

MINUTES FOR REGULAR MEETING OF THE  
EAST BATON ROUGE PARISH LIBRARY BOARD OF CONTROL  
**MAIN LIBRARY**  
**FIRST FLOOR LARGE MEETING ROOM**  
**7711 GOODWOOD BOULEVARD**  
**BATON ROUGE, LA 70806**  
**March 16, 2023**  
**4:00 P.M.**

**AGENDA**

CALL TO ORDER – Jason Jacob, Board President (4:02 p.m.)

PLEDGE OF ALLEGIANCE – Candace Temple

ROLL CALL – Rosana Sotile, Assistant to the Deputy Library Director

Jason Jacob, Board President – Present

Candace Temple, Board Vice President – Present

Martha Stickle, Board Treasurer – Present

Delores Watts – Present

Donald Luther, Jr. – Present

Kathy Wascom – Present

Nicole Allmon-Learson – Absent

*A quorum was present*

STAFF PRESENT – Kristen Edson, Interim Library Director; Mary Stein, Assistant Library Director; Patricia Husband, Assistant Library Director; Ronnie Pierce, Assistant Library Business Manager; Rosana Sotile, Assistant to the Deputy Library Director; Daniel Dearing, Network Technician I; Jenna Jaureguy, Collection Development Librarian.

I. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF FEBRUARY 16, 2023 – A motion to approve was made by Donald Luther, Jr. and seconded by Delores Watts. **The motion was carried unanimously.**

II. SPECIAL ORDERS – There were no Special Orders.

III. REPORTS BY THE DIRECTOR

A. FINANCIAL REPORT – Ronnie Pierce (4:04 p.m.)

- With 2022 expenditures closing today across the City-Parish (March 16th), Library operating expenditures are currently at 86.49% of the operating budget. For 2023, as of February 28th, expenditures are 13.03% of the operating budget. Through February, we should have spent no more than 17% of the operating budget.
- Cash collections from Property Taxes for 2023 are ahead of those collected last year, as we are approximately 4.27% ahead of 2021.

B. SYSTEM REPORTS – Mary Stein (4:05 p.m.)

- “Around the Parish” slideshow and descriptions of Library programs.
- The Main Library hosted Super Tax Day with community partner, Capital Area United Way; many other community organizations were present to assist patrons.
- Small Business Librarian, Austin Langley, provided an outreach program at Humana for seniors on how to protect themselves from scammers.
- The Sounds of Science series culminates on March 25 with special daytime events, including LaSPACE, the LSU Physics and Astronomy departments, the LSU School of Music, family activities, and a lecture on the James Webb Telescope.
- The Main Library hosted the Dinosaur Experience; as well as the LEGO Disaster Island program,
- Author, Will Hillenbrand, attended the Library’s “1,000 Books Before Kindergarten” program.
- The Library’s Special Literacy Projects Coordinator, Pabby Arnold, has retired after almost 30 years of service to children and families in East Baton Rouge Parish.
- The Main Library hosted a special discussion with Jay Dardenne, the documentary host and creator of “Why Louisiana Ain’t Mississippi or Any Place Else!”; along with his researcher, Cathy Berry, and the executive producer at Louisiana Public Broadcasting, Linda Midgett; they gifted the Library with a special companion book dedicated to the citizens of East Baton Rouge Parish.

- Sunday, March 19, the Main Library will host the kickoff party for the 2023 One Book, One Community series; this year's book is "The Blues: The Authentic Narrative of my Music and Culture", by Chris Thomas King; the kickoff party will include food, live music, crafts and community organizations; other programs will continue in the upcoming weeks at library branches, including documentaries, musical concerts, and reading and discussion programs.
- The Strictly Business: Virtual Conversations program with the Business Report continues; yesterday's half-hour program featured Josh Descant, CEO of REV/REV Business.
- The virtual Author Talks series continues; a cookbook author will be featured on a talk chat March 21; past talks are archived on the Library's website.

