

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
DATE: September 19, 2024
4:00 P.M.

AGENDA

CALL TO ORDER – Candace Temple, Board President (4:00 p.m.)

PLEDGE OF ALLEGIANCE – Ronnie Pierce – (4:00 p.m.)

I. ROLL CALL – Antoinette Poland, Executive Assistant to the Library Director (4:01 p.m.)

Candace Temple, Board President – Present
Donald Luther, Jr., Board Vice President – Present
Kathy Wascom, Board Treasurer – Present
Delores Watts – Present
Nicole Allmon-Learson – Present
Darryl Hurst – Present
Ronnie Pierce – Present
A quorum was present

STAFF PRESENT – Katrina Stokes, Library Director; Mary Stein, Assistant Library Director; Lori Juge, Assistant Library Director; Rhonda Pinsonat, Library Business Manager; Tanya Allison, Library Assistant Business Manager; Rosana Sotile, Assistant to the Deputy Library Director; Antoinette Y. Poland, Executive Assistant to the Library Director; Jonathan Anderson, Computer Services; Duncan Harrelson, Computer Services; Frank Hillyard, Videographer.

OTHERS PRESENT – Ashley Broussard, Baker Branch; Kelley Young, Bluebonnet Regional Branch; Mr. Greg Baldwin, Patron; Lucie Carter, Tipton Associates, APAC.

II. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF – A motion to approve was made by Donald Luther, Jr. and seconded by Delores Watts. **The motion was carried unanimously. (4:00 p.m.)**

III. SPECIAL ORDERS – There were no items to cover under Special Orders. (4:01 p.m.)

IV. REPORTS BY THE DIRECTOR (4:01 p.m.)

A. FINANCIAL REPORT – MRS. RHONDA PINSONAT

- For 2024, as of August 31st, expenditures are 41.70% of the operating budget. Through August we should have spent no more than 67% of the budget.
- Cash collections from Property Taxes for 2024 remain slightly ahead of those collected in 2023, and 3% ahead the same period last year. At the same time last year interest earnings for the second quarter were already posted, so the delayed posting this year is causing our percentage increase over last year to be understated. Once the second quarter earnings are posted they will catch back up.

Ronnie Pierce asked about the lack of expenditure in the Rentals Buildings account.

Rhonda Pinsonat responded that they will be moved.

Ronnie Pierce inquired about the Capital Outlay account for Computer Hardware.

Tanya Allison responded that once the contracts and purchase orders are closed out, that line item will be adjusted.

Ronnie Pierce inquired about the improvements and projects for the River Center Branch, the Bluebonnet Branch remodel; and the Jones Creek Branch improvement.

Lori Juge responded that Bluebonnet is in a design and bid phase; as for Jones Creek; roofing improvements are needed.

Ronnie Pierce inquired about the River Center Branch.

Lori Juge responded that the River Center Branch front doors will have to be replaced due to storm damage.

