

TENTATIVE AGENDA  
FOR REGULAR MEETING OF THE  
EAST BATON ROUGE PARISH LIBRARY BOARD OF CONTROL  
MAIN LIBRARY  
THIRD FLOOR BOARD ROOM  
7711 GOODWOOD BOULEVARD  
BATON ROUGE, LA 70806  
APRIL 25, 2019  
4:00 P.M.

PLEDGE OF ALLEGIANCE

I. ROLL CALL

II. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF MARCH 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. RESOLUTION REGARDING POSSIBLE DESIGNATION OF CENTRAL BRANCH LIBRARY AS AN EARLY VOTING SITE – MR. SPENCER WATTS

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 JONES CREEK REGIONAL BRANCH LIBRARY – MR. SPENCER WATTS AND MS. KRISTEN EDSON

VII. COMMENTS BY THE LIBRARY BOARD OF CONTROL

**RESCHEDULED FROM ORIGINALLY ANNOUNCED APRIL 18, 2019 MEETING**

**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

April 25, 2019

**Rescheduled due to Severe Weather from Originally Announced April 18, 2019 Meeting**

The regular 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 at 7711 Goodwood Boulevard on Thursday, April 25, 2019. Mr. Jason Jacob, President of the Board called the meeting to order at 4:07 p.m. Members of the Board present were Ms. Nicole Allmon-Learson, Mrs. Martha Guarisco, Mr. Donald Luther, Jr., Ms. Candace Temple, and Ms. Kathy Wascom. Absent from the meeting was Mrs. Delores Watts; Ms. Kristen Edson, Deputy Library Director; and Ms. Patricia Husband, Assistant Library Director of Branch Services. Also in attendance were Mr. Spencer Watts, Library Director, 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. Stephen Solomon, Library Network Technician I; and Sgt. Patricia Carr of the East Baton Rouge Parish Sheriff's Office. Also in attendance were Mr. Barry E. Brooks and Ms. Sarah Holliday-James, both with the Baton Rouge Unit of Parliamentarians®; Mr. Frank Hillyard, videographer for Metro 21; and Ms. Sydney Kern, broadcast journalist with WBRZ-TV.

Mr. Jacob asked Ms. Temple to lead the Pledge of Allegiance to the Flag.

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

Mr. Jacob then said he wished to amend the order of business on the agenda to insert Recognitions as Item III between Approval of the Minutes and Reports by the Director. Reports by the Director would then become Item IV. The insertion of Recognitions was requested in order to vote on a resolution in support of Parliamentary Month. Ms. Allmon-Learson made the motion to amend the agenda as requested by Mr. Jacob, seconded by Mr. Luther, and passed unanimously.

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

### **III. Recognitions**

#### **A. Vote on Adopting a Resolution to Support Parliamentary Law Month, April 2019 – Mr. Jason Jacob**

Mr. Jacob asked Mr. Watts to report on this resolution request. Mr. Watts referred the Board to a copy of the resolution. He read the resolution which is appended to these minutes. Mr. Luther

made a motion to adopt the resolution to support Parliamentary Law Month, April 2019, seconded by Ms. Temple and passed unanimously.

Mr. Watts said he would like to recognize two members of the Baton Rouge Unit of Parliamentarians®, Mr. Barry E. Brooks and Ms. Sarah Holliday-James. Mr. Jacob signed the resolution which he presented to Mr. Brooks, Ms. Holliday-James and Board member Ms. Nicole Allmon-Learson, also a member of the Baton Rouge Unit of Parliamentarians®. Photos were taken of the Parliamentarians and the Library Board members.

#### **IV. 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 2019, operating expenditures through March 31, 2019 are \$8,886,527.90 or 19.54% of the operating budget. Through March, we should have spent no more than 25% of the operating budget.

Cash collections from Property Taxes for 2019 remain ahead of those collected in 2018, as we are approximately \$975 thousand dollars, and 2.21% 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.

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

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

- Authors Row was held at the Jones Creek Regional Branch Library. This will be the last time it is at this branch until their renovation is completed.
- Authors Row is an annual event which began in the 1980's, and features a wide variety of local and regional authors.
- Mayor Broome will be at the Main Library in May to announce the first Baton Rouge Poet Laureate.
- Children's Services is beginning to record the reading of classic bedtime stories such as *Good-bye Moon* which will then be streamed through the Library's Facebook page.
- The Library has been live-streaming various Library events which patrons enjoy.
- Mr. Samuel Delany, Grandmaster of Science Fiction, made a presentation to a full house at the Main Library on April 23<sup>rd</sup>.

