

REVISED 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
MAY 17, 2007
4:00 P.M.

- I. ROLL CALL
- II. MINUTES OF THE MEETINGS OF APRIL 19, 2007
- III. BATON ROUGE METROPOLITAN AIRPORT/FAA REQUEST FOR INSTALLATION OF WIND SHEER MONITORING DEVICE AT SCOTLANDVILLE BRANCH LIBRARY
- IV. REPORT FROM THE FINANCE COMMITTEE – DAN REED
 - A. APPROVAL OF FINANCE COMMITTEE RECOMMENDATION
- V. FOCUS GROUP STUDY – DOROTHY STEPTEAU
- VI. UPDATE ON SAFE PLACE – HOLD HARMLESS STATEMENT – NIKKI ESSIX
- VII. LIBRARY IN-SERVICE TRAINING DAY, MAY 28, 2007
- VIII. UPDATE ON TOXIE CRAFT PROPERTY
- IX. COMMENTS BY THE PRESIDENT

ALL MEETINGS ARE OPEN TO THE PUBLIC

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

May 17, 2007

The regular monthly meeting of the East Baton Rouge Parish Library Board of Control was held at the Carver Branch Library on Thursday, May 17, 2007. Mrs. Georgia Brown, President of the Board, called the meeting to order at 4:00 p.m. Members of the Board present were Mr. Dan Reed, and Ms. Dorothy Stepteau. Also in attendance were Mrs. Lydia M. Acosta, Library Director; Mrs. Patricia Husband, Assistant Library Director of Branch Services; and Mrs. Mary Stein, Assistant Library Director of Administration. Also present were Ms. Nikki Essix of the Parish Attorney's Office, Mr. Steve Jackson, Architect with Cockfield Jackson Architects, 7 members of the community, and Mr. Scott Dyer of *The Advocate*. Absent from the meeting were Library Board Members Mrs. Katherine Auer and Mr. Stephen Moret.

Mrs. Brown asked for a motion by the Library Board to defer item 3, Baton Rouge Metropolitan Airport/FAA Request for Installation of a Wind Shear Monitoring Device at the Scotlandville Branch Library, and item 6, Update on Safe Place-Hold Harmless Agreement-Ms. Nikki Essix, and to adopt the revised agenda for the meeting. Mr. Reed made a motion that the revised agenda be adopted, and Ms. Stepteau seconded the motion.

The minutes of the regular meeting of the Library Board on April 19, 2007 were approved on a motion by Mr. Reed, seconded by Ms. Stepteau after several typographical corrections were noted.

Report from the Finance Committee-Mr. Dan Reed

Mr. Dan Reed, Chairman of the Finance Committee, reported on the Finance Committee meeting held on May 3, 2007 at the River Center Branch Library. There are many variables but the Committee considered three options designed to make the capital construction plan a reality: a bond issue; deletion of parking garage costs with the goal of getting a cooperative endeavor to supply parking for patrons; and a fundraiser for a new downtown library building.

The Finance Committee is almost ready to recommend Option 1, wherein the Library begins construction of the new Main Library in Independence Park directly behind the existing facility on Goodwood Boulevard as well as the south and east community branches in 2008 with openings scheduled for 2010. In this scenario the Library would start construction of a downtown facility in 2010 and open it in 2012. Option 1 involves borrowing almost 12.9 million dollars in bond money in 2008. Mrs. Acosta also expressed support for Option 1, as it provided the greatest fund balance, kept construction costs as low as possible, and bonded next year while bond rates are still favorable.

However, due to a recent increase in post-employment benefits mandated by City-Parish, the Library's 10-year budget projection must be recalculated. Also the proposed Library budget for 2008 is due thirty days earlier than originally scheduled. Therefore, the Finance Committee

recommends that the Library work through the budget process again, and then re-examine the situation.

Mr. Reed stressed the importance of beginning construction next year on all three library buildings. If the rezoning of the Ford property owned by JTS Realty Services LLC should not go forward, the Library will have the alternative to construct a branch on the Burbank site with funds that have already been saved.

Mr. Reed announced that the next meeting of the Finance Committee will be held on Thursday, June 7, 2007 at the River Center Branch Library since Carver Branch Library is not available. The next Board meeting will take place on Monday, June 18, 2007 at 4:00 p.m., and will be devoted to the proposed Library budget for 2008. The location of the meeting will be announced.