B. SYSTEM REPORTS – MS. MARY STEIN

“Around the Parish” – discusses slideshows and descriptions of Library programs

- The Library's new box truck was used to help weatherize the Main library and prepare for Hurricane Francine.
- On August 4th, the first blood pressure station was dedicated at the Delmont Gardens Branch Library at the Libraries with Heart Event; soon more kits will be circulated to other branches.
- On September 15th, the Library hosted a book premiere for Dr. Press Robinson's book "Pressing Forward." He discussed his life to a diverse audience and signed copies of his book.
- At the Raising Cane's River Center, the Library partnered with the Mayor's Office to participate in its first Neighborhood Convention; where staff from Genealogy and Reference Services presented two sessions; and over 500 registered participants.
- To celebrate Constitution Week, the Main Library hosted voter registration drives and displays, including the introduction of a new app called "Get to the Polls," an app that assists voters with polling locations and instant election results.
- The Special Collection Series presented "Cherished" The Art of Clementine Hunter on September 18, 2024. A number of her works are on display at the Main Library.
- On September 22nd, the Main Library hosted the 2024 All Paws Walk for Pet Cancer, an event raising awareness about pet cancer and to honor pet cancer survivors.
- The 47th Annual Author Illustrator Program featured Jerry Pallotta, author of the book series "Who Would Win, with live programming for teachers and librarians; and a talk on children's book writing.
- The Main Library at Goodwood will host a sneak peek premiere of The Marlow Murder Club, Sunday, October 6th at 6:30 p.m., with a panel discussion to follow the episode.
- Baton Rouge Maker Faire is fully realized with 52 booths, headliners, and various activities on Saturday, October 19th at 10 a.m. – 4 p.m. For more information go to batonrouge.makerfaire.com
- The library is participating in Sign-Up Month with local schools to focus on getting kids access to library cards.
- Libraries Change Lives features Mr. Darren Jones, a philosophy teacher at Baton Rouge Community College and a PhD candidate of San Francisco State University, who uses the library to research, prepare and edit his thesis.
- The Author Talk series continued September 21st with Lianne Moriarty, author of "Here One Moment," To register for future events, go to libraryc.org/ebrpl.
- The Strictly Business Virtual Talk series continues its monthly programming; highlighting a talk on mental health in the workplace with CEO and Director of H&E Equipment, Brad Barber. For more information go to strictlybusiness.businessreport.com.
- Discussed a grant funded pilot project with the Office of the Lt. Governor and State Parks for a backpack program that includes family passes to state parks and various outdoor tools. In addition, there is an upcoming app system for checking out passes to various museums and cultural sights.

Darryl Hurst commented on adding more items to the backpacks and performing a beta test with target schools and the park system to encourage awareness and media support.

Mary Stein responded the program is not ready to go public yet because it is still in the pilot phase.

Kathy Wascom suggested including a list of parks within an hour and a half drive to the park locations.

Mary Stein responded that the list of parks is included.

- The Library celebrated its 85th anniversary with cupcakes and a library guide.

Candace Temple asked for additional comments from the board under System Reports.

Ronnie Pierce asked about installing automatic defibrillators in library branches.

Mary Stein explained the challenges and considerations.

C. OTHER REPORTS

1. MAINTENANCE AND ADDITIONAL CAPITAL PROJECTS – MS. LORI JUGE

Maintenance Report for September 2024

Main: Facilities and staff identified several dead trees that are being removed from the east side of the parking lot.

Bluebonnet: After Hurricane Francine, Facilities staff removed a Crepe Myrtle tree that was uprooted and damaged by the storm.

Eden Park: After Hurricane Francine, Facilities staff determined that the motor in the air handler for the meeting rooms failed, and they are waiting for the part to arrive to complete repairs.

River Center Branch: An emergency request for purchase was executed for the front entrance sliding doors. The vendor anticipates installation in October. The night of Hurricane Francine's arrival, the winds blew the front entrance door open, and facilities staff went out to re-secure entrance doors.

Miscellaneous Improvement Projects

1. Outreach
 - a. The contractor is still working on the punch list. During the rainstorms last week, the loading dock flooded and the contractor discovered the pump was disconnected. The contractor contacted a plumber to repair the pump. The contractor is currently waiting for a few doors and the hardware for the doors to arrive, and still has work to be completed on the gate.
2. Multibranch Project
 - a. All branches except Delmont Gardens are complete. Remediation work should begin soon.
3. Roofing Project
 - a. There is nothing new to report.
4. Boilers for Eden Park and Greenwell Springs Road
 - a. Architectural Services has executed a design contract with an engineering firm. Once their design plans are completed and accepted, we will go to bid for the construction process.
5. Baker Branch Renovation
 - a. Library staff met with Architectural Services and the Architect to explore the design concepts further. This may result in postponing the bid process.

6. Chiller Project

The chillers arrived from the manufacturer a month early.

- a. CARVER – A temporary chiller was installed last week and the transition to the permanent chiller is ongoing this week.
- b. ZACHARY – Work will begin after completing Carver Branch.

Updates for the timeline of installation at other locations will be provided monthly.

Candace Temple, Board President asked for comments from the board.

Kathy Wascom commented on budgeting for emergency repairs for the library branches.

Candace Temple, Board President asked for additional comments from the board. No comments were made.

2. MISCELLANEOUS REPORTS – MS. KATRINA STOKES

Ms. Katrina Stokes provided updates on personnel, emergency procedures, supplies, and Tax concerns.

