

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
NOVEMBER 14, 2007
4:00 P.M.

I. ROLL CALL

II. APPROVAL OF THE MINUTES OF THE MEETING OF OCTOBER 18, 2007

III. REPORTS BY THE DIRECTOR

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

IV. OLD BUSINESS – COOPERATIVE ENDEAVOR AGREEMENT-SAFE PLACE – MS.
NIKKI ESSIX – PARISH ATTORNEY

V. NEW BUSINESS

- A. ARCHITECT SELECTION PROCESS – MR. DAN REED
- B. DRAINAGE SERVITUDE FROM LIBRARY AT ZACHARY BRANCH – MR. RON
FERRIS – FERRIS ENGINEERING
- C. DONATION OF PROPERTY ON OLD HAMMOND HIGHWAY FOR A BRANCH
LIBRARY
- D. DECEMBER BOARD MEETING – MR. DAN REED

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

October 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, October 18, 2007. 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, Mr. Stanford O. Bardwell, Jr., and Ms. Dorothy Stepteau. Also in attendance were Mrs. Lydia M. Acosta, Library Director; Mrs. Mary Stein, Assistant Library Director of Administration; Mrs. Patricia Husband, Assistant Library Director of Branch Services; Mrs. Brenda Lovett, Library Business Manager; Mrs. Rhonda Pinsonat, Assistant Library Business Manager; Mr. Ronnie Pierce, Accountant, Library Business Office; and Ms. Nikki Essix of the Parish Attorney's Office. Also present were three members of the community, and Mr. Scott Dyer of *The Advocate*. Absent from the meeting was Board member Mr. Stephen Moret.

The minutes of the regular meeting of the Library Board on September 20, 2007 were approved on a motion by Ms. Stepteau, seconded by Mrs. Auer.

Reports by the Director

Mrs. Acosta referred to the Cash Collections report as of October 10, 2007 with total cash received on property taxes and interest in the amount of \$29,091,848.02. Board members asked several questions about figures on the Financial Statement which Mrs. Lovett and Mrs. Pinsonat answered. System reports included statistics for September 2007 for Circulation, Gate Count, Reference Questions Answered, Programs in the Library and Database Usage.

Mrs. Acosta reported that she, Mrs. Stein, and Mrs. Husband spoke with Ms. Denelle Wrightson, architect with PSA-Dewberry about the changes in the building program for the new Main Library in the Park that the Library Board members had requested at the September meeting. All of the changes were made, and the revised document was printed. The Library received 20 bound copies of the building program which are being cataloged. Each branch will receive a circulating copy. A non-circulating copy will be sent to the River Center Branch Library for the Baton Rouge Room.

Mr. Tom DuBos, a member of the community, asked if the building program includes the possibility of building out the third floor to which Mrs. Acosta said yes.

Ms. Stepteau reminded Mrs. Acosta that Ms. Wrightson was asked to calculate what percentage of the total square footage of the new Main Library is public space and what percentage is staff space. Mrs. Acosta replied that she will get that information and report the results.

On Monday, October 15, 2007 Mrs. Acosta met with Mr. Peter Newkirk, Director of the City-Parish Department of Public Works (DPW), and with Mr. Bryan Harmon, Deputy Director/Chief

Engineer of DPW. She gave them a hard copy of the building program, a copy on CD and a Request for Qualifications for Architectural Design Services for the new Main Library in the Park. DPW will produce a public notice to be published in *The Advocate*. Mrs. Acosta also provided DPW with the names of firms from around the United States who have expressed interest in designing this building. All interested firms will be contacted. An architectural firm will be chosen by the end of December. The contract negotiations with the selected firm will begin early in 2008.

On another matter, Mr. Reed asked Mrs. Acosta to tell them about the Library's subscription to *Overdrive*. Mrs. Acosta explained that *Overdrive* is the Library's new electronic service. It enables patrons to download a variety of audiobooks, e-books, and videos, and then to enjoy them from their home computers, or to download them to their MP3 players, PDAs, or Smartphones. *Overdrive* is very user friendly and is accessed through the Library's website. Items are checked out for a period of three weeks using a library card. At the end of three weeks the items automatically electronically delete from the device to which they were downloaded. Mr. Reed noted that as changes occur in the way patrons can use libraries, the East Baton Rouge Parish Library also changes and offers these new services like *Overdrive*.

A further discussion about the cooperative endeavor agreement for the *Safe Place* program was deleted from the agenda for today. Mr. Alvin Smith, Executive Director of *Youth Oasis* is awaiting a legal opinion from his counsel on this matter. The discussion will continue as soon as Mr. Smith is advised by his attorney.

New Business-Review of Library Indirect Cost Plan Analysis

In August of 2007, the Library was notified by the City-Parish Department of Finance that the Library's indirect costs would increase by 30% in 2008. The indirect cost includes any services that City-Parish departments perform for the Library. Some of the services include the processing of purchase requisitions, the payment of invoices, human resource services, employee training, and services by the Department of Public Works. Formulas are used to determine the cost for each account. These indirect costs have been charged to the Library since 1987. Mrs. Lovett was asked to review with the Board the services which will be receiving increases. The Board members reviewed a spreadsheet that Mrs. Lovett created to outline the services under which indirect costs are applied. Mrs. Lovett reported that the balance due for indirect costs for 2008 has been reduced by the Department of Finance as a result of questionable charges in the Human Resources allocation.

Mrs. Auer and Mr. Reed requested a meeting with representatives in the Finance Department to discuss the indirect cost charges. Mr. Bardwell made a motion that Mrs. Acosta, Mr. Reed and the Library Business Office staff meet with the City before the next Board meeting to determine the method and basis of how each charge is allocated to the Library. Mr. Reed seconded the motion which passed unanimously.

Comments by the Library Board of Control

Ms. Stepteau announced that she personally spent \$29.53 making copies for Library business. She was informed that the Library could not reimburse her for this expense. Mrs. Lovett told her that in the future, if she needed to make copies for Library business, the Library staff could make them for her.

Ms. Stepteau also mentioned that a patron had requested that the Library provide a breakdown of the charges spent for marketing over the last five years. Mrs. Acosta noted that the request required 50.5 hours of staff time at a cost of \$1,262.50. Marketing encompasses tracking various accounts such as printing, contractual services and supplies. Because the request was for the last five years it was necessary for the Library Business Office staff to request data from the Finance Department so that the Business Office could look at the appropriate requisitions to calculate the total expenses. Ms. Stepteau added that the manner in which the Library answered this request was an example of the extra service that the Library provides to the public.

There being no further business, the meeting was adjourned at 5:24 p.m. on a motion by Mr. Bardwell, seconded by Mrs. Auer.

Dan Reed, President

Lydia M. Acosta, Director