entrepreneurial opportunities. We are building strong relationships in the community through their networking efforts. Mr. Tadman spoke at the BRAC monthly meeting as part of his outreach in this pilot program. The Mergent Company training team was scheduled to present a small business session at this meeting, but due to Hurricane Florence their travel plans were canceled. The program has been re-scheduled.

Mr. Watts gave an update on the RFID project. He noted that there have been some recurrent problems with the DVD unlocking devices on a couple of the self-check units. Also we continue to have a persistent issue with the cover door for the exterior intelligent return at the Bluebonnet Regional Branch. Mk Solutions will need to fix the unit or replace it. It is frustrating for patrons attempting to return items if the returns don't work when the Library is closed. We are working with mk Solutions to determine how to provide an auxiliary power supply to keep the exterior returns functioning during short-term power outages and power surges. Once the power is restored the returns do not automatically turn on. An employee must reset the system.

Ms. Temple asked if the return can be turned off, or a sign placed on the return at the Bluebonnet Branch until it is fixed. Mr. Watts replied that we have placed a sign at the return. Mr. Luther noted he had been one of the patrons unable to return books at the exterior return due to this problem.

Mr. Watts then discussed the credit/debit card project. He said that GoVolution, the vendor that City-Parish uses for credit and debit transactions, and Infor, the Library's vendor who provides our electronic catalog and circulation program, are actively working on testing the software for synchronicity and functionality. Mr. Tomlin continues to monitor their weekly interchanges.

Mr. Watts said that recently some academic researchers from California contacted our Library requesting to examine our collection of Clementine Hunter paintings located at the Scotlandville Branch Library. Our Special Collections Division transported the paintings to the Main Library. This request coincided with our plans to temporarily move them to the Main Library while a new security monitoring arrangement is installed. The Clementine Hunter paintings are a very special part of our collection and this request has reminded us of their significance.

Mr. Watts said that the awarding of contracts for janitorial services for the Library branches has been placed on the Metropolitan Council agenda. The Council meeting is scheduled for next Wednesday, September 26<sup>th</sup>.

Mr. Watts discussed the bid invitation for a cash handling service and a courier service for the Library. Responses to the bid request are due next week. Hopefully, this invitation will result in a contract for these services.

Mr. Watts noted that no work has been done recently on the repair and resurfacing of Goodwood Boulevard between Lobdell Boulevard and Airline Highway. However, according to an article in *The Advocate*, work should resume on September 24<sup>th</sup> with a projected timeline of 60 to 90 days.

Mr. Watts asked if there were any questions about the Miscellaneous Reports. Ms. Wascom asked if there is a way to remotely reset the systems that go down when the power goes out and then comes back on. Mr. Watts replied that most of our devices do come back on. But sometimes systems such as the elevators do not automatically start working again. We are researching solutions with our providers. Some systems can be reset remotely. However, the method to alert staff that the issue has occurred is not currently available to us. Ms. Wascom said if the technology is available, a process could be established. Mr. Watts noted that such an alert system would imply that staff might be awakened in the middle of the night. He added that in regard to the exterior intelligent returns, his preferred method is that they automatically begin to work again once power is restored.

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

## **VI. New Business**

### **A. Review Proposed Purchase Agreement for South Branch Property Acquisition in Engquist-Rouzan Commercial Development and Consider a Vote to Forward to the City-Parish for Deliberation – Mr. Spencer Watts**

Mr. Watts announced that a draft of the purchase agreement for the property in the Rouzan development has not been finalized. Several Departments of the City-Parish including the attorneys in the Parish Attorney's Office are involved in reviewing this document. Many details must be agreed upon by the City and the Engquist-Rouzan team. There are some technical terms such as "hold harmless and indemnify" that need to be changed into responsibility clauses in order to meet City-Parish legal requirements for contracts.

Items referred to in the agreement such as the Commercial Declaration had not been given to the Library. It was released yesterday, and Mr. Jim Frey of City-Parish Architectural Services is reviewing it and how it impacts the way the City-Parish approaches designing and constructing a facility. It is important that this document be reviewed carefully and that required changes are made.