- The Library is announcing the 42<sup>nd</sup> Annual Author-Illustrator Program on October 3<sup>rd</sup> and 4<sup>th</sup> featuring author Matt de la Peña. He is known for the children's book *The Last Stop on Market Street* along with books for middle school and early teen readers.
- Dr. Kris Mecholsky, professor at LSU, discussed The Many Faces of Sherlock Holmes and the Russell Mann Sherlock Holmes Collection at the Hill Memorial Library. He is known as the critic of crime.
- On Sunday April 28<sup>th</sup> the Main Library will host the 5<sup>th</sup> annual *All Paws on Deck* event to raise awareness of cancer in pets.
- The Library held a Game of Thrones Extravaganza at the Main Library. Patrons enjoyed a green screen photo op with a Game of Thrones theme.
- The Main Library hosted the *Empty Bowls* event with all proceeds benefitting the Greater Baton Rouge Food Bank. Soup bowls were created and donated by local artists, and soup was made and donated by local chefs. Approximately 500 bowls were purchased during the event.
- On Saturday, April 27<sup>th</sup> the Main Library will host the *Mid-City Micro-Con*. Ashley Woods will be the headliner and CosPlay is encouraged. Watson and Holmes: A Study in Black will be present.
- Author Lisa Wingate spoke about her book, *Before We Were Yours* which is the true story of children who were stolen from their families in Memphis from the 1930's to the 1950's, and sold. This tragedy was finally exposed with many of these victims searching for their birth families.
- On Memorial Day weekend, Saturday, May 25<sup>th</sup> volunteers for the Veterans History Project will be at the Main Library to record oral histories of veterans. These will be archived by the Library of Congress for future generations.
- The Summer Reading Program will begin the day after Memorial Day. *A Universe of Stories* commemorating the 50<sup>th</sup> Anniversary of the moon landing will be the theme. As always special events and programs will be featured throughout the summer for all ages.

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.

## **V. Other Reports**

### **A. Maintenance Report and Additional Capital Projects**

Mr. Watts noted that Ms. Edson and Ms. Husband are at the State Library this afternoon for a training event. Ms. Husband is one of the instructors. Therefore, he will deliver their reports.

He noted that the Board received the maintenance report listing the usual preventive maintenance and repair work done by the Library Facilities staff this past month. One of the challenges this month was a serious leak in the chilled water line at the Fairwood Branch Library. He thanked

Ms. Patti Wallace, City-Parish Purchasing Director for her quick response to allow an emergency repair in a timely manner. One of our contractors along with Mr. Alvin Rattle, Library Facilities Manager, and his staff were able to repair the line.

We had swarming termites which were exterminated at the Jones Creek Regional Branch Library. At the Main Library we had swarming honey bees on a Sunday. We were fortunate to get LSU and the local beekeepers association to come out and safely relocate the bees. We know the importance of bees in pollenating our crops, flowers, and gardens.

Mr. Watts then said a window washing contract for the Library system has been bid and City-Parish Purchasing is assessing the bid responses. We also have a bid request for grout cleaning for the Library system. A contract for maintenance and repair of the Energy Management System at Scotlandville Branch Library has been awarded.

Mr. Jacob asked if the termites at Jones Creek were the Formosan termites to which Mr. Watts said no. Formosan termites are increasing in numbers, and are found in the Gulf south area. Although most of our buildings are primarily steel and masonry construction, they do have quite a bit of wood in their structures.

Ms. Wascom asked if the boiler and chiller are going to be replaced during the renovation of the Jones Creek Regional Branch. Mr. Watts said he thought they were, but he would check on this and let the Board know. He added that at times we have several problems with the chillers, but they are usually successfully repaired.

Ms. Wascom also asked about the end panels for Children's Services at the Bluebonnet Regional Branch Library. Mr. Watts said now that the size of the birds and the selection of more appropriate images has been addressed, the manufacturing of the panels should be forthcoming.

Mr. Watts asked if there were any other maintenance questions. Ms. Temple asked if the Library has a termite inspection contract. Mr. Watts replied affirmatively. The firm is bonded and comes out for periodic inspections and whenever there is a problem.

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

## **B. Miscellaneous Reports**

Mr. Watts reported that Librarian Coordinators and other managers received budget workbooks on April 1<sup>st</sup> to begin the process of preparing the proposed Library budget for 2020. Their requests are due in the Library Business Office on April 30<sup>th</sup>. The Business Office will then review all of the information and produce a document summarizing the data. The senior staff will review and discuss this information. In July we will schedule a budget work session which runs from 3 to 5 hours in length with the Library Board.

