

TENTATIVE AGENDA
FOR SPECIAL MEETING OF THE
EAST BATON ROUGE PARISH LIBRARY BOARD OF CONTROL
MAIN LIBRARY
THIRD FLOOR BOARD ROOM
7711 GOODWOOD BOULEVARD
BATON ROUGE, LA 70806
AUGUST 5, 2019
4:00 P.M.

- I. ROLL CALL
- II. REVIEW AND DISCUSSION OF THE PROPOSED 2020 LIBRARY BUDGET
- III. COMMENTS BY THE LIBRARY BOARD OF CONTROL

ALL MEETINGS ARE OPEN TO THE PUBLIC

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

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

August 5, 2019

The special budget meeting of the East Baton Rouge Parish Library Board of Control was held in the third floor Board Room of the Main Library at Goodwood on Monday, August 5, 2019. Mr. Jason Jacob, President of the Board, called the meeting to order at 4:03p.m. Members of the Board present were Mrs. Martha Guarisco, Mr. Donald Luther, Jr., Ms. Candace Temple, Ms. Kathy Wascom, and Mr. Chance Wilson. Absent from the meeting were Board members, Ms. Nicole Allmon-Learson and Mrs. Delores Watts. Also in attendance were Mr. Spencer Watts, Library Director; Ms. Kristen Edson, Library Deputy Director; Ms. Patricia Husband, Assistant Library Director of Branch Services, and Ms. Mary Stein, Assistant Library Director of Administration. Also present were Ms. Rhonda Pinsonat, Library Business Manager; Mr. Ronnie Pierce, Assistant Library Business Manager; Mr. Bryce Tomlin, Library Coordinator of Computer and Technical Services, Ms. Liz Zozulin, Executive Assistant to the Library Director; Ms. Rosana Sotile, Library Technician I to the Deputy Director; and Ms. Jo Anne Blouin, Library volunteer.

I. Roll Call

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

II. Review and Discussion of Proposed 2020 Library Budget

Mr. Jacob asked Mr. Watts to discuss the budget. Mr. Watts then said that Ms. Pinsonat will guide the discussion and answer any questions the Board members have as they discuss the various components of the proposed Library budget for 2020. He noted that the staff was determined to work within the revenue that the Library receives and function within the projected budgets for the various accounts. He pointed out that when they discuss the Capital Improvements section of the budget, the requested figures will be higher than last year. The reason for this is that we have amended these accounts to reflect the updated cost and size of the South Branch Library, the additional expense involved in the River Center Branch remediation, the commencement of the renovation of the Jones Creek Regional Branch Library and the continued renovation of the Greenwell Springs Road Regional Branch Library.

Mr. Watts discussed the nature of the Fund Balance and what it represents. The projected \$72 million includes the revenue collected in the current year for the upcoming budget year. This is the way the system was set up with the initiation of the millage back in the 1980's. This is not a large amount of excessive, unnecessary money. When the upcoming year's revenues and items such as rollovers are accounted for, the remainder is much closer to \$20 million. This is the money that can be accumulated, particularly in the early stages of the 10 year millage cycle to be placed in our pay-as-you-go capital fund, and can provide a cushion near the end of the ten year period as

operating expenses grow closer to exceeding revenues. This money from the Fund Balance is used to fund the branch improvements and renovations. This money is used for the Baker, Scotlandville, Zachary and Central projects. He noted that the Delmont Gardens Branch is slated for review and funding near the end of the cycle. Due to the age of this facility, it may be more cost effective to construct a replacement facility, but that will require more study.

Mr. Watts said as good stewards of the tax payers' money, the Library staff keeps costs under control. With this approach we are able to fund our projects including the staffing of our new community branch.

Ms. Wascom asked about a budget item for emergency repairs after a freeze, a flood or a hurricane or storm. Mr. Watts said it is included as part of the Library's Fund Balance. We have budgeted \$2.5 million for emergencies and one year of operating expenses. He noted that after the Flood of 2016, the City-Parish set up a special account in which to track expenses incurred by the flood in order to ultimately obtain reimbursement by FEMA. Ms. Wascom asked if a line item could be added for emergency needs to which Mr. Watts said no. We have asked for this, but we are not permitted to use it this way. He reminded the Board that our self-insurance coverage includes a \$1 million deductible per occurrence.