Mr. Watts said he reviewed the purchase agreement, made notes and asked questions. Time requirements for each phase of design and construction specified 18 months which is not feasible for a City-Parish project with many safeguards in contracts. Engquist-Rouzan agreed to change

this time requirement to 24 months. He noted that choosing an architect is an example of a safeguard in which the City-Parish Architectural Selection Board must make the choice of the firm. We appreciate the additional time. However, we also do not want to lag behind as Engquist-Rouzan develops the commercial area of their development. The Traditional Neighborhood Development (TND) requirements are different than those in a Planned Unit Development (PUD) or single lot purchase. We are questioning unfamiliar terms to determine whether they are requirements that are mandated by a TND agreement, or just a suggestion by the developer.

Mr. Watts noted that there are three options available to the Library regarding the land and the cost of the site in each consideration. Mr. Watts projected the three options on the screen and noted that the Board has a hard copy at their places. He said that each option is drawn to a different scale and orientation which can make them hard to interpret.

Under Option 1, Perkins Road is not indicated, but it is to the north of the TND. He pointed out the lot that has been offered to the Library, contains 80,868 square feet. This is slightly larger than the amount presented to the Library in March. The difference is due to the legal requirements of the TND's configuration of lot sizes which had not been finalized before their March presentation. The Library Board was very interested in obtaining a parcel of land in the TND, and also expressed interest in a larger lot.

A discussion then occurred regarding the exact location of the lot within the commercial portion of the TND. Mr. Watts pointed out the servitude to the lot that must be included, increases the cost by \$48,000. This option was not the most appealing. Mr. Jacob asked if the lot indicated as RZ-3-D is the original one to which Mr. Watts replied affirmatively. Lot RZ-3-B is the easement. The total price for Option 1 is now \$1,617,000.

Mr. Watts then talked about Option 2. He pointed out that the servitude in this option is larger than Option 1. However, this servitude would also reserve access to Lot RZ-3-A, and potentially provide parking for the other commercial lots. The three Board members to whom Mr. Watts spoke were not in favor of this option. The price for Option 2 is \$1,607,000. We were given a discount in this option because of the shared access.

Option 3 was then reviewed. Mr. Watts pointed out the parking lot for the Library, and Lots RZ-3-A and RZ-3-C. These lots are smaller which provides more property for the branch construction. Lot RZ-3-B would enable the Library to create 18 additional parking spaces with fencing and landscaping. There is no reservation of access for Lot RZ-3-A under this option. This option makes it less likely that other commercial entities will use the Library's parking area because of the inconvenience.

Ms. Wascom asked if the seller is going to discount Option 3. Mr. Watts replied that the original discount only applies to Lot RZ-3-D. However, Mr. Watts noted that he asked Mr. Landry about a discount, and he is waiting for a reply. He has suggested that he might give a discount which is \$20.00 per square foot as indicated on the original lot size of 78,000 square feet. An additional 7,000 square feet will cost \$152,000. The seller would say this land has also received a discount because the price is set by our appraiser's evaluation and not the asking price of the seller. The

total cost of Option 3 is \$1,721,629. The discount he indicated was unclear. He does believe this is our best option given the space and size.

The seller prefers Option 3 for the Library because it provides a better entrance and gives the Library extra parking. Mr. Watts said he believes that Option 3 gives the Library a better opportunity to achieve our goal for building size or expansion in the future. The additional parking, the landscaping and the fencing will provide us with more autonomy. He added that the biggest advantage is that 18 additional parking spaces give us more room in order to reach the goal we want on building size and layout. He noted that others who have reviewed the options have expressed the opinion that Option 3 provides the opportunity to purchase more land while it is available. This chance will very likely not come again in the future. He said the Board needs to decide on whether to pursue this additional land at this time. He is reminded of the complaints he hears regarding the size of the Jones Creek Regional Branch property. Patrons would love to have an additional 20,000 square feet of land for expansion of that regional branch.

Mr. Watts noted that initially he was ready to just accept Option 1, or the less expensive Option 2. But in that second option others will use the space that the Library purchased. Ms. Temple asked about Option 2. Mr. Watts said Option 2 gives the other commercial owner access to our easement for their parking along with our library parking lot. If the commercial property owner has a large traffic volume that would be a problem for the Library.

