

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
September 21, 2023
4:00 P.M.

AGENDA

CALL TO ORDER – Jason Jacob, Board President (4:02 pm)

PLEDGE OF ALLEGIANCE – Candace Temple

- I. 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 – Absent
Delores Watts – Present
Donald Luther, Jr. – Present
Kathy Wascom – Present (4:09 pm)
Nicole Allmon-Learson – Present (4:08 pm)
A quorum was present

STAFF PRESENT – Patricia Husband, Co-Interim Library Director; Mary Stein, Co-Interim Library Director; Tanya Allison, Assistant Library Business Manager; Rosana Sotile, Assistant to the Deputy Library Director; Bryce Tomlin, Technical Services Coordinator; Tim Martin, Network Technician I

OTHERS PRESENT: Garrett Deschamp, member of the public

- II. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF AUGUST 17, 2023 – A motion to approve was made by Donald Luther, Jr. and seconded by Delores Watts. **The motion was carried unanimously.**

III. SPECIAL ORDERS – There were no Special Orders.

IV. REPORTS BY THE DIRECTOR

A. FINANCIAL REPORT – Tanya Allison (4:03 pm)

- For 2023, operating expenditures through August 31st are 52.93% of the operating budget. Through August, we should have spent no more than 67% of the budget.
- Cash collections from Property Taxes for 2023 remain ahead of those collected in 2022, as we are approximately 9.5% ahead of the same period last year. The significant increase from the August report can be attributed to interest earnings of \$1.2 million reported for the second quarter that were just recorded at the beginning of September.

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

- “Around the Parish” slideshow and descriptions of Library programs.
- The Library Community Survey, as part of Phase Zero of the Facilities Master Plan, has closed; over 3,000 responses were received; Library staff will review the results and host future focus groups including Teens.
- The Library system has been hosting Candidate Forums at various branch locations for civic engagement; several Library locations are also voting sites for the upcoming October and November elections.
- Staff members with the Library’s Small Business department assisted with the Jones Creek Area Business Community Expo at the Jones Creek Regional Library, and the Black Business Block Party at the Main Library.
- The Library hosted a variety of musical events, including a ukulele concert and the SoleLab Hip Hop Fest; coming soon are a musical petting zoo, the Baton Rouge Symphony Bachtoberfest, and the Baton Rouge Concert Band.
- The Home Library Pilot Project continues into its third year; it will serve third graders in six different public schools within the parish.

- Children’s Services continues to host STEM events and projects throughout the Library system.
- A French reporter interviewed Library patrons and staff at the Carver Branch Library for a story on the circulating Wi-Fi Hot Spots.
- The Virtual Author Talk Series continues; questions can be submitted in advance after registration.
- The Strictly Business webinar series recently featured Mike Polito with MAAP Construction; next month will feature Dr. Craig Greene, Board Certified Orthopedic Surgeon.
- The 10th Annual Maker Faire will be held October 7 at the Main Library.
- Next week, the Main Library will host the 46th Annual Author Illustrator Series with author/poet, Carol Weatherford, and her son, illustrator/poet, Jeffery Boston Weatherford.
- The rooftop terrace project at the Main Library is complete.
- Most of the Library’s key performance indicators are up 4%-7%; free online tutoring remains available for Teens.

C. OTHER REPORTS

1. MAINTENANCE AND ADDITIONAL CAPITAL PROJECTS – Patricia Husband (4:19 pm)

- Facilities staff have been maintaining HVAC systems across the Library system and responding to after-hours work orders.
- The chiller at Carver Branch Library has a leak in its hot water line; waiting on the quote to repair both hot water and chilled water lines; last month, water intruded into the restrooms due to a leak in the boiler hot water pipe but was repaired.
- The variable air volume box coils were cleaned at Zachary Branch Library; the Greenwell Springs Regional Library was closed for one Sunday last month due to chiller issues; the parts are on order and covered under the warranty.
- Broken windows are being replaced at three library locations.
- The breaker for the hot water pump at Baker Branch Library needs to be replaced; the stucco was repaired under the porte-cochere.
- Installation for the boiler room door at Jones Creek Regional is scheduled for September 28.
- The Metro Council approved the bid for the multi-branch chiller replacement project; a letter of intent was issued for the contractor to begin work.
- Architectural Services is reviewing the engineer’s plans for the Main Library’s sever room HVAC project; will soon go out to bid.
- The new standard monumental design for the Library system is complete; waiting on pricing from the South Branch contractor and will use the new design for Jones Creek and Greenwell Springs Regional Libraries.
- The Liebert Air Conditioning Units arrival is slated for March 12, 2024, with 5-week installation time. The contractor has installed flooring where Lieberts will be.
- Change orders were submitted for light switches, painting, and emergency lighting; parking lot striping is scheduled to begin tomorrow; Architectural Services is inquiring with DPW regarding altering the road surface and catch basin for better ground clearance for the Bookmobile.
- The limestone and window replacements for the copula at Jones Creek Regional still need replacement; the canopies for all emergency exits are being installed.
- At Bluebonnet Regional, handrails at the back courtyard will be installed; concrete work has begun at the emergency exits for ADA access; canopies for these exits were also delivered.
- The architect for the Zachary Branch Library roof project will provide drawings to the contractor to repair the gutter connections.
- Multi-Branch improvements project update: Waiting on updates for new public restrooms at Carver Branch Library; new flooring was installed in Children’s Services at Fairwood Branch Library, and waiting for installation in the staff lounge; relocation of gutter down-spouts was completed at Pride-Chaneyville Branch, and Library staff are investigating a change order for new lighting; new flooring options are being considered at Delmont Gardens Branch due to moisture intrusion issues, and also replacement of windows.
- The architect for the Bluebonnet Regional Library renovation project has submitted a complete set of drawings to the Fire Marshall; Architectural Services has asked for a full set of construction documents for review; the bidding process will begin after final comment and review period has ended.
- Question from Donald Luther, Jr. regarding the presence of dirt daubers at many of the library locations and if there’s a way to remediate the issue; Patricia Husband responded that she will mention it to Facilities staff for cleaning up the nests and will contact the pest control company.

