

TENTATIVE AGENDA
FOR REGULAR MEETING OF THE
EAST BATON ROUGE PARISH LIBRARY BOARD OF CONTROL
EDEN PARK BRANCH LIBRARY
5131 GREENWELL SPRINGS ROAD
BATON ROUGE, LA 70806
MEETING ROOMS 1 AND 2
AUGUST 21, 2008
4:00 P.M.

I. ROLL CALL

II. APPROVAL OF THE MINUTES OF THE MEETING OF JULY 24, 2008

III. REPORTS BY THE ASSISTANT DIRECTORS

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

IV. OLD BUSINESS

- A. MILLAGE ROLL FORWARD
- B. REPORT ON CONSTRUCTION OF NEW MAIN LIBRARY – MR. STEVE JACKSON, MR. KEN TIPTON
- C. REPORT ON ROUZAN DEVELOPMENT
- D. UPDATE ON PROCESS FOR HIRING NEW LIBRARY DIRECTOR – MR. DAN REED

V. NEW BUSINESS

- A. INTRODUCTION OF NEW LIBRARY BOARD MEMBER – MS. TANYA FREEMAN

VI. COMMENTS BY THE LIBRARY BOARD OF CONTROL

ALL MEETINGS ARE OPEN TO THE PUBLIC

Minutes of the Meeting of the

East Baton Rouge Parish Library Board of Control

August 21, 2008

The regular monthly meeting of the East Baton Rouge Parish Library Board of Control was held at the Eden Park Branch Library on Thursday, August 21, 2008. Mr. Dan Reed, President of the Board, called the meeting to order at 4:08 p.m. Members of the Board present were Mrs. Katherine Auer, Mr. Stanford O. Bardwell, Jr., Mr. Donald Browning, and Ms. Tanya Freeman. Also in attendance were Mrs. Mary Stein, Assistant Library Director of Administration; Mrs. Patricia Husband, Assistant Library Director of Branch Services; Mrs. Brenda Lovett, Library Business Manager; and Mrs. Rhonda Pinsonat, Assistant Library Business Manager. Also present were Ms. Nikki Essix of the Parish Attorney's Office; Mr. Bill Palmer, Superintendent of BREC; Mr. Jermaine Watson, Governmental Affairs Associate with the Baton Rouge Area Chamber; Mr. Steve Jackson, and Mr. Benjamin Bradford, architects with Cockfield Jackson Architects; Mr. Ken Tipton, architect with Tipton Associates; Mr. Grant Conway with JTS Realty Services; Mr. Scott Dyer, reporter with *The Advocate* and seven members of the community. Absent from the meeting was Board member, Mr. Jamie Griffin.

The minutes of the regular meeting of the Library Board on July 24, 2008 was unanimously approved on a motion by Mrs. Auer, and seconded by Mr. Bardwell with four corrections noted.

Reports by the Assistant Directors

Mrs. Stein asked Mrs. Lovett to present the financial reports. Mrs. Lovett referred to the Expenditure and Encumbrance statements for the period ending July 31, 2008, and the Cash Collections report as of August 7, 2008 with taxes collected in the amount of \$29,964,448.58 and total cash received on property taxes and interest in the amount of \$31,286,581.89 for the year 2008. Mrs. Lovett said that the collection rate on the taxes was excellent.

Mrs. Stein reviewed the system reports which included statistics for July 2008 for Circulation, Gate Count, Reference Questions Answered, Programming in the Library and Database Usage. Mrs. Stein said that the East Baton Rouge Parish Library leads the public libraries in the state of Louisiana in database usage. She was happy to report that *OverDrive*, the Library collection containing eMedia titles including audiobooks, videos, ebooks, and mobipocket ebooks continues to increase in use. Starting next month iPod users will be able to access and download media from *OverDrive* onto their listening devices.

Mrs. Stein mentioned that approximately 950 people attended the *One Book/One Community* event held on July 31, 2008 at LSU's Cox Communications Academic Center for Student Athletes. Ms. Immaculée Ilibagiza, author of *Left to Tell: Discovering God Amidst the Rwandan Holocaust* discussed her experiences during the Rwandan genocide which lead to the writing of her book. Ms. Ilibagiza will return to Baton Rouge for a program on August 23, 2008 at the Pete Maravich Assembly Center on the LSU campus.