Ms. Temple then commented on Option 3 confirming that there would be a fence and landscaping. Mr. Watts agreed. She asked if there would be an entrance sign in the front to which Mr. Watts said he wasn't certain of where the signage will be, and what the requirements would be in the TND for signage. He did point out where the main entrance would be for the library. He said this configuration would provide a good view of the library from Perkins Road.

Mrs. Watts asked if there is any guarantee of a discount for Option 3. Mr. Watts replied that we are getting a discount for Option 3 for the original 78,000 square feet. That discount is constant in all three options. Mr. Watts said the seller is not giving discounts on corner lots because they are highly valuable. He will give us a smaller discount on the center lot. He said it may be \$21.50 per square foot as opposed to \$20.00 per square foot for the original 78,000 square feet. Mrs. Watts asked Mr. Watts to keep the Board informed of the discussions and the final decision on all of the discounts.

Mr. Watts asked the Board if they wish to make a decision today on which option they prefer with the final discounted amounts forthcoming after the attorneys complete the final purchase agreement. The project could then move forward instead of delaying the vote to the October Board meeting. This would enable the purchase agreement to be placed on the Metropolitan Council agenda as soon as it is finished.

Mrs. Guarisco said Mr. Watts' comment about the Jones Creek Branch is a good one. She said it is unlikely that we would purchase a larger strip of land and regret it in the future.

Mr. Jacob said if we can purchase land now, we should. He added that he is in favor of buying as much land while the development is being built. When the land for the Jones Creek Branch was purchased 27 years ago, nobody envisioned that the property would be landlocked as it is today.

Mr. Watts asked if there are any further questions. We have talked about this project at length. Mr. Jacob asked Mr. Watts what his reservations are regarding buying more land for this branch library. Mr. Watts said he does not see any logistical or mechanical downsides to making the purchase. All of the considerations are positive. He did note that he is concerned as we get into the details of building in a TND, that we will encounter some unknowns such as having to provide more green space which would result in a decrease in the size of the branch. Having more land does give a greater buffer for unforeseen circumstances. He said he is always conservative when spending money, and it always gives him cause for concern. As we know even when land is free, that does not always work out. It is better to buy property on which the building can be completed.

Mr. Luther asked about the original proposed site plan for the branch in regard to accessing the library directly from the parking lot. It appeared that the entrance to the branch was on the side of the building away from the parking lot. He asked if this has changed. Mr. Watts said the concept renderings and drawings gave that impression. One did park on the side, but there was a secondary entrance on the eastern side where the meeting room was to be located. In Option 3 patrons can park and come right into the building. Mr. Luther said he has been in favor of buying even more land than Option 3 provides. However, since this facility will not become a regional branch, Option 3 seems to be the most prudent choice. We have been looking for the right piece of land for over 20 years. To let this land slip away from us seems to be a mistake. Mr. Watts said that is also his conclusion.

Mr. Watts pointed out that we will be assessed an annual association membership fee for being located within the TND. The fee currently is \$20,000 per year with possible increases every three years. This charge is used for the upkeep and maintenance of common green spaces, street lighting, marketing for the commercial area of the TND, and street maintenance. We will be responsible for our own lawn maintenance, landscaping, and the upkeep of our property. He noted that the previous TND fee was higher at \$27,000.

Mr. Jacob asked if it was correct that the TND would maintain the streets within the development to which Mr. Watts replied affirmatively. Mr. Luther asked if the TND would maintain the streets around the square to which Mr. Watts said that is his understanding. Mr. Luther asked if the streets are ever deeded back to the City would there be a discount on the annual fee. Mr. Watts said he was not certain of the answer to that question.

Mr. Jacob and Mr. Luther asked Mr. Watts what the next step should be. He replied that if the Board feels that Option 3 is the best one, with a price not to exceed \$1,721,629.86, and if all of the items in the purchase agreement can be resolved by the Parish Attorney, Architectural Services and the Library, the Board can vote today to send the purchase agreement on to the Metropolitan Council for their approval. Mr. Watts said there will be a discount on that amount, but we don't know the exact figure at this point.

Mr. Luther said the best course of action would be to make a motion on the highest price with the understanding that the final figure could be less. Mr. Luther asked if the Board should leave open the choice of which option to which Mr. Watts said he would prefer that they choose an option. If the option they vote on appears to have issues, he would rather ask the Board to consider another choice.