Mr. Luther said the Fund Balance as it appears gives the impression that the Library has excess revenue. He asked if there was another option for indicating this balance. Mr. Watts replied that we must use the City-Parish accounting system since we are a Department of the City. The City-Parish presents its financial reports using a standard governmental method. People do not understand this method even when it is explained. Mr. Jacob added that all the Board and Library staff can do is to explain it when questions are asked, or comments are made.

Ms. Wascom said she likens the City-Parish accounting system to an individual who receives the entire year's salary in January. There is no additional money received during the year. This requires a budget in order for funds to be available for the entire year's expenses. Ms. Stein noted that the Library used that analogy with the public prior to the Library tax renewal election.

Mr. Watts asked Ms. Pinsonat to discuss the various budget requests for 2020. Ms. Pinsonat began with the Allotments account which represents personnel. Currently we have 589 positions. For 2020 we will reduce the positions by two for a total of 587.

Ms. Pinsonat directed the Board to the Salaries section of the binder. She noted that the Library is requesting a new position, Server Analyst, for Computer Services, and the deletion of two vacant PC LAN Specialist positions.

Mr. Watts asked Mr. Bryce Tomlin, Library Coordinator of Computer and Technical Services, to discuss the justification for the Server Analyst position. Mr. Tomlin said that the Library's server environment has increased in complexity and functionality. The Library plans to begin using our facility on North Boulevard for our Disaster Recovery Center. The Server Analyst will be needed to ensure that the back-up servers are functioning at that location as well as the primary servers. The position is also supervisory which will assist our PC/LAN Administrator with the management of the technical staff.

Mr. Watts added that Ms. Edson and Mr. Tomlin have discussed adding the Server Analyst position and the justification for it with Mr. Eric Romero, City-Parish Information Services Director. He is supportive of their request, although the actual title for the position may change.

Mr. Luther asked if the North Boulevard building has been repaired. Mr. Watts replied that Ms. Edson and Mr. Tomlin have been in contact with Mr. Sean Johnson, Senior Architect with City-Parish Architectural Services. He is assisting them with the process of getting the roof replaced and the air conditioning upgraded.

Ms. Pinsonat discussed the salary accounting detail and the contract employees pages. The Library's contract employees include the Sheriff's deputies and the student interns who are in library school. She noted the figures for employee benefits are provided by the City-Parish, and are standard for all employees regardless of the department.

Mr. Luther asked if the Library has a representative on the City-Parish Retirement Board. Ms. Pinsonat said no; the Retirement Board members are appointed by the Mayor and the Metropolitan Council.

Ms. Pinsonat then discussed the budget for advertising. She said the amount requested is the same amount as last year. Mr. Watts noted that advertising is an important method for engaging our customers. We need to remind them of the services we provide. Mr. Wilson asked if we advertise through social media to which Mr. Watts and Ms. Stein said yes. However, this type of advertising is reflected in another budgeting account. Mr. Watts noted that the Library also actively pursues as much free exposure as possible. Mr. Luther asked if we do bus advertising to which Ms. Stein said yes. He also asked why we changed vendors for the bus stop benches. Ms. Stein replied that Geaux Bus Bench changes our advertising boards on the benches as needed and also changes where in the parish the advertising is located. This company is also a disadvantaged business enterprise.

Books/Library Materials was the next account title discussed. Mr. Watts said that Macmillan Publishers has announced that they plan to limit the purchase of e-books to libraries. After November 1st libraries would only be allowed to purchase one copy of a newly released book during the initial publishing period. After this period, libraries would be able to purchase additional copies, but at full price. The rationale seems to be that if readers cannot borrow an e-book from their library, they will buy the item themselves. Mr. Watts added that libraries buy materials from book vendors also known as jobbers. Libraries across the country are concerned over this announcement by Macmillan.

