

**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 15, 2019
4:00 P.M.**

PLEDGE OF ALLEGIANCE

I. ROLL CALL

II. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JULY 18, 2019

III. SPECIAL ORDERS

IV. REPORTS BY THE DIRECTOR

- A. FINANCIAL REPORT
- B. SYSTEM REPORTS
- C. OTHER REPORTS
 - 1. MAINTENANCE AND ADDITIONAL CAPITAL PROJECTS
 - 2. MISCELLANEOUS REPORTS

V. REPORTS OF COMMITTEES

VI. UNFINISHED 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 RENOVATION OF JONES CREEK REGIONAL BRANCH LIBRARY – MR. SPENCER WATTS AND MS. KRISTEN EDSON

VII. NEW BUSINESS

- A. VOTE TO ADOPT PROPOSED 2020 LIBRARY BUDGET
- B. REVIEW AND APPROVAL OF POLICIES RELATED TO PRIVACY AND CARDHOLDER DATA – MS. KRISTEN EDSON
- C. TO VOTE TO SEND COMMENTS TO CITY-PARISH ADMINISTRATION CONCERNING TAX ABATEMENT PROPOSAL - MR. SPENCER WATTS
- D. APPOINTMENT OF EVALUATION COMMITTEE; ANNUAL PERFORMANCE EVALUATION OF LIBRARY DIRECTOR – MR. JASON JACOB

VIII. COMMENTS BY THE LIBRARY BOARD OF CONTROL

IX. ADJOURNMENT

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 15, 2019

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 15, 2019. 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, Mr. Donald Luther, Jr., Ms. Candace Temple, Ms. Kathy Wascom, Mrs. Delores Watts, and Mr. Chance Wilson. Absent from the meeting was Mrs. Martha Guarisco. 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; Ms. Rhonda Pinsonat, Library Business Manager; Mr. Ronnie Pierce, Assistant Library Business Manager; and Ms. Liz Zozulin, Executive Assistant to the Library Director. Also, present were Mr. Bryce Tomlin, Library Coordinator of Computer and Technical Services; Ms. Rosana Sotile, Library Technician I to the Library Deputy Director; Ms. Kayla Perkins, Library Public Relations Coordinator; Mr. Bryan Foreman, Library Network Technician I; and Lt. Patricia Carr of the East Baton Rouge Parish Sheriff's Office. Also in attendance were Mr. Frank Hillyard, videographer for Metro 21; Mr. Spencer Soicher, reporter, and Mr. Byron Thomas, videographer, both with WAFB-TV; Mr. Johnston Von Springer, multimedia journalist with WBRZ-TV; and Mr. Terry Jones, reporter with *The Advocate*. Four members of the public were also present.

Mr. Jacob asked Mrs. Watts to lead the Pledge of Allegiance to the Flag.

I. Roll Call

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

II. Approval of the Minutes of the Regular Meeting of July 18, 2019

Mr. Jacob asked for the approval of the minutes of the regular Library Board meeting of July 18, 2019. Mr. Luther made a motion to approve the minutes, seconded by Ms. Temple, and approved unanimously.

III. Special Orders

There were no items to cover under Special Orders.

Mr. Jacob asked Mr. Watts to present the reports. Mr. Watts asked Ms. Pinsonat to give the financial report. For 2019, operating expenditures through July 31, 2019 are \$20,763,579.76 or 45.18% of the operating budget. Through July, we should have spent no more than 58% of the operating budget.

Cash collections from Property Taxes for 2019 remain ahead of 2018, as we are approximately \$888 thousand dollars, and 1.97% ahead of last year.

Ms. Pinsonat asked the Board if there were any other 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 said she was happy to see the editorial entitled *Library Feeds Bodies and Minds* in *The Advocate* last week. The piece was about the East Baton Rouge Parish School System's summer feeding program which is provided at a number of sites including many of the East Baton Rouge Parish Library branches.

Ms. Stein said the Library staff has concentrated on the Summer Reading Program this month, collecting reading logs and giving certificates to those who completed the program.

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

- The Library hosted Summer Reading parties at each branch during the last week of July and the first week of August to celebrate reading accomplishments this summer. The parties featured games such as Target Toss, face painting, and clowns.
- Teens also enjoyed Summer Reading activities which were both educational and fun. Teens worked with children as Math Buds and Reading Buds which is beneficial for both age groups.
- The Library hosted the City-Parish for a discussion about their technology initiatives which includes the Open Data BR site. The City-Parish has worked tirelessly to make data available to the public. Mr. Eric Romero, Information Services Director, and Mr. Warren Krone, GIS Officer lead the presentation.
- The Library will host another Baton Rouge Mini Maker Faire® on October 19th. The theme is “Stitching It Up”, and will emphasize clothing worn with a technology purpose such as taking blood pressure, and also wearable technology such as a Fitbit. Usually between 4,000-6,000 people attend.
- U.S. Representative Garrett Graves and AARP sponsored another Veterans Project at the Main Library. This project collected first-hand accounts of veterans similar to the project in May sponsored by the Library of Congress.
- The Library has added *ArchiveSpace*, an archives management tool, which features physical items in the archive collection of the Baton Rouge Room. This tool enables patrons to find and view objects digitally.