Mr. Luther made a motion that the Board accept Option 3 in regard to the pending purchase agreement for property in the Engquist-Rouzan TND, and that this motion be forwarded to the Metropolitan Council once all of the City-Parish requirements have been met. Ms. Temple seconded the motion which passed unanimously.

Mr. Watts thanked the Board. Mr. Jacob said there were no additional comments or questions from the Board. He asked if there were any comments or questions from the public.

There being none, he read Item A under Old Business.

## **VII. Old Business**

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

Mr. Watts discussed the River Center Branch Library construction project. He said the cost estimate and timeline report issued by Buquet and LeBlanc is very detailed. The City-Parish made this report in its entirety available to the public. The report covers most of the largest cost factors that are associated with the corrective measures that are needed to restore the building. It also gives us a proposed timeline for this process. The overall cost estimate is approximately \$1.9 million. Unfortunately, the proposed dates on the timeline for a change order to be approved by the Metropolitan Council and the full resumption of work on September 17<sup>th</sup> will need to be altered.

Mr. Watts noted that the \$1.9 million does not cover all of the potential costs. There is a concern about the roof membrane. Once the deflection is corrected and the temporary shoring is removed, the membrane may be stretched, and the other roofing materials such as the bar joists may be adversely affected. However, there does not seem to be a problem with the structural integrity of the roof. These types of additional issues can only be discovered as the remediation proceeds.

Now that this review by the engineers has been completed and a plan of action has been outlined, the next step is to determine who is responsible for paying the costs involved in correcting this problem. Mr. Watts said all of the parties involved are represented by insurance companies and attorneys. Hopefully, all of these parties can come to a conclusion and agreement on the responsibilities of those involved. It is possible that litigation may occur, but we hope not. The Parish Attorney's Office is working with the parties involved, trying to come to an agreement. Mr. Watts said this is the extent of his knowledge on the legal matters.

Ms. Husband, Ms. Stein and he made a construction site visit on September 6<sup>th</sup>, the day that the cost estimate and timeline report was released. The contractor's representatives and the architect from WHLC were present as has been the case for each monthly construction site visit. We

discussed the limited work they were able to do since April. We observed that the HVAC system is operating in a substantial portion of the building which aids in humidity control. Fabric filters have been placed over major air returns on the third and fourth floors to minimize dust infusion. The lettering for the word "Library" on the first floor had been completed. Lighting and partitions have been installed in other parts of the building, and a fire door was installed at the monumental stairway. Cables, dampers, and millwork were on site. External shade panels were being installed on the south side of the building. We also discussed some changes to the book drop selection and framing. We confirmed that some cut sheets for the proposed product have been delivered to the architect. It was encouraging to see that some work can be done.

Mr. Watts said he hopes the cost responsibility can be worked through quickly so that this project can move toward completion. He noted that the rental of the shoring devices costs \$8,000 per week. That cost is ongoing until the repairs are made. He also said that even though the analysis has taken four months, he is glad that they outlined where the problem occurred, the nature of the problem, and how to repair it. Having a peer review by highly qualified engineers, including a technical review which was very methodical with extensive discussion among all of the principals, shows there was no rush to judgement. As the financial responsibilities are reviewed this extensive analysis by the engineers should well assist in the assigning of financial responsibilities. However, at this point we do not know how long the legal analysis of this issue will take.

Mr. Watts asked if there were any questions. Mr. Luther said he wanted to state that when he was appointed to the Library Board, the River Center Branch project was already underway. Some of the first questions asked of him by the public were about this project. He said prior to his appointment on the Board, he attended several meetings and expressed his opinions, both positive and negative about this project. He said he appreciates that Mr. Watts informs the Board about this project, and that the Library staff is doing all that it can to protect us. The City has hired many people in regard to this issue, and he is hearing many rumors and speculations about what is happening regarding this project. Much of it is exaggerated and out of proportion. Mr. Luther said he is very disappointed that our architect and our contractor have not come before the Board to explain what is happening. The majority of the Board members have been on the Board since this project started, and the public are asking us questions. They did a good job of selling their ideas, and he added he's sure they have some legal constraints. However, they are getting a black eye by not getting ahead of this issue. They should be able to attend a Board meeting to give us some consideration.