- Hiring freeze in city parish; the Library is working with the assistance of the mayor's office on justifications for open positions.
- Katrina Stokes and Mary Stein attended the Senate meeting of the Commission for the Equitable Distribution of Certain Ad Valorem taxes at the State Capital. This is related to taxes paid by the various railroads traversing the state.
- Metropolitan Council voted to roll back the library millages from the current rate of 10.52 to 9.89; the Library planned for this rollback in the 2015 campaign and will continue this practice going forward in future millage campaigns.
- Library staff have formed a small committee to explore emergency preparedness; all updates will be in the Employees Procedure Manual; emergency supplies and equipment will be purchased, such as rechargeable fans for warmer weather; OSHA compliant heaters for cold weather; and bottled water, etc.

Kathy Wascom inquired about the tax amount to be eliminated on the Railroad Tax.

Katrina Stokes gave an estimated amount of \$800,000.

A. INTRODUCTION OF LIBRARY BRANCH MANAGERS

1. Ms. Ashley Broussard, Manager of the Baker Branch discussed her career history and highlights of programs offered at the Baker Branch location.
2. Ms. Kelley Young, Manager of Bluebonnet Regional, discussed her career history; highlights; diversity of programs offered.

Kathy Wascom inquired about students being dropped off at Bluebonnet Regional after school. Kelley Young responded that they were still being dropped off each day at Bluebonnet; students are also being dropped off at the Main Library.

Board President Candace Temple asked for comments by the board. No comments were made.

V. REPORTS OF COMMITTEES – There were no reports from committees. (4:52 p.m.)

VI. UNFINISHED BUSINESS (4:52 p.m.)

A. UPDATE ON – SOUTH BRANCH LIBRARY – MS. LORI JUGE AND MS. MARY STEIN

South Branch Update – September 2024

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

- 100% of the south parallel parking area was poured
- 90% of the curtain wall frames have been installed.
- 100% of the bathroom wall tile has been installed
- 90% of the storefront glass has been installed.
- 100% of the circulation desk framing has been installed.
- 95% of the electrical trim out has been completed in the children’s wing.
- 90% of the electrical trim out has been completed in the adult wing.
- 100% of the automated sliding door at the north drop off entrance was installed.

Library staff are in the process of approving the signage package. The furniture package has been submitted for purchase. The contractor connected power to the building. Once the final glass materials are received and installed, the temporary chillers will be turned on to begin acclimating the building. [REDACTED]

The completion date is still projected to be December 31st, though this could change.

Mary Stein offered multiple scheduled visits for board members to tour the South Branch in mid-October.

B. UPDATE ON - SCOTLANDVILLE BRANCH LIBRARY – MS. LORI JUGE

Scotlandville Branch Update – September 2024

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

- 100% of the flooring and covered base installed in the workroom and office areas.
- 100% of the ceiling tiles have been installed.
- 100% of the interior painted with a second coat.
- 100% of the chain link fencing has been installed.
- 100% of the sod has been installed.
- 100% of the interior signage has been installed.
- 100% of the wall tile behind the water fountains has been installed.
- 100% of the access controls door panels have been installed.
- 30% of the cabinets have been installed.

Library staff had a walkthrough for the punch list on Monday, September 16th.

Facilities staff received training on the systems installed in the Archives building on Tuesday, September 17th.

Library staff anticipate the beginning of the move into the Archives building by late October.

The completion date for Phase 1 is still projected to be October 16, 2024.

Library staff still anticipate possibly going out to bid in late September or early October for Phase 2 of the renovation project.

Board President Candace Temple asked for board comments under Unfinished Business. No public comments were made.

VII. NEW BUSINESS (5:00 p.m.)

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

VIII. COMMENTS BY THE LIBRARY BOARD OF CONTROL (5:00 p.m.)

Candace Temple, Board President ask for comments from the board.

Donald Luther, Jr. acknowledged patron Mr. Greg Baldwin.

Ronnie Pierce mentioned the reopening of the state purchasing contract for pickup trucks and suggested inputting requisitions now.

XI. ADJOURNMENT – Board President Candace Temple requested a motion to adjourn. The motion was made by Donald Luther, Jr. and seconded by Ronnie Pierce. **The meeting was adjourned at 5:03 p.m. by a unanimous vote.**