## C. OTHER REPORTS

### 1. MAINTENANCE AND ADDITIONAL CAPITAL PROJECTS – Kristen Edson (4:19 p.m.)

- Preventative maintenance was performed on the automatic doors at Baker, Carver, Central, Delmont Gardens, Eden Park, Fairwood, Pride-Chaneyville, River Center, and Zachary Branch Libraries, as well as Bluebonnet, Greenwell Springs and Jones Creek Regional Libraries, and the Main Library.
- Kristen Edson and Alvin Rattle conducted interviews for the new Operational Manager position on March 14.
- Facilities staff changed all motors on the air handling units at the Main Library; the motors will be refurbished and kept as replacements for future issues.
- The purchase order was issued on March 10 for repairs to the fabric ceiling tile in Children Services at the Main Library; a meeting with the vendor will be held March 27 to finalize details and scheduling.
- New screens were installed in Children Services and Conference Room 102 at the Main Library; the large conference room screen requires additional work and will be replaced next Friday.
- Photos of the water line repair at Jones Creek Regional were shown to the Board; a pre-construction meeting was held March 2; concrete has been re-poured, and the loading dock should be available for use by next weekend; it will take several weeks for the new doors to arrive due to supply chain issues.
- Ceiling tile and insulation removal has begun at Outreach Services; the library's monthly book sale was canceled due to the contractor taking up more parking lot space for concrete work than originally intended; plumbing work as also begun, but the contractor is working out of sequence.
- A design meeting will be held March 22 for the Bluebonnet Regional renovation project, to finalize the circulation desk; construction documents will be sent to Library staff for review.
- The multi-branch roof replacement project is now 60 days overdue from its original agreed-upon completion date; the Library and the City-Parish are working together to monitor the projects at each branch, as the contractor seems to be working out of sequence; it was noticed that the contractor's painters were painting dirty stucco and without a superintendent on-site, as well as other major oversights; Architectural Services will recommend that the work completed be rejected; a meeting with the contractor is scheduled for next week.
- Library staff received the tentative phasing schedule for the miscellaneous repair package; the Notice to Proceed has not yet been issued; should have more information next week on project start date.

### 2. MISCELLANEOUS REPORTS – Kristen Edson and Mary Stein (4:28 p.m.)

- The Library staff training day was held February 20; another staff day will be held again next year on a date to be determined.
- Vendor presentations will be held Monday and Tuesday of next week for the Website Redesign RFP; five vendors confirmed their presentations; finalists will be selected the following week.
- Library administration held a meeting with City-Parish Human Resources and Information Services to discuss staff concerns of the current work schedule; a meeting with library branch managers will be held next week to discuss suggestions made by the scheduling consultant.
- The Parish Attorney's office is requesting more time for researching the possibility of offering the vacant Library Director position as a contract position, and more information will be provided by the end of the month; a meeting was also held to discuss the library's legal options for responses toward reoccurring patron incidents.
- City-Parish attorneys will also review the Library's updated Patron Rules of Behavior; Library Administration formed a seven-member staff Incident Reporting and Patron Rules of Behavior Committee; today was their first meeting.
- Last week, the organizational review consultant spoke with 29 Library staff members; Administration held a meeting with her on Friday to discuss obvious organizational improvements, including internal

- communications; it was decided to engage a former Library staff member to regenerate a Library newsletter to disseminate organizational information for staff; the consultant will also perform a salary study and compose a detailed report for the Library.
- Kristen Edson explained to the Board the need for a budget workshop to be held in June before the annual American Library Association conference; the Board will vote to approve the Library's budget at the regular July board meeting.
  - Current statistics include the following:
    - Kiosks: 29.9% of checked out items were checked out at a kiosk; represents 50,985 items
    - Credit Cards: 359 credit card payments for a total of \$5,808.47; 7.13% of all payments made have been credit card payments
    - Hotspots: circulated 820 times by 400 patrons, year to date
    - Computer Services Staff Tickets: 179 work tickets created, 165 were resolved
  - Mary Stein discussed with the Board a proposal for a new START (Strategically Targeted Access for Resources and Technology) library branch located at the former Earl K. Long hospital site, in partnership with a revitalization plan with the East Baton Rouge Parish Housing Authority; it would be a smaller library branch that would focus on access to computers, study rooms and reading; it would be staffed but no programming.
  - Question from Jason Jacob regarding how many librarians would be needed to staff a START branch library; Mary Stein responded that administration are still working on the details but it would require less staffing than current smaller branches in the library system, depending on operational hours; Kristen Edson also responded that the staffing review will take into consideration the rising percentage of self-checkout kiosk usage among patrons; discussion regarding how the proposed project would fit into the current millage cycle and the Library's fund balance.
  - Question from Kathy Wascom regarding who in charge of the redevelopment plan and how much housing is planned; Mary Stein responded that Jay Daniels, with the East Baton Rouge Parish Housing Authority, is working on the project, along with architect Joe Saffiotti, and Senator Regina Barrow; over 100 residential units are proposed; will also include a health care center and pharmacy; Jason Jacob commented that he would like members of the redevelopment project to present their plans to the Board.
  - Question from Candace Temple regarding if the current proposed timeline is the same timeline originally proposed for construction of a new START branch in that area of the city; Mary Stein responded that the redevelopment coordinators would like to have a Letter of Intent from the Library, even if the Library wasn't able to begin building for a while.

