

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**  
**February 15, 2024**  
**4:00 P.M.**

**AGENDA**

CALL TO ORDER – Candace Temple Board President (04:09 p.m.)

PLEDGE OF ALLEGIANCE – Donald Luther, Jr. (4:11 p.m.)

ROLL CALL (4:13) – Antoinette Poland, Executive Assistant to the Library Director.

Candace Temple, Board President - Present

Donald Luther, Jr., Board Vice-President - Present

Kathy Wascom – Board Treasurer – Virtual

Delores Watts – Present

Ronnie Pierce – Virtual

Darryl Hurst – Present

Nicole Allmon-Learson – Absent

***A quorum was not present***

STAFF PRESENT – Katrina Stokes, Library Director; Mary Stein, Assistant Library Director; Patricia Husband, Assistant Library Director; Rhonda Pinsonat, Library Business Manager; Tanya Allison, Assistant Library Business Manager; Rosana Sotile, Assistant to the Deputy Library Director; Antoinette Poland, Executive Assistant to the Library Director; Tim Martin, Network Technician I.

- I. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF January 18, 2024 – A quorum could not be met, therefore; approval of the meeting minutes were deferred to the March 21, 2024 board meeting. (4:13 p.m.)
- II. SPECIAL ORDERS – There were no Special Orders.
- III. REPORTS BY THE DIRECTOR (4:14 p.m.)
  - A. FINANCIAL REPORT - Rhonda Pinsonat
    - For 2023, operating expenditures rose to 83.88% of the operating budget. This number is not final, as adjustments and charged will continue to be recorded for another 1-2 months. For 2024 because of the year-end work on 2023, very few expenditures have been recorded. As of January 31, 2024 expenditures are 126.66 or 3.99% of the operating budget. Through January, we should have spent no more than 8.34% of the budget.
    - Cash collections from property taxes for 2024 are slightly behind those collected in 2023, as we are approximately 6.4% ahead of the same period last year. Cash collections for 2023 will be finalized when the fourth quarter interest earnings are posted, which may take another 1-2 months.
  - B. SYSTEM REPORTS – Mary Stein
    - “Around the Parish” discusses and describe slideshows of Library programs and events.
    - The Main library will continue to host Super Tax Day where they will offer free tax preparation at the Main library on Goodwood and Bluebonnet Regional Branch.

- The Library hosted and participated in the ribbon cutting of Forum 225 for the Community Pantry of Delmont Gardens; a pantry and resource shed stocked with food, personal items and household items for disadvantaged individuals.
- Special Collections Lecture Series hosted Abe Lincoln's: Lincoln at the Library at Greenwell Springs Regional Branch, Zachary Branch and Scotlandville Branch Libraries; Judge Freddie Pitcher Jr. will speak at the lecture series on February 21 at 6p.m.
- Michelle Champagne of La Belle Aire Elementary School is the February feature of Libraries Change Lives, a school librarian the library has been working with for 3 years with "The Home Library Project."
- The literacy programs "1,000 Books before Kindergarten" parents and kids logged at least 50,000 books; staff presented 24 story times to about 50,000 attendees. The Press Start! Ready, Set, Read Initiative will continue at all branches.
- On Staff Training Day over 250 staff members receive important updates and small trainings aligned with the 2023 EBRPL Strategic Planning Update.
- Virtual Author Talk presents talks from national and international best-selling authors on various topics and interest on fiction, non-fiction, self-help, biography. On Friday, March 8, the Main Library will host the kick-off party for "One Book, One Community" program and The 3rd Annual Edible Book Festival. There will be music, food, and activities for children.
- Strictly Business continues the virtual webinar featuring "Small Business Success Starts with a Visit to the Library," to help promote the libraries open business hours on Thursday afternoon.
- Our new Library Director Katrina Stokes is on board and has been busy making connections and interviewing with the news media.
- As an election polling site, the Library will be making arrangements for the March 23 election at Zachary, Fairwood, Bluebonnet and Jones Creek Branch Libraries.
- The Library administration has communicated to MOHSEP, Department of Health and Human Services for the State and other first responders about using the libraries' parking lots as locations for setting up emergency POD's.
- On Saturday, February 8, Main library hosted "Meet the Breeds" to learn about different dog breeds, obedience training, and watch the dogs perform tricks.