Mr. Watts replied that probably their primary constraint is the legal process, and the difficulty in making certain statements that could cause many complications as they negotiate with sub-contractors. They would also not want to make any statements that could be used against them in a legal forum. He said he believes they will speak to the Board, and are eager to do so, but that may need to wait for a later date.

Mr. Luther said he wants them to know that he is making an offer and giving them an opportunity to address the Board. He said he wants to know just as the public wants to know what's going on. It's a wonderful project and it's probably going to be a wonderful facility, but selling is only part of the job. They need to be here when things go wrong.

Ms. Temple told Mr. Watts she was sorry that he had to make statements to the Board for the architects. Mr. Watts said the concern when speaking in a public forum would be that the architects would not really be able to speak about the issue. It would be difficult. Ms. Temple agreed, but said when one is in that type of situation, difficult conversations must occur.

Mr. Watts said from everything we have seen we can assume that structurally the main components of the building are fine. Some work needs to be done around the braces and plates. There is some good news as one reviews the cost estimate and timeline report. He added that he cannot make a total pronouncement on that because architects and engineers would be the ones with the expertise in this field. He said he feels the architects would like to explain the problem more clearly to the Board, indicate where the positives are, and how the remedy is going to result in a building that we originally contracted for.

Ms. Wascom said there is probably some hesitation by the architects. In a situation like this, people tend to want to know who is to blame. When one is trying to negotiate between subcontractors, and what portion of responsibility each will bear, the details of the process become delicate. Insurance companies and litigation are involved. It needs to be worked out as soon as possible, but we need to be patient a little longer. If the architects could give us an update without compromising the negotiations, that would be great. Mr. Watts said all of what Ms. Wascom expressed comes into play here.

Ms. Allmon-Learson asked Mr. Watts if the Library Board has the ability to go into Executive Session so that the architects can talk to the Board. She said if they could, then that would protect the architects, so that the Board can get the assurance they want. Mr. Jacob replied that his understanding is that legally the Library Board can only go into Executive Session for personnel matters, but this is a public matter. Mr. Watts replied that Louisiana law on Executive Session is very limited as compared to some other southern states. For example, in Virginia any discussion of litigation by a public body can be conducted in Executive Session. However, in Louisiana, Mr. Watts said his understanding is that just as Mr. Jacob has said, only personnel matters qualify for Executive Session, and only for the good character and name of the individual. This would apply when assessing the qualifications of someone.

Mr. Luther said he wants the architects to speak to the public and not just the Library Board.

Mrs. Guarisco asked how costs that may be incurred in the future as a result of this problem, will be handled. Mr. Watts said he is not completely certain how that would work. He said it would probably be written into whatever resolution is agreed upon. For example, when the shoring is removed and the dynamic adjustment of the roofing occurs, there would be inspections of these areas including the curtain wall. During the inspection phase it will be determined what additional work may be necessary. Hopefully, that cost would be apportioned out among the responsible parties based on some predetermined formula. Mrs. Guarisco said it sounds like we need to be patient for a little longer and once the repair is finished, a little patient again. Mr. Watts said that after several months, it may be possible that additional work will need to be done.

Mr. Jacob said this project could well continue into 2020. Mr. Watts said he hopes they can begin work soon so that they can finish repairs by May or June of 2019.

Mr. Luther asked about the leasing of the temporary local for the River Center Branch, and the storage unit lease. He wondered if we will lose our leases. Mr. Watts said the lease on the storage facility is easy to extend. If we needed the temporary site on Third Street past June 2019, we would need to investigate whether we could extend it. These costs are something that may need to be reconciled in the future. There has been some discussion of this and data has been submitted.

Mr. Jacob asked if there was any more discussion on the River Center Branch Library. There being none, he then read Item B under Old Business.

Ms. Wascom left the meeting at 5:45 p.m.

**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. The first onsite construction meeting was held on Thursday, September 13<sup>th</sup>. He said that we have photos from the branch showing good progress. A photo taken of the northwest side of the building where Children's Services is located was shown. Trees and landscaping have been cleared for slabs to accommodate expansion areas. Grading and soil fill work were progressing, and preliminary framing outlines were evident. This photo illustrates where the largest part of the addition will be built for Children's and Teen Services.