Mr. Watts said the staff was instructed that there would be limited opportunities for program, and service expansion, and hiring of additional personnel. All requests would need to be carefully and thoroughly outlined, and be supported by pertinent and qualifiable information or data. He noted it would be preferred that any requests would be offset by recoverable savings in other areas while demonstrating a positive cost/benefit ratio. On the other hand, he said he wanted them to be encouraged to submit new ideas which may not be feasible for 2020, but could be developed over time.

Mr. Watts reminded the Board that a binder would be provided to each Board member for review prior to the work session.

He then discussed yesterday's Metropolitan Council meeting. He noted that the Council approved the purchase of high density vertical lift storage units for the Library. The devices encompass 600 square feet of space, and store 54,000 items. These units will enable us to store a large number of volumes on a very limited footprint.

Mr. Watts said that Ms. Stein gave each Board member a print-out of the specifications for the devices. When filled and stored, a panel over the front encloses the unit. The advantage of these is that we can enter the items we store into our ILS system in order to identify and retrieve what we need. If we had to build a 5,000 square foot storage space, it would take time and expense. We need this storage because as we go further and deeper into our renovation and expansion projects, we need to clear out portions of the building in order to make room for the construction work.

Ms. Guarisco asked how many units would be purchased to which Mr. Watts replied six with a capacity of 9,000 items per unit.

He said the Library Courier Services contract was also on the Council agenda and was approved. The process toward a contract was long and involved multiple re-bids. We tried to renew the contract last year. In one case we did not receive any bids. Traditionally, cash handling services are bid separately from courier services. We had operated under one contract for both services, but decided to split the services in an attempt to attract bid responses. Cash handling is important because we collect fines, fees and coin-op money at each facility, and must securely transport the funds to the Main Library and gather coin-op funds for reconciliation. The result of the bid process was that the same company was awarded both service contracts. This is a cost effective solution because one company will pick up our cash and provide courier service simultaneously with the same vehicle.

Mr. Watts pointed out that in many states a courier service is required in order for the entity to qualify for state aid. In some federal programs and in order to obtain certain grants, a courier service is also required. Our courier transports between 80,000 and 90,000 items per month among the branches. This enables us to provide access to our entire collection for all of our patrons throughout the parish in a rapid manner. Our courier service also transports supplies, and new book releases throughout the system. A cash collecting service is also important because we collect over \$240,000 per year in fines, fees and coin-op money.

Our Virtual Desktop Infrastructure (VDI) project has reached a hiatus at this point. A technical issue developed requiring us to wait until July 1<sup>st</sup> when our new telecommunications contract begins. We will have access to expanded bandwidth under this new contract which will give us a robust capacity for the continuation of the VDI installation. We also plan to add some new servers. Staff discovered today that a bug in the system causes the VDI workstations to shut down. Computer Services will need to shut down the system briefly next week in order to install an upgrade to repair the problem.

Mr. Watts spoke about the credit/debit card project. The catalog upgrade has been completed. The self-service units need some final adjustments which mk Solutions must complete. We made some adjustments to our patron records such as removing ID numbers, some of which contained social security numbers. We need to establish a more consistent protocol to insure the highest level of security possible with credit card transactions.

Mr. Watts then discussed the Library's website re-design project headed by Ms. Edson. The objective is to systematically assess the current website and then improve its operational effectiveness and customer-centered functionality. We would like our patrons to be able to navigate the site a little more intuitively, and with ease. Patrons should not need to create workarounds to get the information they need. Mr. Eric Romero, Director of the City-Parish Information Services Department has been very helpful as we have explored the specifications for an RFP to secure design services. The City-Parish redesigned their website a little over a year ago.

Mr. Watts added that the Library will seek a contract for technical assistance with this massive re-design. Currently the staff is noting what needs to be removed, what needs to be added, and what kind of technical assistance we need.

Mr. Watts then discussed the telecommunications contract which was signed in time to meet the deadline for applying for our e-rate reimbursement with Form 471. Cox Business was selected as the low bidder. We considered the use of dark fiber and the IRU (Indefeasible Right of Use) option. We will investigate dark fiber/IRU again in a couple of years. There are certain areas that we want to understand much better before making a decision. We want to have an improved understanding of the community benefits this service provides along with the infrastructure required, and the sustainability requirements to maintain the system. We will need to also consider staffing resources which was not clear from the information provided in the proposals we received. The dark fiber option must work to our advantage if we are to install it.

Mr. Watts then discussed the south branch property purchase agreement and sale. There had been a delay in the approval of the re-subdivision request which was finally approved, filed and recorded on April 22<sup>nd</sup>. The City-Parish can now complete their due diligence work related to the topographic survey within the next week. Mr. Watts noted that once the closing occurs, the Library has 24 months in which to select an architect and design the building and an additional 24 months to request bids for a contractor to construct the facility. He said he hoped it would not take 48 months to finish the project.