Mrs. Stein announced the resignation in June of Ms. Bobby Ferguson, Head of the Library's Technical Processes Division. Ms. Denise Freyou, Assistant Head of Technical Processes has been promoted and has assumed the position vacated by Ms. Ferguson. Ms. Freyou has worked in Technical Processes in Acquisitions for many years, and so she is well versed in the systems and functions of her division. She will be realigning Technical Processes as the Library moves forward with a new Integrated Library System (ILS) system.

Mr. Reed asked for an update on the selection of a new ILS system. Mrs. Stein replied that several vendors of ILS systems have made presentations to the Division Heads. Mrs. Stein explained that an Integrated Library System is special proprietary software that controls all of the electronic functions within the Library. The new systems allow the Library's catalog, or "public face" to operate similar to *Google*. These systems include the "card catalog", patron records, and acquisitions to the collection. Mrs. Husband noted that the current system through *GEAC* has been in place since 1998. Ms. Freeman, the newly appointed member of the Library Board asked how the Library planned to market the new system as this would be key in its successful implementation by patrons. Mrs. Stein answered that the staff makes presentations in the community, in schools and at fairs and festivals. The Library's Public Relations Department will also issue press releases to the media outlets in the area.

Mrs. Husband informed the Board that upgrading of the alarm system at the Jones Creek Regional Branch Library has been completed. The alarm systems at the Bluebonnet Regional Branch, and the Central Branch Libraries are in process. HVAC upgrades are scheduled for the Baker Branch, the Central Branch, the Greenwell Springs Road Regional Branch and the Scotlandville Branch Libraries. The completion of these maintenance tasks will result in more efficient systems which will save the Library money.

Old Business

Millage Roll Forward

Mr. Reed was pleased to announce that the Metropolitan Council voted on August 13, 2008 to roll forward the Library's millage rate. The millage roll forward for the Library passed by a vote of 9 to 3.

Mr. Bardwell said that because the Metropolitan Council had deferred the roll forward at the July 23rd meeting, the Library Board did not review the financial projections made in July by Mrs. Lovett, the Library Business Manager. Mr. Bardwell proposed that the Board now approve the projection that includes the roll forward which is labeled as "D1.1". Mrs. Lovett interjected that this projection includes an additional roll forward in 2012 and that the Board cannot approve a projection, but rather can say which projection they prefer. The Board can only approve a budget. The Board has in fact approved the proposed budget for the year 2009. Mr. Bardwell said that the "D1.1" projection includes the accelerated construction of the Fairwood Branch Library. Mrs. Stein said that the Library staff has already begun working on a building program for this branch. He moved that the Board state their preference to pursue "D1.1". Mrs. Lovett

reminded the Board that “D1.1” contains projections for building the branch in the southern area of the parish on Burbank Drive and not in the Rouzan development on Perkins Road.

Report on Construction of New Main Library-Mr. Steve Jackson, Cockfield Jackson Architects and Mr. Ken Tipton, Tipton Associates

Mr. Steve Jackson, architect with Cockfield Jackson Architects and Mr. Ken Tipton with Tipton Associates were present to report to the Library Board on the activities involved in the designing of the new Main Library in the Park. Mr. Browning initiated the discussion by making a motion that the Board approve the relocations of the Genealogy Department from the Bluebonnet Regional Branch and the Career Center from the River Center Branch to the new Main Library in the Park. The motion was then amended by Mr. Bardwell to include the construction of an additional 15,000 square feet on the third floor with the necessary reinforcements of the building in anticipation of an additional future build-out of the third floor. Mrs. Stein asked that the motion be clarified in regard to the specific location of this additional square footage, since the third floor may not be the best location for these collections.

A discussion about the additional square footage for the third floor followed this motion. Mrs. Auer asked Mr. Jackson and Mr. Tipton for their opinions on this matter. Mr. Jackson commented that discussions had occurred previously about additional square footage on the third floor. He said now is the time to decide whether the third floor will be increased by 15,000 square feet or totally built out to coincide with the square footage of the first and second floors. He reminded the Board that Ms. Denelle Wrighton of PSA Dewberry had written the current building program which included the locations of the various departments within the building. The architects will need to be informed about what functions and which departments will be housed in the additional space on the third floor before they proceed further with the design study. Mrs. Lovett said that the building program deliberately located the Library Business Office, the Computer Division and Technical Processes on the third floor excluding public access because of security issues.

