

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
JULY 18, 2019
4:00 P.M.

PLEDGE OF ALLEGIANCE

I. ROLL CALL

II. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JUNE 20, 2019

III. SPECIAL ORDERS

IV. REPORTS BY THE DIRECTOR

A. FINANCIAL REPORT

B. SYSTEM REPORTS

C. OTHER REPORTS

1. MAINTENANCE AND ADDITIONAL CAPITAL PROJECTS

2. MISCELLANEOUS REPORTS

V. REPORTS OF COMMITTEES

VI. UNFINISHED BUSINESS

A. UPDATE ON RIVER CENTER BRANCH LIBRARY CONSTRUCTION – MR. SPENCER WATTS

B. UPDATE ON RENOVATION OF GREENWELL SPRINGS ROAD REGIONAL BRANCH LIBRARY –
MR. SPENCER WATTS

C. UPDATE ON RENOVATION OF JONES CREEK REGIONAL BRANCH LIBRARY –
MR. SPENCER WATTS AND MS. KRISTEN EDSON

VII. NEW BUSINESS

A. TO VOTE TO ADOPT REVISION OF LIBRARY BOARD OF CONTROL BYLAWS –
MR. JASON JACOB

VIII. COMMENTS BY THE LIBRARY BOARD OF CONTROL

IX. ADJOURNMENT

ALL MEETINGS ARE OPEN TO THE PUBLIC

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

Minutes of the Meeting of the

East Baton Rouge Parish Library Board of Control

July 18, 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, July 18, 2019. Mr. Jason Jacob, President of the Board called the meeting to order at 4:02 p.m. Members of the Board present were Ms. Nicole Allmon-Learson, Mrs. Martha Guarisco, Mr. Donald Luther, Jr., Ms. Candace Temple, Ms. Kathy Wascom, and Mrs. Delores Watts. Absent from the meeting was Mr. Chance Wilson. Also in attendance were Mr. Spencer Watts, Library Director; Ms. Kristen Edson, Deputy 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 was Mr. Brandon Trent, Library PC/LAN Specialist; and Capt. Blair Nicholson of the East Baton Rouge Parish Sheriff's Office. Also in attendance was Mr. Dirk Graeser, videographer for Metro 21. Ms. Patricia Husband, Assistant Library Director of Branch Services, was absent from the meeting.

Mr. Jacob asked Mr. Luther to lead the Pledge of Allegiance to the Flag.

I. Roll Call

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

II. Approval of the Minutes of the Regular Meeting of June 20, 2019

Mr. Jacob asked for the approval of the minutes of the regular Library Board meeting of June 20, 2019. Mr. Luther made a motion to approve the minutes, seconded by Ms. Temple, and approved unanimously.

III. Special Orders

There were no items to cover under Special Orders.

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 June 30, 2019 are \$18,157,084.60 or

33.9% of the operating budget. Through June, we should have spent no more than 50% of the operating budget.

Cash collections from Property Taxes for 2019 remain ahead of 2018, as we are approximately \$590 thousand dollars, and 1.31% ahead of last year.

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

B. System Reports

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

- The Library is beginning a new program emphasizing literacy as a family affair. The *Literacy Booster Text Program* begins on August 1st.
- Parents can text the word **literacy** to 225 400-1336 to receive a daily text message offering quick and easy ideas for encouraging literacy at home.
- The Monday night Facebook story time is already very popular with thousands of log-ins. The number of views has been steadily increasing,
- The Literacy program includes pre-literacy activities such as talking to the child, pointing out letters and sounds., and the introduction of concepts such as size, shapes, and colors.
- During the summer the Library provides cultural events such as the Louisiana Sinfonietta. Maestro Dinos Constantinides conducted a group of young musicians who entertained their audiences of all ages. Children's Services staff included reading a story to accompany the musical program.
- The Carver Cubs Book Club with LSU was held again this summer. Dr. Skinner's graduate reading specialists from the School of Education were paired with students for one-on-one tutoring. Two sessions were held, and were part of the graduate students C-CELL Service Learning Project.
- *Ready, Jet, Go* is a new PBS TV series which the Carver Branch Library launched this summer. This space camp pilot project was funded by LPB who provided all of the materials.
- Everyone loved seeing Daisy, the Reading Pig again. She and Farmer Minor have been visiting each Library branch for the last several years, promoting literacy and reading.
- *A Universe of Stories* is the theme for the Summer Reading Program this year. Children listened to stories about space and then made a craft based on the story.
- Teens participated in interesting activities at the Library. A NOVAC Summer Camp was held at the Main Library. Teens produced their own movies which will be shown at the Library later this summer.

