

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
MARCH 21, 2019
4:00 P.M.

PLEDGE OF ALLEGIANCE

I. ROLL CALL

II. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF FEBRUARY 21, 2019

III. REPORTS BY THE DIRECTOR

- A. FINANCIAL REPORT
- B. SYSTEM REPORTS

IV. OTHER REPORTS

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

V. NEW BUSINESS

- A. REPORT BY COMMITTEE ON REVISION OF LIBRARY BOARD OF CONTROL BYLAWS – MR. JASON JACOB
- B. TO VOTE TO SEND COMMENTS TO CITY-PARISH ADMINISTRATION REGARDING TAX ABATEMENT PROPOSAL – MR. SPENCER WATTS

VI. OLD BUSINESS

- A. UPDATE ON RIVER CENTER BRANCH LIBRARY CONSTRUCTION – MR. SPENCER WATTS
- B. UPDATE ON RENOVATION OF GREENWELL SPRINGS ROAD REGIONAL BRANCH LIBRARY – MR. SPENCER WATTS AND MS. PATRICIA HUSBAND
- C. UPDATE ON JONES CREEK REGIONAL BRANCH LIBRARY – MR. SPENCER WATTS AND MS. KRISTEN EDSON

VII. COMMENTS BY THE LIBRARY BOARD OF CONTROL

ALL MEETINGS ARE OPEN TO THE PUBLIC

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

Minutes of the Meeting of the

East Baton Rouge Parish Library Board of Control

March 21, 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, March 21, 2019. Mr. Jason Jacob, President of the Board called the meeting to order at 4:04 p.m. Members of the Board present were Mrs. Martha Guarisco, Mr. Donald Luther, Jr., Ms. Candace Temple, Ms. Kathy Wascom, and Mrs. Delores Watts. Absent from the meeting was Ms. Nicole Allmon-Learson. 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; Ms. Rosana Sotile, Library Technician I in Administration; Ms. Jessica McDaniel, Librarian I in Outreach Services; Captain Blair Nicholson of the East Baton Rouge Parish Sheriff's Office; Mr. Dirk Graeser, videographer for Metro 21; and one member of the public.

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

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

Mr. Jacob asked for the approval of the minutes of the regular Library Board meeting of February 21, 2019. Ms. Temple made a motion to approve the minutes, seconded by Ms. Wascom, and approved unanimously.

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 rose to 89.20% of the operating budget. Although only a few changes will be made from this point, it will still be another month or two before an audited statement is prepared by the Finance Department. As of February 28, 2019 expenditures are \$5,849,437.93 or 12.86% of the operating budget. Through February, we should have spent no more than 17% of the operating budget.

Cash collections from Property Taxes for 2019 are ahead of those collected in 2018, as we approximately \$1.35 million, and 3.1% ahead of the same date last year.

Ms. Pinsonat asked the Board if there were any questions. There being none, Mr. Jacob thanked Ms. Pinsonat and then read Item B.

Mr. Luther arrived at 4:06 p.m.

B. System Reports

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

- Early in March, Children's Services held a *1,000 Books before Kindergarten* completion celebration for approximately 50 children. Children's author/illustrator, Will Hillenbrand traveled to Baton Rouge to read one of his books, and talk to the parents and children.
- Over the last 4 years, thousands of books have been read. The Library is considering ways to enhance the program to encourage the continued participation in this literacy activity.
- The renovation of the Greenwell Springs Road Regional Branch continues. Recently the kalwall (skylight) was delivered and installed.
- The Kilted Man visited 3 of our branches this month to entertain with his unique songs and musical instruments.
- For the first time this year, the Library hosted a performance by LSU's Constantinides New Music Ensemble (CNME). Dinos Constantinides is an LSU composer, violinist and Boyd Professor known for his outstanding musical contributions at LSU.
- The CNME played pieces that were written by LSU students, some of whom attended the concert.
- The Kick-Off event for the One Book One Community Read of Sherlock Holmes *The Hound of the Baskervilles* was held inside the Main Library on Saturday, Feb. 23rd.
- The Kick-Off featured the State Police Crime Lab, violinists, a beekeeper, information on the LSU Russell Mann Holmes Collection, and dog faces with CAAWS.
- Staff with the Library bookmobile participated in the Bark at the Park Krewe of Mutts parade.
- Our One Book partner, Forum 35, hosted a Sherlock Holmes event at The Londoner restaurant. Ms. Edson and Ms. Jessica McDaniel represented the Library.
- Escape Room events are being held throughout the Library system for all ages with a Sherlock Holmes theme. Teen Services hosted steampunk teas. Adults wearing hats of various sizes enjoyed teas complete with arts and crafts made with teacups.
- Sherry Thomas, author of the Lady Sherlock series, spoke during an Author after Hours event on March 16th at 7:00 p.m.