Mr. Reed asked that the minutes reflect that the recommendation of the Finance Committee will be postponed at this time; to be acted upon when additional information about the new change in post-employment benefits becomes available.

Library In-Service Training Day, May 28, 2007

Mrs. Acosta thanked the Board for institutionalizing Memorial Day as a day for intensive staff training. Now in its fourth year, approximately 300 Library staff members will convene at the new BREC Administration building on May 28. The Library will be conducting training in the meeting rooms and the large ballroom of this facility.

Mrs. Stein gave a brief outline of the day's agenda. Topics will include "Seein' Red" presented by the Baton Rouge Area Convention and Visitors Bureau, and "Customer Service" and "Telephone and E-mail Etiquette" presented by Stephen Wishnack of Think and Do. The customer service presentations have been tailored specifically to library issues such as the new print management service. Following the large group presentations, the staff will break into divisional meetings to make final preparations for summer programming, the special jazz series, the Summer Selection of One Book/One Community, as well as procedural and manual reviews.

Update on Toxie Craft Property

Mrs. Acosta received a phone message from Dr. Aaron Bass of SJB Group, LLC that soil testing had been completed on the property adjacent to the Eden Park Branch Library owned by Mr. Toxie Craft. The results of the testing were being tabulated and a written report on the property will be submitted to the Library. Mrs. Acosta said she expects to receive the report next week, and will share the results of the report with the Library Board at the next meeting. The Board will then be able to make a decision about purchasing the property.

New Library Public Relations Staff Member

Mrs. Acosta introduced Ms. Claire Delaune, the Library's new Public Relations Specialist. Ms. Delaune has joined the Library staff from WBRZ-TV and replaces Ms. Kim Hearld, who resigned to take a position with the State.

Focus Group Self Study- Ms. Dorothy Stepteau

Ms. Stepteau discussed accountability and the need to comply with the 2003 State Library Standards as put forth by the State Library of Louisiana. Ms. Stepteau reviewed the standards and various statistical categories, including planning, access, facilities, technology, collection, revenue, personnel, compensation, policies, and services with the Board and the audience. Mrs. Acosta reminded the Board that they had all received copies of the Standards when they became Board members.

Ms. Stepteau proposed that the Library conduct a self-study to see where improvement is needed. Mrs. Brown commented that such a study is large and time-consuming and requires much staff participation and oversight. Ms. Stepteau proposed that the Library develop a timeline within the next three months. Mr. Reed thought that the idea was good, but did not want to commit other Board members to a timeline that would be adopted today. He thought that the Library probably had many items already developed and wanted to hear from staff as to what was already being done in the various areas mentioned.

Mrs. Acosta assured the Board that in addition to such items as the Strategic Plan for next ten years, individual components mentioned, are indeed done formally and informally throughout the year as part of normal operating routine. Mrs. Acosta stressed the need to focus on the budget as a first priority.

Mrs. Brown moved that the Board approve that a focus study be done and a timeline be established by the Board at a future date. Mr. Reed seconded the motion with no objections.

Closing Remarks

Mr. Reed congratulated and expressed his appreciation for the fine job Mrs. Brown has done serving on the Library Board over the last 24 years. Mrs. Brown asked that Mr. Reed assume the duties of Board President until such time as a new election is held. Mr. Reed agreed.

Mrs. Acosta thanked Mrs. Brown for her service as Vice President and President of the Library Board. While on the Board, Mrs. Brown offered her professional guidance as a librarian. Mrs. Acosta then presented Mrs. Brown with a small token of the Library's appreciation and invited her to remain part of the Library operation for many years to come.

Mrs. Acosta asked former Board President Mr. John Carnahan to make some remarks. Mr. Carnahan served with Mrs. Brown for 22 years. He commented that the citizens of East Baton Rouge Parish have been served well by her. Mr. Tom Dubos, acting as the official representative of the Federation of Greater Baton Rouge Civic Associations, also recognized Mrs. Brown and

offered his deep appreciation for her civic service and tireless efforts. Ms. Stepteau expressed her pleasure at working with Mrs. Brown.

Mrs. Brown thanked the Library Board, Library staff and the citizens of East Baton Rouge Parish for their support and continued approval of the Library system.

There being no further business, the meeting was adjourned on a motion by Mr. Reed, seconded by Ms. Stepteau.

Georgia Brown, President

Lydia M. Acosta, Director