- Teens enjoyed STEM and STEAM activities at the Library this summer; many of which had a space theme.
- Teens volunteered as Book Buds and Math Buds to work with children on reading and math. Playing selected games enhances learning in an enjoyable atmosphere.
- On Tuesday, July 16th to commemorate the 50th Anniversary of the Apollo 11 rocket launch, the Library participated in the Stomp Rocket Launch in our Main Library plaza. LaSPACE assisted in helping to make and launch the straw and stomp rockets which broke the previous record across the world.
- Ms. Anne Nowak, the Head of the Library's Career Center, who is a Certified Job and Career Transition Coach and Academy Certified Résumé Writer, received the National Career Development Association (NCDA) award for Exemplary Career Center. Ms. Nowak speaks multiple languages, and had worked in Human Resources prior to heading the Career Center in 2008. Through her efforts and its relocation to the Main Library, the Career Center has experienced tremendous growth in services, programs, and events.
- *Demographics Now* is the Library's newest database available to our patrons. This market research tool is fully integrated with the Gale Small Business Builder. It is easy to use and provides powerful information especially to small businesses and non-profits.
- A Countdown to Construction Open House was held at the Jones Creek Regional Branch Library on July 15th and July 16th. Senior Library staff talked with patrons about the renovation and additional space planned for this branch.

Ms. Stein asked if there were any questions. There were none. Mr. Jacob thanked Ms. Stein. He then read Item C, Other Reports.

C. Other Reports

1. Maintenance Report and Additional Capital Projects

Mr. Watts said that Ms. Edson will deliver the maintenance and capital projects report. She said that the usual lighting, heating and cooling preventive maintenance is ongoing. We had a few roof leaks during Tropical Storm Barry in various areas at the Bluebonnet Regional, Carver, Central, Delmont Gardens, Jones Creek Regional and Zachary Branch Libraries. We are working with the vendor to ensure the leaks are repaired.

Prior to Barry, Mr. Alvin Rattle, our Facilities Manager and his staff prepared our buildings for the storm. They delivered sand bags to the Baker, Central and Delmont Gardens Branch Libraries. They also delivered hurricane supplies to all of the branches requesting them. After the storm passed our Facilities staff inspected the buildings for any storm damage.

Ms. Edson then reported on the capital projects. All interior and exterior windows in all of our facilities have been washed.

She noted that the Library is working with Mr. Sean Johnson, architect with City-Parish Architectural Services to obtain quotes for system replacements at several locations. The boiler and chiller at the Delmont Gardens Branch have exceeded their life span, and need replacement before the cold weather arrives. The chiller at the Eden Park Branch has had several issues and needs to be replaced. At the Outreach Building (Recycled Reads), the roof needs to be replaced because of its age, as do the air conditioning units. She said they will review the quotes they receive in order to choose a vendor to complete the repairs and replacements.

Ms. Edson told the Board that she received a communication from Toshiba today regarding the replacement of the multi-functional devices (MFDs) at all locations of the Library. They have a schedule in place beginning next week with the Fairwood Branch and then the Main Library. All of the replacements are to be completed by the end of July.

Ms. Edson asked if there were any questions from the Board. Ms. Wascom asked about any damage caused by the roof leaks at the six branches. Ms. Edson said no significant damage occurred. A few ceiling tiles were replaced. Ms. Wascom asked if there were any other problems such as flooding from the storm. Ms. Edson replied that a few tree limbs were down at the Bluebonnet Regional and Jones Creek Regional Branch Libraries, but these were minor. No flooding occurred at our facilities.

