

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**  
JUNE 18, 2007  
4:00 P.M.

- I. ROLL CALL
- II. MINUTES OF THE MEETING OF MAY 17, 2007
- III. ELECTION OF OFFICERS FOR THE LIBRARY BOARD OF CONTROL
- IV. REVIEW AND DISCUSSION OF THE 2008 LIBRARY BUDGET
- V. ADOPTION OF THE 2008 LIBRARY BUDGET
- VI. REPORT FROM THE FINANCE COMMITTEE – MR. REED
- VII. 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

June 18, 2007

The regular monthly meeting of the East Baton Rouge Parish Library Board of Control was held at the Carver Branch Library on Thursday, June 18, 2007. Mr. Dan Reed, Vice-President of the Board, assumed the duties of Board President and called the meeting to order at 4:00 p.m. Members of the Board present were Mrs. Katherine Auer, Mr. Stanford O. Bardwell, Jr., Mr. Stephen Moret, 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; Mrs. Rhonda Pinsonat, Assistant Library Business Manager; and Mr. Ronnie Pierce, Accountant, Library Business Office. Also present were Mr. Davis Rhorer, Executive Director of the Downtown Development District, five members of the community, and Mr. Aaron Williams of *The Advocate*.

Mr. Reed welcomed Mr. Stanford O. Bardwell, Jr. to the Library Board of Control. Mr. Bardwell was appointed to the Library Board by the Metropolitan Council on May 23, 2007. Mr. Bardwell said that he is looking forward to serving with this distinguished Board. He recalled equally distinguished former members like Mrs. Molly McKenzie.

The minutes of the regular meeting of the Library Board on May 17, 2007 were approved on a motion by Ms. Stepteau, seconded by Mr. Reed after two corrections were noted. Mr. Bardwell suggested that in the future the minutes not only include the time of commencement of the meeting, but also the time of adjournment. The other Board members were in agreement.

### **Election of Officers for the Library Board of Control**

Prior to the election of Library Board officers, it was noted that Mrs. Georgia Brown's term on the Library Board had expired on May 23, 2007. She had served as Board President. Therefore, the position of President was vacant. Mr. Moret made a motion to nominate Mr. Reed for President. Mrs. Auer seconded the motion and it passed unanimously. Mr. Reed then nominated Ms. Stepteau for Vice-President of the Board to fill the position he vacated to become President. Ms. Stepteau respectfully declined the nomination and stated that she preferred to continue as Board Treasurer. Ms. Stepteau made a motion to nominate Mrs. Auer for Vice-President, Mr. Moret seconded the motion and it passed. Ms. Stepteau remains the Treasurer.

### **Review and Discussion of the 2008 Library Budget**

Mrs. Acosta opened the discussion of the proposed 2008 Library budget by introducing a new staff member of the Library Business Office. Mr. Ronnie Pierce is an accountant who worked for 14 years in the City-Parish Finance Department prior to transferring to the Library. Mr.

Pierce assisted Mrs. Lovett and Mrs. Pinsonat in producing the budget figures under consideration today.

Mrs. Acosta noted that the proposed budget for 2008 contains an approximate increase of \$3 million or a 10% increase in source of funds over 2007. This increase is reflected in the general property taxes. The total proposed budget for 2008 is almost \$32.3 million. Mrs. Acosta referred the Board to the various account titles and explained what each account title encompassed.

Of particular interest was the print management portion of the budget which is listed under other contractual services. Ricoh Americas Corporation has been awarded the print management contract. Under the terms of the contract Ricoh is providing delivery service to the various branches and the Main Library omitting the need for contracting with a separate delivery service. Print management when fully implemented will be cost effective in many ways. This contract will include leasing both black and white and color multi-functional devices (MFDs), and providing all supplies and the personnel to maintain the copiers. The devices will be networked and will replace the copiers and computer printers. Patrons will still be allowed to make 20 free black and white copies from the computer each day. All color copies will cost fifty cents a page and will be charged to the patron. Patrons will also be able to use these machines like copiers. The print management software to control and run this process will be installed from July 5 through July 9, 2007. After that time the new equipment will be available for patron use.

Mr. Tom DuBos, a member of the community, asked about the advantages of the print management system. Mrs. Lovett answered that it is anticipated that there will be a 40% decrease in the use of paper and toner with a 90% up time for the machines. Mr. John Berry, also a member of the community, asked if the MFDs would replace all the copiers and computer printers, would there be sufficient numbers of these devices, and could the devices both copy and print. Mrs. Acosta responded that each branch will have one color, and one or more black and white MFDs depending on the size of the branch. The Main Library will have seven of these devices.