- The Library travels to a variety of fairs including Back to School events. The bookmobile staff participated in activities with sponsoring groups such as Capital City Collision and Louisiana Leadership Academy.
- Outreach staff drove the bookmobile to Back to School programs at the Jewel Newman Community Center, Parkview Elementary and Greater King David Church to name a few locations.
- The Library's digital collection began with databases providing information for adults and teens. *Miss Humblebee's Academy* has been added to the collection to provide interactive lessons for pre-school children, ages 2-6. It contains lessons, games and activities to foster reading readiness.
- The Library is offering *Abdo Zoom*, an online research database for new and young readers which assists children to find information on a variety of topics. This database works well with Scholastic Flix, and our print collection.
- Phase I of the Greenwell Springs Road Regional Branch Library renovation is nearing completion. The newly renovated area is colorful with lots of outside light to brighten the interior space. The new study rooms and the quiet room are taking shape.
- Phase I of the Jones Creek Regional Branch Library renovation has begun. Patrons are excited about this project. They enjoyed playing Construction Bingo to kick-off the work.

Ms. Stein noted that on November 13th the Library will host GIS Day with programs and activities for children and teens during the day. From 4:00 p.m. to 7:00 p.m. a program for adults will feature information on technology, GIS mapping and its applications.

Ms. Stein announced that on Sunday, August 18th at the Main Library, Dr. Katie Cherry of the LSU/Pennington Biomedical Research Center will summarize the results and findings from her resilience and recovery study determining how the Great Flood of 2016 has impacted the Baton Rouge area. She will explain how some are able to cope, and get through a disaster such as The Flood. It is hoped that this information can help others in future disasters.

During the first week of September the Library will host at every branch, staff from the Office of the Registrar of Voters to assist in registration for voting. Later in that month, we will participate in a ribbon cutting ceremony at the Central Branch Library, dedicating the branch as an early voting site.

Ms. Stein asked if there were any questions. Ms. Wascom asked if the resiliency study was highlighting the residents of the Greenwell Springs area since they lost so much including their library. Ms. Stein replied that we recruited from all parts of the parish, but Dr. Cherry did interview people from that area since they suffered great losses. She also spoke to people who moved here after Hurricanes Katrina and Rita, recovered and then were flooded in 2016. She will also report on those individuals.

Ms. Wascom then asked about the scheduling of the bookmobiles, and whether they could add to the number of sites they visit. Ms. Stein noted that there are four vehicles that can make visits at

the same time. Pre-schools and schools have begun their fall semester, so the bookmobiles go to pre-schools from Monday through Thursday, and the schools on Friday. They also visit senior centers every day. Community events are scheduled for Saturdays and Sundays. They do not publish where the bookmobile will go because if it is a pre-school the public cannot attend. However, the map on the Library website does show where the bookmobile travels throughout the parish. Ms. Wascom said she understands that all adults interacting with children must pass a strict background check.

Ms. Wascom commented about the visits to the schools and the training of both the students and their teachers on using the databases. Ms. Stein noted that Teen Services librarians visit the schools and instruct the students on how to use the Library's resources. The Teen librarians visit between 200-300 different classes. They also visit the school librarians and parent groups to inform them of the Library's electronic and print resources. Ms. Wascom also asked if the Library reserves books for these school groups to which Ms. Stein replied affirmatively, noting that we integrate our resources to meet our patrons' needs.

There were no further questions or comments. Mr. Jacob thanked Ms. Stein. He then read Item C, Other Reports.

C. Other Reports

1. Maintenance Report and Additional Capital Projects

Mr. Watts said that Ms. Edson would deliver the maintenance and capital projects report. Ms. Edson said the written list of maintenance work is posted on the Library's website. She said the HVAC maintenance is extensive because the Library facilities are public properties, and are more complex than a residence. They are open to the citizens of the parish, and are used heavily which increases the number of issues that must be addressed by our Facilities staff.

Ms. Edson noted that there have been additional roof leaks throughout the Library system. The design of these roofs is different than those on a residence. Some are pitched and some are flat with a host of challenges to be addressed. At times we discover that the original design of a roof has flaws that need to be addressed. She noted that the Library staff are working closely with the City-Parish roofing contractor to make the necessary repairs. We also make note of the issues we have over time with a roof, and if warranted, we will replace it.

Ms. Edson noted that a wireless router was replaced on the HVAC system at the Main Library. Standard HVAC systems are becoming more technologically complex, so we need to upgrade parts of these systems at times.

