

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**  
**DECEMBER 13, 2018**  
**4:00 P.M.**

PLEDGE OF ALLEGIANCE

I. ROLL CALL

II. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF NOVEMBER 15, 2018

III. REPORTS BY THE DIRECTOR

- A. FINANCIAL REPORT
- B. SYSTEM REPORTS

IV. OTHER REPORTS

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

V. OLD BUSINESS

- A. UPDATE ON RIVER CENTER BRANCH LIBRARY CONSTRUCTION - MR. SPENCER WATTS AND REPRESENTATIVE FROM PARISH ATTORNEY'S OFFICE

THE BOARD MAY GO INTO EXECUTIVE SESSION TO DISCUSS THIS MATTER IN ACCORDANCE WITH LA. R.S. 42: 17(A)(2). THIS MATTER INVOLVES PENDING LITIGATION RELATED TO THE RIVER CENTER BRANCH CONSTRUCTION PROJECT, DOCKET NO. 676851, 19<sup>TH</sup> JUDICIAL DISTRICT COURT

- B. UPDATE ON MAJOR CAPITAL PROJECTS, GREENWELL SPRINGS ROAD REGIONAL, JONES CREEK REGIONAL, AND SOUTH BRANCH LIBRARIES – MR. SPENCER WATTS

VI. COMMENTS BY THE LIBRARY BOARD OF CONTROL

**ALL MEETINGS ARE OPEN TO THE PUBLIC**

**IN ACCORDANCE WITH THE BOARD'S PUBLIC COMMENT POLICY, ALL ITEMS ON WHICH ACTION IS TO BE TAKEN ARE OPEN FOR PUBLIC COMMENT, AND COMMENTS AND QUESTIONS MAY BE RECEIVED ON OTHER TOPICS REPORTED AT SUCH TIME AS THE OPPORTUNITY IS ANNOUNCED BY THE PRESIDENT OF THE BOARD OR THE PERSON CONDUCTING THE MEETING.**

Minutes of the Meeting of the  
East Baton Rouge Parish Library Board of Control

December 13, 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, December 13, 2018. Mr. Jason Jacob, President of the Board called the meeting to order at 4:03 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. Kristen Edson, Deputy Library Director; Ms. Patricia Husband, Assistant Library Director of Branch Services; Ms. Mary Stein, Assistant Library Director of Administration. Also present were Ms. Rhonda Pinsonat, Library Business Manager; Mr. Ronnie Pierce, Assistant Library Business Manager; and Ms. Liz Zozulin, Executive Assistant to the Library Director. Also in attendance were Mr. Brian Thornhill, Library LAN Administrator; Mr. Jay Dias, Network Technician I; and Captain Blair Nicholson of the East Baton Rouge Parish Sheriff's Office. Mr. Bob Abbott, Mr. Tedrick Knightshead, and Mr. Michael Schillage of the Parish Attorney's Office, and Mr. Dirk Graeser, videographer for Metro 21 were present.

Mr. Jacob led 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 November 15, 2018. Ms. Temple made a motion to approve the minutes, seconded by Ms. Wascom, and approved unanimously.

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

### **III. Reports by the Director**

#### **A. Financial Report**

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

For 2018, operating expenditures through November 30<sup>th</sup> are \$32,553,363.86, or 73.67% of the operating budget. Through November, we should have spent no more than 92% of the budget.

Cash collections from Property Taxes are not yet available. Monthly collections are released by the Sherriff's Office on the tenth business day of each month, and were not available for this report.

Ms. Pinsonat asked the Board 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.

- GIS Day at the Library was a huge success. Dignitaries including mayors, a Nobel prize winner, and the US Forest Service Strike Team were present.
- Students documented Baton Rouge's Green Canopy by locating, tagging and measuring specific trees in Independence Park using the MyTree Louisiana app.
- Students then created story maps from the data collected.
- The Big Lake Dancers, a tribal family of dancers, visited at the Main Library to perform historical dances. They also explained the origin and history of each dance.
- Installation of Thin Clients as part of the Virtual network has begun in the branches. Work is complete at the Main Library, the Carver, Delmont Gardens, Eden Park, and Zachary Branch Libraries. The Baker, and Bluebonnet Regional Branch Libraries are currently in progress.
- VDI systems are easy to update which will aid efficiency when upgrading computers.
- The Library again participated in the Sock It to Me Campaign in November collecting 1,274 pairs of socks.
- The Jones Creek Regional Branch Library has developed into the Christmas tree capitol of libraries. The branch is full of all types of trees.
- All of our branches are decorating for the holidays in a variety of ways such as featuring the book character Olaf, a perennial favorite.
- Music has filled the air at the Library with performers playing harps and dulcimers. The Sweet Adelaides also sang at the Main Library to the enjoyment of our patrons.

