

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
SEPTEMBER 19, 2019
4:00 P.M.

PLEDGE OF ALLEGIANCE

I. ROLL CALL

II. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF AUGUST 15, 2019 AND THE SPECIAL 2019 BUDGET WORK SESSION OF AUGUST 5, 2019

III. SPECIAL ORDERS

IV. REPORTS BY THE DIRECTOR

A. FINANCIAL REPORT

B. SYSTEM REPORTS

C. OTHER REPORTS

1. MAINTENANCE AND ADDITIONAL CAPITAL PROJECTS

2. MISCELLANEOUS REPORTS

V. REPORTS OF COMMITTEES

VI. UNFINISHED BUSINESS

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

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

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

VII. NEW BUSINESS

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

September 19, 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, September 19, 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, Mrs. Delores Watts, and Mr. Chance Wilson. Also in attendance were Mr. Spencer Watts, Library Director; Ms. Kristen Edson, Deputy Library Director; Ms. Patricia Husband, Assistant Library Director of Branch Services; Ms. Mary Stein, Assistant Library Director of Administration; Ms. Rhonda Pinsonat, Library Business Manager; Mr. Ronnie Pierce, Assistant Library Business Manager; and Ms. Liz Zozulin, Executive Assistant to the Library Director. Also, present were Ms. Rosana Sotile, Library Technician I to the Library Deputy Director; Mr. David Lewis, Library Network Technician I; and Mr. Dirk Graeser, videographer for Metro 21.

Mr. Jacob asked Ms. Temple 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 August 15, 2019 and the Special 2020 Budget Work Session of August 5, 2019

Mr. Jacob asked for the approval of the minutes of the regular Library Board meeting of August 15, 2019, and the Special 2020 Budget Work Session of August 5, 2019. Mr. Luther made a motion to approve the minutes, seconded by Ms. Temple, and approved unanimously.

III. Special Orders

Mr. Luther asked if the Board and those attending this meeting could observe a moment of silence in memory of the recently deceased senior staff member, Ms. Elizabeth Myers. He noted that Ms. Myers had been a Library employee for many years and had made significant contributions to the Library System. The Board unanimously agreed, and a moment of silence was observed.

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 August 31, 2019 are \$24,191,592.58, or 52.64% of the operating budget. Through August, we should have spent no more than 67% of the budget.

Cash collections from Property Taxes for 2019 still exceed those of 2018, as we are approximately \$857 thousand dollars, and 1.90% ahead of last year.

Ms. Pinsonat asked the Board if there were any questions. Ms. Temple asked about the expenditure for overtime shown on the Statement of Revenues, Expenditures, and Encumbrances. Mr. Watts explained that these charges are for maintenance emergencies requiring work by our Facilities Management staff above their 40-hour work week. He noted that there was a period of time when there were three vacant positions and another staff member was on extended medical leave. We had some issues with heating systems going out which required staff to work at night. Mr. Watts said we determine the severity of any problem reported. If it can wait until regular work hours for the repair to be made, we do that. However, if it is a significant issue that will result in further damage, we take immediate action.

Mr. Watts asked Ms. Pinsonat if she had any additional comments on the overtime charges. Ms. Pinsonat agreed with Mr. Watts that maintenance issues are the bulk of the overtime charges. Mr. Watts added that we may have another increase in overtime expenses because we are using our Maintenance staff to assist in moving materials for our renovation projects. Currently we do not have a contract for moving services. It is actually less expensive to use our staff, but it will increase the overtime expenditure. Ms. Temple thanked Mr. Watts.

Ms. Pinsonat asked 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 pointed out several items that are not in the slideshow. She said the Library will be asking patrons if they would like to receive an email when The Source is available online rather than receiving a copy through the U.S. mail. It is a good way to relay Library news while reducing the amount of paper needed for paper editions.

