

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
JANUARY 17, 2019
4:00 P.M.

PLEDGE OF ALLEGIANCE

I. ROLL CALL

II. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF DECEMBER 13, 2018

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. TO VOTE TO ELECT OFFICERS FOR THE LIBRARY BOARD OF CONTROL FOR 2019 –
MR. JASON JACOB

VI. OLD BUSINESS

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

VII. COMMENTS BY THE LIBRARY BOARD OF CONTROL

ALL MEETINGS ARE OPEN TO THE PUBLIC

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

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

January 17, 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, January 17, 2019. Mr. Jason Jacob, President of the Board called the meeting to order at 4:04 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. Also in attendance were Mr. Spencer Watts, Library Director; Ms. Kristen Edson, Deputy Library Director; Ms. Patricia Husband, Assistant Library Director of Branch Services; Ms. Mary Stein, Assistant Library Director of Administration. Also present were Ms. Rhonda Pinsonat, Library Business Manager; Mr. Ronnie Pierce, Assistant Library Business Manager; and Ms. Liz Zozulin, Executive Assistant to the Library Director. Also in attendance were Mr. Stephen Soloman, Library Network Technician I, and Captain Blair Nicholson of the East Baton Rouge Parish Sheriff's Office. Mr. Terry Jones, reporter with *The Advocate*, Mr. Mark Armstrong, reporter with WBRZ-TV, Channel 2, Mr. Dirk Graeser, videographer for Metro 21, and three members of the public were present.

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

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

Mr. Jacob asked for the approval of the minutes of the regular Library Board meeting of December 13, 2018. Mr. Luther made a motion to approve the minutes, seconded by Ms. Temple, and approved unanimously.

Mr. Jacob asked the Board to vote to place Item V on the agenda, To Vote to Elect Officers for the Library Board of Control for 2019, before Item III, Reports by the Director. Mr. Luther made a motion to place Item V next on the agenda, seconded by Ms. Temple and approved unanimously.

V. New Business

A. To Vote to Elect Officers for the Library Board of Control for 2018 – Mr. Jason Jacob

Mr. Jacob read Item A and asked for nominations for President. Mr. Luther re-nominated Mr. Jason Jacob for President, nominated Ms. Candace Temple for Vice President, replacing Ms. Kathy Wascom, and re-nominated Mrs. Martha Guarisco for Treasurer. Ms. Kathy Wascom seconded the motion which passed unanimously. Mr. Jacob thanked the Board, and congratulated the officers.

Mr. Jacob then read Item A under Reports by the Director.

III. Reports by the Director

A. Financial Report

Mr. Jacob asked Mr. Watts to present the reports. Mr. Watts asked Ms. Pinsonat to give the financial report.

For 2018, operating expenditures through December 31st are \$35,726,402.18 or 80.85% of the operating budget. Although the year has technically ended, multiple expenditures have not been paid and posted, so both total expenditures and the corresponding percentage will increase for the next few months.

Cash collections from Property Taxes for 2018 are approximately \$2.7 million, and 6.32% ahead of 2017. This revenue will also change when 4th quarter interest earnings are posted. However, because of the fluctuations in the stock market throughout the quarter, we do not expect the same returns we received in the second and third quarters.

For 2019, Property Tax collections are well ahead of last year, as we are nearly \$3.4 million and 10.31% ahead of 2018. While we expect our collections to remain ahead of those in 2018, since we continue to deal with the aftermath of the flood in 2016, we are unable to predict how far ahead we will remain, particularly when related to the percentage increase.

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.

- Ms. Alyssa Trosclair, MBA, CPO, a certified professional organizer, presented a program on January 12th to assist those attending to get organized for the new year.
- Ms. Trosclair has appeared on the TV show, *Hoarders*. She will present several other programs at our Library in 2019.
- The Library was recognized by *The Advocate* for receiving the Star Library designation for the seventh consecutive year. The Library is publicizing the award through *The Source* newsletter, and on banners signs throughout the parish.
- The Main Library at Goodwood is celebrating its 5th anniversary of opening this week. Since opening on January 14, 2015, 2.25 million patrons have visited with 3.6 million items circulated at this facility.
- Other noteworthy statistics include 1 million reference questions answered; over 14,000 meetings hosted; meeting rooms booked by the public over 11,000 times; study rooms used over 44,000 times; 1.6 million WiFi log-ins; and total PC, AWE and WiFi usage at 2.4 million in this building.

