

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: October 17, 2024**  
**4:00 P.M.**

**AGENDA**

CALL TO ORDER – Candace Temple, Board President (4:04 p.m.)

PLEDGE OF ALLEGIANCE – Ronnie Pierce – (4:04 p.m.)

ROLL CALL – Antoinette Poland, Executive Assistant to the Library Director (4:05 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; Frank Hillyard, Videographer.

OTHERS PRESENT – Heather Harrison, Central Branch; Darilyn Butler, Delmont Gardens Branch; Mr. Peter Allain, Staff

I. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF – A motion to approve was made by Donald Luther, Jr. and seconded by Ronnie Pierce. **The motion was carried unanimously. (4:06 p.m.)**

II. SPECIAL ORDERS – There were no items to cover under Special Orders.

III. REPORTS BY THE DIRECTOR (4:06 p.m.)

A. FINANCIAL REPORT – MRS. RHONDA PINSONAT

- For 2024, as of September 30<sup>th</sup>, operating expenditures are 61.04% of the operating budget. Through September we should have spent no more than 75% of the budget.
- Cash collections from Property Taxes for 2024 are still ahead of those collected in 2023, and .32% ahead the same period last year.

Rhonda Pinsonat asked questions.

Donald Luther, Jr. inquired about posted Revenues.

Rhonda Pinsonat implied as of September 30<sup>th</sup> that Revenues have not been posted.

B. SYSTEM REPORTS – MS. MARY STEIN

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

- On October 1, the 20<sup>th</sup> Annual “Sock It to Me” campaign started collecting socks for children and adults in crises. The goal is to collect 50,000 socks by December 6<sup>th</sup>.
- On Friday, October 11<sup>th</sup> the Main library was filled with music in preparation for the Maker Faire, with an introductory performance with musical flowers from the BR Concert Band and BR Symphony Orchestra performing “Bachtoberfest.”
- The Sneak Peak of the Marlow Murder Club was a success with the new series and book adaptation by Robert Thorogood. To check out copies of the series visit ebrpl.com or visit your local library branch.
- Saturday, October 12<sup>th</sup>, the Main library programming presented “Build-A-Nightmare, a doll upcycling workshop for participants who created and shared their horror-themed creations from old doll parts and toys.
- The Library hosted a Civic Celebration celebrating the 100<sup>th</sup> birthday of our 49<sup>th</sup> President, Jimmy Carter, with book displays and candy-shaped peanuts.

- Main library continued its programming with Richard Haas,' the Bill of Obligations: The Ten Habits of Good Citizens, where citizens continued discussions on preserving democracy and civic engagement with participation from local community groups led by local moderators.
- On Monday, November 11th from 7:00 p.m. – 8:30 p.m. the Main library will host the Legacy Letter Initiative to help people write intentional letters, with instructor-led workshops and an online template, available in the spring.
- Saturday, October 19th at the 11th Annual Baton Rouge Maker Faire theme is “Music”, there will be various performances, robots and school teams, visits from the KNOCK-KNOCK Children’s Museum; LA Arts and Science Center with STEM and STEAM activities planned.
- On October 26th, the 24th Annual Attic Treasures and Collectibles event featured experts, the Kovels Collectibles Database; and the P4 Antiques Database to help attendees identify and evaluate their items.
- On Saturday, November 2nd from 9 a.m. – 4 p.m., the Library will host the Louisiana Book Festival in downtown Baton Rouge Capitol Park between the State Library, State Museum, and the State Capitol, for more information go to [ebrpl.com](http://ebrpl.com).

Mary Stein asked for questions.

Candace Temple asked for public comments under System Reports.

Kathy Wascom’s daughter, a teacher, complimented John Pallotta’s Author Illustrator series.

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

## C. OTHER REPORTS

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

#### **Maintenance Report for October 2024**

Window glass repairs were completed at Carver, Eden Park and Fairwood.

Eden Park: A motor was replaced on air handler #3.

#### **Miscellaneous Improvement Projects**

- Outreach
  - a. The contractor is still working on the punch list. Fire Marshall has issued a certificate of completion.
- Multibranch Project
  - a. All pendant light fixtures were replaced at Pride.
  - b. All branches except Delmont Gardens are complete. Remediation work has been completed. Punch list items remain to be addressed
- Roofing Project
  - a. There is currently nothing new to report.
- Boilers for Eden Park and Greenwell Springs Road Branch Libraries
  - a. Architectural Services has issued a notice to continue on the design with an engineering firm. Once the design plans are complete and accepted, staff will start bidding on the construction phase.
- Bluebonnet Branch Library Renovations
  - a. There is currently nothing new to report.
- Chiller Project
  - a. Carver Branch Library – the chiller was installed, but there are punch list items that are still on the work.
  - b. Zachary Branch Library – Installation of the new chiller has begun, and the work is almost complete.
  - c. The next location to receive a new chiller will be the Central Branch Library.

Lori Juge asked for questions.

Board President Candace Temple asked for board and public comments under Maintenance and Additional Capital projects. No board or public comments were made.

### 2. MISCELLANEOUS REPORTS – MS. KATRINA STOKES

Ms. Katrina Stokes provides updates on homelessness, sanitation, and safety concerns; Facilities Master Plan budget; resource allocation; and library branch management.