Mr. Watts also told the Board that studies over the years have demonstrated that in the case of print materials, library acquisitions stimulate book sales to the public. However, now libraries will be charged more for e-resources. Ms. Stein explained that currently libraries purchase an e-book with a number of uses such as 48. Once the item is checked out 48 times it disappears from the collection. There is also a professional license that can be purchased which allows the Library unlimited access.

Mr. Wilson asked if our Library purchases directly from the publisher to which Mr. Watts said generally no. We use jobbers. Mr. Wilson asked if we purchase materials from Scholastic Publishers to which Mr. Watts replied yes, but mainly through our jobber.

Mr. Watts said our book budget is \$5.7 million which will provide us with a cushion should the Macmillan announcement affect our ability to purchase e-books. Ms. Temple asked what the current process is for purchasing e-books. Ms. Stein noted that the Library purchases the item with a certain number of allowable check-outs. Mr. Watts added that the American Library Association needs to conduct a study to determine the correlation between what the Library purchases and what patrons buy.

Mrs. Guarisco asked if this change will result in a trend toward purchasing a greater number of hardcover books. Mr. Watts said he did not think so. He noted that the trend is toward more e-use. For the next 20 years print books will still be a force, but in the future e-books will probably dominate the market. Ms. Wascom said we would need to adjust our e-book purchases. Ms. Stein added that our Library has the Kurzweil readers which assist people with various disabilities to read using e-technology.

Mr. Wilson said it appears this change in how we access material will be gradual. He asked how our Library will remain relevant. Mr. Watts said our book budget is excellent. Our Library has one of the best e-book collections for a library of our size, and we try to strategically build collections that reflect customer needs.

The next section reviewed by the Board was Capital Outlay (>\$5,000). Ms. Husband described the interactive game tables to be used by children and teens. Using these tables, they will be able to play a variety of educational games. She noted that we budgeted for these in 2017 for purchase in 2018, but they were not purchased then. Mr. Jacob asked if the tables have a touch screen monitor to which Ms. Husband said yes.

Ms. Stein said the magnetic backpainted glassboards will replace some of the old whiteboards which have reached their life span. Even after cleaning the whiteboards, the “ghosting” effect cannot be removed. Mr. Jacob agreed that some of the whiteboards cannot be cleaned well enough to use. Ms. Husband said the backs of the glassboards are painted. One can use a Sharpie or crayon with no ghosting effect. The surface is cleaned with Windex. Ms. Temple asked if one board would cost \$7,800 and where would that board be placed. Ms. Husband replied that we may be able to purchase it at a lower cost through a bid process or through a state contract. She added that the board would be placed in the Main Library Conference Room 2B to replace the whiteboard.

Mr. Jacob asked about the status of the OmniGlobe for the River Center Branch Library. Ms. Husband said that two vendors provide these spherical display projectors. They are OmniGlobe and Magic Planet. Magic Planet is a portable globe. Both products contain a computer projector which enables the loading of software that can be displayed on the globe. Programs can be purchased on a variety of subjects such as geography, meteorology and astronomy. Some of the data is provided by NASA. Ms. Husband noted that the staff has scheduled a conference call with both vendors. She said we will ask identical questions of each vendor in order to compare

their products and make a decision on which one would better meet our needs. Mr. Watts noted that the OmniGlobe had already been placed in a prior budget, but had not been purchased.

Mr. Luther asked if Ms. Husband has seen the Magic Planet globe to which she replied affirmatively. Mr. Jacob asked if a globe could also be purchased for the south branch library. Ms. Husband said that if the Library purchased the portable globe, it could be used in more than one branch.

Mr. Wilson asked about the cost of the OmniGlobe and when it was placed in the budget. Mr. Watts said it was budgeted in 2018 at approximately \$94,000. Mr. Wilson asked where the globe would be located. Mr. Watts noted that we considered Children's Services. However, we do not think that is the best location because teens do not wish to be seen in Children's Services, and adults should be limited to the amount of time they spend in Children's Services. Ms. Husband added that the globe should not be touched by patrons. Therefore, the globe must be secured from patron manipulation.