- The Garden Café run by Mr. Darryl Johnson across the Plaza from the Main Library opened this week. They open at 8:00 a.m. through 8:00 p.m. Monday through Thursday; 8:00 a.m. to 6:00 p.m. on Friday and Saturday; and 1:00 p.m. to 8:00 p.m. on Sunday. The menu includes soups, sandwiches, salads, desserts, and various coffee drinks.
 - The renovation of the Greenwell Springs Road Regional Branch Library is progressing well. Trusses are now in place for the new spaces.
 - The Library is initiating something new for Bookface Friday. Bookface Friday has been a gift seen through our social media channel. This year our patrons will be able to submit their own bookfaces for posting on Pinterest.
 - The Library is promoting the Louisiana Young Reader's Choice Awards. Children and teens are voting for their favorite books. The winning author is invited to attend the Louisiana Book Festival in the fall.
- Similar to the *Great American Read* by LPB for adults, the Library's Children's Services is giving patrons including children, the opportunity to pick the Great Children's Book this year.
- On January 16th the Library hosted a program on art frauds and fakes presented by FBI Special Agent Randy Deaton. Approximately 212 people listened to Agent Deaton describe his investigation of the forgery of artwork by Clementine Hunter.
 - Mr. Toye was a forger of Hunter's works living in New Orleans and Baton Rouge. Some of the forgeries were on display with information on the forensic evidence which included cat hair. Forensics sealed the case against Mr. Toye.
 - VITA Super Tax Day will be held at the Main Library on Saturday, February 9th from 8:00 a.m. to 4:00 p.m. This service is sponsored by Entergy, the Capital Area United Way, Capital One and Red River Bank.
 - VITA Services will also be available this year at the Baker, Carver, Fairwood, Greenwell Springs Road, and Jones Creek Regional Branches. AARP will also assist senior citizens with tax returns at the Main Library, the Bluebonnet Regional and the Central Branch Libraries.
 - The kick-off after Hours Party for the One Book/One Community read of *The Hound of the Baskervilles* will be held on Saturday February 23rd. The event will feature meat pies, games, prizes and refreshments. Forum 35 is the Library's partner for this event and they will assist with the refreshments.
 - This year's One Book/One Community program will also encourage participation by children. The *Nat, the Great* book series will be showcased along with the children's book, *Claire Carter, Bone Detective* by Mary Manhein. Dogs will have the opportunity to be dressed as Sherlock Hound.

Ms. Stein asked for questions from the Board. There were none. Mr. Jacob thanked Ms. Stein. He asked for any Board comments or comments from the public. There being none, he then read Item A under Other Reports.

IV. Other Reports

A. Maintenance Report and Additional Capital Projects

Mr. Watts asked Ms. Husband to report on the maintenance and capital projects. Ms. Husband said that we will meet with the architect, and the vendor to review the shop drawings for the end panels for Children's Services at the Bluebonnet Regional Branch Library. We will review and revise these in order to complete the project.

The Energy Management Systems maintenance contracts are in the process of being awarded. One system is being rebid because no responses were made to the initial request.

Ms. Husband noted that we are working on the heating system at the Central Branch Library. We have worked with the vendor and corrected some of the issues. We will continue to resolve all of the problems.

Mr. Watts asked Ms. Husband to describe the two issues with the heating system. She said that an actuator which opens a valve in the system was the problem, causing a loud whining noise. The actuator was replaced. However, it now appears that valves also need to be replaced. The system has continued to provide heat for the building as the noise issue is being corrected.