Mary Stein asked does anyone have questions: There were no questions

#### C. OTHER REPORTS – Patricia Husband

##### A. MAINTENANCE AND ADDITIONAL CAPITAL PROJECTS

- **Maintenance:**

Carver hot and cold water lines have been repaired. Fortunately, we did not have to close the building. They are still in the process of installing insulation around the piping.

The circuit board for the Delmont boiler arrived last week and was being installed as of earlier this week.

The elevator that malfunctioned in late September was repaired on January 12; another part was replaced on January 17. This past weekend, however, the other elevator stopped working; the doors would not open. A service call is scheduled for tomorrow.

Facilities staff continue to upgrade lighting to LEDs throughout the system. As of last October they had completed this upgrade at Eden Park, Jones Creek, Delmont Gardens, Baker, and Zachary. Since then, they completed upgrades at Central. They will continue to replace the lighting at the remaining branches.

Chiller replacement meeting next week. Chillers will be replaced at Carver, Zachary, Baker and Pride. The chillers will be upsized at Carver, Central, Zachary, and Baker because of plans to renovate these buildings to add square footage, we want to have the capacity needed.

B. MISCELLANEOUS REPORTS

• **Miscellaneous Capital Improvements:**

Outreach Improvements:

- As a reminder, the AC units are scheduled to arrive in March.
- We are ordering replacement doors for both the Outreach and Recycled Reads sides of the building. Delivery is a little more than a month out.
- The Library has reviewed the change orders with Architectural Services and is ready to move forward with those items that are still outstanding. Architectural Services will prepare the change order for submission to the Metro Council.
- When this is complete the building will continue to serve as headquarters for outreach and recycled reads and will be a backup disaster recovery site for the Library and for the City-Parish Information Services.

Roofing Replacement Update:

- The contractor has the cupola windows, but the Library has asked for a meeting to work out details of demolition and installation.
- Most of the floor tile installation is complete at Jones Creek. Transitions still need to be installed in one of the meeting rooms.
- Flashing needs to be installed or replaced at several locations.
- The handrails at Bluebonnet have been fabricated but still need to be installed.
- The contractor is working on repairing leaks that staff have identified, either on the roofs or in the gutters.
- Windows need to be sealed at several branches
- The gate at the Delmont Gardens branch still needs to be adjusted.
- We appreciate the help and guidance of Architectural Services as we attempt to complete this project.

Miscellaneous Multi-branch Improvements Update:

- We are waiting on the final list of proposed changes, with costs, so we can approve them before we proceed.
  - Credit for one light at Pride
  - Window replacements at Delmont Gardens (on the south side of the building)
  - Replacement of flooring in the computer area at Delmont Gardens
  - Possible replacement of meeting room flooring.
  - Repair of countertop at Carver.

Patricia Husband asked does anyone have questions.

Board President Candace Temple asked that the presented items were for section A and B of Miscellaneous Reports?

Patricia Husband replied yes and she does not anything else.

Board President Candace Temple asked for public comments. No public comments were made.

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

V. UNFINISHED BUSINESS – Patricia Husband (4:36 p.m.)

A. UPDATE ON SOUTH BRANCH LIBRARY – MS. PATRICIA HUSBAND

**South Branch Update - February 2024:**

The new estimated completion date (punch list completed and the contractor is ready to turn the building over to the Library), is now December 31, 2024. There are a couple of reasons for this:

- The permit delay, which we discussed last month
- The rain events of December 4, December 10 and the first week of January

Over the past month, the contractor has worked on the following:

- As of February 5, the pavement and the Mechanical yard is complete
- All of the spread footings have been poured
- 95% of the anchor bolts have been set
- 95% of the grade beams have been poured
- Most of the structural steel has been delivered; 20 % has been installed
- 77% of the storm drainage has been installed
- They continue to pour grade beams
- Plumbing rough-ins for the public restrooms has been completed.
- Chiller lines have been installed.