- The Library's Career Center is offering extra seminars, and work shops to assist job seekers especially those who have been laid off. Live streaming is available to those who cannot come to the Career Center.
- Job fairs were held at the Main Library yesterday along with advice on how to benefit from a job fair.
- Gale Courses, one of the databases to which the Library subscribes, asked Mr. Andrew Tadman, Library Coordinator of Reference Services to speak during a national webinar. They requested that he explain how we encourage patrons to sign up for and complete the courses.
- Mr. Tadman also made a presentation at the Louisiana Library Association (LLA) Annual Conference.
- Our Library Board member, Ms. Nicole Allmon-Learson, presented one of the best workshops at the LLA Conference. As a Professional Registered Parliamentarian, she discussed parliamentary procedures offering many suggestions to enable one to conduct a meeting confidently and appropriately.
- The Library staff participated in Operation Fresh Start with the Mayor and Assistant Chief Administrative Officer. This event was part of the Mayor's community-wide ongoing clean-up effort in the parish.

Ms. Stein noted that Ms. Zozulin included in the Board packets, an article from the *Business Report* about the Library's business resources. She said the Library is pleased to be featured in the magazine for our small business resources.

She announced that Dr. Kris Mecholsky, a faculty member at LSU will present the Many Faces of Sherlock Holmes on Sunday, April 24th at the Main Library.

Ms. Stein said in April the Library will host the Mid-City Micro-Con and will hold a *Game of Thrones* After Hours Extravaganza. On April 13th at 7:00 p.m., author Lisa Wingate will speak in an Authors After Hours event. Ms. Wingate's books are always in demand at our Library.

Ms. Stein asked for questions from the Board. There were none. Mr. Jacob thanked Ms. Stein. He asked for any comments from the public. 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 met with the architect, and the vendor to review mockups for the end panels for Children's Services at the Bluebonnet Regional Branch Library. We will adjust the shop drawings in order to approve the production of the end panels.

The Energy Management Systems maintenance contracts have been awarded. However, one system was rebid. The responses have come in, and the City-Parish Purchasing Department is reviewing them in order to award the bid for the contract.

Ms. Husband said that we have been trimming, cleaning up, and removing some trees at the Bluebonnet Regional Branch Library with a completion date at the end of this week. We will then work on the landscaping at the Jones Creek Regional Branch Library.

The Central Branch Library's heating system is being worked on to correct the noise issue caused by the heating system. Mr. Alvin Rattle, Library Facilities Manager, has requested quotes to replace the variable frequency drives. He believes this will resolve the problem.

Ms. Husband said that Ms. Edson, Mr. Rattle and she have been working on getting bids for a grout cleaning, and a window washing contract for the Library system. The bid packages are in Purchasing for evaluation and the awarding of the contracts.

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

B. Miscellaneous Reports

Mr. Watts reported on the south branch site stating that we are awaiting the official re-subdivision map so that our topographic survey can be finalized. The re-subdivision map must be filed by the property owners. He noted that he received a document from City-Parish Architectural Services which indicates this map is in process. The City-Parish has completed all of the other items in the due diligence process

Mr. Watts added that he has contacted the Parish Attorney's Office requesting a revision to the Parking Cross Easement. He said he would like flexibility regarding the use of the easement in the event that the Library would like to change its operational hours. For example, in the future we may wish to remain open until 9:30 p.m. He said he would also like a provision for some type of relief if there were ever any maintenance issues such as excessive overnight trash in our lot.

Hopefully all of these items will be addressed and resolved over the next few weeks.

Mr. Watts then discussed the telecommunications contract. We are approaching the deadline for applying for our e-rate reimbursement. This was particularly challenging because we have a complex Request for Proposals to consider broadband service which includes internet, voice services, dark fiber/IRU (Indefeasible Right of Use), and wide area network services. We also have to work within the requirements and deadlines of the USAC e-rate approval process.

