

MINUTES FOR SPECIAL MEETING OF THE
EAST BATON ROUGE PARISH LIBRARY BOARD OF CONTROL
MAIN LIBRARY
THIRD FLOOR BOARD ROOM
7711 GOODWOOD BOULEVARD
BATON ROUGE, LA 70806
JUNE 12, 2023
4:00 P.M.

CALL TO ORDER – Board President Jason Jacob (4:35 p.m.)

PLEDGE OF ALLEGIANCE – Donald Luther, Jr.

- I. ROLL CALL – Assistant to the Deputy Library Director Rosana Sotile
Jason Jacob, Board President – *Present*
Candace Temple, Board Vice President – *Present*
Martha Guarisco, Board Treasurer – *Present*
Delores Watts – *Present*
Donald Luther, Jr. – *Present*
Kathy Wascom – *Present*
Nicole Allmon-Learson – *Present*
A quorum was present

STAFF PRESENT – Kristen Edson, Interim Library Director; Mary Stein, Assistant Library Director; Patricia Husband, Assistant Library Director; Rhonda Pinsonat, Library Business Manager; Bryce Tomlin, Technical Services Coordinator; Rosana Sotile, Assistant to the Deputy Library Director.

II. REVIEW AND DISCUSSION OF THE PROPOSED 2024 LIBRARY BUDGET

A. OVERVIEW, SUMMARY & DETAIL OF BUDGET

- This section gives a summary of what the Library is asking for; Kristen Edson suggested addressing the computer related budgets first while Bryce Tomlin was in attendance.
- This year's requested budget reflects a 2.24% increase over last year's; there is no net increase in allotment.

B. CAPITAL OUTLAY (>\$5,000)

- This category includes computer hardware, such as highly requested laser cutters for library branch maker spaces.
- Adding network switches to keep in stock.
- Adding some RFID replacement equipment to be available for the upcoming RFP and eventual contract award.
- Discussion on keeping technology parts and hardware in stock versus ordering parts as needed; also discussed technology replacement cycles.

C. COMMUNICATIONS

- This category includes the new contract with COX Communications; some services are eligible for the E-Rate rebate via a credit on monthly bill.
- Cellular services include the circulating Wi-Fi hotspots.

D. COMPUTER SOFTWARE & RELATED SUPPLIES

- This category will see a large increase due to the new ILS and RFID systems; vendor selections will likely occur in early 2024.
- Also includes a digital kit for local museum passes for patrons to check out; also software for a Cricut crafting machine for branch maker spaces.

E. REPAIR/MAINTENANCE – OFFICE EQUIPMENT

- This category mostly includes maintenance and renewals of software programs.
- Discussion of website filtering software, network security subscriptions, and staff cybersecurity training.

F. TRACKABLE SUPPLIES \$1,000 - \$4,999

- Includes six additional laptops for branch maker spaces; discussion on different brand of laptops.
- Replacing 15 wall-mounted staff time clocks; also adding an Apple MacBook Pro for maker-related Bookmobile programming.

G. TRACKABLE SUPPLIES < \$1,000

- Discussion on the Library's previous attempt of purchasing an interactive globe.
- This category includes 10 more Circuit Maker units for library branches and the Main Library, as well as 6 Circuit Mug Press printing units.
- The large amount of the Dell Wyse Terminals and Desktop PCs are part of the regular computer hardware replacement cycle.
- Some items in this category are requested for stock at the new South Branch Library.
- A new iPad is requested for Facilities Services due to a new Maintenance staff position.

H. ALLOTMENTS

- Discussion on large fund balance, revenues, and operating expenses; the fund balance is used toward major capital projects; budgets have increased due to rising construction costs; the fund balance has also increased due to salary savings.
- This budget category includes allotted library employee positions.
- Discussion on challenges of library staff scheduling, employee retention, and possible City-Parish employee pay increase; each Library position is tied to City-Parish pay grades that have specific pay codes.
- Continuation of discussion on the fund balance.

I. SALARIES AND PERSONNEL REQUESTS

- This budget category includes employee salaries and requested changes.
- Library administrative staff will request to the Mayor-President moving the Library Director pay code up two steps to assist with immediate need to fill the position, as well as having the option to increase other library employee pay codes in the future.
- Discussion on possibly creating a Librarian V position, as well as altering experience and education requirements to determine at which step a new employee would begin.
- Requests for new positions include an Assistant Library Director of Customer Experience, Library Building Services & Security Manager, and a Library Human Resources Analyst.

Board President Jason Jacob adjourned the meeting for a break at 5:55 p.m.

The meeting was re-adjourned at 6:30 p.m.