Mrs. Acosta then told the Board that the Library will also be implementing a new high-speed network in July, so that the Internet will respond faster for patrons. The Library waited until July to install this network so that an E-rate grant could be used to purchase it. A new integrated library system will be purchased in 2008. Its use will be facilitated by the high-speed network. Currently the Library is using a system provided by GEAC purchased more than 20 years ago. Mr. Reed added that a new integrated library system had previously been budgeted for and approved by the Board.

Mr. Reed asked the Board for their questions or comments about the proposed budget. Ms. Stepteau made several remarks regarding Library programs. She congratulated the staff for the Black History page and the Jazz page on the Library website. She asked about the Metro Channel 21 program, *Library Lagniappe*. She wondered why episodes were televised in which events mentioned had already occurred. Mrs. Stein responded that when an episode is first taped and aired, it is timely. However, the Library does not control when past episodes will be rebroadcast. Therefore, outdated events may be televised.

In regard to staffing requests, Ms. Stepteau said that she supports the addition of a facilities manager, and the pay grade increase for the Business Office. She feels that the Library staff produces excellent work.

Ms. Stepteau asked what the benefits of membership in the *Children's Coalition* were for the Library. Mrs. Stein said that they promote the Library's mission by providing an avenue for the Library to work with groups like day care facilities and church groups. The *Children's Coalition* also supports our initiatives such as our library at the Juvenile Detention Center which was recognized by the Library of Congress.

Ms. Stepteau asked why the Library is paying for utilities at the former Central Branch Library location. Mrs. Acosta said that the building is being used for storage and for the monthly book sale. Ms. Stepteau also asked the public to assist the Library in expanding its programming by coming forward with ideas that senior citizens would like to see implemented.

Mr. Berry asked about the cost of the Library's interlibrary loan service. Mrs. Acosta said that the Library pays a fee of approximately \$100,000 per year to Solinet for the use of cataloging software. As part of the cataloging process, library materials become part of an international database from which libraries can search for items not in their collections, but requested by their patrons.

The review and discussion of the 2008 Library budget concluded with Ms. Stepteau's request that under professional services the budget reflect \$15,000 for a focus study of the Library system. Mr. Reed supported this request.

Mr. Bardwell then asked why there are two retirement costs in the proposed budget. The answer to his question was that one is the contribution made to the Regular Employee Retirement Fund. The other cost is a statutory requirement mandating that taxing districts contribute to other retirement funds.

### **Adoption of the 2008 Library Budget**

Ms. Stepteau made a motion that the budget be approved with the following revision: the expense of \$15,000 to be added to the professional services account for designing and conducting a study focusing on an assessment of the Library system. Mrs. Auer seconded the motion, and the budget was adopted unanimously.

### **Report from the Finance Committee-Mr. Dan Reed**

Mr. Dan Reed, Chairman of the Finance Committee, reported on the Finance Committee meeting held on June 7, 2007 at the Carver Branch Library. He said that the Library has the resources to build a new Main Library, a south branch and a downtown branch. Mr. Reed asked if the Library Board wished to make a decision regarding the eastern branch. Mrs. Acosta responded that Mrs. Lovett is producing a projection for the next Finance Committee meeting with one roll forward in 2008, and with \$18,000,000 budgeted for a new downtown branch.

Mr. Bardwell noted that since the Library has the resources to build the Main Library, the construction of it should move forward. He asked what the next step in the process would be. Mrs. Acosta noted that the building program is nearly complete. Ms. Denelle Wrightson, an architect with PSA-Dewberry, has been creating the building program. Since the Library Board has agreed to hold one more public meeting, the building program can be finalized after this meeting. The Library Board will then need to approve the building program before it is presented to the Metropolitan Council for their approval. Once the Metropolitan Council approves the building program, it will be sent to the City-Parish Department of Public Works Architect Selection Board for the production of the specifications for the bid document for architectural selection. Mrs. Acosta will ask Ms. Wrightson to be present at the public meeting. The date for the meeting would be in late August or early September.

### **Comments by the President**

Mr. Reed concluded the meeting in agreement with Mr. Bardwell's opening remarks about past distinguished Library Board members. Mr. Reed cited among them Mrs. Molly McKenzie, Mr. John Carnahan and Mrs. Georgia Brown. Ms. Stepteau requested that Mr. Reed ask for Board member comments at each meeting. Mr. Bardwell complimented the Library on the Summer Reading and Jazz programs.

Mr. Reed announced that the next meeting of the Finance Committee will be held on Monday, July 9, 2007 at 4:00 p.m. at the Carver Branch Library. The next Library Board meeting will take place on Thursday, July 19, 2007 at 4:00 p.m. at the Carver Branch Library.

There being no further business, the meeting was adjourned at 5:39 p.m. on a motion by Ms. Stepteau, seconded by Mrs. Auer.

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Dan Reed, President

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Lydia M. Acosta, Director