The Greater Baton Rouge Business Report announced yesterday that Google is coming to Baton Rouge. The Library will host an event at the Scotlandville Branch Library during which Google will demonstrate how non-profits and small businesses can succeed by being more efficient and effective. Google staff recommended that some of the Library staff take some in-depth workshops. They will also provide one-on-one sessions.

Ms. Stein noted that earlier this week we hosted author Mr. Adam Smyer who wrote *Knucklehead*. His book was shortlisted for the 2018 Ernest Gaines Award for Literary Excellence. The Baton Rouge Area Foundation provided the funds for Mr. Smyer's trip to Baton Rouge along with the Ernest Gaines Award judge, Mr. Tony Grooms. The topic of discussion was how to use fiction to drive social change.

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

- The Summer Reading Program ended on August 15th. This year 18,322 people participated. Most participants were children.
- Children enjoyed Summer Reading activities in Library branches, schools, day cares, and camps. Teens also enjoyed what was offered through the Library.
- Children received incentives provided by local vendors for participating this summer.
- The NOVAC Film Camps for Teens were a wonderful success. Each year this program grows with more participants. The YouTube Teen page on the Library's website contains the films on a broad variety of topics and themes.
- Teens also explored cool careers at the Library. The Career Center and Teen Services staff worked together to provide information to almost 200 teens. Topics included forensic science and animal science.
- With the end of summer programs, the routine changes at the Library. Children's and Teen Services librarians visit schools. Also, school children, teachers, and staff visit the Library. Bookmobiles visit schools on Fridays, and from Monday to Thursday they travel to daycares and other
- At the River Center Branch construction site, the interior continues to look more complete as finishing touches such as the facilities with children. A variety of story times are also very popular.
- Back to School help is available through our free online resources for students from kindergarten through college. *Homework LA* provides online tutoring every day and evening except Friday and Saturday until midnight.
- In August the Library hosted a Flood Study update with Dr. Cherry of LSU, and Dr. Birch with the LSU Coastal Sustainability Studio. Dr. Cherry has conducted in-depth interviews with flood survivors since 2016. She has talked especially with those who came here after Hurricanes Katrina and Rita. She is documenting what enables some people to be more resilient.
- During this presentation, an opportunity to participate in additional surveys was given. The purpose of this data collection is to assist future generations with a body of information regarding coping with flooding, and being resilient. Dr. Cherry donated two of her books to the Library that contain data from her studies.
- The Renovations of the Greenwell Springs Road Regional Branch and the Jones Creek Regional Branch Libraries are progressing well. Phase 2 is starting for Greenwell Springs and work is just beginning for Jones Creek.
- The 42nd Annual Author-Illustrator Program will be held on October 3rd and 4th

Circulation desk, light fixtures and painted walls and millwork are evident.

- The Library's Baton Rouge Room hosted a lecture, *All about Art* with Jason Andreasen of the Baton Rouge Gallery. This presentation tied into the information found within the Library's Art Infoguide, the Library's Pinterest page, and the art found around the Library.
- On September 18th, the Library hosted Baton Rouge Traditions. Ms. Maida Owens, the Director of the Louisiana Folklife Program, discussed their online book, *Baton Rouge Traditions*. The banners discussed are on exhibit in the Main Library including a quilt illustrating the history of Baton Rouge.
- September is National Library Card Sign-Up Month. We, however, like to consider every month as card sign-up month.

featuring Matt de la Peña. His Caldecott Award winning book, *The Last Stop on Market Street*, and some of his other books will be available. Mr. De la Peña writes for children and also for teens, especially boys. His book *A Nation's Hope, The Story of Boxing Legend Joe Lewis* is popular with teen boys.

- The 6th Annual Baton Rouge Mini Maker Faire[®] will be held at the Main Library on Saturday, October 19th. The theme is "Stitch, Style, Make!" To name just two participants, staff from the LSU Department of Textiles and the Knock Knock Children's Museum will be present.
- On September 14th an editorial in *The Advocate* praised our Library and Livingston Parish for eliminating fines for children on borrowed Library books. *Beating the Heat at the Local Library* by Danny Heitman also outlined the benefits of public libraries. The CityStats report praised our Library for its positive effect on the community.

