

TENATIVE AGENDA
FOR REGULAR MEETING OF THE
EAST BATON ROUGE PARISH LIBRARY BOARD OF CONTROL
CARVER BRANCH LIBRARY
720 TERRACE STREET
BATON ROUGE, LA 70802
MEETING ROOMS 1 AND 2
JANUARY 17, 2008
4:00 P.M.

I. ROLL CALL

II. APPROVAL OF THE MINUTES OF THE MEETING OF NOVEMBER 14, 2007

III. REPORTS BY THE DIRECTOR

- A. FINANCIAL REPORT
- B. SYSTEM REPORT
- C. OTHER REPORTS

IV. OLD BUSINESS

- A. COOPERATIVE ENDEAVOR AGREEMENT-SAFE PLACE – MS. NIKKI ESSIX –
PARISH ATTORNEY

V. NEW BUSINESS

- A. ELECTION OF OFFICERS FOR THE LIBRARY BOARD OF CONTROL

VI. COMMENTS BY THE LIBRARY BOARD OF CONTROL

ALL MEETINGS ARE OPEN TO THE PUBLIC

Revised Minutes of the Meeting of the
East Baton Rouge Parish Library Board of Control

January 17, 2008

The regular monthly meeting of the East Baton Rouge Parish Library Board of Control was held at the Carver Branch Library on Thursday, January 17, 2008. Mr. Dan Reed, President of the Board, called the meeting to order at 4:05 p.m. Members of the Board present were Mrs. Katherine Auer and Ms. Dorothy Stepteau. Also in attendance were Mrs. Lydia M. Acosta, Library Director; Mrs. Patricia Husband, Assistant Library Director of Branch Services; Mrs. Mary Stein, Assistant Library Director of Administration; Mrs. Brenda Lovett, Library Business Manager; and Mrs. Rhonda Pinsonat, Assistant Library Business Manager. Also present were seven members of the community. Absent from the meeting were Board members Mr. Stanford O. Bardwell, Jr., and Mr. Stephen Moret and Ms. Nikki Essix of the Parish Attorney's Office.

The minutes of the regular meeting of the Library Board on November 17, 2007 were approved on a motion by Ms. Stepteau, seconded by Mrs. Auer with one correction under *New Business Architect Selection Process*. The architectural firm of Tipton and Associates was inadvertently omitted from the list of architects who formed The Library Design Collaborative.

Reports by the Director

Mrs. Acosta referred to the Cash Collections reports as of January 9, 2008 with total cash received on property taxes and interest in the amount of \$29,789,150.54 for the year 2007; and \$18,391,377.30 for the year 2008. Board members asked several questions about figures on the Financial Statement which Mrs. Lovett and Mrs. Pinsonat answered. System reports included statistics for November and December 2007 for Circulation, Gate Count, Reference Questions Answered, Programs in the Library and Database Usage. It was noted that the unusually high gate count for the Carver Branch Library in October was the result of area youth coming in and out of the branch to use the water fountain. The gate count at the Eden Park Branch Library is also affected by this type of behavior.

Mrs. Acosta mentioned that all of the statistics that we collect are sent to the State Library of Louisiana. The State Library tabulates these figures for all public libraries in the state and produces an annual report. Mrs. Acosta distributed to each Library Board member a bound copy of the State Library's statistical report for 2006. This information is also available online on the State Library's website.

Mrs. Acosta also distributed to the Library Board members a copy of the Code of Governmental Ethics for the State of Louisiana along with a copy of Resolution 45761 passed by the East Baton Rouge Parish Metropolitan Council on September 26, 2007. This resolution requires that all board and commission members receive a copy of the Code of Governmental Ethics for the State of Louisiana. The resolution also stipulates that board and commission members complete a

training course in ethics, public records and open meetings. The training course will be coordinated by the Parish Attorney's Office.

Mrs. Acosta said that the Library is anticipating the appointment of two additional citizens to the Library Board by the Metropolitan Council at their meeting on Wednesday, January 23, 2008. Also scheduled for this meeting is the vote on whether to rezone the old Ford property now known as Rouzan for use as a traditional neighborhood development.

Mrs. Acosta gave an update on the architect selection process for the design of the Library in the Park. Mrs. Acosta noted that on December 13, 2007 the Architectural Selection Board met to hear oral presentations by the three highest ranking architectural firms that submitted bids. Upon completion of the presentations, the Selection Board chose The Library Design Collaborative. The Library Design Collaborative consists of the architectural firms of Cockfield-Jackson Architects, PSA-Dewberry and Tipton and Associates. Jon Emerson & Associates, a landscape architectural firm who has done design work for BREC will serve as consultants for The Library Design Collaborative. The Library Design Collaborative has already begun working with the City-Parish Department of Public Works to produce a contract for the Metropolitan Council to approve. They have also conducted meetings in collaboration with BREC.