Mr. Watts also told the Board that Ms. Edson is continuing to work on activating the contract with Toshiba for the rental of the multifunctional devices (MFD's). We are working on the mk

maintenance renewal for the RFID system which includes the security gates, the check-out stations, and the intelligent returns. There was a problem with the internal power phasing of the gates which has been resolved.

We are also going to try out a new patron counting device. Traditional laser counters do not consistently deliver an accurate count when people enter the building especially as a group. It is more expensive than the laser interruption method, but it will be worth the extra cost if we get a more complete count.

Mr. Watts asked if there were any questions about the Miscellaneous Reports. Ms. Allmon-Learson asked about the website re-design. She asked about the type of assistance that would be needed for the re-design. Mr. Watts replied that the Library will issue a Request for Proposals (RFP) for website design services. She also asked if the RFP would include a period of time when a test site would be available in order to make changes before the site goes live. Mr. Watts answered affirmatively noting that typically there would be a testing period involving staff and patrons. This would enable us to determine how functional the new site is. We would actively solicit feedback.

Ms. Allmon-Learson asked if the RFP would include a period of time after the site goes live to assist with search engine optimization, and key word searches. Mr. Watts said some of this already involves third party contracts that we have with database suppliers. Ms. Allmon-Learson asked if this would then be omitted from the RFP. Mr. Watts said our database provider EBSCO provides search engine aggregators.

Ms. Allmon-Learson noted that if the Library needs images, the Baton Rouge Convention and Visitors Bureau has some that they allow organizations within the community to use. The Louisiana Office of Tourism can also assist, although their images are state-wide in scope. Using these resources could cut down on the cost of creating images.

Ms. Wascom said she was trying to find articles from *The Lafayette Advertiser* and *The American Press* newspaper from Lake Charles using the Newsbank database. She said she finally went to the State Library for assistance. She asked if these papers could be provided through one of our database resources. Ms. Stein replied that we should have a direct link to periodicals. She noted that the various providers sometimes drop offerings such as our smaller databases in the bundle we have purchased. We can still access what we need, but we probably need to make the access clearer.

Ms. Wascom said when she used the State Library site it looked like our Library's old Newsbank site. Mr. Watts said one of the frustrations with sites like Newsbank and some other databases is that they continually re-bundle, adding and dropping offerings as they trade licenses. They can base the change they make by the number of searches that were made. In these cases, we do not have a choice. He said the remedy is to be sure we have a clear path to the State Library database, and to also negotiate with our provider. With a library of our size we want to have access to the major newspapers. Sometimes newspapers are dropped because there is a dispute over rights. Sometimes the only way to have access is through the State Library because the newspaper will make an agreement directly with the State Library as the statewide database for their paper.

Ms. Wascom said she was sitting near to two older gentlemen yesterday and they were discussing the Library. She said one of the men took out his phone and showed them OverDrive, noting that he was going to download some books to his phone so that he could read his books during his trip to Greece. They were so excited to have this resource available.

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.

## **VI. New Business**

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

Mr. Jacob said the committee met last Wednesday to discuss some changes to the Library Board bylaws. He said under Article 3, Section 1, the committee recommends that we insert “with the exception of December”. Section 1 would then read *Meetings of the Board of Control shall be held each month with the exception of December at a regular day established by the Board*. This change would give the Board the option of not having a meeting in December, but the Board could have a December meeting if they needed to call one.

Mr. Jacob asked if there were any other suggestions or comments. Ms. Allmon-Learson said she moved that the recommendation of the committee be accepted. She did note that the adoption of the change would not be voted on until next month’s meeting. Mr. Jacob agreed that the vote would occur at the May Board meeting. The discussion today is to announce the changes we would like to vote on next month.

Ms. Temple said, as she mentioned last month, she would like to suggest that under Article 8, that No. 7 *New Business* and No. 6 *Unfinished Business* be swapped around to reflect how the Order of Business has been listed on the Board agendas. She asked what the Board preferred. Mr. Jacob agreed with the change.

Mr. Luther said they also discussed the wording of Unfinished Business. Ms. Allmon-Learson said she thought the Board said if there was the reason to list New Business first, it was no longer applicable. She added that they were calling Unfinished Business, Old Business, but are now listing it as Unfinished Business on the agenda.