Ms. Nicole Allmon-Learson arrived at 4:18 p.m.

Ms. Stein asked if there were any questions. There being 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 would deliver the maintenance and capital projects report. Ms. Edson stated that the written list of maintenance work the Board received is posted on the Library's website. She said she would discuss the non-routine maintenance items for this month. Parking lot lights were replaced at the Central Branch Library. At the Baker Branch Library several exterior light fixtures were broken. These were removed and new fixtures were installed.

Ms. Edson reported that there was a water leak from the ceiling in the teen study room at the Bluebonnet Regional Branch Library caused by a leak in a VAV box. The Maintenance staff repaired that leak and an additional one was found in the Reference Department.

A new backflow preventer was installed at the Zachary Branch Library. Ms. Edson noted that new electrical contactors for the fountains at the Main Library were also installed. The staff placed a new art display system in the Baton Rouge Room.

Several alarm panel issues have been addressed. A new panel was placed in the Fairwood Branch Library, and a minor repair was done at the Scotlandville Branch Library.

Ms. Edson then discussed the larger projects. On September 11th, the Metropolitan Council approved the contract for design fees and documents for improvements to the air conditioning units, and the contract for the roof engineering at the Outreach Building. Both the roof and the A/C units are near the end of their life span, making repair work cost ineffective. She pointed out to the Board that it was cost-effective for both projects to be done together since the A/C units are located on the roof.

The Purchase Orders to update the Energy Management Systems at the Bluebonnet Regional, Delmont Gardens, Eden Park, Fairwood, and Pride-Chaneyville Branch Libraries have been received. These upgrades will allow the Facilities staff to access these systems remotely from a mobile device to diagnose problems. These systems will have enhanced encryption standards, and improved reporting by integrating facility information.

Ms. Edson then discussed the Eden Park Branch and the leaking chilled water lines. Leaks in the chilled water lines have been temporarily patched. However, the pipes need to be replaced. In order to do this work, the water to the building will need to be shut off. A part of the cement walkway will have to be removed and a small portion of the masonry wall will need to be opened. The job will include draining the chiller system, replacing the pipes, and refilling the system with water. Then the chiller will be brought back on line, and tested to be sure it is working properly. The wall and the walkway will need to be restored.

Unfortunately, the branch will need to be closed while the water is shut off. Ms. Edson noted that she is working with the Branch Manager and Branch Services to determine when the work can be done with the least impact on patrons. She noted that she needs to consult with the vendor before the date can be finalized. Once the Purchase Order is received, the work can begin.

Ms. Edson added that there was a concern about erosion around the building's foundation. The structural engineer visited the site twice, but because there was so much rainwater in a prevailing excavation area he could not make definitive observations. His initial findings indicate that foundation issues are minimal.

Mrs. Guarisco asked for a clarification regarding whether the foundation needs correction. Ms. Edson said the foundation does not appear to need any advanced work. Erosion occurred from the leaking water pipes near the foundation. The vendor will need to fill in the space with soil and tamp it down well.

Mr. Luther asked if the concrete to be replaced is indoors or outside to which Ms. Edson said it is the sidewalk outside.

Ms. Wascom asked how old is this system to which Ms. Stein and Ms. Husband replied about 18 years old. Mr. Watts said he and the staff have been discussing the chilled water systems that run underground. We will get some guidance on these for future construction projects. It is a problem when the system needs to be repaired. Systems can be installed above ground and freezing weather is generally not a big concern in our climate. We did, however, have freezing temperatures a couple of years ago that burst the pipes at the Delmont Gardens Branch, and during the last big freeze, we had issues at the Baker and Fairwood Branches.

Mr. Watts stated we are considering air based chilled systems. He said from his experience when a building is larger than 8,000 – 10,000 square feet, a chilled water system seems to be the preference. He also said that they will do further research for future construction projects. For this current situation, we need to get the lines replaced as soon as possible.