Mr. Tomlin noted that under Computer Hardware most of the items requested are for the Disaster Recovery Center. Mr. Watts said that we will add the cost of a monumental sign for the Jones Creek Regional Branch. The staff prefers that the design and choice of sign components be done separately rather than have the contractor do so. This charge is reflected under the Capital Improvements section under the Jones Creek Branch. The outdoor LED road signs in this budget category are replacements for the signs at the Main Library.

Mr. Watts discussed the motor vehicle request for an Outreach collection distribution vehicle. He said that we were informed this afternoon that our Elf bookmobile can be surplused and a new vehicle purchased. Mr. Jacob asked what year the Elf was purchased to which Mr. Watts said in 2002. It has relatively low mileage, but it is worn out because while it is visiting senior sites or is present at events, it is idling in order to provide A/C or heat. He noted that the staff budgeted \$50,000 for the purchase of a box truck to be used to transport books and library materials. However, now that the City-Parish is allowing us to remove the Elf from service, we could consider replacing the Elf.

Mrs. Guarisco asked if the Library could rent a box truck. Mr. Watts explained that vehicle rental companies require the use of a credit card for payment. City-Parish rules do not allow us to use a City-Parish credit card for vehicle rental because vehicle rental is considered a service by the City, and credit cards cannot be used for a service.

Ms. Wascom asked how the Elf has been used. Ms. Stein replied that it is used to visit senior centers, and it averages 40-50 visits per month. Our senior patrons appreciate this vehicle because it is low to the ground and is easy to get in and out. Ms. Wascom and Mr. Jacob both said that the Elf should be replaced with another Elf rather than the box truck. Ms. Stein said that the amount requested would need to be increased to \$150,000 which was the amount requested last year to replace the Elf.

Ms. Guarisco said many in our senior population cannot travel to our facilities. It is important that we provide library service to them. Mr. Watts agreed and said many of those patrons cannot physically leave their facilities due to aging issues.

Ms. Stein also noted that our large bookmobiles are too big for most of the senior center parking lots. She added that when we participate in a festival or event with the large vehicles, in order to park the vehicle, we must do so many hours before the event begins. As the time for the event approaches many roads are either blocked for travel or other festival vehicles are blocking us from maneuvering the large bookmobile into place. When an event is over, the bookmobile staff cannot easily leave the site either. The small size of the Elf would make it ideal for many of these events.

At 5:10 p.m. the Board took a dinner break. During the dinner period, Board members did not discuss budget matters, but engaged in light conversation about a number of general topics.

Mr. Wilson left the meeting at 5:30 p.m.

The Board resumed their work session discussion at 5:35 p.m.

Ms. Pinsonat referred the Board to the Communications budget. She noted that the figures reflect our new contracted rates and improved bandwidth with Cox Business. Mr. Tomlin added that the bandwidth for the Main Library and the Disaster Recovery Center is faster than in our other facilities, although all of our facilities have an increased bandwidth under the new contract.

Mr. Watts noted that we need to ensure that the Main Library and the Recovery Center have an enhanced speed for data transfer. The connection must be robust so that we do not lose data in the event of a service interruption at the Main Library. We would rely on the Recovery Center to be a back-up in order to restore our data.

Mr. Luther asked if the City-Parish IT Department is still planning to use our Recovery Center for their data back-up to which Mr. Watts replied affirmatively. He said we are addressing the roof issue, and the air conditioning. This facility also has a wet pipe fire sprinkler system which will need to be replaced with a dry pipe fire sprinkler system.

Ms. Pinsonat noted that with e-rate reimbursement, the Library is refunded 80% of its communications costs. Mr. Watts added that during budgeting we submit the total amount without the e-rate discount because Congress or the FCC could decide to eliminate or curtail the e-rate program. We must be prepared to pay all communication costs should this happen.

The next budget item reviewed was Computer Software. The meeting room software item will enable the public to reserve meeting room space remotely. They would still be able to call in to reserve a space. This software will allow the room reservations to be managed more effectively.

The Asset Tracking and Ticketing System will enable the Library staff to enter all data to track any item over \$250. Mr. Watts said this will be part of our inventory control. Mr. Jacob asked if the City-Parish has one system that all departments can use to which Ms. Pinsonat replied no.