- Discussed the Facilities Master Plan budget; prioritizing projects and timelines for major maintenance and capital projects.
- Discussed the impact of the homeless' behavior on janitorial staff; and resource allocation to provide temporary and permanent solutions for sanitation and human safety.
- Geaux Learn 2024 fall contract is currently with the Parish Attorney's Office and the library is waiting for confirmation to take the next step.
- Updated on the testing of the new library website with feedback from the staff.
- The administration is in discussion with the library staff and consultants about the integrated library systems' specific requirements and goals to be included in the RFP.

Katrina Stokes asked for questions about updates.

Nicole Allmon-Learson inquired about porta potty availability and available resources.

Katrina Stokes replied that the Downtown Development District is currently paying the contract for just one porta potty.

Delores Watts asked if the River Center location is the only location with this choice or if that is an option for other branches.

Katrina Stokes replied the issue is with the whole downtown area and the River Center Branch.

Darryl Hurst inquired about the location of porta potty's, Live After Five, and resource allocation of the budget.

Katrina Stokes replied that she will consider discussing permanent solutions with both departments to resolve the issue.

Donald Luther, Jr. inquired if it was homelessness or Live After Five goes.

Katrina Stokes replied it is mostly homeless individuals who live on the streets; and that the janitorial staff disagree on sanitation responsibilities.

Donald Luther, Jr., inquired if library maintenance has the necessary equipment.

Candace Temple, Board President inquired about the time limit for the porta potty contract.

Katrina Stokes must check with the Downtown Development District for the time limit.

Delores Watts commented that New Orleans has similar issues in poorly lit areas.

Ronnie Pierce asked about the number of projects the library will undertake in a year.

Mary Stein replied depending on the need over the 11–12-year period.

Katrina Stokes asked for more questions. No other questions were asked.

### 3. INTRODUCTION OF LIBRARY BRANCH MANAGERS – MS. KATRINA STOKES

- Ms. Darilyn Butler, Manager of the Delmont Gardens Branch discussed her career history, highlighting popular programs like Bingo, computer classes, craft classes; and a community food pantry.
- Ms. Heather Harrison, Manager of Central Branch, discussed her career history, highlighting popular programs and services offered including early voting; tabletop puzzles; story times and crafts for kids; grab and go crafts for teens; book club; hand knitting; hot spots; and hand quilting groups.

Both Managers received positive feedback and support from the board members.

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

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

### V. UNFINISHED BUSINESS (4:45 p.m.)

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

Mary Stein and the board members discussed the day and times for members to tour the new South Branch Library.

#### **South Branch Update – October 2024**

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

- 100% of the second coat of painting has been completed throughout the building
- 100% of bathroom floor tile has been installed
- 90% of the interior storefront glass has been installed
- 90% of the millwork has been installed
- 90% of the carpet flooring has been completed
- 100% of the air handler unit installation has been completed
- 95% of the mechanical and electrical trim out work has been completed
- 15% of the exterior wall panels have been completed
- 100% of the concrete pavers have been installed
- The temporary chillers were turned on to begin acclimating the building.
- Permanent HVAC equipment and exterior site furnishings should be installed by next week.

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

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 blinds have been installed.
- 100% of the countertops have been installed.
- 100% of the cabinets have been installed
- 100% of the handicapped ramps have been painted.
- 100% of the fencing has been installed.
- 100% of the labeling of the units has been installed.

Lori Juge asked for questions.

Mary Stein said that the Scotlandville Branch Library books and computers were being moved to the new archive building  
Board President Candace Temple asked for board and public comments under Unfinished Business.

Kathy Wascom inquired about landscaping near the fence.

Lori Juge replied that she would check with Architectural services for confirmation of landscaping in that location.

General cleanup of the building's interior and exterior has occurred, and the punch list items are being addressed. We are waiting for the Fire Marshal and final building inspections to receive the certificate of occupancy. In addition, the contractor for the compact shelving move began installing the rails last week. The compact shelving from Scotlandville should be moved over to the Archives building this week and coordination for moving compact shelving from the Carver Branch will soon follow.

Since Southern University's homecoming parade is on Saturday, October 19th, and we are ready to begin the move into the Archives building, we will be closing the Scotlandville Branch Library to the public after this Friday, October 18th.

Over the next few weeks, library staff will move part of the collection and computers into the Archives building for patron use. In addition, we plan to have an onsite surplus sale for items the library will not be able to use as we prepare to clear the Scotlandville Branch Library for Phase 2 of the renovation project. We will have more information about the surplus sales in our November Source.

Library staff now expect bidding in late November for Phase 2 of the renovation project, and we hope to have a contract awarded by mid-December.

Candace Temple, Board President ask for additional board and public comments under Unfinished Business. No comments were made.

VI. NEW BUSINESS There was no New Business.

VII. COMMENTS BY THE LIBRARY BOARD OF CONTROL (5:12 p.m.)

Candace Temple, Board President asked for general comments from the Library Board of Control.

Board Members Kathy Wascom, Delores Watts and Donald Luther, Jr. express their gratitude to the branch managers; and thanked them for their dedication and community engagement.

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