Mrs. Watts asked how large are the dimensions of the concrete that needs to be replaced. Ms. Edson said it is approximately four feet. Mr. Watts added that this is a support walkway at the back of the building. The area where the pipes are located is a very narrow space. Ms. Edson said the site is in the back of the building and not visible from the entrance.

Mr. Luther asked why the building must be closed during the repair to which Ms. Edson said because the water must be turned off. Mr. Watts added that there will be no air conditioning or water for the toilets.

Ms. Allmon-Learson asked how many days will the building be closed. Ms. Edson estimated two days, but possibly only a day and a half. She said the preliminary work can be done without turning off the water. We are reviewing what programs and meetings have been planned and the average number of patrons on particular days in order to choose the days with the least impact on patrons.

Ms. Edson noted the Vertical Lift Module equipment has been delivered and installed at the Outreach Building. Mr. Watts said these modules occupy a small space of about 600 square feet, but they store an incredible number of books for their size as compared to traditional shelving. It would usually require about 5,000 square feet to store the materials that can be housed by the vertical lifts. We will consider purchasing more of these for our future project needs.

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

2. Miscellaneous Reports

Mr. Watts followed up on Ms. Edson's report. In regard to overtime hours needed to work on various electronically controlled systems, it is necessary in most cases. The systems are complex, and require more expertise than simply turning a switch on or off. Prior to many of the technical

upgrades to our systems, any staff member could successfully re-start a system. With these new systems a whole host of commands must be input to make them work correctly. Mr. Watts said we have asked our Facilities staff to review the procedures to determine if they could streamline some steps so that the Library staff can assist when systems go down.

Mr. Watts announced that the sale of the south branch property was finalized at the end of August. The Library has not received copies of the final documents. The Parish Attorney's staff said the paperwork has been recorded and therefore, the sale is completed. City-Parish Architectural Services has done some preliminary work on the Scope of Work that will be required to request proposals for the project from architectural firms. Once the proposals are received, they are reviewed and assessed by the City-Parish's Design and Selection Planning Board. This Board consists of architects, and other building professionals. The Library staff attend a meeting during which the Board makes the selection. The Library staff can express their opinions on the various proposals and how these proposals will meet the requirements for the south branch library.

Mr. Watts then discussed the Library's network security. He said we have used our technology tracing capability to assess a planted simulated phishing email with a dormant link. Approximately 80% of our staff did not click on the link, while 20% did. We followed up by sending guides on phishing recognition to everyone, and how to avoid these. We have also implemented a new procedure so that staff can report phishing issues when they occur.

Mr. Watts also said that all staff is required to read and acknowledge all of the new security-related policies. In addition, everyone has been required to complete a 25-minute cybersecurity training video provided by KnowB4, a training company that we have under contract.

Mr. Luther said he receives 2 or 3 emails every month in his Library email account. Most of these are trying to sell something. He asked if he should be getting these to which Mr. Watts said no. Mr. Watts said he occasionally gets an email from one of the Board members. but upon closer inspection it turns out to be a phishing message, and not from the Board. He noted that there are several areas in the email to look at before opening the message such as the email address, and the subject. He added that one should never click on a link unless one is certain it is safe.

Mr. Watts then discussed the Library's PELCO camera surveillance system at all of our branches. The system at the Main Library was transitioned from the old Main Library. The system's software capability has declined to the point where it can only archive 12 to 14 days of video. The State standard is 30 days. New camera equipment is being installed at Main this week. The system at the Carver Branch is also experiencing significant problems, and we have the funding to replace their system now. He also said that they plan to continue maintaining the PELCO systems by inter-trading components between the branches to keep the cameras operable. In the future we plan to replace the systems at the Scotlandville, Delmont Gardens and Central Branches.

Mr. Watts then said that the security training was necessary in order for the Library to receive its PCI certification. This is the final step in order for the Library to be eligible to accept credit cards for payment through our online portal. Some minor adjustments need to be made to fully isolate the self-check kiosks from our network.