There being no other comments or questions, Mr. Jacob then asked Mr. Watts to give the Miscellaneous Reports.

2. Miscellaneous Reports

Mr. Watts reported that the staff has been working hard on the proposed 2020 Library Budget. He thanked Ms. Pinsonat and her staff for their efforts compiling and formatting all of the data they received during the budgeting process. He noted senior staff had a redline meeting yesterday. We are awaiting some information from other departments of the City in order to finalize our budget. The Business Office staff are preparing the binders in order to distribute them to the Board by July 26th. At the budget work session on August 5th, we will review our capital projects as well as the other sections of the budget with the Board. Some minor changes may be made at this session in preparation for Board approval of the budget at the regular August meeting.

Mr. Watts noted that a storage agreement has been approved and signed by the City-Parish, providing the Library with storage space at the Baton Rouge City Police Public Safety Complex at the corner of Goodwood Boulevard and Airline Highway. This will enable us to store almost half of the Jones Creek Regional Branch materials in preparation for the renovation project. He said he appreciates the assistance of the City-Parish Department of Buildings and Grounds.

Mr. Watts discussed the purchase of the property for a south branch library in Engquist Rouzan. A closing had been scheduled for Thursday, July 11th. However, the closing was postponed

because of the approach of Barry, and because a few details need to be resolved such as title insurance. He hopes these details will be worked out so that a closing can occur soon.

Mr. Watts then said the Bike Share Launch scheduled for July 11th at the Carver Branch Library in our shared area with the Head Start facility was postponed because of Barry. It was re-scheduled for this afternoon. The Library is happy to promote this service.

Mr. Watts said we are continuing to address our staff work schedules. We have been operating under a new schedule format for almost one year. Some of our employees are starting to experience stress with their new schedules. Therefore, a couple of our branches are exploring various adjustments to the scheduling configuration which may provide us with more attractive alternatives. We want our employees to have the best work schedule experience that is possible. The change in our format was necessary because of Executime, the new City-Parish time keeping program.

A self-check kiosk was installed in Children's Services at the Main Library a few weeks ago. We are experimenting to determine if patrons will use and benefit by this service. The initial reception and level of usage has been good. Mr. Watts said it seems that it would be more convenient for parents with young children to check out their items in Children's Services while their children are occupied with books and games.

Mr. Watts gave an update on the credit/debit card project. A new, isolated section has been created in the firewall for the self-check units to protect the IP addresses. Preliminary results at the Main Library have been good. Next the staff will migrate this process to the branches. We are still working on revising a couple of our policy statements, and the operational guidance needed to satisfy all of the security requirements. We have also made arrangements for the needed training in order for staff to meet full compliance. He noted that the Business Office met with City-Parish Finance to make certain we satisfactorily record and report card-based revenues.

Mr. Watts discussed the Virtual Desktop Initiative (VDI). A new contract with RoundTower will provide consulting and support services with Citrix. This will enable us to resolve issues more readily and be better prepared for the next stage of VDI expansion.

Cox Business has completed all of the new fiber upgrades for our telecom service. A preliminary assessment was good. Therefore, the Main Library began using the new connections this week with the branches progressively being added through the rest of this month.

Mr. Watts made some observations about Hurricane Barry. We were all extremely relieved that the storm did not follow the initial projections for our area. Our staff responded very well, and there were very few problems. We did have some interruption of power and telecom. The elevators at the Main Library stopped working when the power went off, but they began to operate once power was restored. However, a guide on one of the elevators was damaged and will need to be replaced in order to restore service to this elevator

As we were closing our facilities prior to the storm, some staff were uncertain of the procedures for some of our more recently added technological equipment. In response, we will refine our closing procedures and guides especially in regard to technology. We will also provide additional

training since the staff on duty during certain hours may not be familiar with some of the closing processes. For example, when we turn off systems, we want to leave our electronic signs on so that the public can be notified of our closure and re-opening.