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.

## **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 that we gave the architect feedback on the end panel mockups for Children's Services at the Bluebonnet Regional Branch Library. We are awaiting their response.

Ms. Husband then stated that in regard to the RFID system, mk Solutions worked on the DVD unlocking systems and made additional repairs.

The bids for the Energy Management Systems Maintenance and Repair contract were submitted to the City-Parish Purchasing Department on December 11<sup>th</sup> for their evaluation

Ms. Husband reported that the restriping of the parking spaces at the Main Library parking lot has been completed. The striping at the entrance and exits are in yellow. Hopefully this color change will better alert patrons to the entrance and exits.

She asked if there were any questions. There being no other comments, Mr. Jacob then asked Mr. Watts to give the Miscellaneous Reports under Item B.

Ms. Allmon-Learson arrived at 4:11 p.m.

## **B. Miscellaneous Reports**

Mr. Watts reported that the City-Parish budget for 2019 was passed by the Metropolitan Council on December 11<sup>th</sup>. We now know exactly the approved expenditures for the new year.

In regard to the RFID system and the credit/debit cards, he reported that the initial testing of the card payment systems between mkSolutions and Govolution has been completed. As promised in the last week of November, mkSolutions added the card reader devices to the self-charge units. Integration of the payment solution has been finalized in the mk system, and the card reader devices have been added to the self-charge units. We are awaiting final testing between Govolution and the bank. Then we will be prepared for onsite testing. We are having some difficulty getting a test card. After working on PCI compliance issues, we have been informed that our merchant bank automatically enrolls us in a PCI compliance program called Trustwave. It appears they will offer good security for both credit and debit payments. This has saved us several weeks of additional research and negotiations to find a compliance program.

Mr. Watts said we are continuing to work through service and support issues with our vendor for the multi-functional devices (MFD's). Ms. Edson has been working directly with the vendor and there has been some improvement.

The Registrar of Elections has requested that the Zachary Branch Library be considered as a polling place for that area of the parish. This would require security, extra staffing and some additional operational costs in serving as a polling place. However, if it is needed we are ready to assume these obligations and make it work for the benefit of all involved. Several of our other branches are used as polling sites.

Mr. Watts mentioned the Food for Fines program offered for the entire month of December at all of our branches. Last year we collected over 17,608 pounds of food for the Food Bank or 14,670 meals for people. People like to participate in the program with many contributing more than is required to clear their fines. Some contribute even if they do not have fines. The Library is pleased to work with the Food Bank.

Mr. Watts said that the purchase agreement for the south branch site is being processed. He said a couple of people continue to be concerned about the commercial association fee. We are responding to those concerns as quickly as possible.

We are now in an intense study and project period for our students. Secondary school students have been coming to the Library to work. We also have many college students preparing for exams and completing final papers and projects. Demand for space is intense during this period, causing us to reserve some areas such as the large meeting room as “study hall” space. We are happy to see all of these students using our facilities.

Mr. Watts mentioned the VDI/thin clients. Several years ago thin clients had a poor reputation because of technical issues. However, improvements have been made and the systems are much more reliable and flexible and increase staff efficiency because all updates can be done at one time. A couple of units are being installed at each branch for a testing period. In each location they must be customized to meet routing and switching requirements. Even so, these adjustments are routine and can be worked through easily.

Mr. Watts then discussed Executime, the new payroll system which is part of Munis, the City-Parish accounting system. He noted that the Library staff is working diligently to correctly utilize the online system. Currently we are continuing to use paper time sheets as a backup to the Executime electronic timesheets. As the issues we have experienced are corrected, the operations will be refined.

Mr. Watts asked if there were any questions about the Miscellaneous Reports. There being none, Mr. Jacob asked if there were any public comments under Other Reports. There being none, Mr. Jacob read Item A under Old Business.

## **V. Old Business**

### **A. Update on River Center Branch Library Construction – Mr. Spencer Watts and Representative from Parish Attorney’s Office**

**The Board May Go into Executive Session to Discuss This Matter in Accordance with La. R.S. 42: 17(A)(2). This Matter Involves Pending Litigation Related to the River Center Branch Construction Project, Docket No. 676851, 19<sup>th</sup> Judicial District Court**

Mr. Watts said a lawsuit has been filed regarding the River Center construction project. He noted that the Library Board would like to consult on this matter with our City-Parish legal counsel. In order to have this discussion, we would like to request that the Board and our attorneys meet in Executive Session in accordance with La. R.S. 42: 17(A)(2). In order to go into Executive Session, the Board would need to make a motion, and then have a roll call vote with each member present voting. We would exclusively discuss matters involving pending litigation related to the River Center Branch construction project, Docket No. 676851, filed in the 19<sup>th</sup> Judicial District Court.