Mr. Watts noted that the exterior intelligent return screen at the Main Library has been replaced with a much brighter, easier to read screen by mk Solutions at no extra cost to the Library. He added that self-check use remains between 25% to 27% with some seasonal variations such as greater use in early summer. He added that we are aiming for 30% usage. The self-check unit in Children's Services at the Main Library has been successful with an average of about 830 items per week in July and August. Self-check kiosks will be added to other Children's Services Departments at our branches.

Mr. Watts then discussed the Central Branch Library as an early voting site. He said we are very pleased to offer our facility for early voting for citizens in the northern area of the parish. He reminded the Board that a ribbon-cutting ceremony will be held on Thursday, September 26th at 3:30 p.m. The Library Computer Services staff has been working with the Registrar's Office to assist in completing all the necessary tasks to ensure that the dedicated data lines are installed in a timely manner. Our staff also assisted the Registrar's Office in devising a "Plan B" should any unforeseen circumstances occur. In addition, the branch staff have worked diligently with the Registrar's Office, including making extra accommodations.

Mr. Watts announced that the Library installed a new incident reporting system last week, and has provided training on the use of the system for all staff. The system will provide standardization. The method of reporting information, and the ability to download photos along with a review process by multiple staff at various sites will be very advantageous in maintaining security at all of our facilities.

Mr. Watts said the Library is working with BREC on the security gates for the main service yard. BREC is moving supplies and equipment into their portion of the yard. They also have constructed within the yard a building for their volunteers. The protocols for using the gates will need to be revised. The Library's routine of using them will also change. Possibly they will be closed overnight and opened at 6:30 a.m. The system is set up so that if one is inside the gates and drives a vehicle to the gate it will open automatically.

Mr. Watts then told the Board about a concern that libraries are expressing regarding the instructional database *Lynda.com*. Our patrons use it quite heavily. This database was bought by *LinkedIn*. They decided that customers wishing to use *Lynda.com* would be required to sign up for a *LinkedIn* learning program. Concerns about privacy issues, and some of the practices *LinkedIn* uses were expressed. People signing into *Lynda.com* might not want to be part of *LinkedIn*. *LinkedIn* has decided not to make any changes until the end of the year. A privacy guarantee was going to be offered to *Lynda* users. However, sixty-three different steps would need to be taken. Most people would give up after a few of these steps. Mr. Watts said if this issue is not resolved, then our Library would notify our patrons who use *Lynda.com* of these changes.

Mr. Watts asked if there were any questions on the Miscellaneous Reports. Ms. Wascom said people are asking when the south branch will be opened to which she has responded in several years. She asked when the charrettes will be scheduled. Mr. Watts said the charrettes occur after the architects are chosen. He added we start with some rough concepts, and may even move into the schematic design phase before we schedule the charrettes. During the charrettes, we find out

what people want and don't want. Modifications can be made if necessary. Mr. Watts noted that once the architect is selected, it could take several months before the public meetings can be held.

Ms. Wascom asked about a timeline for the project to which Mr. Watts said the Request for Proposals needs to be issued by the City-Parish Planning and Design Board. Once the firm is chosen, the City-Parish will negotiate a contract. The time frame varies from one project to another. One was finished in six weeks, while another took almost a year.

Mrs. Guarisco asked about *Lynda.com* and what it provides. Mr. Watts replied that it contains IT courses and professional training. Many use it to enhance their software skills on the job. The courses are in-depth and complete on a variety of subjects.

Mr. Luther said he had signed up for the service and paid an annual fee of \$350.00. The database offers seminars and classes on a large variety of subjects. Mr. Luther noted that Ms. Stein had mentioned that this database is offered for free with your Library card. Mr. Luther now uses it through the Library's website.