Mr. Watts acknowledged the large amount of work required of the Library staff in choosing a provider. He thanked Mr. Brian Thornhill, Library LAN Administrator and Mr. Bryce Tomlin, Librarian Coordinator of Computer and Technical Services, and many other staff for their input.

We were interested in investigating the use of dark fiber and IRU. We discovered that we did not have enough information to fully assess these options at this time. We need to understand the long-term issues with this type of 10-year commitment.

We have committed to a contract for lit fiber, internet, wide area network, and voice. Cox Business was the complete proposer of these services. We have extended an offer to them and are awaiting their response.

Mr. Watts noted that we plan to investigate IRU again in a couple of years. We feel that with more thorough investigation we will better understand the type of long-term commitment required for this technology. The way that the RFP was worded, made it difficult to determine what some of the upfront costs would be. There was a large upfront cost for equipment. We also were not certain if we had the personnel and skills to work with this technology. Another primary concern was that a 10-year commitment on technology can be risky because technology changes so quickly. Even though this is a fundamental technology, we want to be very confident in our decision to invest in this service.

Mr. Watts explained that with this contract we are making an upgrade to our systems. We are increasing from 100 megabytes to 1 gigabyte in all of the branches, and at the Main Library and the North Boulevard Outreach facility we are increasing to 10 gigabytes each. He reminded the Board that the Outreach facility will serve as our disaster recovery site for the Library and also possibly for the entire City-Parish government. Backup servers would be in place in the event of some issue in our IT departments.

Within the next couple of days, we hope to have the contract finalized in order to take advantage of the substantial discounts of the e-rate program.

Mr. Watts then reported on the virtual desktop infrastructure (VDI) project. All branches now have at least two VDI stations. The PCs at Main, the Baker, Eden Park, and Bluebonnet Regional Branch Libraries have been fully converted to VDI. The Zachary Branch will be next for the conversion. Then Computer Services would like to assess the overall operational environment since they are noting some strain on resources. It is likely that they will need to allocate additional servers before proceeding with the next conversions. Increased bandwidth in July will also help with this issue.

Mr. Watts then gave an update on the RFID system and the credit/debit card project. The technical testing has been completed between the vendors, and staff are scheduling an upgrade to the catalog that is needed to support the card technology. We anticipate this upgrade to be completed by the last week in March or the first week in April. The next steps will be to finalize procedural details, staff training, and completing the PCI compliance implementation. A PCI compliance package which protects financial transactions is part of the GoVolution contract. Therefore, we will not need to purchase this protection separately.

Mr. Watts talked about the LLA Annual Conference, and Ms. Allmon-Learson's presentation. He said it was one of the best presentations of the conference. Her talk was very engaging, insightful and informative. Another highlight was the trustee's luncheon which featured Mr. Danny

Heitman, one of *The Advocate* editorial writers. He talked about the importance of reading and writing and the significance of libraries. Our Board members Ms. Temple, Mrs. Guarisco and Ms. Wascom were present at the table along with several of our Library staff.

Mr. Watts then discussed the issue of the time clocks for Library employees. Mr. Watts had requested that the clocks be programmed for biometric (thumb-print) and fob identification. There was a problem associated with the dual identification request. He noted there will be have further discussions because the Library would be the first department to use both methods of clocking in and out. Mr. Watts added that he is willing to activate only biometric identification and then consider adding fob access at a later date. The Library has been prepared to use the time clocks since December.

A bike share proposal was made to the Library for a location at the Carver Branch Library. The bike share program will be implemented throughout the parish with an agreement to use City-Parish land as sites. The location that is being considered is closer to the Head Start facility than the branch library. We share the parking lot with Head Start, and we support this program.

Mr. Watts said there was a concern expressed by one Metropolitan Council members regarding an agenda item for a LEED-certified janitorial contract for the Main Library. He wanted to know why we had to have a LEED certified contract. This is required since the Main Library is a LEED certified facility. Once this contract expires we will not be required to renew the LEED janitorial service. However, we have seen that many janitorial service providers are using sustainable cleaning products and materials which are good for the environment. These products are also LEED friendly. These cleaning products produce less residue, fumes and scents which are better for people with allergies, and other sensitivities. Single stream recycling which is part of LEED certification is now generally available through most recycling services. Overall the cost difference in using LEED certified products is minimal.