**Items covered at our Monthly Owner’s Meeting:**

- Over the past month, there was some discussion about the type of refrigerant that needed to be specified for use in our HVAC system. Based on new energy code updates, the manufacturer of the HVAC units switched to the new refrigerant. After researching the different types of refrigerant, Alvin Rattle and Architectural Services agreed to the new refrigerant.
- Finishes: Library staff and Architectural Services reviewed and selected the following finishes:
  - Brick. The basis of design for the brick that was specified has a 40 week lead time, so the contractor submitted a substitute, which the Library and Architectural Services agreed upon. The contractor is verifying that our selection will be available and production will be timely. The brick will have to be approved by the Rouzan development architect.
  - Other finishes included:
    - Mortar color
    - Cast stone color
    - Toilet partitions: type and color
    - Ceramic floor tile grout color
    - Resilient base color (standard and decorative)
    - Window shade colors and the housing for the shades

Library staff continue to hold weekly meetings with the interior designer to finalize the furniture package.

The PO has been issued for the tree maintenance.

Patricia Husband asked does anyone have questions about South

Patricia Husband stated that the project is coming together; steels going up, concrete is going down. We do not have an actual pour date for the rest of the slab. As soon as we have that information, we will let you know. Board President Candace Temple asked for public comments. No comments were made.

**B. UPDATE ON SCOTLANDVILLE BRANCH LIBRARY – MS. PATRICIA HUSBAND**

**Scotlandville Branch Update – February 2024:**

The project has been extended by 12 days and now has a substantial completion date of September 10. Part of this is because the contractor has had to remove large amounts of concrete; this has taken time. There have also been some rain delays.

For the past month, the contractor has completed the following work:

- Continued to demo and remove excess concrete
- Clarified where the water lines for fire protection and domestic water will run and eliminated the conflict with the drainage lines.
- Continued to work on the plumbing and electrical rough-ins
- Completed the termite treatment at the building slab
- Installed the vapor barrier at the building slab
- Friday, February 9, the slab on grade concrete was poured for the archive building. (Show them the image).

We have two pending change orders.

- Both of them include removal of excess concrete in the area where the archive parking will be located.
- One includes a change order for the building. When we value engineered the building, we reduced the ceiling height as part of the exercise. However, we will have to raise the ceiling height by 1 foot to accommodate the box truck we purchased for Facilities to use when they move furniture and other large items. The estimated probable for this particular change is approximately \$5,000.
- One change order includes upsizing the HVAC units. When we downsized the building as part of our VE process, we were able to reduce the number of HVAC units from three to two. However, we needed to increase capacity of the 2 remaining units, and this will result in a change order
- Some of these changes will result in another time extension, though we are not sure how much of an extension will be needed.

This past Monday, the contractor repaired the restroom stalls in the women's restroom. These were the ones became clogged with dirt and rocks when they broke the water line. They also replaced the filters in the water fountains.

Updates:

- The CRAC units are now scheduled to ship May 29, 2024. This is a slightly earlier date than we were first given.
- Library staff and Architectural Services reviewed the following finishes and made color selections:
  - Metal panel colors for the building
  - Trim color for the building
  - Roof color for the building
  - Interior finish colors:
    - The interior door finish
    - The tile for the restrooms.
    - Finish on the exterior door frames
    - Finish for the louvers
    - Laminate finish for the cabinets
    - Finish for the solid surface
    - Interior paint colors and locations.

Patricia Husband shared a response to a question from January 18 board meeting regarding next step to be taken after the completion of Scotlandville, she stated: the opportunity will be taken to move the Scotlandville Library; downsize it and move it into the archive building so we can maximize the storage capacity. For now until Scotlandville can be remodeled; we will be living here at Main library. Ultimately, the goal is to use it as a storage facility.

Patricia Husband as for questions.

Board Vice-President Donald Luther, Jr asked: The \$7000 for raising the roof will be for the area where vehicle will pull into the library?

Patrice Husband stated that it will be across the whole building; it will make it easier because it will not have two roof lines.

Board President Candace Temple asked are there additional public comments. No additional comments were made.

- VI. NEW BUSINESS – There were no Reports of the Committees  
Board President Candace Temple asked for public comments. No comments were made.
- VII. COMMENTS BY THE LIBRARY BOARD OF CONTROL – Candace Temple (4:52 p.m.)
- VIII. ADJOURNMENT – (4:53) Board President Candace Temple requested motion to adjourn. Motion was made by Donald Luther, Jr. and seconded by Delores Watts. **The meeting adjourned at 4:53 p.m. by a unanimous vote.**