Contractual Services was discussed next. Ms. Pinsonat said the requests are the same as the ones in last year's budget. Mr. Luther asked if all the security systems were working properly. Ms. Edson said they are, but that the Main Library and the Eden Park Branch Library systems will be replaced. [**Clarification:** Ms. Edson was commenting partially regarding surveillance systems that need replacement. The old Pelco systems are starting to experience increased problems and are not meeting standard security benchmarks.] Ms. Husband noted that Allied provides perimeter and fire alarm services to all of our facilities.

Ms. Pinsonat directed the Board to the tab for Dues and Memberships. She said the categories are the same as last year. Mr. Watts noted that the Library Administration would like the Board to consider reimbursing the dues for membership in the Louisiana Library Association as well as the American Library Association for all librarians in the System. Mr. Luther replied that he supports that request. Mrs. Guarisco asked about the value of offering this benefit. Mr. Watts replied that it is valuable especially for younger employees because it gives them the opportunity to interact on a national level with other librarians, and provides an opportunity to increase their knowledge base. Mrs. Guarisco asked about participation on the state level. Mr. Watts said on a state level, employees can develop leadership skills. The site for the annual state conference rotates and every 3 to 4 years, it is held in Baton Rouge. Mr. Jacob said he is in favor of extending the reimbursement of membership dues to all librarians.

Ms. Pinsonat next reviewed the Grounds Maintenance account which provides the lawn service for all of our facilities.

Ms. Pinsonat discussed the Insurance section of the budget. She noted that the figures in this item are provided by the City-Parish. Mr. Luther asked about the Errors & Omissions insurance policy for the Board members and senior staff. Ms. Pinsonat replied that this coverage is listed under Contractual Services. Mr. Watts added that the staff is researching this insurance to obtain the correct coverage. The premium for an Errors & Omissions policy would be approximately \$14,000 which is very expensive. In speaking with an insurance provider, he said the Library Officers would need a Director insurance policy rather than Errors & Omissions. Mr. Watts said if the Library were sued the City-Parish Attorney's Office would represent the Library as a Department of the City. Ms. Wascom noted that her civic association has a Director & Owners policy. Mr. Watts said when the Library participates in an event, City-Parish Risk Management provides a liability rider. Ms. Wascom wondered if the Board and senior staff even need this special coverage. Mr. Watts said the staff will investigate this further to determine what might be appropriate.

Trackable Supplies between \$1,000 - \$4,000 was reviewed. Ms. Pinsonat said the glassboards are budgeted in this account. Ms. Husband added that she budgets for lounge seating replacement if it should be needed. Furniture does wear out from normal wear and tear, so it is important that money be available for replacement furniture. Computer servers are listed under this budget. Mr. Tomlin noted that several servers will be replaced at the branches and will also include a new server for the south branch library.

Trackable Supplies (<\$1,000) was discussed. Mr. Watts said this account includes book trucks, and task chairs or stools. He noted that gaming materials are listed in this category. City-Parish auditors question the purchase of these items which we can justify. Ms. Wascom said the auditors do ask what type of games are purchased by the Library.

Ms. Pinsonat directed the Board to the tab for Janitorial & Extermination Services. She said that these services are contracted through the City-Parish bid process.

Other Operating & Maintenance Supplies was reviewed next. Ms. Pinsonat noted that the auditors have limited the special events category, and this has resulted in a shifting of some expenses to other lines. All of the programming supplies are listed in this budget item. Ms. Wascom asked about programs to attract teens, especially boys, to come to the Library. Ms. Stein replied that boys are attracted by the STEM projects, and video gaming. In fact, both girls and boys enjoy these activities and attendance is good. She noted that they also enjoy games like Hungry, Hungry, Hippo. As part of these events snacks are offered, and appreciated by these teen patrons. Mr. Watts added that Library staff has observed that when children are fed, they behave better when they are not hungry.

There were no additions over last year's budget for this item. Mr. Watts added that the staff is researching and considering buying RFID enabled library cards for patrons in the future.