Mr. Watts then told the Board about OpenAthens, a single sign-in application to access databases, and omit the need for multiple logins. Our staff is constantly looking for ways to make our patrons' experience with our online services easier. This service will lower barriers to patron usage of our databases, and make access very attractive. He added that if one is using a sign-in specific database such as *Lynda.com* that will require the use of the specific database login.

Mr. Watts mentioned that the Library experienced some issues with the continuity of contracts from 2018 into the new year. Another concern we had was with an order for a new vehicle for Computer Services. Having an additional vehicle will enable the staff to work at two different locations at the same time. The purchase was approved, but the vehicle was never delivered to the Library because the order had expired. We purchase a very basic vehicle which at times is more difficult to get from a vendor. The Library Business Office staff and the City-Parish Finance Department have worked together to re-order the vehicle.

Mr. Watts asked if there were any questions or comments about the Miscellaneous Reports. Ms. Wascom asked about the timeline for the construction of the south branch library. Mr. Watts replied that it could be about 24 months before construction can begin. The City-Parish Architectural Selection Board with input from the City-Parish Architectural Services Division and

Library staff will choose the architect for the project. The design phase will then begin and take 12 – 18 months to complete. Construction documents will then be created. Ms. Wascom asked when the public meetings would be held to which Mr. Watts said after the schematic design phase. Ms. Wascom asked if three years would be a good estimate for completion of the branch to which Mr. Watts answered affirmatively. Mr. Watts added that the Library has already worked on a Scope of Work, and also has one set of concept drawings from the owner of the property. He reminded the Board that the Library will need to design and build to the owner's guidelines. Ms. Wascom added that people in that area have been waiting a long time for a branch near them. Mr. Watts said these patrons would like us to expedite the construction of this branch, and we would like that also.

Mr. Jacob thanked Mr. Watts and asked if there were any other comments. There being none, Mr. Jacob asked if there were any public comments under Other Reports. There being none, Mr. Jacob read Item A under New Business.

V. New Business

A. Report by Committee on Revision of Library Board of Control Bylaws – Mr. Jason Jacob

Mr. Jacob said the committee had nothing to report today. He said they will have a report at next month's meeting. Ms. Temple said she would like to suggest to the committee that under the Order of Board Business, that New Business be placed before Unfinished Business. Mr. Jacob said they will suggest that in next month's report. Mr. Watts said the last time the bylaws were revised was about 10 years ago. Consequently, several items may need to be addressed to reflect current procedures.

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

Mr. Watts said the Board received a copy of the tax abatement renewal application by MACB associated with Celtic Studios for a relatively small amount of \$538. 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 if the Board needs to make a motion to which Mr. Watts answered affirmatively. Mr. Luther made a motion to make no comment to the Council on the tax abatement renewal request from MACB. Ms. Watts seconded the motion which passed unanimously.

Mr. Jacob asked for any public comments under New Business. There being none, he read Item A under Old Business.

VI. Old Business

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

Mr. Watts said the Library is extremely grateful that the Metropolitan Council passed Change Order No. 6 for the River Center Branch Library. This change order will allow the Library to proceed with the project by first completing the remedial work and then finishing the construction. He added that the Library staff appreciates the Library Board's support for this approach. Over the last several months, discussions have centered around the importance of not letting the building remain unfinished, due to the risk of deterioration, and the mounting costs associated with delaying remediation.

A kick-off meeting with the contractors and some of the subcontractors was held on March 6th. WHLC will continue to provide architectural and project management services, and Buquet & LeBlanc will continue as the general contractor. The structural engineering firm has been replaced and the new firm will work with WHLC until the completion of the project.

Mr. Watts said the current estimate for the completion of the project is October 28, 2019. He warned the Board that this date may change because as with any construction project, weather and other factors such as supplies can delay work. Also, as they do the remediation work there may be additional problems related to the initial structural support problem. He noted that after the construction is completed, there will be punch list items to address. It usually takes at least 30 days to complete the punch list. We will more than likely not begin to move equipment or materials into the building until all punch list items have been corrected. Then another 30 - 50 days will be needed to install the furniture. There can be delays in receiving all the furniture orders. With these factors in mind the opening may not occur until 3 - 4 months after construction is complete which means early in 2020.

Mr. Watts noted that regular construction meetings will begin again in April.