The relocation of the Cox telecom lines is needed prior to one of the key slab pours. Cox has not begun this work because it appears a state permit is required.

Mr. Watts showed the second photo of the overhead framing work in the adult area on the east side of the building. The overhead work is almost finished and some framing at the floor level has begun. The change in appearance is quite striking as this area has opened up. This portion of the building was badly flooded and it is good to see it clean and fresh.

Mr. Watts added that we have selected a new LED emergency lighting component which will save a substantial amount. The cut sheets show a rather unattractive fixture, but they are quite small. They can be found in many building and they are high enough in the ceiling that they are unnoticed. We also decided to lower some of the aluminum doors and framing to 8 feet which provides a \$5,000 credit.

Ms. Husband pointed out a v-brace in the middle of the adult space which provides stability to the overhead framing and interior columns. There is also another v-brace which will be near the technology room. These braces were exposed when the sheet rock walls were removed. They will be coated and adjacent to glass walls to provide an architectural feature near the quiet reading room and Program Room C. Visibility is important in these areas in order to maintain security.

Mr. Watts showed the third photo of the interior east wing. It illustrates the expansive space, and provides us with an idea of the corresponding new space that will be added to the west wing.

He noted that a concern was expressed about some mildew and possible mold in a section of duct work. If it is a problem, it has developed recently because air quality was tested in this area within the past few months and there were no problems. However, the duct work will be tested again by an environmental company. There was also a concern about a recently discovered blocked drain within the HVAC system. Mr. Rattle believes this happened very recently and it won't cause any other issues.

Mr. Watts said there were some problems with the lights in the parking lot. The lights were accidentally turned off and some alarm lines were cut. These lines were quickly restored by the contractor. The architect thought that the existing electrical floor boxes could be reused, but upon closer inspection, they will need to be replaced.

At the conclusion of the report, Mr. Jacob asked for any additional comments from the Board. There being none, he read Item C under Old Business.

The photos of the renovation project are appended to the minutes.

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

Mr. Watts said that Ms. Husband, Ms. Stein and he had a meeting on August 30<sup>th</sup> with Mr. Steve Jackson, the architect and Ms. Traci LaMoyne, the interior designer. General furnishing ideas were reviewed and the group compared various items. The objective was to verify a general furniture layout to coordinate with data and electrical access. He noted that they considered a wide range of items from lounge seats to work stations. They also talked about some specialty items such as bowed display shelves, and modular seating for children. They discussed some acoustical improvements to dampen sound in the meeting room areas.

The construction documents are almost completed. A list of fire and life/safety concerns were presented by the architect. We were surprised because this usually comes up at the beginning of the design phase. We are reviewing these issues. The architects requested a second brick mock-up with a new batch of bricks. It is hoped these will be a better match-up with the existing façade. We have authorized another mock-up which will cost \$500. If this second batch does not work, we will need to use something else like stucco to better complement the existing exterior of the building.

Mr. Watts said that progress is being made and he hopes the construction documents are completed in the next couple of months. He asked the Board if there were any questions about the Jones Creek Regional Branch Library.

Mr. Jacob asked for any comments from the Board. There were none. He thanked Mr. Watts. He asked if there were any public comments on any items under Old Business.

There being none, he read Item VIII.

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

Mr. Jacob told Mr. Luther he appreciated his candor regarding the River Center Branch Library. He then thanked the staff for the great work they do to keep the Library System moving ahead.

There being no other comments, Mr. Jacob asked for a motion to adjourn the meeting. Mr. Luther made the motion and Ms. Temple seconded it. The meeting was adjourned at 5:54 p.m. by unanimous vote.

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Mr. Jason Jacob, President

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Mr. Spencer Watts, Library Director

**Greenwell Springs Road Regional Branch Renovation  
September 13, 2018**



**West Wing Expansion Slab Preparation**

**Greenwell Springs Road Regional Branch Renovation  
September 13, 2018**



**East Wing Framing Work**

**Greenwell Springs Road Regional Branch Renovation  
September 13, 2018**



**East Wing**