Mr. Reed said that there is another staff concern in regard to the Baton Rouge Room now located at the River Center Branch. The Library has hired an archivist, Ms. Melissa Eastin. She has been conducting a survey of the Baton Rouge Room and has informed Mrs. Stein that her work of organizing and digitizing of the historical documents in the Baton Rouge Room is hampered because the vertical files and microfilm collections are in the Main Library’s Reference Department. Mr. Bardwell said he would be reluctant to move the Baton Rouge Room out of downtown. Mr. Reed noted that there is a valid reason to leaving the Baton Rouge Room downtown as this is where the historical events of Baton Rouge occurred. However, he understands the value of having that collection near the Main Reference Department. Mrs. Stein said that the Baton Rouge Room is approximately 4,000 square feet and the Genealogy Department is approximately 5,000 square feet. Therefore, these two areas could be included in the additional 15,000 square feet of the new Main Library.

Mr. Reed asked about the activities conducted and the materials located in the Career Center at the River Center Branch. Mrs. Stein replied that the Center contains computer workstations and

private offices for staff to counsel patrons regarding career options. There is also a collection of career books and resources.

Mr. Reed said that it seems that the consensus of opinion is that the new Main Library should be larger than 99,000 square feet. Now that the millage will roll forward in 2008, the Board can make the new Main Library larger.

Mr. John Berry, a member of the community, suggested that the third floor could contain public areas by issuing passkeys to staff for entrance into private staff areas of that floor. He feels the Board needs to project the needs of the community over the next forty years based on Ms. Wrightson's expertise on the life span of a library building. Ms. Freeman agreed that the Board should look to the future needs of the residents and plan for that.

Mrs. Stein reminded those present that in order to increase the size of the new Main Library, the money to pay for the additional space must be available now and not projected to be available in the future. Mr. Tom Dubos, a member of the community and the Chairman of the Library Committee for the Federation of Greater Baton Rouge Civic Associations, said that the passage of the millage roll forward gives the Board the flexibility to reallocate revenue from one proposed branch to another. Ms. Tomlinson, another member of the community asked if the additional square footage for the Main Library will necessitate the downsizing of the proposed new branches. As yet no funds have been allocated for the renovation or construction at River Center, and only a small amount has been budgeted for the Fairwood Branch. Mrs. Gayle Smith, another member of the community, asked when the scope of work to build a new downtown branch was initiated. Mrs. Stein replied that this project was begun in the spring of 2008, but that last month the scope of work was modified to encompass a feasibility study for the renovation of the current River Center Branch.

Mr. Tipton said he is looking for direction from the Board regarding the third floor plans for the new Main Library in the Park. He asked if the Board is amending the scope of work to build out the entire third floor or to just add 15,000 square feet to the third floor. Mr. Reed suggested that a motion be made to increase the overall building program for the Main Library by 15,000 square feet. In addition the architects should advise the Board about how best to include the Genealogy Department, the Baton Rouge Room and the Career Center in the plans. Mr. Jackson reminded the Board that the original scope of work does not include the building out of the third floor, but rather just a cost estimate to do so.

Mr. Bardwell withdrew his amended motion. He made a new motion that the building program for the new Main Library be amended to add 15,000 square feet to accommodate the relocation and expansion of the Genealogy Department, the Baton Rouge Room and the Career Center. The revised building program would also include cost estimates to either accommodate the build-out of the third floor in the future, or the construction of a shell on the third floor for future construction. Mr. Browning seconded the motion which passed unanimously.

Mrs. Lovett asked if a new contract would be required to cover this change in the scope of work. Mr. Jackson said that the current contract could be amended.