Mr. Will Chambers, a member of the public, asked for which branch the end panels are being produced. Ms. Husband replied at the Bluebonnet Regional Branch.

She 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.

Ms. Allmon-Learson arrived at 4:25 p.m.

B. Miscellaneous Reports

Mr. Watts reported on the Request for Proposals (RFP) for broadband service which includes internet, voice services, dark fiber/IRU (Indefeasible Right of Use), and wide area network services. Four proposals have been received, and been reviewed for technical compliance by the City-Parish Purchasing Department. We will receive the proposals tomorrow for our review against a set of criteria. We also have a consultant who is assisting us with the complex technical issues to be considered in this review.

Deciding on whether to pursue dark fiber for the Library is very complex, but if chosen, it would provide a network throughout the parish to all of our branches. We will decide if this service is

viable for the Library, considering cost, collateral obligations, and commitments that must be met over many years. Part of the analysis will include the technology trends that could occur, and whether the Library would be able to take advantage of these under the broadband contract. All of these aspects will need to be carefully considered. If we install dark fiber, it would have some beneficial secondary impacts in the community.

Mr. Watts said that the entrepreneurship learning cohort project closed in December. This pilot program funded by a grant from the Kauffman Foundation was sponsored by the Urban Libraries Council (ULC). The participants included ten other libraries across the country. Participating enabled us to refine and develop support for our patrons wishing to become entrepreneurs. We realized the need to expand our presence in the small business community and find different, more dynamic ways to reach out to those who could make greater use of our resources. We have made some important connections within the business community, and have taken some initial steps to better meet the needs of traditionally underserved populations. We have reassigned some of our current staff, and have added a new position to make significant progress toward dedicating support for entrepreneurs through our business reference service.

Mr. Watts then discussed the Library's statistical data and a report being produced by Ms. Stein for the year 2018. He said the report is not final as some of the data recorded still needs to be verified in order to give an accurate accounting of the usage of the Library's services. He asked Ms. Stein to present her partial report.

Ms. Stein said that some of the statistics will not be final until the end of February. She distributed a summary sheet illustrating that some numbers have increased in 2018 while others have decreased which is to be expected. She noted that gate count, circulation, and reference questions have increased. Visits by our bookmobiles have also increased. The number of card holders has decreased which is a result of purging inactive and expired cards. The number of cards reported now provides a more accurate account of the number of active cardholders.

She pointed out that programs are down. For example, for three months, the book mobile staff could not do story times in facilities with children because the required State background checks could not be obtained. Summer visits at camps and BREC facilities helped their numbers to rise. Meeting room and study room usage has been fairly stable at the Main Library, and at the branches that have study rooms. This statistic will steadily rise as the regionals and the branches are renovated, adding study rooms to their facilities. Eventually that number will plateau as there is a limit to the number of times a room can be booked each day. We are now booking rooms for longer blocks of time and also factoring in time between bookings to clean and prepare the room for the next reservation which will affect the statistics. The Career Center, the Baton Rouge Room, and STEM and STEAM usage has increased.

Public computer use is down, but WiFi use is up reflecting that patrons are bringing their own electronic devices and logging onto our network. The statistics for database sessions are not final. It is difficult to tabulate some of the data because companies change their algorithms. It appears that database sessions will be down, but views will increase. Once patrons log into a database session they are performing multiple searches. How patrons are accessing our databases is

changing also. Access is not limited to our website. Some are using apps, or entering through blogs.

Ms. Stein noted that generally 2018 was a very good year with many fine programs such as the Maker Faire®, the Author-Illustrator program, and *Hidden Figures*, the One Book/One Community program. We are studying where patrons are using our resources. At one branch the self-checking kiosk is being used more frequently than at any other branch. We determined that it is the location of the kiosk, and how easy it is to see it and use it. The Main Library leads in WiFi use because we have the longest hours of operation.

Ms. Stein asked if there were any questions. Ms. Guarisco asked about the large decrease in programs over the last two years to which Ms. Stein said it was a result of how programs are being counted. The former numbers reflected a formula from the State Library that she used.