Mr. Reed participated in the architectural selection process. He said it was exciting to hear the presentations and to be involved in the selection of this firm. Mrs. Acosta concluded the discussion by saying that the three firms formed The Library Design collaborative because they wanted to utilize their unique talents to build the new Main Library. Mr. Jackson has been involved in the design of four of our branch libraries. Mr. Tipton's firm designed the Eden Park Branch Library, and Ms. Wrightson has designed 150 public libraries over her career. Mrs. Acosta anticipates that Mr. Jackson will give a progress report to the Library Board at the February meeting.

Mrs. Acosta announced that yesterday the Finance and Executive Committee of the Metropolitan Council recommended the approval of a cooperative endeavor agreement granting the City of Zachary a dedicated drainage servitude along the eastern sideline of the Zachary Branch Library. This request will be placed on the agenda for the meeting of the Metropolitan Council on January 23, 2008 for the Council's approval.

Old Business-Cooperative Endeavor Agreement-Safe Place

Mrs. Acosta noted that there will be no update on the cooperative endeavor agreement for the *Safe Place* program as both Ms. Essix and Mr. Bardwell are absent today. Mrs. Acosta said that at the Library Board meeting on November 17, 2007, the Board expressed their approval of the cooperative endeavor agreement with the hold harmless clause for the *Safe Place* program and that this be communicated to the Mayor's Office by the Parish Attorney's Office. In order to expedite this process, Mr. Bardwell asked Mrs. Acosta to give Ms. Essix a written and signed statement of the Library Board's action which Mrs. Acosta did. Ms. Essix was to present this document to Mr. Hampton Grunewald of the Mayor's Office for Mayor Holden's action. This item will be placed on the agenda for the February Library Board meeting.

New Business

A. Election of Officers for the Library Board of Control

Mr. Reed stated that since they have three Board members in attendance at the meeting today, they have a quorum and, therefore, may elect officers for the Board for 2008. He asked Mrs. Auer and Ms. Stepteau if they wished to hold the election today or to postpone it until there are more Board members present. Mrs. Auer said she would like to proceed today with the election. Ms. Stepteau noted that her term on the Board ends in May, and that if she is elected for an office today that another election would need to be held in May. It was decided that the election of officers should proceed today.

Mr. Reed opened the floor for the nomination of officers for the Library Board of Control for 2008. Mrs. Auer nominated Mr. Reed for President, and Ms. Stepteau seconded the motion which passed unanimously. Mr. Reed nominated Mrs. Auer for Vice President, and Ms. Stepteau seconded the motion which passed unanimously. Mr. Reed nominated Ms. Stepteau for Treasurer, and Ms. Auer seconded the motion which passed unanimously.

Comments by the Library Board of Control

Ms. Stepteau met with Mrs. Acosta, Mrs. Husband and Mrs. Stein prior to the Board meeting today to initiate the process for conducting a self study to determine what the East Baton Rouge Parish Library is doing well and where improvements need to be implemented. This study will focus on the entire library system.

Mrs. Auer said that she is glad to serve a second term as Vice President of the Library Board. She intends to be more verbal now as she has more experience as a Board member.

Mr. Reed noted that this is an exciting time for the Library as the design studies for the new Main Library are underway. Also the Library Board will increase in size to seven members shortly. Mr. Tom Dubos, a member of the community, asked if Mr. Stephen Moret will continue to serve on the Library Board in light of his new position as the Secretary of the Department of Economic Development in Governor Jindal's cabinet. Mr. Reed responded that Mr. Moret wishes to continue to serve on the Board, and the Board members hope that he will be able to continue to serve. However, it is possible that he may need to resign if his work schedule does not permit him the time to devote to the Library Board of Control.

Ms. Stepteau mentioned that she hopes to be able to delay her knee surgery until she completes her term in May as Treasurer of the Board.

Mrs. Acosta pointed out that the Library will again this year participate in the Big Read: One Book/One Community program with the community reading of Ray Bradbury's book, *Fahrenheit 451*. The kick-off event for this nine parish program will occur on Saturday, February 9, 2008 at the Independence Park Theatre. Among the activities of the day there will be the viewing of the 1966 movie, *Fahrenheit 451* and a panel discussion.

Mrs. Acosta also announced the continuation of the Jazz series at Chelsea's Restaurant. On Wednesday, January 23, 2008 the Jazz Vipers from New Orleans will perform. The owner of Chelsea's has reported to the Library that they have received many positive responses about the jazz events thus far.

There being no further business, the meeting was adjourned at 4:37 p.m. on a motion by Ms. Stepteau, seconded by Mrs. Auer.

Dan Reed, President

Lydia M. Acosta, Director