Ms. Temple asked Mr. Watts what the reason was for listing New Business first. He replied that a change in the bylaws occurred when Ms. Acosta was the Director. The Order of Business had changed over time, but the bylaws had not been amended to reflect that change. Mr. Watts added that when the Order of Business is so concretely defined in the bylaws, there is no provision for an item such as today’s recognition. We realized we needed a section for recognitions and awards near the beginning of a meeting because frequently guests are involved who may not wish to stay for the entire meeting. He added that at the request of the Board about five years ago, we revised

Reports by the Director to include the Financial Report and System Reports. Other Reports (by the Director) became a new item. The Board felt this change would make it easier for comments to be made soon after the item was reported on. Mr. Watts said we are technically in violation of our bylaws.

Mr. Watts also said changing Old Business to Unfinished Business is a much better description of the items listed there. He noted that they should have an adaptable order of business. For example, we do not always have recognitions and awards.

Ms. Guarisco asked if there is a way to combine Recognitions with Item No. 3 *Election of Officers at Annual Meeting*, since we do not have that item listed at every meeting. She asked since it is not recurring business, could it be called non-recurring business.

Ms. Allmon-Learson said this item is technically called *Special Orders*. She added that as long as we are following the Order of Business, we are in compliance and not in violation of the bylaws. The Board can add to the bylaws, such as adding Recognitions or Special Orders to elect officers when necessary. The Order of Business reflects what we must have every month. Any additional items can be added to the agenda. If we place it in the bylaws we are bound to have that item at every meeting. We do have the flexibility to add awards and recognitions as needed. According to parliamentary authority, we can add items.

Mr. Jacob said we do not need to add anything to our bylaws. Ms. Allmon-Learson agreed. She added that she likes Mr. Watts recommendation. She noted that instead of *Election of Officers* the Board should call it *Special Orders*. Mr. Jacob agreed to strike *Election of Officers* to be replaced by *Special Orders*.

Ms. Temple asked about Items 6 and 7. Mr. Jacob replied that the agenda would change, listing *Unfinished Business* before *New Business* as it is in the bylaws.

Mr. Jacob said they will vote next month on the bylaws specifically changing Article 3, Section 1 to read *Meetings of the Board of Control shall be held each month with the exception of December at a regular day established by the Board*. Under Article 8, Section 1 *Election of Officers at Annual Meeting* will be deleted, and Special Orders will be inserted there.

Mr. Luther asked about cancelling the December Board meeting and the attendance requirement under the Plan of Government. Mr. Jacob asked Mr. Watts to comment on this topic. Mr. Watts said that he checked with Council Administrator/Treasurer, Ms. Ashley Beck. He was told that if there are 11 meetings in a year that being absent for no more than 3 meetings would meet the 75% attendance requirement. The danger would be if there were only 10 meetings as in the case of a hurricane. However, the remedy for that would be to hold a December meeting. In conclusion, Mr. Watts stated that with 11 meetings per year, one could miss 3 meetings and still be in compliance with the ordinance.

Mr. Jacob thanked Mr. Watts. He said the vote to amend the Library Board bylaws will be listed as an agenda item next month. Mr. Jacob asked if they need to take any other action. Ms. Allmon-

Learson and Mr. Watts replied a motion and a vote is all that is required. Mr. Jacob thanked Mr. Luther, Ms. Temple and Ms. Allmon-Learson for their participation on the committee.

There being on other comments, Mr. Jacob read Item B under New Business.

**B. Resolution regarding Possible Designation of Central Branch Library as an Early Voting Site – Mr. Spencer Watts**

Mr. Watts reported that last month the Library was presented with a request to designate the Central Branch Library as an early voting site. He said the residents in that area need an early voting site because of age, mobility issues, or transportation issues. The other early voting sites on Coursey Boulevard, the State Archives building on Essen Lane, and downtown are difficult for these citizens to reach. President Pro-Tempore, and Metropolitan Councilman Scott Wilson from District 4, and Mr. Steve Rayborn, Registrar of Voters are interested in the Central Branch Library location.

Mr. Watts said he and the staff hoped they could divide the meeting room for early voting. However, the partition system cannot be locked, and a locking device cannot be added. Therefore, the entire meeting room would need to be reserved for this important function. Unlike a regular election day, the early voting period is scheduled for one week. The set-up requirements and return process involving the voting machines, would necessitate the meeting room being reserved a total of ten or eleven days. There can be as many as four or five early voting periods per year.

Mr. Watts said we discussed this matter with the staff at the Central Branch, and also reviewed statistics for that location. It is a busy branch with a high circulation level. However, the use of the meeting room by community groups is relatively light. If the meeting room were used for early voting, it would be unavailable a few times each year. The staff felt that the use of the room by the community for early voting outweighed the lost use of that room by the Library.

Mr. Watts noted that if approved by all parties involved, the first early voting session at the Central Branch from September 28 – October 5 would occur for the gubernatorial primary with the gubernatorial general election in November.