Board President Jason Jacob asked for public comments. No public comments were made.

#### IV. REPORTS OF COMMITTEES – There were no reports of committees

#### V. UNFINISHED BUSINESS

##### A. UPDATE ON SOUTH BRANCH LIBRARY – Patricia Husband (4:53 p.m.)

- The Library has received the construction documents, floorplans and specifications; Patricia Husband and staff are reviewing them and submitting comments and responses to the architect.
- Architectural Services has released an updated project timeline: March 17 is the deadline for review comments due to the architect; April 3 is the deadline for construction document review for the bid package; April 6 is the deadline for submitting the bid packet to Purchasing; April 14 – April 21 is the bid advertising period; April 25 will be the pre-bid conference; April 28 is the third and final advertisement; and May 11 is the tentative opening of bid proposals; it is estimated that the final contractor selection should occur by the end of June or early July.

##### B. UPDATE ON SCOTLANDVILLE BRANCH LIBRARY – Patricia Husband (4:56 p.m.)

- The architects are working on the value engineering revisions for both the archival building and the library building, beginning with the archives.
- The architect proposed a tentative timeline that includes submitting the construction documents for owner review by March 20; changes to be incorporated by April 11; Purchasing to draft a bid around June 1; this is not Architectural Service's timeline, so it does not include the bid advertising and opening.
- Once the archival building construction documents are ready to bid, the architect will submit the revised value engineering documents for the library building to be reviewed.

Board President Jason Jacob asked for public comments. No public comments were made.

## VI. NEW BUSINESS

### A. VOTE TO ADOPT UPDATED COLLECTION DEVELOPMENT POLICY STATEMENT – Jason Jacob and Mary Stein (5:00 p.m.)

- A copy of the updated policy was placed at each board member's seat, for review.
- The Library's original 18-page collection development policy has been condensed to three pages.
- The core of the policy has not changed much; most revisions were to made to streamline the information and remove standalone procedures; also edited the types of material formats the Library provides, such as VHS tapes, and generalized the wording.
- The policy closely follows the Library's updated strategic plan, including the mission, vision and values.
- Also included are guidelines on self-published materials, as well as updates to the recommendation form and statement of concern form.
- Question from Jason Jacob regarding if this is in line with other libraries; Mary Stein responded yes, libraries do share their policies with other libraries; Jenna Jaureguy, the new Collection Development Librarian, has researched substantial examples of library collection policies.
- Martha Stickle commented that the systematic criteria for collection is pro-active and potentially heads-off criticism.
- Kathy Wascom asked if the Library has to replace the science and computer books more often; Mary Stein responded that yes, the Library does keep their medical, science and computer materials updated more often than in the past, in order to have the most recent information available to the public.
- Kathy Wascom also commented that many Louisiana newspapers are not able to be found online; Mary Stein commented that if the newspaper is available, the Library will have a subscription; the Louisiana newspaper bundle was added to the collection last year and includes smaller Louisiana towns; also featured in the digital library; further discussion on the State Library and their funding to acquire local newspapers.
- Question from Donald Luther, Jr. regarding who performs the day-to-day collection development tasks; Mary Stein responded that Librarian Lauren Tomlin handles Children's Services selections; Jennifer Torkkola was the Teen Services collection librarian but was recently promoted to join Jenna Jaureguy in Adult Services; Eric Babin selects A/V materials; librarian Andrew Tadman selects databases; Jenna Jaureguy also selects e-books; there is a large team of librarians who read book reviews, manage patron requests for books, and select different formats for books and materials.
- Martha Stickle made a motion to approve the adoption of the updated collection development policy statement; the motion was seconded by Candace Temple; **The motion was carried unanimously.**

Board President Jason Jacob asked for public comments. No public comments were made.

## VII. COMMENTS BY THE LIBRARY BOARD OF CONTROL – No comments were made

VIII. ADJOURNMENT – Board President Jason Jacob requested a motion to adjourn. A motion was made by Delores Watts and seconded by Candace Temple. **The meeting adjourned at 5:13 p.m. by unanimous vote.**

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Mr. Jason Jacob, President

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Ms. Kristen Edson, Interim Library Director