Quarterly maintenance was done on some of the chillers. Fuses were replaced in air handlers at the Carver Branch Library due to brown outs during Tropical Storm Barry.

Ms. Edson said all of the fire extinguishers were inspected and repaired as needed throughout the System to ensure everyone's safety. The Facilities staff replaced some carpet tiles at the Main

Library on the second floor where the patron computers are located. The constant sliding of chairs at the computers caused these tiles to wear out in this very busy area.

Ms. Edson then discussed the fountains and splash pad at the Main Library. This system is similar to a swimming pool system with a chemical pumping component through which the water is filtered. It was discovered as they worked, that the infiltration pump motor needed to be replaced which is now on order. The switch to turn the system on and off is also being replaced. It is hoped that all of these repairs can be completed this weekend.

Ms. Edson reported that the Metropolitan Council voted yesterday to approve a contract to replace the boiler and chiller at the Delmont Gardens Branch Library. This contract had to be approved by the Council because of the amount of the design fee. After the contract is signed, the system can be designed in order to replace the current one.

The contract for the chiller replacement at the Eden Park Branch did not need the Council's approval based on the total fee. This contract has been signed.

Ms. Edson told the Board that they are working on several projects at the Main Library. The number and size of the servers in the Computer Services Department generate excessive amounts of heat. Over the last five years, additional servers have been purchased in order to provide the increasing technology our patrons need. The current A/C system cannot sufficiently cool that area. Therefore, an additional cooling unit will be installed in the server room.

At the Outreach Building (Recycled Reads), the roof needs to be replaced because of its age, as do the air conditioning units. The air conditioning system was repaired this month. Ms. Edson said the approval of a professional services contract for the planned replacement of the air conditioner will be introduced at the Metropolitan Council meeting on August 28th, and voted on at the September 11th Council meeting.

Ms. Edson asked if there were any questions from the Board. There being no comments or questions, Mr. Jacob thanked Ms. Edson, and then asked Mr. Watts to give the Miscellaneous Reports.

2. Miscellaneous Reports

Mr. Watts reported that the Library is beginning its second year of work with the Urban Libraries Council (ULC), and their learning cohort for entrepreneurial services. We were very successful with this project last year. Our Reference Department staff have developed a work plan for this year that builds on our experience from the first year. We have a better understanding of the entrepreneurial support ecosystem, and have identified key issues in reaching one of the primary target groups which includes disadvantaged and minority groups. These groups have difficulty finding financing for their business start-up or their new idea. Our plan for this year includes increasing our contacts, working more effectively with key community members, and developing the promotional and referral knowledge of our general public services staff at all of our facilities. They will then be able to better access support for these patrons. Our Reference staff would also

like to showcase small businesses that have been successful to serve as a model for others considering this option. This project has also assisted the Library in defining some long-term goals for the future.

Mr. Watts then discussed the south branch library project. Although there were some documentation issues among the attorneys, these seem to have been resolved. He added that he received a document today regarding the cross parking agreement which he will review. There are a large number of documents associated with the ownership of this property, some of which seemed in conflict. The attorneys have resolved these issues. He also said that there were concerns about liability and insurance. Mr. Watts added that he is hopeful that all of the concerns can be addressed within the next week or so enabling the final purchase agreement to be signed.

Mr. Watts then talked about ebooks and the new restrictions that have been proposed by one of the major publishers. Over the years the number of publishers has decreased to a few. When one publisher makes a decision regarding sales to libraries, it has a large impact on the publishing marketplace. Macmillan has made a proposal restricting ebook access to libraries, imposing a purchase embargo for the first few months after a book is published. It would also involve special pricing. Currently a library purchases the licensing rights to an ebook with a certain number of check-outs. When that number is reached, the license expires. Permanent licenses on a limited number of titles are now being discussed. This option would be good for books that will become classics, or a book that will be part of a series in which the author intends to write multiple volumes. However, the embargo possibility concerns us because it could restrict our purchasing ability. The concerns of all libraries are being expressed to our professional associations. Plans are developing for communication strategies, and how we will systematically collect unified data in response to this proposal.

Mr. Watts noted that when print books were the major items in a library collection, publishers discovered that the more volumes a library purchased, the more sales the publisher made in book stores. After years of data collection, this statistic was obvious. Authors were very anxious to be certain that libraries had sufficient copies of their books because this stimulated book sales. We are hopeful that ebook publishers will also see this correlation.

Mr. Watts gave an update on the Library's network bandwidth enhancement. He said that all branches now have increased bandwidth. This service was included in the latest e-rate application.