Kristen Edson explained the new Library organizational charts and how they relate to the budget requests; some of the changes are based off the consultant's recommendations from the organizational review study; will also aid in the search for a new Library Director; discussion on library operating hours, patron use, and the forming of a community advisory council.

J. CAPITAL IMPROVEMENTS

- Adding an additional \$17.7 million to the capital projects fund due to added construction costs for projects currently under construction or in the bid phase, and the renovation of two library branches.
- The increase is also due to Architectural Services recommending a 20% budget increase, which is the same recommendation as last year.
- Discussion on South Branch construction costs and projected budget.

K. ADVERTISING

- This category represents 1% of the operating budget; there was no discussion.

L. CAPITAL OUTLAY (>\$5,000)

- Readdressing this category for items not related to Computer and Technology services.
- This category includes a truck for Maintenance and a self-contained Bookmobile/Makermobile for Outreach Services.

M. CONTRACTUAL SERVICES

- There are no changes to this category.
- The Library would like to reduce the cash handling services next year, due to possible elimination of late fee collection.
- Discussion on fines, fees, money collection and payment methods.
- Discussion on landscaping and grounds keeping.

N. DUES AND MEMBERSHIPS

- Discussion on the Library paying for staff memberships in professional organizations.
- Discussion on Library staff attendance at professional conferences.
- Two line items will be deleted due to changes that occurred before the meeting.
- Discussion on the upcoming Louisiana Library Association conference and Board attendance at the trustee luncheon.

O. GROUNDS MAINTENANCE

- No changes and no discussion in the category.

P. INSURANCE

- This year adds D&O insurance for the Library Board of Control.

Q. JANITORIAL AND EXTERMINATION

- The Main Library is contracted with a separate janitorial company than the library branches; a new vendor contract is scheduled to begin July 1.
- The City-Parish is looking into the possibility of issuing a janitorial RFP for one vendor to serve all departments.
- Discussion on issues with current Library janitorial vendor.

R. OTHER OPERATING & MAINTENANCE SUPPLIES

- This budget category primarily includes programming supplies.
- Discussion on Special Events, Street Lab Kits, and Escape Rooms.

S. PRINTING AND BINDING

- New items for this category include materials for the Press Start program and a children's calendar.
- Due to recent legislative changes, the Library may have to purchase new library cards for distribution.

T. PROFESSIONAL SERVICES

- This category includes program performers, as well as traditional service providers.
- This year's request is adding a consultant for assisting with the facilities master plan.
- The budget is also slightly increasing for the seasonal performers.
- Discussion on website design services and on-site engraving concepts.

U. RENTAL/LEASE AGREEMENTS

- This category includes copier leases and building space rentals.
- Once the Scotlandville Branch renovation is complete, the Library will no longer have need to rent storage space from the Renaissance building.
- Discussion on copier leases and coin collection services.

V. REPAIR/MAINTENANCE – BUILDINGS

- No major changes for this category.
- Discussion on proposed EV charging station.

W. SPECIAL EVENT EXPENSES

- The Author-Illustrator program expense will be moved to this category

X. TRACKABLE SUPPLIES < \$1,000

- Readdressing this category for items not related to Computer and Technology services.
- The budgeted stanchions will be removed; task chairs and replacement side tables have also been budgeted.

Y. TRACKABLE SUPPLIES \$1,000 - \$4,999

- Readdressing this category for items not related to Computer and Technology services.
- Includes budgeted replacement coffee tables, miscellaneous furniture, shelving, and other seating at various library branches.

Z. TRAVEL AND TRAINING

- Additions were added to include attendance at LLA for the Library Director and Board members; other numbers will be changed due to input errors.

AA.UTILITIES

- This budget will request a 10% increase from last year's utility costs.

BB.VEHICLES

- This category includes a list of vehicles owned by the Library and their mileage.
- Numbers will be updated; some information was not available at time of meeting.

CC.WASTE DISPOSAL AND RECYCLING SERVICES

- This budget will request a 10% increase from last year's contract prices.

Discussion on future increase costs for East Baton Rouge Parish Sherriff Deputies extra duty services, and potential contract for private security.

III. COMMENTS BY THE LIBRARY BOARD OF CONTROL

- Board President Jason Jacob thanked everyone for their hard work, and this is his last year as Board President.

IV. ADJORNMENT – Board President Jason Jacob requested a motion to adjourn. A motion was made by Nicole Allmon-Learson and seconded by Delores Watts. **The meeting was adjourned at 8:15 p.m. by unanimous vote.**

Mr. Jason Jacob, President

Ms. Kristen Edson, Interim Library Director