2. MISCELLANEOUS REPORTS – Bryce Tomlin and Mary Stein (4:38 pm)

- The website contract was signed by the vendor and by the Library; the Mayor-President will review and sign if approved; current website calendar vendor is discontinuing all software by August 2024.
- New hires in Computer Services include a new webmaster, Ashley Michel, and a new Network Technician I who will soon begin onboarding.
- The receiver on the projector in the large meeting room at Main Library was replaced; an order was placed for other receivers in the building.
- Statistical updates, as of August 31:
 - Self-check-out kiosks: 30% of checked out items were checked out at a kiosk this year. This represents 229,343 items.
 - Credit cards: There have been 1,188 credit card payments made this year by 1,076 patrons for a total of \$18,671.15. \$237.60 of this amount was convenience fees. 15.38% of all payments made have been credit card payments.
 - Wi-Fi hot spots: Hotspots have circulated 3,623 times by 954 patrons this year.
 - Trouble tickets: 188 tickets were created, and 197 tickets were resolved.
- Question from Kathy Wascom regarding how often the check-out kiosks are out of order and if they can be fixed quickly; Bryce Tomlin responded that it depends on why they go out of order, and there are procedures in place to resolve the issue as soon as possible; sometimes it can be resolved quickly, but sometimes if it's a major issue, parts may have to be ordered; some issues can be resolved with the vendor.
- Board members were given documents from the State Library of Louisiana regarding legislative Act 436; Library staff are reviewing the new recommended template and drafting updated versions of current policies; the Board should be able to vote on the changes at the November board meeting.
- The Library has started a program with the East Baton Rouge School System for selected high school seniors to complete a paid internship for two work sessions per week; funding is provided by local businesses in partnership with the Baton Rouge Area Chamber.
- The Main Library and Bluebonnet Regional Library continue to serve as school bus collection points for middle school students from various schools; some concern regarding younger children being dropped off was noted; the Library has an unattended children policy that states only children nine and older are allowed to be in the library without a supervising adult; Library administration has communicated to the EBR School System that the Library cannot take in children under nine years old from the school buses, and that an adult must accompany them.
- Board members received a summary from Architectural Services regarding another possible site selection for the new Delmont Gardens branch location; it was noted that the proposed lot is not large enough to accommodate both a library building and a parking lot.
- Discussion between Board members and Library staff regarding school bus drop-offs and policies at the Library.

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

V. REPORTS OF COMMITTEES – UPDATE FROM DIRECTOR SEARCH COMMITTEE (4:55 pm)

- Jason Jacob stated the committee conducted four interviews today and will hold two more tomorrow.
- The committee will select finalists after tomorrow's interviews.
- Garrett Deschamp asked the board for the names of the candidates; Jason Jacob and Donald Luther, Jr. explained that the interviewing process is still ongoing, and some of the candidates have not yet notified their current employers of their intentions.

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

VI. UNFINISHED BUSINESS

A. UPDATE ON SOUTH BRANCH LIBRARY – Patricia Husband (4:57 pm)

- A letter of intent was issued by Architectural Services for the contractor to begin securing sub-contractors, as well as a Notice to Proceed, with September 25 as the start date.
- A groundbreaking ceremony will be held Tuesday, October 24 at 10:00 A.M.

B. UPDATE ON SCOTLANDVILLE BRANCH LIBRARY – Patricia Husband (4:59 pm) 

- The Metro Council approved the low bid on August 9 for Ratcliff Construction.
- A pre-construction meeting was held on September 13 at Scotlandville Branch Library; attendees walked the grounds.
- Architectural Services issued a Letter of Intent to the architect on August 11; the Phase One groundbreaking ceremony will occur once the Notice to Proceed is issued.
- Library staff will begin preparing for moving collections into the archival building.
- Question from Donald Luther, Jr. regarding the health of the live oak tree on the lot of South Branch Library; Patricia Husband responded that so far, the tree appears to be healthy, and there is a vendor who maintains it.

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

VII. NEW BUSINESS – There was no new business to report.

VIII. COMMENTS BY THE LIBRARY BOARD OF CONTROL (5:03 p.m.)

- Donald Luther, Jr. welcomed Garrett Deschamp to the community and the Library.
- Statement from Kathy Wascom regarding specifics on use of library cards for online databases, as it pertains to the new collection polices in place due to recent legislation, and if there's an estimate on cost of implementation.

IX. ADJOURNMENT – Board President Jason Jacob requested a motion to adjourn. The motion was made by Donald Luther, Jr. and seconded by Delores Watts. **The meeting adjourned at 5:05 p.m. by unanimous vote.**

Mr. Jason Jacob, President

Mary Stein, Co-Interim Library Director