Network security is now of greater concern because of the increased number of hacking attacks, ransomware incidents, and data breaches across the country, including recent issues across the state. Schools have been the main target in Louisiana. The City-Parish IT Department has increased their communications about appropriate practices and preventive measures. The Mayor's Office of Homeland Security and Emergency Preparedness (MOHSEP) has surveyed the City-Parish Departments regarding the security measures that they employ. The Library's recent upgrades to policy statements and operational guidance regarding security are very timely. The USB precautions that were discussed at a recent Board meeting are a good example of the type of preventive steps that can be taken.

Mr. Watts then discussed the Central Branch Library early voting site. He said the requirements for the early voting site have been met. Ms. Heather Harrison, Central Branch Manager, and her staff have played an important role in preparing for this project, as have Ms. Edson, Mr. Brian Thornhill, Library LAN Administrator, Mr. Alvin Rattle, Library Facilities Manager, and Mr. Bryce Tomlin, Library Coordinator of Computer and Technical Services. The staff from the Registrar of Voters notified the Library that they would need an extra day to work with the new voting machines before early voting could begin. The Central Branch staff were able to accommodate this schedule change. Mr. Watts also said many citizens from the northern portion of the parish are looking forward to using this early voting site. The other locations downtown, at the Archives building, and on Coursey Boulevard are a distance for these voters.

Mr. Watts asked if there were any questions on the Miscellaneous Reports. Mr. Wilson said in regard to the financial report, there were some concerns with the OmniGlobe. He said he wished to discuss that briefly, and for those who are not aware of it, why the Library is considering purchasing it. Mr. Watts replied that we can discuss it. Mr. Jacob asked Mr. Wilson if the Board could discuss it when the item to approve the 2020 Library budget is discussed. Mr. Wilson agreed. Mr. Watts noted that the OmniGlobe is not part of the 2020 proposed budget. Mr. Wilson said he was asking because it has been already allocated to which Mr. Watts answered that item is in the current budget for 2019. Mr. Luther said as a point of order, this item should be discussed when the budget item is covered later in this meeting.

Ms. Wascom said that having the voting machines at the Central Branch Library is an opportunity to display books about civics, the Constitution and our way of life as a democracy.

Mr. Jacob asked if there were any other comments from the Board. There being none, Mr. Jacob asked if there were any public comments under Reports by the Director. There were none. Mr. Jacob thanked Mr. Watts, and then read Item V, Reports by Committees.

V. Reports by Committees

There were no items to cover under Reports by Committees.

VI. Unfinished Business

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

Mr. Watts discussed the River Center Branch Library construction project. Work is progressing in a number of areas at the River Center Branch. The remediation work is at an intricate phase requiring much time and effort at a slower pace.

Other portions of the project are moving forward. Mr. Watts mentioned some of the significant activities occurring during their site visit on August 1st. They included the following:

- On the fourth floor pavers were being moved to the terrace area.

- Float, tape and painting work were being done on the fourth floor.
- Millwork was placed on the fourth floor, ready for installation.
- Circulation desk millwork was installed with final finish and veneer work to be completed at a later date.
- Acoustical panels were on site.
- A modification will be made for the ceiling in the vestibule in order to have access to the VAV box and filters. A metal plank drop will be switched for a section of ceiling tile.
- Some preliminary plaza work has begun.

The contractors and architects are working with product vendors and installers to review potential issues with window work as well as roofing issues. Additional inspections and review were planned for this month. There were some concerns about several spots where leaking had occurred including possible window damage on e10.

Mr. Watts said our staff has been told that the projected completion date for the project is the first week of November. He asked if there were any questions about the River Center project.

Ms. Wascom said people are asking her when the River Center Branch will open to which she replies after the first of the year. Mr. Watts said after the construction is finished, the punch list items must be addressed, and the building inspected. Then furniture, materials and books must be moved in. All of these activities can take several months to complete.

Mr. Jacob asked if there were any other questions or comments about the River Center Branch Library. There being none, Mr. Jacob read Item B under Unfinished Business.

B. Update on Renovation of Greenwell Springs Road Regional Branch Library – Mr. Spencer Watts and Ms. Patricia Husband

Mr. Watts said Ms. Husband would give an update on some of the changes occurring on this project. He noted that Phase I of the project was scheduled to be completed on August 9th. However, a new target date of August 16th for the completion of Phase I was announced. Photos of the project were shown which included exterior work already begun for Phase II of the renovation. Two photos illustrated the exterior north side of the building which will house Children's and Teen Services. A photo of the new men's restroom taken on August 8th was shown. Partitions and ceiling work needed to be completed. Ms. Husband added that as of yesterday the partitions have been installed in both the men's and women's restrooms.

She then showed a photo of the interior of the east wing in which the soffits are clearly visible. The carpet tiles match the color of the soffits, and will also provide a wayfinding feature for patrons.