The Professional Services category was discussed. Ms. Pinsonat said much of the budgeted items in this category are the same as last year. Web Services Development is new this year. It includes the redesign of the Library's website, and staff intranet. Ms. Guarisco asked about the Facilities Management software. Ms. Edson said this software will enable our Facilities Manager and his staff to better track and monitor work orders. The fee of \$100,000 is a one-time charge to purchase the software. Ms. Wascom noted that this item is the type needing additional discussion. Ms. Edson discussed the logistical and workflow advantages of the software. Mr. Tomlin told the Board that money for Software Application Development is placed in the budget to cover software we may need in order to enhance our service to patrons.

The Volunteers of America (VOA) contract item was reviewed. The VOA provides us with case workers, not social workers, so the title of that service will be revised. Ms. Wascom said the case workers may be telling patrons that they are ministers which is not appropriate when they speak under a service provided by the Library. Mr. Watts replied that the staff needs to reassess this program with VOA for its effectiveness. They are over-committed, and at times unable to work the hours that we request. He added that in many cases, it could be beneficial to have licensed clinical social workers, but their salary requirement is fairly high. Ms. Guarisco asked how many would we need to which Mr. Watts replied several, but not necessarily several full-time.

Ms. Pinsonat directed the Board to the tab for Rental/Lease Agreements. She explained that it includes two months of lease payments for the temporary location of the River Center Branch in the Kress Building, should it be needed. The Library is also leasing storage space for Library materials at the Renaissance Park building and at the City-Parish Public Safety Center (Baton Rouge Police Headquarters).

Ms. Edson discussed the budget item under Repair/Maintenance of Buildings. She noted that the maintenance for the branches is listed by branch. Mr. Luther asked about the operation of the elevators at the Main Library. Mr. Watts said that we do have issues with those elevators especially after a power outage. However, we have a maintenance contract for repair, and the vendor responds when we call for assistance. Mr. Jacob asked what the problem is to which Mr. Watts replied he feels the low bid process resulted in elevators that meet the minimum qualifications.

The next tab reviewed was the budget for Repair/Maintenance of Office Equipment. Ms. Temple asked what is Twinkle Toes – Gold Support. Mr. Tomlin said it is the software we would like to use to book study rooms. Mr. Jacob confirmed that the Juniper Support is a three-year contract to which Mr. Tomlin replied affirmatively. He added that it includes items such as our firewall and switches. He also noted that the FusionBot Site Search Engine Service Silver + will enable our patrons to search the Library website much quicker. Ms. Wascom pointed out that the maintenance agreements for all of these systems is \$1 million. There was discussion regarding the range of services covered. Mr. Watts added that this budget also includes maintenance on all Dell hardware.

Ms. Pinsonat discussed the Special Event Expense tab of the budget noting that City-Parish will only allow the Author-Illustrator Program, the BR Mini-Maker Faire[®], and the One Book/One Community Program to be listed under the Special Events budget. These are the only programs that meet the criteria to be called Special Events by the City-Parish. Ms. Pinsonat explained that donations pay for travel for Author-Illustrator, for the refreshments for One Book/One Community, and for the incentives for the Summer Reading Program.

The Board then reviewed the Travel & Training budget. Mr. Watts said the Library falls considerably below the State Standard set by the Louisiana Library Association (LLA) for training, but we think we do a good job. Ms. Guarisco said she approves of the number of employees that can attend these conferences for training. Ms. Stein noted that the Library is a knowledge-based Department of the City, so training is essential. Mr. Watts added that we encourage our staff to participate in webinars and other on-line programs. Ms. Wascom asked if the Library gives opportunities to all staff on a rotating basis to which Mr. Watts said yes. He added that the Branch Services Division does a particularly good job of offering training and travel to all.

Mr. Luther asked about the RV Training for Outreach Services. Ms. Stein said the Library has tried to obtain driver training for the staff operating the large bookmobiles. The driver education training offered by the City is strictly classroom study. The Library staff need behind-the-wheel training because driving the large bookmobiles requires special skills. However, our staff members do not need commercial driver's licenses to operate the bookmobiles. Ms. Stein said she contacted diesel training schools without success. Mr. Jacob said the State Police have a driving track for training, but it is limited to SUVs and training to track vehicles. Ms. Stein said she will continue to search for assistance with driver training.