Ms. Temple left the meeting at 4:40 p.m.

Mr. Luther asked about the bidders for broadband service. He said he was surprised that four companies bid on the project. He asked if there was a Request for Qualifications to verify the bidders' abilities. Mr. Watts replied that the City-Parish Purchasing Department reviews the submissions for technical compliance, insurance, liability, corporate papers, and financial status. Mr. Luther asked if they are considered a responsive bidder if they are not bidding the whole project. Mr. Watts answered that depends on how the request is written, but we stipulated that the vendor must bid on internet, network and lit and dark fiber. The dark fiber is a more complex project. He added that we are reviewing all of them for the cost and the effectiveness of both options in order to determine which will be best for the Library. Mr. Luther said in the past we have had some vendors who did not want to provide service to all of the branches. Mr. Watts said that is not an option; they must provide service to all of our facilities. That includes a wide area network, voice services, telecommunications, internet services, and the mode for how these services are delivered.

Ms. Allmon-Learson asked about the decrease in website hits from 2017 to 2018. She asked if there was an interruption of service. Ms. Stein said we had some issues tabulating the number of hits, and we changed how we collect this information. One of the factors that has changed is how people are accessing our website through a third party. We don't have a way to accurately gather that data.

Mr. Jacob asked if the database sessions are being counted differently which is causing the recent statistics to have dropped considerably. Ms. Stein replied that she has not finished gathering the data. Mr. Jacob said he looked at 2015 when the number of sessions was very high. Mr. Watts said one of our highly used database providers reconfigured the way they counted usage. This vendor then changed the method of calculating again and the results were more consistent with prior years. Mr. Watts added that inconsistency and a lack of a national standard makes it difficult to gather data and analyze it. The vendors do not have a financial incentive to agree to standardize their data gathering, and reporting.

Ms. Wascom said we provide wonderful databases, but she said it is overwhelming to navigate some of them and to know where to find the information needed. She asked if more training could be provided especially to high school students. In the past we have featured certain databases, but now there are so many. She added that people do not know that they can access *The Advocate* online for full text articles as far back as 1986. Perhaps more education about the databases would increase the usage. Ms. Stein replied that on our site we are promoting several databases such as Mango Language, Lynda, and Brain HQ. Ms. Stein said that we are providing information about training on our website, in *The Source*, and through social media sites. It is hard to offer training for each database because we provide so many.

Ms. Wascom noted that we had a genealogy class at the Main Library last weekend which is always popular. She added that when the small business initiative was mentioned earlier, she thought about those who want to start a non-profit. She asked if the Library continues to provide staff to assist with grant writing information. Ms. Stein replied that the Grant Center is located at the River Center Branch. The information is digital now, and includes access to the Foundation Center which is helpful in searching for grants. A reference librarian is dedicated to helping people use that tool along with occasional classes on how to write a grant request. Ms. Stein said we will be introducing a new database called iWave which a professional fund raiser shared with the Library.

Ms. Wascom thanked Ms. Stein for publicizing the Star Library award. She said our Library was the only one in the entire state to be recognized because we have community support, wonderful staff and programming.

Mr. Luther said in regard to the databases, they are money savers. With a library card one can access the databases for free. He said he was paying for a \$300.00 subscription and found it was offered by our Library. He now has full access to the database and has saved money by having a library card.

Mr. Jacob thanked Ms. Stein for her information on statistics.

Mr. Watts said last fall the Board decided to review their by-laws with the possibility of revising some of them. A committee including Mr. Jacob, Ms. Allmon-Learson and Mr. Luther will meet before the next Board meeting to consider some changes. The staff has gathered some information to guide the committee.

Mr. Watts discussed the proposed South Branch project noting that City-Parish Architectural Services has approved the contracts for the firms that will perform the due diligence work. This includes soil testing, and surveying. Under the purchase agreement, we have a 90-day period in which to complete our studies. Thirty days have elapsed, so this work must be completed in enough time to review the results to proceed with the purchase.