Ms. Husband gave a summary of observations they made at their monthly site visit on August 8th which included the following:

- Carpet installation in the main part of the adult area was nearing completion.
- Floor boxes had been installed, but several needed to be reset.
- The millwork base was installed in the programming room, and the doors were being placed.
- Interior glass installation was underway for doors, and solid doors were also being installed.
- Work was progressing in the public restrooms. Work was underway on the entrance area floor tiles; changing tables and mirrors were in place; and storage areas needed to be completed.
- A substantial amount of above the ceiling work was continuing in the bathrooms, some of which was duct work sensors for the fire alarm system.

The contractor is arranging for several inspections. The State Fire Marshall will inspect the newly renovated areas on Monday, August 19th. The branch will be closed on August 19th and 20th. During that time the Adult, Teen and Children's collections will be moved from the old area. The existing furniture will also be relocated as we have decided to install all of the new furniture after the entire renovation is finished.

Ms. Husband reported that a portion of the current dust wall was removed on August 9th so that the shelving contractor could reassemble the bookcases. He has done a good job and is very meticulous. She also said the RFID system and computers will be moved and reinstalled. Our Library Computer Services staff and our Facilities Management staff have worked very diligently throughout this process.

Ms. Husband told the Board that a progress meeting at the site is scheduled for tomorrow. She said they will discuss the complete removal of the current dust wall, and the construction of the new dust wall so that the contractor can begin the work in Phase II. This phase includes the Children's, Teen, and the back of the house areas. The staff work area is located in the back of the house, but was completed during Phase I. The center of the facility will be the last section to be renovated.

Ms. Husband asked if there were any questions. There being none, Mr. Jacob thanked Ms. Husband. He then read Item C under Unfinished Business.

C. Update on Renovation of Jones Creek Regional Branch Library – Mr. Spencer Watts and Ms. Kristen Edson

Ms. Edson gave a brief update on the renovation of the Jones Creek Regional Branch Library. The process of moving was complicated. She showed several photos of the work involved which included moving the collection, building a temporary construction entrance and the constructed dust wall which will remain for the entire project. This dust wall was designed to block out as much construction noise as possible for our patrons. The construction entrance with doors enabled

staff to move items from the construction area into the patron area. Ms. Edson also showed a photo of the contractor's entrance which will become the staff and patron entrance once the renovation is completed.

She also noted that during the move much communication occurred, and everyone worked well together. She divided her time between the branch and the storage facility. Ms. Edson complimented the staff at the branch, the Library Facilities Management staff and the Library Computer Services staff. She added that the Jones Creek staff divided the collection; separating items that would remain during the renovation from those to be moved into storage. She said that Computer Services ensured that the computers were set up and operating properly.

Ms. Edson ended her update by showing photos of the removal of the carpet tiles, and the temporary patron use area for the next four months. She also said the first construction meeting will be held on August 27th.

Ms. Edson asked the Board if there were any questions. There being none, Mr. Jacob thanked Ms. Edson.

He asked if there were any public comments on Item VI of the agenda. There were none, so he read Item A under New Business.

VII. New Business

A. To Vote to Adopt Proposed 2020 Library Budget

Mr. Jacob thanked the Board and staff who participated in the budget work session which was a three-hour review of the proposed 2020 Library budget. He noted that the Library staff provided a very detailed document. Mr. Jacob asked for a motion to adopt the proposed 2020 Library budget. Ms. Temple made a motion, seconded by Mrs. Watts. Mr. Jacob said a motion to adopt the proposed 2020 Library budget has been made and seconded. He asked for a vote to adopt the budget. Those in favor of the motion were Ms. Almon-Learson, Mr. Jacob, Mr. Luther, Ms. Temple, and Mrs. Watts. Mr. Wilson was opposed to adopting the budget. Mr. Jacob then said the motion has passed.

Mr. Jacob read Item B under New Business.

B. Review and Approval of Policies Related to Privacy and Cardholder Data – Ms. Kristen Edson

Ms. Edson discussed the necessity for updating the Library's policies related to privacy and cardholder data as a step toward being in compliance for the acceptance of credit cards from our patrons. Patrons would be able to pay their fees and fines using their credit cards either online or at the self-check kiosks in Circulation. The Library must be in compliance with the Payment Card

Industry (PSI) standards which are determined to ensure the security of our customers. She noted that the Board approved several other policies earlier this year.

Ms. Edson noted that the Privacy Policy informs the public about what we do with the data we collect in order to provide the best experience we can for our Library users. We never sell our data, we delete data we don't need as soon as possible, and we convert data we collect into numerical aggregated data to be used in our statistical reports. These statistical reports help determine the Library's resource allocation, and the awards such as the Star Library status that we have received for the last seven years.