Mr. Jackson discussed the Public Forum held in the Main Library Auditorium on Thursday, August 14, 2008. Three different concept drawings of the proposed new Main Library in the Park were on display for the public to view and give feedback to the architects. The public had the opportunity to write their comments about the concepts. Mr. Jackson gave those comments to Mrs. Stein. The Library also has placed the concept drawings on its website and has also set up an e-mail address for patrons to provide their thoughts on the drawings. The public will have about two more weeks for comments through the e-mail address. Mr. Reed said he enjoyed the public forum and thought that the architects had presented good ideas. Mr. Jackson gave the members of the Board a document with the concept drawings, the comments made by the public at the forum and a schedule with the steps involved in the design and construction of the library building.

Report on Rouzan Development

Mr. Reed initiated the discussion of the progress made in the last month regarding the construction of a branch library in the Rouzan development. He said that Mr. William Aaron of the Parish Attorney's Office is satisfied with the legal documents that he has reviewed for the Library. These documents are now being reviewed by the attorneys representing JTS Realty Services. Mr. Grant Conway of JTS Realty then spoke and informed the Board that a Specific Implementation Plan (SIP) for Rouzan has been filed. He said that JTS Realty Services will work with the Library to meet all of the Library's requirements. He also said that the Library will need to file its own SIP.

It was noted that Mr. Troy Bunch, the Director of the City-Parish Planning Commission would like to know the size of the footprint for the proposed library branch in the Rouzan development. Mr. Reed suggested that the proposed branch should be 15,000 to 16,000 square feet. Mrs. Stein replied that they have learned that the size of a branch for optimal patron services should not be less than 15,000 square feet. Mr. Reed made a motion that the branch library at Rouzan should be 15,000 square feet. Mrs. Auer seconded the motion which passed unanimously.

Update on Process for Hiring New Library Director-Mr. Dan Reed

Mr. Reed gave an update on the process thus far in hiring a new library director. He and Mr. John Carnahan, former Library Board President, have reviewed the applications and have narrowed the number of viable candidates to three. They limited their choice of applicants with the requirement of having served as a library director for at least five years. All of the Board members have now been given the candidates' applications. The applicants under consideration are Mr. Michael Golrick with 27 years of experience; Mr. David Farrar with 22 years of experience; and Mr. Michael Lamb with 7 years of experience. Mr. Bardwell noted that Ms. Emily Eddy also has 27 years of experience and should, therefore be interviewed. The Board members agreed with adding this additional candidate to the list. The Library Board has been pleased with the leadership of the two Assistant Library Directors. Mr. Browning made a motion that the Board consider Library staff with three or more years of experience as an assistant library director and that the application period for staff should be extended through

August 31, 2008. Mr. Reed seconded the motion which passed unanimously.

Mr. Reed said that he would like to begin interviewing by the end of August and into early September. He instructed Mrs. Stein to set up interview times on weekends including Saturday mornings and afternoons and Sunday afternoons.

New Business

Introduction of New Library Board Member-Ms. Tanya Freeman

At the Metropolitan Council meeting of August 13, 2008 Ms. Tanya Freeman was appointed to the Library Board of Control. Mr. Reed welcomed Ms. Freeman to the Board and asked her to introduce herself. Ms. Freeman said she is a native of Baton Rouge and has also lived in Dallas, Texas and north Louisiana. She holds a Business Management and Marketing degree from Southern University, is employed by Phoenix University as a Business Development Manager, and is very active in the community. She added that she was interested in serving on the Library Board because she believes in the mission of the East Baton Rouge Parish Library. She will work to keep our Library on the cutting edge in regard to providing services to our patrons.

Comments by the Library Board of Control

Mr. Bardwell asked Ms. Nikki Essix if she had researched the Board's question concerning whether a millage roll forward could be requested in a year following a vote against a roll forward. Ms. Essix responded that the Board would have one year to ask the Metropolitan Council to reconsider a millage roll forward.

Mr. Bardwell also asked if Mrs. Emilie Smart, the Head of the Reference Division, is planning another "Live at Chelsea's" series of jazz programs. Mrs. Stein said that the jazz series is made possible by funding from Cox Communications. There will not be a series this fall, but possibly later in 2009. The jazz performances were very well received by the public.

There being no further business, the meeting was adjourned at 5:40 p.m. on a motion by Mr. Browning, seconded by Mrs. Auer.

Dan Reed, President

Mary H. Stein, Assistant Director