Mr. Watts noted that we did talk to the City-Parish regarding using aqua dams to protect our buildings. The City does not favor this technology for individual buildings for several reasons among them are back flow issues, and the effect on other properties adjacent to the aqua dams. The aqua dams are better used as part of a strategic plan for a large area.

Mr. Watts asked if there were any questions on the Miscellaneous Reports. There being none, Mr. Jacob thanked Mr. Watts and asked if there were any other questions or comments. There being none, Mr. Jacob asked if there were any public comments under Reports by the Director. There being none, Mr. Jacob read Item V, Reports by Committees.

V. Reports by Committees

There were no items to cover under Reports by Committees.

Ms. Allmon Learson arrived at 4:45 p.m.

VI. Unfinished Business

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

Mr. Watts discussed the River Center Branch Library construction project. Overall progress appears to be good. Our monthly meeting at the site was held on July 1st. As the contractors had expected, they are now in a complex phase of the remediation which involves more detail and slower progress.

The Kress Lease Amendment which had been approved by the Metropolitan Council approximately six weeks ago, has now been signed by all parties, and is in force. This amendment extends the lease for our temporary River Center Branch.

We had a furnishings selection review meeting on June 10th, with our staff, City-Parish Architectural Services, and the team from Schwartz-Silver by teleconference. We had to decide on competing office furniture offered by HON and Steelcase. We also worked on the various schedules and the different items that will be attached to each. Some of the schedules will be available via contract, and others will go out to bid. Timing is an important aspect of finalizing the schedules and releasing them so that the items will arrive as needed, but will not require storage. Only one type of chair chosen during the original furniture selection process had to be replaced because it was no longer in production. We found a suitable replacement chair. Some fabric and finish selections were reviewed, and a Johnsonite flooring was chosen instead of a Forbo product.

Over the past month there has been much progress with items such as duct work repairs; ceiling replacement; plaster work; and plumbing. Millwork installation is underway, and the circulation desk was delivered at the end of June.

As the next phase of work is underway, there are several issues to be resolved with the roofing work and the extent, and scope of remedial work for the curtain wall. The AV consultant also attended the monthly meeting. There are some technical specifications and cut sheet level details that are requiring additional consultation with the other subcontractors.

There have been some issues with work on the fourth floor balcony, and the remediation work has now fallen slightly behind schedule. The completion date had been estimated for October 28th. However, now the contractor is projecting the completion date to be during the first week of November.

Issues have also arisen regarding the curtain wall, and the roofing and the TPO on the balcony. During our visit, the architects showed us a bulge where the deflection had occurred. There have been additional reviews and extensive discussion about this issue. The curtain wall will always generate much discussion because it extends over a large portion of the building. They are discussing whether additional work needs to be done. We want all the building elements satisfactorily resolved. Everyone is being meticulous and thorough in their evaluations and work. We do not, however, want to overcompensate or take measures that are not necessary.

Mr. Watts said there are likely to be some change order requests in the near future. One Construction Change Request has already been made for additional work on the joist and deck repairs. There are also smaller requests connected to recoating the vapor barrier and to replacing expired adhesives. The shelf life on adhesives is short, and because of the delay in completing the construction, the adhesives need to be replaced. The cost is relatively small.

Mr. Watts concluded his report and asked for questions about the River Center Branch Library. There being none, Mr. Jacob read Item B under Unfinished Business.

**B. Update on Renovation of Greenwell Springs Road Regional Branch Library –
Mr. Spencer Watts**

Mr. Watts showed several photos of the Greenwell Springs Road Regional Branch renovation, and described where the photos were taken. The first was taken of the interior of the north side of the building in what will become Children's Services. He showed a photo of the new light fixtures being installed in the west wing of the building in the adult area. The contractor is also putting up the ceiling grid. The third photo was from the north side of the building facing Greenwell Springs Road and looking into a collaborative room which will become a maker space. The glass walls and the millwork have been installed. The next photo showed the progress made in the new restrooms as tile is being installed. The final photo illustrated the ceiling work occurring in the west wing of the facility.