Ms. Edson said all of the policies will be posted on the Library's website. She asked the Board if they had any questions. Ms. Temple said she had one comment on the Cardholder Data Policy. She said if the staff observes a security issue on any of the patron computers, the staff should turn off that computer immediately, and then call the Library Computer Services staff to report the problem. She added that would also apply to an unapproved device connected to a self-checkout kiosk or credit card terminal. Ms. Edson said she appreciated those comments.

Ms. Edson asked for any other comments. Ms. Wascom said it is important for patrons to understand that if they use a public computer to make a credit card purchase on a site such as ebay their information is wiped clean after their session.

Ms. Edson noted that when patrons use their credit cards for Library transactions, either at a kiosk or online, they will not be using the Library's website. Our vendor, GoVolution will handle these card payment activities. They handle all the PCI compliance, and the security of the patron transaction. This is why we use a vendor for this process. Mr. Watts added that GoVolution is also the vendor that the City-Parish uses for all of the credit card transactions by the public with the City-Parish.

Mr. Jacob said the Board needs to approve these policies. He asked for a motion to approve the amended policies. Ms. Temple made the motion to approve, seconded by Mrs. Watts and approved unanimously.

Mr. Jacob then read Item C.

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

Mr. Watts said the Board received a copy of the tax abatement application by Hotel Lincoln, LLC in the amount of \$2,122.88. Traditionally in the past the Library Board has felt that the Metropolitan Council is in the best position to decide whether the tax abatement is worth the economic incentive. Mr. Jacob asked for a motion on this request. Mr. Luther made a motion to make no comment to the Council on the tax abatement renewal request from Hotel Lincoln, LLC. Mr. Wilson seconded the motion which passed unanimously.

Mr. Jacob read Item D under New Business.

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

Mr. Jacob asked Ms. Guarisco and Mr. Luther to serve on the committee for the annual performance review of the Library Director. He said he had talked to Ms. Guarisco by phone about participating on the committee, and she agreed to assist. Mr. Jacob said the committee will assist him in getting the annual evaluation completed.

Mr. Jacob asked for any comments under New Business. There being none, Mr. Jacob read Item VIII.

VIII. Comments by the Library Board of Control

Mr. Jacob asked for comments by the Library Board of Control. Mr. Wilson said he wished to discuss the OmniGlobe, and he asked Mr. Watts to discuss what the OmniGlobe is, what it does, and why the money was allocated for it. Mr. Watts replied that it is a digital mapping and learning tool. It is shaped like a globe so that one can project hundreds of purchased data components including customized material that is produced by the staff. Some of the material is produced by agencies such as NASA. It can map out, for example, wetlands across the earth, ocean currents, and weather. The Library staff felt it would be useful for engaging students, especially in middle school, and for teens. Adults could also benefit by viewing scientific data in fields such as geography and ecology. It is presented in a very unique way. The Library is interested in it to coordinate it with our collection and the various databases that we have.

Mr. Wilson said the Library is possibly considering a portable globe, or a less expensive version. However, \$94,000 was allocated in the budget. He asked if the Library considered a public/private partnership to buy or sponsor this item. Mr. Watts said the staff talked about pursuing a partnership with a business, but only after we decide on the product that we wish to use. Prior to seeking funding, we need to look at logistics and make decisions about its use. For budgeting purposes, we used the list price from the manufacturer for a certain model. After the budget was submitted, we discovered there is a competitor, and we are comparing their products to OmniGlobe. Now it appears that the cost could be in the \$50,000 range. Mr. Watts said we are concerned about the portability factor. We are investigating what portable implies, and whether it is possible to transport it safely to various branches or only within a single facility.

Mr. Wilson then said he saw another budget item of \$147,000 for a book dispenser to be located at the Baton Rouge Airport. He asked Mr. Watts to explain this allocation. Mr. Watts said this dispenser was first discussed five or six years ago. Ms. Tanya Freeman, Library Board President at the time, was an advocate for it, and several Board members were highly interested also. The first problem we encountered was the high cost in the range of \$400,000 - \$600,000 with a limited capacity. The Airport was a willing partner because one of the areas in which these are successful, is in transit areas where people are coming and going. It is a convenience for people. Over time the price of these dispensers decreased, and the capacity of these machines increased. The most recent ones can hold thousands of books as opposed to 500 books in the early versions. The smaller

models might need to be refilled every day; whereas the current machines would need less attention. Mr. Watts said that when the staff tests this device, they might feel it to be useful in congregate living facilities, or places where people have limited access.

Mr. Wilson asked if the device dispenses books to which Mr. Watts replied affirmatively. Mr. Wilson said he received an email from Mr. Mike Edwards, Director of Aviation at the Baton Rouge Airport who said the equipment was described as looking like a hockey puck, and is wall-mounted. Mr. Watts said that is a different project entirely. He asked Ms. Stein to explain that service. Ms. Stein said what Mr. Edwards is describing is the new pop-up library for dispensing ebooks using WiFi/Bluetooth technology from up to 250 feet of the device. It can be used to attract potential patrons who do not have library cards to enjoy Libby and RG Digital from our ebook collection. With ultimate convenience these travelers can see what the Library has to offer. We can then encourage them to get a library card. Mr. Wilson asked the cost of the pop-up display to which Ms. Stein replied it is strictly the cost of purchasing the ebooks.