Mr. Watts then said that Ms. Edson would provide a brief report on her work with the contract for the Library's multi-function devices (MFDs). Ms. Edson said the Library renewed the contract with the vendor Dick Roundtree to continue to provide Toshiba copiers. We will be saving money with this new contact, and be receiving some new machines. The vendor has trained more technicians, and the service issues we were having are being addressed. Many of our machines

are producing more documents than had been anticipated based on the data collected by the vendor. We will upgrade seven of our machines to better meet the increased needs of production. By installing these new devices based on volume, we will make fewer service calls and add to the longevity of the MFDs.

Ms. Edson asked if there were any questions. Ms. Wascom asked what the charges are to patrons to which Ms. Edson replied ten cents per page for black and white and twenty-five cents per page for color. Ms. Wascom then asked if the Library charges for faxing to which Ms. Edson said yes. However, faxing is not part of the MFD contract. It is provided by another contract with a different vendor. Ms. Wascom asked if a copier is down, can we re-route the job to another machine? Ms. Edson said we do have that ability. Ms. Wascom said that is wonderful because it is frustrating when a piece of equipment malfunctions when one has a need and is dependent on the equipment.

Mr. Jacob thanked Ms. Edson.

Mr. Watts then gave an update on the RFID system and the credit/debit card project. All of the credit card devices have been installed, and have been tested. We had hoped that by the end of December we would be able to accept payment by credit and debit card. Another issue has occurred for both the website and the self-check kiosks regarding the receipts. They do not produce a breakdown of the payment, and when paying at a kiosk a service charge is not displayed. This problem has been attributed to the programming of the software. In addition, if a patron has multiple charges, it is not clear if payments will be apportioned by the application, or if the patron can choose. It now appears that the payment will apply to the oldest charge.

Our vendor has now stated that a fee will be charged to write new programming for the service charge. Mr. Watts noted that the biggest problem remains when a patron's account is blocked, preventing the patron from paying on their account unless they go to the service desk or do it online. This issue is a result of having different vendors with different programs for each of the services required.

Mr. Bryce Tomlin, our Librarian Coordinator for Technical Services is working diligently with all involved to make this work. One of the solutions, if we cannot resolve these problems, is to place a credit/debit card station at each desk. This would require new readers at each desk, an implementation fee, and an extra monthly maintenance fee. We are so close to offering this convenience to patrons, but the amount of time and effort put into this project has been frustrating.

Mr. Watts reported that for the period of June through December 2018, 22.4% of our check-outs were done via self-check units. There was a variation in the percentage of use from branch to branch. Some facilities were around 30% while others were 10% or lower. Greenwell Springs Road Regional had the highest use at 37%. We are analyzing why this is so, and it appears it may be a result of where the self-check station is placed. The more convenient and visible it is, the more it will be used. We are going to work on getting every branch with lower usage to increase to at least 25%.

Mr. Watts then told the Board that the Annual Louisiana Library Association (LLA) Conference will be held in Baton Rouge at the Crowne Plaza from March 13th through March 15th. He said

this conference is an excellent opportunity for Board members to attend at least some of the events and programs. Ms. Zozulin sent the Board a message earlier about this, and has placed a registration application at your places.

Mr. Watts said over the next few months, the staff will be reviewing some of our policies and procedures to update them. As they are revised, we will present them to the Board for your input. We've had some issues with patrons sleeping in the Library. Generally, if someone has dozed off, the staff and security give the person a chance to awaken themselves. However, if after a while the individual, is still asleep, we will gently wake them. If a patron is snoring or sprawled out at a workstation, we try to intervene more directly. Some patrons have challenged this rule asking where it is mentioned in the Rules of Behavior for Patrons. There are also some other policies related to overdue materials, fines and claims for returned items that we will review.