Mr. Watts reported that their monthly site meeting was held on July 11th. At that meeting it was confirmed that Phase I is on target for completion on August 9th.

Mr. Watts said that one of the overriding issues has been to obtain a City-Parish contract for moving services. He said we had a meeting on July 27th with the City-Parish Purchasing Department. Ms. Lynn Maloy, Assistant Purchasing Director, and Ms. Sheneka Sylvan, Purchasing Analyst have been extremely helpful. They devised a strategy in which we can utilize a moving services agreement. It was finalized yesterday. However, the Munis Accounting System was unable to allow purchase orders to be issued. We did get a requisition number to issue to our vendor. We now have a moving services agreement for both the Jones Creek Regional and the Greenwell Springs Road Regional Branch Renovation projects. This is critical because we are past our deadline for moving items at the Jones Creek facility. We were also able to get an amendment to the City-Parish contract with Cabildo Movers so that we can hire some temporary workers to assist in moving furniture and books. We have overcome several obstacles and are using a variety of means to keep these projects moving forward.

During the July meeting, we had a substantial discussion about the start of warranties for some of the major items, such as the chiller pumps and drives. Ms. Lynn Bradley, architect for the project, will work with City-Parish Architectural Services to resolve this issue. A partial occupancy permit will be needed from the Fire Marshal when Phase I is completed, and before we can utilize the new space.

Mr. Watts reported that there is a contract in place for a vendor to move and assemble shelving in the adult area. We will reuse existing shelving and end panels. The old end panels will be replaced near the end of the project. This work will start on August 1st, and should be completed within 10 to 14 days. The contractor will remove the existing partition walls in the meeting rooms, and then replace them with the upgraded partitions which will be more sound resistant. This work is scheduled to occur between October 7th and October 20th. The meeting rooms will not be available during this work

On July 12th the contractor removed the hot water line that is connected to the chiller so that the catwalk could be installed. Moisture tests for the slabs are under review, and preliminary results were encouraging. It is possible that a moisture barrier will not be required. If so, a credit of possibly \$30,000 to \$50,000 would be applied to the project costs.

Mr. Watts said we have nearly completed the internal signage package review. A couple of samples were delivered to our office this afternoon.

The contractor has noted that there is frequent fluctuating power delivery to the building with frequent small outages. They are working with the electric company to monitor this problem in order to correct this issue.

Mr. Watts said in general, the project is progressing well. He asked the Board if there were any questions. Ms. Wascom asked Mr. Watts if the City-Parish has a contracted mover to which Mr. Watts said no. He explained that the Library submitted a proposed RFP for general moving services to City-Parish Purchasing, but the RFP was not completed or issued. He added that quotes for the moving of books is based on linear feet. He said Purchasing will review a new RFP for moving as soon as they assist us with the immediate needs of the current projects. This new

contract will hopefully be in place for the next three years for all of the moving needs during our construction and renovation projects. He added that the River Center Branch may not be included under this contract since there will be so much to move. Ms. Wascom asked when Purchasing would finalize the RFP. Mr. Watts said that Purchasing will make that determination. They have many other departments with a backlog of approvals beside us. We are grateful for all of the assistance that Purchasing has given us on these two projects.

Mr. Jacob asked if there were any other comments. There being none, Mr. Jacob thanked Mr. Watts. He then read Item C under Unfinished Business.

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

Ms. Edson gave a brief update on the renovation of the Jones Creek Regional Branch Library. As Mr. Watts has explained, the moving process has been very complex. Ms. Edson thanked the Library Facilities staff, the Computer Services staff, and the staff at the Jones Creek Branch for all of their assistance. She reported that as of today all of the furniture in the adult area has been moved.