Mr. Luther asked Mr. Wilson if he is not interested in expanding our operations to the public. Mr. Wilson replied that is not the issue. He said he fully supports that, and it is important to him since he has spent his entire career in literacy. He said his issue is not about the educational value. He added that his concern and the concern of some of the public this week in media reports is the spending. The Library can expand its operations in many ways and increase the educational value without spending large amounts of taxpayer dollars. Mr. Wilson said that was why he mentioned public/private partnerships. He added he is involved in literacy work all over the world, and they partner with a number of large corporations to provide services to people in various regions around the world for minimal amounts of money. He said that is the perspective he is offering to the Library. He said there are ways to expand the Library's reach without the added cost to the taxpayers.

Mr. Luther said the items Mr. Wilson is concerned over, were appropriated years ago, and are still being investigated. The staff is still determining whether they are a worthwhile expense. The Board had to authorize the expenditures so that the staff could do their due diligence regarding these possible services. Mr. Luther added that if Mr. Wilson had stayed for the entire budget work session, he would have heard about some of these services.

Mr. Wilson replied that that is not relevant to making the taxpayers aware of these expenditures. He said the globe was approved in 2017 for purchase in 2018. But the public was totally in the dark about this item. If one looks at *The Business Report* website or *Facebook*, not only were people not aware of this item, but they did not want their tax money spent on that.

Mr. Luther added that those type of discussions and comments are done in a public forum which is the Board meeting. The public is welcome to attend and participate in this forum. He added that he is glad to have the media and the public at this meeting. Mr. Luther said he objects to getting an email from Mr. Wilson asking that the Board members justify an expenditure. There are open meeting laws in this state. If four or more Board members respond, the Board has a problem. That's conducting business in the dark.

Mr. Luther added that Mr. Wilson needs to take advantage of working with the Library staff to get answers to his questions, and not use the Board meeting to grandstand. Mr. Wilson asked if informing the taxpayers on how their money is being spent is grandstanding. Mr. Luther replied it is grandstanding when the media is emailed before the Board has had a chance to discuss the concern. Mr. Wilson said that is actually not true. Mr. Luther again emphasized that Mr. Wilson asked the Board members to justify the cost of the OmniGlobe in an email. He added they will have this discussion at this meeting. Mr. Luther invited anyone who wishes to discuss the Library budget to come to the Board meeting. He added he welcomes that.

Ms. Temple said she agrees with Mr. Luther. She said she is excited that this was brought to the attention of the public because it gives the Board the opportunity to showcase just how fiscally responsible the Library staff is. Mr. Luther added that no money has been spent so far for these items. They have been investigating one item for years.

Mr. Wilson then said that the Library budgeted \$35,000 for furniture for the Deputy Director's office. The media is here investigating this. Ms. Temple said the other Board members were at the budget work session for 3½ hours, whereas Mr. Wilson stayed for one hour, ate supper and then left the meeting. Mr. Wilson replied that this was irrelevant, and that he did his research like any Board member would do. Mr. Luther noted that attending the entire meeting is relevant.

Ms. Temple said most people would stay for the entire meeting and ask the staff questions. People usually do all of their research and ask questions, and then only go to the media in order for the media to inform the public about the concerns.

Mr. Wilson replied that he requested information about the OmniGlobe from the Board members and the Library Administration, and he got no response. He said that was why he felt he had to go to the media. Mr. Luther said this is an open meeting and is the appropriate place to have the discussion, not through an email chain. We can discuss this in an open meeting in the light of day. He said he is happy to do that, but does not want to be blind-sighted. He said he does not want the public or the media to think the Library Board is doing something behind closed doors. Mr. Wilson replied that all of these things have happened in the past. The news media would not be here if they knew about these things to begin with. There would not be negative reports in *The Business Report* if they had known about this.

Mr. Luther asked how many Board meetings had Mr. Wilson attended. He also said the meetings are announced to the public to which Mr. Wilson said just because they are announced does not mean the public is paying attention. Mr. Luther said *The Advocate* attends most of the meetings, and reports on the Library Board. The media can come to our meetings and are welcome to do so. The Board and the Library staff will answer any questions. He does not appreciate being asked the questions in an email chain before the Board has had the chance to discuss it in an open meeting. He also expressed his displeasure that Mr. Wilson did not stay for the entire meeting.

Mrs. Watts agreed that it was inappropriate to leave the meeting after an hour.