Mr. Watts discussed the Metropolitan Council's desire to study and possibly reduce dedicated millages including the Library's. Several people have expressed concerns to him. He said there are several issues to keep in mind when proposing to reduce the Library's millage. If the dedicated millage is reduced outside the usual rollback adjustment every four years, the public's faith in the millage election will be undermined. Also within the millage cycle, during the first few years there should be more surplus funding and by the end of the cycle, there will be much less or virtually no surplus. These savings at the start of the millage period are what sustains our pay-as-you-go plan and capital funding. It is very difficult to project both millage revenue and eventual expenses when forecasting for the ten-year cycle. Unforeseen and unexpected events and variables nationally and locally such as tariffs and higher interest rates affect the amount of revenue collected. He said another misconception is what the fund balance represents. Some people infer or mistake it as surplus money. A major portion of that number represents our anticipated revenue toward the operating budget the following tax year. That income will be used to run the Library System.

Mr. Watts gave an example of how the budgeted projects are paid for and completed. He noted that the exterior lighting project began at the end of one year and extended into the following year. The money to complete the work was in the fund balance, but it was dedicated to complete the lighting project the following year.

Mr. Watts asked the Board if they had any questions. Ms. Wascom said the fund balance continues to be referred to as a surplus. However, that is not correct. For example, an individual may save to buy a vehicle. That money is not surplus, but is dedicated to buy the car. Ms. Wascom added that we need to correct that misconception when people refer to the fund balance as a surplus.

Mr. Watts replied that the way the millage is structured we cannot produce a budget with anticipated income. The money for the budget must be collected the year before.

Mr. Watts asked if there were any questions about the Miscellaneous Reports. There being none, Mr. Jacob asked if there were any public comments under Other Reports.

There being none, Mr. Jacob read Item A under Old Business.

V. Old Business

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

Mr. Watts said we are in the midst of litigation regarding the River Center Branch construction project. The details of the legal proceedings have not been shared with Library staff. We hope that soon we can put into action a plan to move the construction work forward.

Ms. Wascom asked if any activity is occurring at the site. She said she saw some personnel there recently. We already have a huge investment in this project, and we need to maintain the integrity of the work that has been done. Mr. Watts replied that Buguet & LeBlanc is still under contract, but they are limited in what they can do until a mediation plan is agreed upon. They are working to preserve the building. Fortunately, the HVAC system was operational before the issue occurred. Humidity can be kept somewhat under control. However, the building is not completely enclosed, so the humidity cannot be entirely controlled. The contractor is working on a few things such as installing the external shades. Attempts to maintain the building as it is now will not work long-term. There is some urgency to get a plan in place to continue with construction.

Mr. Watts asked if there were any other questions. There being none, Mr. Jacob read Item B under Old Business.

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

Mr. Watts said much progress has occurred on this project. On December 18th we had a follow-up meeting about the furniture and finishes. We discussed many items such as counter tops, flooring, door stains and paint colors. He said he was very impressed with the work that Mr. Aaron Babcock with Hidell Associates Architects presented to us. He developed a comprehensive plan which uses a great deal of old shelving and reconfigures it with some new shelving. We also reviewed various types of seating.

The monthly progress meeting was held on January 10th. Beam erection work has been completed, trusses were being added on the east wing expansion. The truss work was to be completed by the end of last week. Wall framing is underway on the south expansion for the new staff area. HVAC and electrical work are on schedule for the completion of Phase I of the project on June 1st.

Some issues have occurred. The contractor needs to open a portion of the wall in the meeting room for a beam tie-in to the adjacent addition. They wanted to leave the wall open and close the room. We have agreed that they can schedule the work and make the beam connection, but that they will need to provide a satisfactory wall restoration so that the meeting room can be used again.

The contractor also needs some of the support areas adjacent to the meeting room turned off during the work on the electrical and telecom connections in the new data room in this area. The adjacent wall will require some demolition and new work. This wall forms the south wall of the public

computer area. They need a three-foot space in which to complete the work. Ms. Husband and her staff found a way to reconfigure the public workstations to create extra space.