Ms. Edson said that on Tuesday, July 9th the building was closed to the public so that shelving and computers could be moved. She showed several photos that were taken that day. All of the magazine shelves were removed in preparation for the demolition of these walls by Lincoln Builders, the contractor for the project. As the walls were removed the contractor discovered steel beams which also needed to be removed. Removal of the beams was unexpected and therefore, the work took a bit longer. The job was finished by the end of the day. Mr. Billy Ray, Electrician in Facilities Management then laid down carpet squares. Computer Services staff installed the data lines, and the 18 carrels for the work stations plus the ADA computer station. All of the work was completed early on Wednesday in time to open the branch.

Ms. Edson told the Board that there will be a two-day closure on Monday, July 22nd and Tuesday, July 23rd. The contractor will build the dust wall which will be in place for the duration of the project. This will provide as much sound-proofing as possible. The whole area is very open now. During the Open House, the large amount of space was one of the frequent comments made by the patrons.

Ms. Edson asked the Board if there were any questions. Mr. Jacob said he is excited to see we are making progress on this project.

Ms. Edson asked Mr. Watts if he had anything to add about this project. Mr. Watts agreed with Ms. Edson's observation of the comments made during the Open House. Everyone commented how surprised they were with the openness of the space now that the magazine racks have been removed. The walls served a function, but in many ways they also made the space feel closed in. In all of our renovation projects we are attempting to make the space open especially as one enters the building. This building is lovely and now that it is open, one can appreciate the vaulted ceilings.

Mr. Watts said he has received a couple of Architect's Supplemental Instructions (ASI) documents. Most of what they are working on is minor. There was a bit of confusion in getting the permits that they need to proceed with their work. There are some issues with the way they will fit in the temporary door. The contractor's employees are very energetic. Ms. Edson said that Ms. Catherine Choppin, Senior Project Manager for Lincoln Builders, is very positive. She said they are working on getting their construction trailer installed on the site along with the fencing and supplies.

Ms. Wascom asked what the time line for completion is for this project. Mr. Watts replied that the contract stipulates 18 months. The contractor thinks they can finish in 12 months. Mr. Watts said he thinks 14 months is more realistic.

Ms. Edson said in discussions during the Open House, patrons were shocked that the building was 30 years old. That is a testament to how well we take care of our buildings, and the importance of the Maintenance Department and the work they do. Ms. Choppin was one of the people who was surprised about the age of the building. She noted there were a few people who were not as positive because they don't like change. However, after speaking with them about the changes, even they left excited. Ms. Edson added that those opposed are few and she believes that even those will like the completed renovation.

Mr. Jacob asked if there were any other comments. There being none, Mr. Jacob asked for any comments from the public on Item VI on the agenda. There were none, so he read Item A under New Business.

VII. New Business

A. To Vote to Adopt Revision of Library Board of Control Bylaws – Mr. Jason Jacob

Mr. Jacob said this revision is a clarification and correction of Article 3, Section 2, that we did not take into account in May when we made several other revisions. Revising this item will provide some leeway on when the Board approves the proposed budget based on the City-Parish's budget review process.

He pointed out that Article 3, Section 2, states that *the library budget shall be presented by the Library Director to the Board at the June meeting*. The budget process and calendar are set by the City-Parish. Therefore, Article 3, Section 2 should be revised with a substitute statement such as, *the library budget shall be presented by the Library Director to the Board at a meeting which will permit the Board to approve a proposed budget in a timely manner to satisfy the budget review process of the City-Parish*.

Ms. Temple made a motion to approve the revision of Article 3, Section 1 of the Bylaws, seconded by Mrs. Watts, and approved unanimously.

VIII. Comments by the Library Board of Control

Mr. Jacob asked for comments by the Library Board of Control. Mrs. Guarisco said she was glad that Ms. Edson weathered her first experience with a hurricane. She thanked Mr. Watts for keeping the Board abreast of the status of the Library System prior to, during and after inclement weather.

Mr. Jacob reminded the Board that they are required each year to take the online Ethics training as public servants. He reminded them to do so if they have not done so yet.

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

IX. Adjournment

Ms. Temple made a motion to adjourn and Mr. Luther seconded the motion. The meeting was adjourned at 5:16 p.m. by unanimous vote.

Mr. Jason Jacob, President

Mr. Spencer Watts, Library Director