Ms. Temple said the Library staff does a great job of keeping the facilities updated, and investing in technology. She said that many patrons do not realize that the Library has excellent ratings

because of the usage of the Library, not because of how pretty the buildings are. If the Library did not have the technology, computers and services for patrons to use, we would not be highly ranked.

Mr. Wilson replied the job and role of the Library Board is not to be concerned with the ranking of the Library, but to perform a fiduciary role. He added that the Board's job is to scrutinize the budget, and not to just blindly approve it.

Mr. Luther said there is public concern and support of the Library in regard to the OmniGlobe through email messages. A few people on social media are hiding behind a screen name to make these bomb throwing charges against the Board, and how we handle the Library's budget. The staff has not spent any money on the items in question because the staff is still investigating these proposed items. When they conclude their research, they will report to us for approval. Mr. Luther then added that Mr. Wilson needs to re-examine how he is handling these issues.

Mr. Wilson replied that he was discussing several items besides the OmniGlobe. Mr. Watts said he wished to respond to Mr. Wilson's comments. Mr. Watts said he and the staff have responded to every request that Mr. Wilson has made. Mr. Luther agreed. Mr. Watts also said he wished that Mr. Wilson had asked about the money that was appropriated for the Deputy Director's furniture. He said \$35,000 was appropriated, however, the furniture only cost \$12,000. Mr. Wilson asked why \$35,000 was allocated to which Mr. Watts said he wished to finish his comments. He noted that it is often difficult to forecast the amount one will actually spend. In the case of the furniture, the allocation was high. We determine an estimated figure based on on-line catalogues, and websites. We need to be certain we have allocated enough money to cover the cost. When the item is to be purchased, we compare prices and look at state contracts to get the lowest cost which in this case was much lower than the estimate. Part of the reason we only spent \$12,000 was because we found excellent prices on a state contract, and we were also able to use some furniture we had from another area. Mr. Watts added that this is one of the first times that the Library has been criticized for projecting a cost, then spending much less and saving money on the item.

When budgeting for some of the items involving technology such as the book dispenser several years ago, the estimated cost for some items was initially between \$800,000 to \$900,000. Prices have gone down considerably over time, and this item is more affordable now. Mr. Watts noted that at the end of the year, the money we do not spend is not wasted. It stays in our budget and can be used in the future for items we need.

The money in the budget is part of the Library's pay-as-you-go plan, and is part of the Library's fund balance. We are always aware that in a millage cycle, at the beginning of a cycle our fund balance is large, but as we are nearing the end of the 10-year millage cycle, the revenues and funding become smaller. Mr. Watts said he is always happy when we have come in under budget because that money goes to our fund balance for the future operation of the Library, especially in millage years 8, 9 and 10.

Ms. Almon-Learson left at 5:23 p.m.

Mr. Luther asked Mr. Wilson how many accounting classes he has taken.

Ms. Wascom noted that she worked at the Library for many years. She said she loves the Library and everything about it. It is a huge democracy of information. Everyone, no matter their status, can come and get the latest technology, read the latest books and get trained for jobs in whatever field one wishes. There is a reason this Library system is the highest rated library in the state, and is recognized nationally for what it does. The work of this Library Board and all of the previous Boards, and the Library System that began collecting money in 1986 when the first dedicated tax was passed, was that the Library would not bond out for revenue to operate. The money to build this Main Library had to be collected and saved before we could build. The old building had leaks in the roof and trash cans were used to collect the dripping water. We have passed four tax elections in which the citizens have overwhelmingly supported what we do and the services that they have paid for. We are open more hours than most library systems around the country. The staff has consistently found the most efficient, economical way to provide the best infrastructure, materials, and databases that will prepare students for the future. Ms. Wascom noted that she does not like to project criticism over matters that we can discuss and work out because the System is so positive, and is a jewel of the community.

Ms. Wascom noted one of the programs held here was a musician who showed children how to play Celtic music. The musician said he travels to libraries all over the country, and he feels one can tell a lot about a community from its library. The character of a community can be determined by what that community considers important. Our Library is one of the crown jewels of our community.

Ms. Wascom noted that the River Center Branch Library was planned to be a STEM library and have technology features. The demographic for that branch has citizens who struggle with poverty. They will need training and technology. Creating a STEM or science district would be appropriate because of the proximity of the museums and The Water Institute. This is an idea that can be discussed in the future.

Ms. Wascom said she would like people to leave this meeting with a very positive and upbeat feeling toward the Library's wonderful programs, along with the ability to attract teenagers. She thanked the Library staff for what they do for us.

Mr. Jacob asked if there were any other comments. There being none, he asked for a motion to adjourn.

IX. Adjournment

Mr. Luther made a motion to adjourn and Ms. Temple seconded the motion. The meeting was adjourned at 5:32 p.m. by unanimous vote.

Mr. Jason Jacob, President

Mr. Spencer Watts, Library Director