He said that he and the staff are recommending that the Central Branch be used for early voting. Voting is a fundamental right of citizens and we want to make it available to all. There is a cost to the Library, but the local staff felt that cost was outweighed by the benefit. He added that we would like a resolution of support by the Library Board. He noted that the Metropolitan Council would need to vote for this in order to designate this as a voting site.

Mrs. Guarisco asked if the Metropolitan Council approved this, what would the time frame be for re-evaluation. Mr. Watts replied that once a location is designated for voting, it is a long-term commitment. He reminded the Board that in about four years the Central Branch is scheduled for renovation. At that time the staff can consider a better set-up for early voting. We will add study and collaborative rooms, so that only one room would be designated for early voting. Until then, this plan will work and have a positive impact for the community.

Mr. Luther asked if this request was made by Councilman Scott Wilson to which Mr. Watts replied affirmatively. Mr. Luther said he did not see any problem with this request. He moved that the Board support this request. Mr. Jacob agreed. Mr. Watts noted that the only issue might be that other requests might be made to provide an early voting site at our other branches, some of which have heavy meeting room usage by the community. Mr. Luther replied that voting is a function of society that we need to encourage and support in our communities. Mr. Watts said it is a basic function in civic life. Mr. Luther said he wholeheartedly supports the use of other branches if there is a need.

Mr. Jacob asked if the Board needed to make a resolution and take a vote to which Mr. Watts said yes it is one of support for the request. Mr. Jacob said the Board should vote to support the use of the Central Branch Library as an early voting location. Mr. Luther agreed and made a motion, seconded by Ms. Temple and passed unanimously.

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

## **VII. Unfinished Business**

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

Mr. Watts said that he is happy that the construction process has resumed at the River Center Branch Library site. Remediation is underway. When the Library staff visited the site, the contractors, subs, architects and City-Parish personnel all seemed to feel optimistic and enthusiastic about the work.

Mr. Watts reported that in late March the preparatory work for the remediation was started. They removed some sections of the walls where welding had to be done. Pre-lift connections were welded, with inspections of welding occurring systematically and frequently. When the Library staff met the structural engineer, he told them that the welders were highly capable, thorough, and were performing excellent work. He was impressed with the welding that was being done.

Mr. Watts noted that on April 1<sup>st</sup> a complex process was begun, involving initial testing and monitoring as they proceeded. The connections at the appropriate column beams were then cut, and sequential lifting was completed. This process resulted in the correction of the deflection. The building was then at a level state. Field observations noted that the glazing system appeared to also be level.

The project is now in the remediation phase. Welding is taking place and supporting plates are being installed throughout the building according to the remediation plan. The roof deck including the roof membrane, are being inspected. The hydraulic jacks remain in place at this time. It is anticipated that they will be removed in 6 – 8 weeks.

Mr. Luther said that in one of the reports water intrusion was listed. He asked if that was from the roof. Mr. Watts replied it is hard to say. Possibly when the deflection occurred some moisture came in. Mr. Watts said he did not think there was any major problem. Mr. Luther commented that a little water drip may not be an issue. Mr. Watts noted that all of the floors are concrete, and if there had been a large amount of water visible before the deflection was fixed, the contractor would have addressed it.

Mr. Luther asked if the roofing system is an issue and if the Library will lose the warranty. Mr. Watts said the warranty concerns are under consideration and will probably be negotiated. If a warranty needs to be extended someone hopefully outside of the Library itself will be responsible for that cost. He added that all parties are checking the roof to be certain it does not have any issues.

Mr. Luther said he appreciates the reports which confirm that the work is being done, and that he is being informed before he reads about it in the newspaper. This is what he expected from professionals who are doing their jobs.

Ms. Wascom commented that as the building was leveled, there must have been a feeling of relief by all. Mr. Watts said it was a very painstaking and nerve-racking process.

Mr. Watts said an amendment to increase the amount of the contract with Walters, Papillion, Thomas, Cullens, the legal firm representing the City-Parish and the Library in the litigation process was approved by the Metropolitan Council yesterday. Mr. Watts reminded the Board that the litigation figure is about \$3 million. The initial amount of the legal contract would not have been sufficient to cover the legal fees needed to represent us.

Ms. Wascom asked Mr. Watts if he has received updates as the litigation process has proceeded. He replied that we can get updates and that more information is now available than was initially.