Another serious concern is the installation of support beams in line with the new exterior walls at the current restroom locations. The last stalls in these restrooms are the stalls for the handicapped. There are several alternatives and we expect to have a better idea of different approaches when we meet again on January 24th. There was also some discussion of the relocation of some electrical panels. They are concerned about the electrical feeds below the slab as they plan to remove the slab. Mr. Watts said the architects, the contractor and the Library staff are all working together to successfully resolve these issues.

The contractor is still planning the chiller and skylight replacements at the end of February. This work should take ten days and the Library will need to be closed at that time. We are waiting for a verification of the exact dates so that we can inform our patrons. We will arrange to have the bookmobile on-site for patrons.

Mr. Watts asked if there were any questions. Mrs. Watts asked when is the completion date of the renovation project. Mr. Watts replied March of 2020.

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

Mr. Watts then discussed the Jones Creek Regional Branch renovation project. He said the construction document phase is complete, and the documents were submitted to City-Parish Architectural Services. Over the past four weeks there were a number of questions asked by the architect that had been asked and answered previously. We confirmed our responses to the architect again. There was some confusion about the technology package. We will work with a consultant brought in by the architect. He is very good and has done other work for us and for the City-Parish.

There were some concerns over the architect's phasing plan. We will work with Architectural Services on this plan because it appears that at times there is an overlap in phases resulting in the closing of two sections of the building which is not acceptable.

Architectural Services hopes to advertise for a contractor for the project in the next week or so. A construction bid opening is anticipated for the end of February.

Mr. Watts asked the Board if there were any questions. Mr. Jacob asked when the construction documents were submitted to which Mr. Watts replied earlier this week. If any changes are made, there will be an addenda to the construction documents. Mr. Jacob asked when all of these issues would be resolved. Mr. Watts said by the middle of March a contractor will be named and then their contract will need to be written and reviewed by several departments in the City, signed by the contractor, and the Mayor. Then the construction company will need to mobilize. Mr. Jacob asked if the work would begin by summer. Mr. Watts said he hoped by May the project could start.

Mr. Jacob thanked Mr. Watts. He asked for any comments from the Board. There being none, he asked for any public comments under any of the items under Old Business. There being none, he read Item VI.

VI. Comments by the Library Board of Control

Mr. Luther congratulated Ms. Stein for being appointed to the Board of Visit Baton Rouge. He said he is confident that Ms. Stein will be able to publicize all of the wonderful services the Library provides.

Mr. Luther also thanked the Mayor for inviting him to her 2019 State of the City event this evening. He noted that he is running late and may not be able to attend.

Ms. Wascom said her husband really likes the new workstations at the Bluebonnet Regional Branch that enable him to bring his laptop to connect and work.

Mr. Jacob said as the new year begins, he looks forward to working with the other Board members and staff. Good things are ahead.

Mr. Jacob asked for a motion to adjourn the meeting. Ms. Almon-Learson made the motion to adjourn.

Mr. Will Chambers, a member of the public, asked to speak to the Board. He showed the Board a conceptual drawing of a library. He said he grew up and lives in Southdowns. He has seen a rendering of the branch library in Rouzan. He is very interested and excited about that branch. He has designed 700 homes and renovations. He began to think about what the design of a library should be, and decided a stack of books makes sense. His idea is a design of three books forming three floors; the first is 2,000 square feet, the second floor is 5,000 square feet and is an inter-generational library, and the third floor is 7,000 square feet. This concept gives height and presence to the building. He said he has begun work on an original design patent. He added that Baton Rouge should be the first location of his concept of the three books design. The building is constructed of pre-cast concrete which is economical. He noted that he is not asking for architectural services, but as the designer he can work with the Board and any architectural firm on this concept for any library they have in mind.

Mr. Luther thanked Mr. Chambers for sharing his ideas. He asked him to give the staff his contact information so that if the Board has any questions they can reach him.

Mr. Luther said we had a motion to adjourn and he seconds the motion. The meeting was adjourned at 5:30 p.m. by unanimous vote.

Mr. Jason Jacob, President

Mr. Spencer Watts, Library Director