At the first Council meeting in April we plan to introduce a request for an amendment to extend the lease of the Kress building as a temporary River Center Branch. There are provisions in the lease to extend the contract, but the last extension will end in July. The landlord has been very generous in working with us by agreeing to a 1½ month lease, and then the option of 1 month leases for 11 months after that. The Library will need to give a 60-day notice of when we wish to vacate the facility.

There will also be an item on an upcoming Council agenda to approve a contract with the law firm of Walters, Papillion, Thomas, Cullens for legal services regarding the litigation process. It is estimated that the legal fees for this year will range in the amount of \$67,000.

Mr. Watts asked if there were any questions from the Board regarding the River Center Branch project. Ms. Wascom asked if the City chose the outside attorneys and if the payment to the attorneys for their services is coming from the Library's budget to which Mr. Watts said yes. The City wants this cost to be reflected under the construction project. He noted that all of the costs associated with the change order, any additional work that is related to this, the legal fees, and the

extended lease, will be enumerated in the lawsuit. It will reflect the full cost, and will be recovered from the parties found to be responsible for the construction failure.

Mr. Jacob asked if these fees will be in addition to the \$2.7 million. Mr. Watts said the \$2.7 million is just for the construction, so the amount for the legal fees is above the construction fees. He noted that there have been other additional costs throughout the months since this issue occurred. Mr. Jacob asked if we have a total figure at this time. Mr. Watts said it will be at least \$67,000 in legal fees. He said we were supposed to vacate the temporary location in October of 2018 which means the additional leasing costs will be included in the total. They are also seeking recovery for the cost of our in-house attorneys, other support costs, and personnel costs. He said he does not have that total figure at this time.

Mr. Luther said he is pleased with the choice of the outside legal firm made by the City and the Parish Attorney. They are excellent attorneys and we will be well served by them. Mr. Watts said he has also heard that they are very skillful, and knowledgeable.

Mrs. Watts asked if they are a local firm to which Mr. Watts said yes. Mr. Luther told Mrs. Watts that they are located at 12345 Perkins Road.

Mr. Jacob asked for any other comments. There being none, he thanked Mr. Watts and read Item B under Old Business.

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

Mr. Watts said Ms. Husband will give the update on the Greenwell Springs Road Regional Branch Library, and Ms. Edson will give the update on the Jones Creek Regional Branch Library.

Ms. Husband said the new chiller and the breaker panels for the chiller have been installed including the piping, insulation, and wiring. Mr. Rattle and the contractor's team were on site February 28th to test the system and it is running. The energy management software installation is not yet complete, so currently we must manually turn the system on and off. The subcontractor has replaced the controls on one of the units supplying air to the occupied areas of the building. Next week they will establish a communication trunk which will link the software to the network. Once this is complete our staff will be able to access the energy management system remotely and will be able to adjust temperatures as needed. As the project progresses throughout the building, we will have to make additional adjustments as air handlers are demolished and replaced.

Ms. Husband noted that the backflow preventers have also been installed, and water was restored to the building on February 27th. The installation of the Kalwall is complete. In addition, gypsum board has been installed in the cupolas just beneath the skylights in the Reference area.

Mr. Rattle and his staff, and staff from Library Computer Services reinstalled the patron computers and also moved furniture back, enabling us to re-open the branch on time on March 1st.

The single use restroom has been framed up and the plumbing has been roughed in. A door closes this area off to patrons since the room is not finished. Most of the rooms in the Reference area are framed up so that the study rooms, programming room, quiet reading room, and the computer lab are clearly delineated.

Ms. Husband noted that all of the concrete for the additions including the public restrooms, patron area in the east part of adult Reference, the staff work area and the new teen area, have been poured and framed up.

Ms. Husband then showed a PowerPoint presentation about the Greenwell Springs Road Regional Branch Library. She pointed out a floor plan of the branch indicating the locations of the new additions which will add space to the facility. The new Teen area is 1,620 square feet, and from outside, one can see the steel frames for that space. The roofline of the new Teen area will tie into the current roof. The new Teen area is located in front of the current Children's area.

Ms. Husband then showed two slides from outside and inside for the new 1,608 square foot addition for adults on the east side of the building. This space will feature lots of windows, soft seating and also study tables and chairs.