Mr. Luther asked if the attorneys could give the Library Board an update. Mr. Watts said that would be up to the attorneys. They could talk to the Board in Executive Session. They would probably not want to speak in Open Session because they would not want to discuss some of the information until the appropriate time in the negotiation and litigation process. As the process unfolds, more information will become available. Mr. Luther asked if Mr. Darrel Papillion is the lead attorney. Mr. Watts said he isn't certain, but he has spoken to Mr. Cullens who is very knowledgeable. Mr. Luther commented that all of the attorneys in that firm are excellent.

Mr. Watts told the Board that a request for an amendment to extend the lease of the Kress building as a temporary River Center Branch was introduced yesterday at the Metropolitan Council meeting. The original lease expires on July 15<sup>th</sup>. The Landlord has offered the Library a 1½ month extension and then up to eleven one month extensions as needed. They have been very cooperative, giving the Library flexibility. Mr. Luther asked who the landlord is to which Mr. Watts replied Kress Levy, Inc. Mrs. Guarisco asked if they are charging the Library the same rate. Mr. Watts replied the rate is a little higher, but their rate includes utilities, cleaning and all maintenance. Mr. Pierce, Assistant Library Business Manager said it is about a 3% increase each

year. Mr. Watts noted that when a temporary location was being considered, they looked at 10 – 15 sites. The rate at the Kress building was in line with the standard rate for a rental downtown.

This location has been a successful site for the Library. We had 58,000 visitors last year. It is important to have a temporary location available when one closes a facility. If there is no service provided to the core service population, one loses the core population base. Mr. Watts noted that there are eighteen public PCs in the temporary facility. The PC and technology use has been over 100,000 sessions since we opened the Kress building. The people in that area depend on the Library's technology and PCs.

Mr. Watts added that if this temporary branch had to close on July 15<sup>th</sup> there would be no place to store the materials and furniture. We are already concerned about storing items in the Jones Creek Branch when the renovation begins. If we found a storage facility, there would also be the additional moving costs from the Kress building to storage, and then from storage to the completed River Center Branch.

Mr. Luther and Mr. Jacob noted that contrary to what some believe, the downtown library is not just full of jury pool citizens. Mr. Watts agreed that people from all walks of life use the downtown facility as they also do here at Main and at our other branches. People with all types of needs come to all of our buildings.

Ms. Wascom asked if they are offering computer classes at the temporary branch. Mr. Watts said classes are very limited there because patrons need to use the public PCs. They do give one-on-one instruction as needed. Ms. Wascom said our temporary facility is really the only place where people can have access to computers in that area.

Mr. Luther said he was speaking to a childhood friend who experienced some personal, employment and economic reversals. This friend is using Library resources and computers to help himself get back on his feet. The fact that he is using the Library was very encouraging. He was very complimentary of our Library system. Mr. Watts said that the staff works with people that have had big life changes to assist them which is very rewarding.

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 gave an update on the Greenwell Springs Road Regional Branch Library. He showed some photos of the renovation work underway. He said that electrical and framing inspections in the Phase I area have been completed and approved. Concrete work for service pads for the new HVAC units were poured at the end of March. Roofing materials arrived, and roofing work over the rear restrooms has been completed.

There was an issue where the roof decking had been removed at the staff area at the end of March. After one of the strong storms on Saturday evening there was some water damage. However, the contractor responded quickly on Monday, and fixed the problem.

Mr. Watts showed a photo of the east section of the building where drywall has been installed, taped and floated. Tile work in the family restroom has been completed. In another photo of that area one can see that the study and collaborative rooms are beginning to take shape.

Mr. Watts showed another photo of the masonry work on the new east wing of the building. Exterior windows should go in next week in the adult reading room. Once the windows are installed and the roof is finished the old exterior wall can be demolished which will open up the new space to the rest of the building.

He noted that there is still a problem with the energy management controls. The new controls have been installed and all the drives are programmed, but the Library Facilities staff continues to need to manually reset the controls when there are large fluctuations in temperature. We are working with the contractor to resolve the problem.

Mr. Watts said there was a potential problem with switching the power and telecommunications from the current data room. This was due to a proposed change in the sequence of work among the phases. A solution to this problem has just been presented today.

The staff area and the meeting rooms will be impacted by some wall work from April 29<sup>th</sup> through May 3<sup>rd</sup>. The meeting rooms will not be available for a few days during that time.

In one of the gables, due to an inaccuracy in the original as-built drawings, a beam is higher than depicted. Mr. Watts noted that this may be a problem in many of our renovations because as-built drawings can be inaccurate. The solution for the beam crossing the view of the gable on the east side will be to use spandrel glass in the gables.

Another photo illustrated the masonry work being done on the addition in the back of the building.