Ms. Stein added that *Lynda.com* contains over 3,000 on-demand classes of various lengths. Some classes issue a certificate upon completion for documentation with the employer. Work force development skills are also offered. LSU dropped the database because it was considered an amenity. These LSU students were thrilled that they could use *Lynda.com* for free with their Library cards. Ms. Stein added that the Head of an IT Department for a large company designed a syllabus for every employee using the classes offered in this database. This Department Head is using this database for his employees' training for the year. Mr. Watts added that it also includes soft skills, communications and marketing.

Mrs. Watts asked if financial literacy and credit recovery classes are offered for high school students through *Lynda.com*. Mr. Luther replied that there is a little offered on taxes and accounting. Ms. Stein said our database *Weiss Financial* would be helpful with information on planning a budget.

Mrs. Guarisco asked how many patrons would be affected by this change in *Lynda.com*. Ms. Stein replied thousands of users. Mr. Watts said most libraries would want their patrons to be aware of these changes. Many services do a certain amount of tracking online, but the high level that *LinkedIn* proposes for *Lynda.com* might be surprising to users since *Lynda.com* has such an excellent reputation. *LinkedIn* follows its users after they leave the *LinkedIn* site because they are developing behavioral profiles. We need to warn our users and tell them how to protect themselves.

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

V. Reports by Committees

Ms. Guarisco said this is the appropriate time to remind the Board of the committee that was formed to lead the annual evaluation of the Library Director's performance. She noted that she recently emailed each Board member the evaluation instrument. She asked them to contact her if they did not receive the form. Mr. Jacob thanked Ms. Guarisco.

VI. Unfinished Business

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

Mr. Watts discussed the River Center Branch Library construction project. Work is progressing in a number of areas at the River Center Branch. Some of the millwork has been installed. The interior shape of the building is beginning to be apparent. It appears that the work will extend beyond October 28th. The City-Parish continues to list October 28th as the official substantial completion date. Substantial completion dates often move as you get closer to the end of the project. With any project there will be some delays, or as the contractors often call it, slippage. It appears that the date may change by a couple of weeks to a month.

For example, there were changes in dates for the Greenwell Springs Road Regional Branch renovation for Phase I completion. These changes resulted in extra work and activities. This is not unusual on most projects and especially if they are complex.

Mr. Watts told the Board that substantial completion does not mean the project is completed. There are inspections, reviews, and the punch list to consider. Usually it takes at least two or three weeks to a month to work on punch list items. After the building is accepted by the City-Parish, the Library can then move in all of the furniture, shelving, equipment and books. It takes some time to install these items and get them ready for public use.

Mr. Watts reported that good progress has continued on the final sheetrock installation, including float and tape work in a number of areas. Ceiling grid work has been progressing in multiple areas. There has been millwork installation at various areas, and on multiple floors. We are anticipating a credit for the moisture mitigation approval in most areas. Once that is received, flooring work can commence on the second and third floors. The grade beam for the plaza has been poured, and the plaza grading is underway.

Mr. Watts noted that recent work that has been visible from the street was the installation of the shading devices last week. There has been ongoing review regarding window e10, and the need for additional inspection was part of the discussion at the staff site visit on September 5th. Work will begin soon, with ongoing review as it progresses. Upper parapet and other work on the fourth floor roof are continuing. Some adjustments have been made to the Anodized Composite Material (ACM), and previously uninstalled panels were added last week. Several light fixtures, and some trim work, such as picture railings, are being installed. The contractor, subcontractors, and architects are working to finalize the requirements for the vestibule ceiling, and the routing of sprinkler heads and pipes in the glass vestibule. They also need to begin working on the interior mechanical trim.

Mr. Watts told the Board that overall the work at the River Center Branch site is progressing well. He asked the Board if they had any questions. Ms. Wascom asked how often the construction reports are issued to which Mr. Watts said once a month.