Mr. Jacob asked for a motion to go into Executive Session. Mr. Luther made the motion to go into Executive Session, seconded by Ms. Wascom. Mr. Jacob asked Ms. Zozulin to take a roll call vote which she did. All members present which included Ms. Nicole Allmon-Learson, Mrs. Martha Guarisco, Mr. Jason Jacob, Mr. Donald Luther, Ms. Candace Temple and Ms. Kathy Wascom, voted to go into Executive Session. Mrs. Watts had not arrived at the meeting for the roll call taken at 4:20 p.m.

The Board members along with the Library Administrative staff including Mr. Watts, Ms. Edson, Ms. Husband, Ms. Stein and Ms. Pinsonat, and the City-Parish legal team of Mr. Bob Abbott, Mr. Tedrick Knightshead, and Mr. Michael Schillage, went to the third floor Board Room for the Executive Session. Board member, Mrs. Delores Watts, arrived for the meeting at 4:28 p.m. and was escorted to the Board Room.

The Board members and the Library Administrative staff returned to the first floor Conference Room at 5:45 p.m. A roll call vote was taken by Ms. Zozulin. All members present which included Ms. Nicole Allmon-Learson, Mrs. Martha Guarisco, Mr. Jason Jacob, Mr. Donald Luther, Ms. Candace Temple, Ms. Kathy Wascom, and Ms. Delores Watts voted to return to Open Session. Mr. Watts requested that for the record, the Board state the topic of their discussion in Executive Session. Mr. Luther stated that the only topic discussed in Executive Session was the pending litigation related to the River Center Branch construction project, Docket No. 676851, filed in the 19<sup>th</sup> Judicial District Court.

Mr. Jacob stated that the Board is in Open Session. He then read Item B under Old Business.

**B. Update on Major Capital Projects, Greenwell Springs Road Regional, Jones Creek Regional, and South Branch Libraries – Mr. Spencer Watts**

Mr. Watts said we had a meeting at the Greenwell Springs Road Regional Branch Library this morning. He said he is pleased to report that we continue to make good progress regarding the renovation. Interior framing and duct work are finished in the east wing of the building. The contractor was able to pour the last major slab prior to the current stormy weather. All of the trusses were on site today. The grade beams and steel for the first slabs that were poured have been erected. The trusses will be installed when the weather permits.

Mr. Watts noted that a discussion occurred regarding the HVAC system. Our vendor, Johnson Controls, was present. It was decided that they will work with Mr. Alvin Rattle, our Facilities Manager, to avoid the problems that we have had with the VAV boxes getting disconnected from the Energy Management System.

We also talked about the scheduling of a 10-day closure of the branch to patrons in mid to late February in order to replace the old chiller and pumps and the skylights. When we get closer to the scheduled time for the closure, we will let the public know. We'll provide library service for these patrons through our bookmobile service or some type of pop-up service.

Mr. Watts noted that next week the architect with Hidell Associates will meet with the Library staff to review the furniture selections for the renovation.

Mr. Watts then discussed the Jones Creek Regional Branch renovation project. He said the Board received a list of about 30 items that are currently being addressed by the Library staff and the architectural team. The list ranges from the HVAC system controls to verifying data outlets to camera placements. Ms. Husband was reviewing monitor placements this afternoon. We are carefully going over all the details of this project. He added that the staff has also looked at the alternates for the bid package.

Mr. Watts told the Board that there is still some work to be done regarding the furniture. He said we should begin working on the construction documents for this project within the next few weeks.

Mr. Watts asked the Board if there were any questions. Mr. Jacob asked if there was any further update on the south branch. Mr. Watts replied that he chose to address it earlier under his Miscellaneous Reports. He asked if the Board would like a summary of his previous remarks. The Board indicated this was not necessary.

Mr. Jacob thanked Mr. Watts. He asked for any comments from the Board. There being none, he asked for any public comments under Item B of Old Business. There being none, he read Item VI.

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

Mr. Luther wished everyone Happy Holidays and Merry Christmas. Mr. Jacob thanked everyone for a great year. He said he'd see everybody next year, and wished all a Merry Christmas and a Happy New Year. He added he looks forward to good things happening in the new year. There being no other comments, Mr. Jacob asked for a motion to adjourn the meeting. Mr. Luther made the motion and Ms. Wascom seconded it. The meeting was adjourned at 5:53 p.m. by unanimous vote.

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Mr. Jason Jacob, President

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Mr. Spencer Watts, Library Director