There is also an issue with the catwalk that provides access to the mechanical mezzanine. The solution was to place the entry and ladder to the catwalk in a public area and surround it with a casing. However, the staff feels that the casing will not sufficiently enclose the ladder. Some of our more curious patrons may attempt to explore that space. These are some of the problems one can encounter when renovating and adding space.

Mr. Watts said overall we are in good shape. The architects released a new timeline for the completion of the project. They are only five days off their previous estimate of completion.

Mr. Watts asked if there were any questions. There being none, Mr. Watts then discussed Item C.

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

Mr. Watts talked about the Jones Creek Regional Branch renovation project. He said the contract for construction should be finalized in the next week or two. Our biggest challenge now is contracting with a moving company. The specifications for the moving contract required several revisions which delayed the issuing of an RFP. We are working on an improvised plan.

Mr. Watts asked if there were any questions. Ms. Guarisco asked if the vertical storage units would be ready for this project. Mr. Watts said the company makes the units when they are ordered. The lifts take 90 – 100 days to construct.

Mr. Jacob asked if there were any other comments. There being none, Mr. Jacob thanked Mr. Watts. He asked for any comments from the public. There were none, so he read Item VII.

**VII. Comments by the Library Board of Control**

Mr. Luther said he enjoyed working with the Board and the staff. He said a vote for his reappointment to the Board will occur next month at the Metropolitan Council meeting. He said he has asked to be reappointed. He thanked everyone that he has worked with and hopes that he will be able to serve another four years.

Ms. Wascom said she is also up for reappointment to the Library Board. She has also enjoyed serving on the Board and working with the other members and the staff. She added that she is so glad that the Board has a parliamentarian, teachers, State Police, a realtor and a businessman. This group reflects the community, and has such good skills which make the Board competent, and easy to work with. She thanked them for having the community at heart when serving on the Library Board.

Mr. Jacob said he will be having the same conversation in October. Three of the Board members could be replaced, but he hopes they will all be back for another term.

Ms. Temple said she enjoys working with the other Board members. She added that she wants to go on record saying she hopes they get reappointed.

Ms. Allmon-Learson thanked Ms. Stein and the staff. She was unable to be at the last Board meeting because she was out of town on a conference. She did not know that she was going to be part of the meeting. She appreciated the recognition at the Louisiana Library Association (LLA), and her presentation was a way for her to give back to the LLA.

Ms. Temple thanked Ms. Stein for the packet with the slides.

Mr. Jacob said next month we will vote on the revisions to our bylaws, so there will be some changes there.

Mr. Jacob asked for any other comments. There being none, Mr. Jacob made a motion to adjourn and Mrs. Guarisco seconded the motion. The meeting was adjourned at 5:55 p.m. by unanimous vote.

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Mr. Jason Jacob, President

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Mr. Spencer Watts, Library Director



### **Resolution of the East Baton Rouge Parish Library Board of Control**

**Whereas**, since April is the birth month of Thomas Jefferson, who wrote the first American manual of parliamentary procedure in 1801, it is an appropriate time to honor him and celebrate the use of parliamentary procedure;

**Whereas**, it is fitting to honor Henry Martyn Robert, author of *Pocket Manual of Rules of Order for Deliberative Assemblies*, also known as *Robert's Rules of Order*;

**Whereas**, *Robert's Rules of Order Newly Revised* is the most widely recognized and used parliamentary authority in public and private organizations;

**Whereas**, it is timely to reflect on the importance of parliamentary procedure in meetings in providing for civil discourse, protecting individual rights, ensuring fairness, and in maintaining order;

**Whereas**, the National Association of Parliamentarians® is a professional society dedicated to educating leaders throughout the world in effective meeting management through the use of parliamentary procedure; and

**Whereas**, the Baton Rouge Unit of Parliamentarians®, chartered in 1984, as a constituent division of the National Association of Parliamentarians®, has been serving the greater Baton Rouge area through education and awareness of the importance of parliamentary procedure;

**BE IT THEREFORE RESOLVED** that we, the Library Board of Control, do hereby declare April 2019 as "Parliamentary Law Month" throughout the Library system and encourage all library patrons in bringing parliamentary leadership to organizations and societies with which they are involved and who support and hold meetings in our Library branches.

**RESOLVED**, that the East Baton Rouge Parish Library Board of Control adopts this resolution in recognition of Parliamentary Law Month, April 2019.

**RESOLVED**, that a copy of this Resolution be presented to the Baton Rouge Unit of Parliamentarians®.

*Signed this day, Thursday, April 25, 2019*

**East Baton Rouge Parish Library Board of Control**

A handwritten signature in blue ink, appearing to read "Jason Jacob". The signature is written in a cursive style and is positioned above a horizontal line.

Jason Jacob  
President, Library Board of Control