Ms. Pinsonat said the Utilities budget includes electricity, gas, water and sewer user fees. Mr. Pierce noted that the figure for the new River Center Branch is an estimate.

Ms. Pinsonat discussed the Vehicles budget which lists all of the vehicles the Library currently possesses plus the box truck the Library was requesting for Outreach Services. Mr. Jacob asked if a mileage limit determines when a vehicle can be replaced. Ms. Pinsonat said no; the vehicle can be driven until it won't run. Mr. Pierce added that the only City vehicles that have a mileage limit are the Baton Rouge City Police vehicles.

The final category of the budget review was the Library Capital Improvements tab. Mr. Watts said that adjusting the size of the south branch and updating the budget for this branch was discussed at the June Board meeting. The Board agreed to a size of up to 18,000 square feet. The proposed budget reflects the construction of a 17,700 square foot branch.

Mr. Watts then discussed the River Center Branch project. He explained that additional remediation costs were a possibility as part of the ongoing close and extensive examination of the building. As work progresses there may be the need for additional change orders and time extensions. There was a general discussion of items such as the review of the windows, and the time required to inspect and possibly work with the plugs and dams within the window system.

Mr. Watts then reviewed the budget for the Jones Creek Regional Branch renovation. He told the Board that \$130,000 has been added to the project for furniture and construction. Land improvements of \$50,000 was added for landscaping. An additional \$50,000 was also needed for exterior signage and lighting, including possible restoration of the old monumental sign that was removed during the road construction.

Mr. Watts talked about the budget for the Greenwell Springs Road Regional Branch. He pointed out that landscaping and an additional amount for furniture were added to the project budget.

He then discussed the Land & Planning for a New Branch Library. We want to maintain options for future branches in the southeast part of the Parish as well as in the north central area. In addition, there has been a strong effort to enhance and revitalize the Plank Road corridor in north Baton Rouge. Build Baton Rouge is leading efforts to find and bank developable property along the corridor, and to encourage systematic, planned development. It would be a possibility that a relocated Delmont Gardens Branch could be part of this type of redevelopment effort. The original portion of the Delmont Gardens Branch was built in 1984. In 2005 an addition and renovation of this branch occurred. The building has many issues, and it may not be financially feasible to renovate this facility. Mr. Watts said he would like to increase the budget so that we have funding available for any property that we might want to consider for possible use.

Ms. Wascom noted that the Delmont Gardens Branch is in a neighborhood surrounded by homes. Patrons can walk to this branch. Ms. Temple noted that part of the revitalization of this area will be the addition of transportation. Mr. Luther asked about the usage statistics for the Delmont Gardens Branch. Mr. Watts replied that patrons use the branch. Circulation is modest, but people use the computers, technology, and services. Many adults have expressed their support for this facility. Mr. Watts again emphasized the condition and age of the structure as a future concern. He also stated that this concept would need to be studied carefully.

Ms. Temple asked about the Zachary Branch Library property, and whether anyone has approached the Library interested in buying some of the land to which Mr. Watts said no.

The Consolidated Non-Public Service Functions Building (Outreach Services/Recycled Reads) budget was reviewed. Mr. Watts said it has been recommended that we add \$900,000 to this budget. The roof needs to be replaced. The A/C system is located on the roof, and needs to be replaced also. He said it would be advantageous to complete both projects at the same time.

Mr. Luther said he had a question about the salaries and retirement benefits for employees. He asked how long an employee must work before being totally vested in the retirement program. Mr. Watts replied ten years.

III Comments by the Library Board of Control

There were no additional comments by the Board.

There being no further discussion, Mr. Jacob asked for a motion to adjourn. Mr. Luther made a motion to adjourn. The motion was seconded by Ms. Temple. The meeting adjourned at 7:41 p.m.

Jason Jacob, President

Spencer Watts, Library Director