Mr. Jacob asked if Mr. Watts thought the grand opening would be in March of next year. Mr. Watts replied that it is hard to predict precisely now. However, next month we will have a more accurate estimate of the opening date. Once substantial completion is reached it will take a couple of months for the inspections, reviews, and the punch list to be done. Once a Certificate of Occupancy is issued, materials, furniture, shelving, equipment, and books will be installed.

Mr. Watts also said other unforeseen events can occur. On one of our projects some of the furniture did not arrive on time due to a plant closure where some of the furniture was being built. The Library took partial occupancy in that case.

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

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

Mr. Watts said Ms. Husband would give an update on the Greenwell Springs Road Regional Branch Library renovation project. Ms. Husband showed some photos taken at the branch. The temporary entrance to the building will eventually become an alcove with tables and vending machines, once the renovation is completed. The Phase 1 area is ready for use. New lighting, and carpeting were shown. The new furniture will not be installed until the entire facility is renovated. The Library staff will meet on October 2nd with the architect to finalize the furniture package. A temporary service desk is located as one walks into the new area. Toward the back of the space are the areas for children and teens.

Ms. Husband showed the temporary Children's area with tables and chairs. Toward the back of the space are several study rooms. Some of the equipment in the study rooms was being used to install computers in the workrooms. These study rooms are now ready for patron use. The next photo illustrated the computer lab. The Teen, Children's and AWE computers are being housed in this space during this phase. The Adult computers are still in the middle lobby area. A photo of the completed women's restroom was shown. The rest room was built airport style allowing people to simply walk in with no doors which makes access much less difficult, especially if one has a stroller, a walker or wheelchair.

Ms. Husband showed a photo of the Phase 2 demolition work. The contractor has demolished the existing space. In another photo a demolished space showed where the Teens' and Children's areas and the old offices were.

The Library moved into Phase 1 where the adult study rooms and the quiet reading rooms are located. In one area of that space Teens and Children's Services are located. We had some last

minute improvisations in moving to Phase 1 because some items were not completely finished. They are part of the punch list. In one place the door needed to be replaced so that the quiet reading room could be used. One of the self-check kiosks is operational. The vendor needs to come back and complete the work for the second kiosk. Ms. Husband told the Board that these types of issues occur on all projects.

She noted that the staff breakroom and workroom are substantially completed. Staff have been able to move into that area. The Library Computer Services staff connected the staff workroom computers. The meeting rooms have been emptied so that the contractor can work on these spaces. It will take about six weeks for that work to be finished including the installation of the partition walls. Then that space will be available to patrons.

Ms. Husband said the punch list items included finishing the doors, adjusting floor boxes, installing HDMI wall connections, and installing sliding drawers in the lower cabinets in the staff workroom. She added that the architect inspects the work done on the punch list for completion. The Library staff also checks on items.

Ms. Husband noted that the contractor installed a dust wall to partition off the Phase 2 area of construction. Demolition in the Phase 2 area is over 90% complete. The contractor has begun framing up the new Teen area. Windows and window frames are being installed. Concrete has been poured at the back of the building, and they are getting ready to install pipe bollards.

The Library staff met with the architect regarding the placement of power and data in Phase 2. The staff also reviewed millwork shop drawings for the circulation desk. Several changes were noted and revised drawings will be reviewed.

The contractor will install slatwall for hanging items for display along the south wall of the lobby. Ms. Husband noted that there is a narrow courtyard between the staff workroom and the large meeting room. The potential exists for a large volume of rain to accumulate in this area. Consequently, the architect has suggested that we install gutters along the eaves in this area.

The wall that was the north wall of the circulation room will be removed to provide the new entrance. However, during demolition, contractors discovered a long diagonal crossbeam in this space. They will need to remove this crossbeam for the entrance area. Removal of the beam will require removing some stucco above the brick wall and replacing it after the beam has been removed. It is not unusual to have to make these kinds of changes in renovation projects.

Ms. Husband said she wanted to thank the Library's Facilities staff, Computer Services and the staff at the branch. All of them worked diligently with such dedication to assist in moving the project into Phase 2. While all of this was occurring, they continued to assist patrons and keep the building open for them. She said she really appreciated all that the staff did during this transition.