The new public restrooms of 768 square feet will be located in the back of the building next to the meeting rooms for convenience. The design for these restrooms will be airport style with no doors into the restrooms.

A new staff area of 1,976 square feet at the back of the building will enable staff from all departments to work together. There will be an office and conference room for meeting. The final slides showed the Kalwall, upgraded skylights in Reference, and the new chiller and backflow preventers.

Ms. Husband noted that for the teen addition and for the addition in the adult area, we have added bracing to the metal studs to support the windows and increase safety in that area.

Ms. Lynn Bradley, architect for the project with Bradley-Blewster & Associates has provided the shop drawings for the signage. Ms. Husband said she has coordinated a staff review and will arrange a meeting with Ms. Bradley and Mr. Babcock, architect with Hidell Associates in the next week or so to review the drawings and any necessary changes.

Ms. Husband said the staff were shown a catch basin which was on the original plans for this branch. This catch basin was covered by a metal plate which has rusted through. Therefore, we will need to provide a replacement cover. A second catch basin, located around 10 to 15 feet away, was not on the original plan, but currently ties to the drainage for the rest of the catch basins.

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

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

Ms. Edson then discussed the Jones Creek Regional Branch renovation project. She said at the last Board meeting, we had just had the pre-bid meeting for the contractors interested in working on this project. Shortly after this meeting, Ms. Husband, Mr. Rattle, Mr. Thornhill and she met with the electrical engineer, and Mr. Patton MacMorran, architect with Cockfield Jackson Architects to review some details about the security cameras, and reconfiguration of the data closet.

A large first addendum to the bid package was issued by City-Parish Architectural Services. Addendum No. 2 was then issued. Because of the number of changes in the first two addenda, Addendum No. 3 was issued to extend the bid period an extra week to March 14th. One of the big changes addressed in the first addendum was decreasing the phases from five to two. The first phase will include the adult area, and the second phase will include Teens, Children's, the meeting rooms and the staff area of the building. This will decrease the length of the project from about 720 days to 510 days.

Ms. Edson then said that today Architectural Services recommended Lincoln Builders of Baton Rouge, as the lowest bidder. The approval of their contract will be added to the next Metropolitan Council meeting agenda. She noted that the contractor came in under budget, so hopefully we can include the add alternates to the project.

Mr. Watts said that in the request for approval by the Council, the add alternates were included. Even with the alternates the bid comes in under budget.

Mr. Jacob asked when will the renovation work actually start. Mr. Watts said after the contract is awarded, Architectural Services will issue a Notice to Proceed date. The contractor then begins to order supplies and assemble the equipment and materials. In 30 to 60 days, work should begin.

Mr. Jacob noted by summer, activity should begin. Ms. Edson said that the Summer Reading Program with all the associated events, and the use of meeting rooms will not be affected by the renovation project.

Ms. Edson asked if there were any questions. There being none, Mr. Jacob thanked Ms. Edson. He asked for any comments from the public. There being none, he read Item VII.

VII. Comments by the Library Board of Control

Mrs. Guarisco thanked the staff for the pictures of the Greenwell Springs Road Regional Branch renovation project. It's exciting to see the progress even if it seems mundane. It's heartwarming to see pictures of the kids who read *A Thousand Books before Kindergarten*. Thank you for those visuals.

Mrs. Watts said her learning style is visual, so the photos work well for her. She thanked the staff.

Ms. Wascom said she has enjoyed the One Book One Community programs. She brought her grandson to the Kilted Man program and he sat still for the entire performance. She also said she wants to see the end panels for the Bluebonnet Branch, since the board has been hearing about them for many months.

Mr. Watts said part of the extended time frame for completing the end panels was his request to revise the original drawings of huge birds to more realistic sizes. He said he thinks we now have some visually appealing birds for Children's Services.

Ms. Wascom then said it would nice to get some feedback from the staff of the Greenwell Springs Road Regional Branch regarding what patrons are thinking and saying. The Jones Creek Regional Branch is overcrowded. Someone also told her they have outgrown the Fairwood Branch. We are trying to do as much expansion as we can. It would be good to get some feedback from our patrons regarding these renovations.

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

Mr. Luther made a motion to adjourn and Mrs. Watts seconded the motion. The meeting was adjourned at 5:17 p.m. by unanimous vote.

Mr. Jason Jacob, President

Mr. Spencer Watts, Library Director