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

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

Ms. Edson gave a brief update on the renovation of the Jones Creek Regional Branch Library. She showed the Board some photos of the renovation. She reported that most of the demolition work is completed. The contractor has begun framing the walls for the collaborative study rooms.

The ceiling on the south side of the building has been removed so that the sprinkler system pipes can be replaced. During the staff site visit on July 27th the contractor and architect explained that the diameter of the pipes for the fire suppression system are smaller than is now required by the current code. They will also need to open the ceiling on the north side of the building. We had wrapped shelves and books in that area, that will consequently need to be moved. The Library Facilities staff, the Jones Creek Branch staff, and the Cabildo staff worked together to relocate these materials. This work will begin on Monday, September 23rd.

Ms. Edson showed several photos in which the contractor has created trenches in the concrete floor for additional data and power lines. Tomorrow the senior Library staff including the Facilities staff and the Computer Services staff will review these plans with the architect.

Ms. Edson noted that when the old carpeting was removed, the adhesives were quite strong. Therefore, the contractor had to use a cleaner to remove the glue.

The contractor has begun constructing the new conference room. This work was originally planned for Phase 2 of the renovation. However, it was decided that the conference room construction should be done in Phase 1 because the door will be located there. Mr. Brian Thornhill, Library LAN Administrator, worked with Cox Business to relocate the demarcation point.

In preparation for beginning Phase 2 of the project, Ms. Stein and Ms. Mechelle Whitney, Collection Development Librarian, have created a floor layout in order to determine how much of the Children's and Teen collections can remain in the building. This work is scheduled to begin at the end of October. Ms. Husband met with the shelving vendor regarding wall shelving for the Children's collection.

Ms. Edson reported that a limestone sample has been offered which will closely match the current limestone wall. Staff will review the sample. A safety film has also been selected for the interior glass walls and doors.

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

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

VII. New Business

Mr. Jacob said there was no new business on the agenda. However, Mr. Luther said he would like to explore the possibility of reviewing the rules and regulations for Library Board members. He said he hadn't seen any problems with following these rules until recently. He asked if a committee could be formed to review these guidelines to ensure that all Board members are following the same rules. The Board members would know the proper conduct expected when making public comments. This review would hold us to a higher standard. Mr. Luther said he feels his place to speak is at the Board meetings in front of cameras and the public. He said he wishes to make certain that all Board members follow these rules. He added a protocol could even be set up, so that the President of the Board speaks for the Board. He wants to continue to collaborate and advocate for the citizens and taxpayers of the parish.

Mr. Jacob said he is not opposed to setting up a committee to be certain we are following all of the protocols and rules that as a Board, we must follow. He asked if the forming of a committee is something we need to announce on the agenda before we do it. Ms. Allmon-Learson, a Professional Registered Parliamentarian, replied that under New Business the Board can create an item since it would be a review of something the Board already has in place. Mr. Luther said he wants to review the current rules. Ms. Allmon-Learson said this would be similar to naming a committee to review the Board Bylaws and suggest changes to the entire Board. At the point in which the Board needs to vote, then it would need to be announced on the agenda. Mr. Luther said there may need to be a review and to possibly make some changes.

Mr. Jacob asked for a motion to adopt the formation of a committee. Mr. Wilson made the motion to adopt the formation of a committee, seconded by Ms. Allmon-Learson, and the motion passed unanimously. Mr. Jacob asked Mr. Luther if he wished to be on the committee to which he said yes. Ms. Allmon-Learson also asked to serve on the committee. Mr. Jacob thanked them for volunteering to serve. He said he would like them to report their findings at the next Board meeting.

VIII. Comments by the Library Board of Control

Mr. Jacob said he wished to offer his condolences and prayers to Ms. Elizabeth Myers' family.

IX. Adjournment

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

Mr. Jason Jacob, President

Mr. Spencer Watts, Library Director