

TENTATIVE AGENDA
FOR REGULAR MEETING OF THE
EAST BATON ROUGE PARISH LIBRARY BOARD OF CONTROL
MAIN LIBRARY
FIRST FLOOR CONFERENCE ROOM
7711 GOODWOOD BOULEVARD
BATON ROUGE, LA 70806
NOVEMBER 19, 2015
4:00 P.M.

- I. ROLL CALL
- II. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF OCTOBER 15, 2015
- III. REPORTS BY THE DIRECTOR
 - A. FINANCIAL REPORT
 - B. SYSTEM REPORTS
- IV. OTHER REPORTS
 - A. RIVER CENTER BRANCH LIBRARY
 - B. MAINTENANCE AND ADDITIONAL CAPITAL PROJECTS
 - C. MISCELLANEOUS REPORTS
- V. NEW BUSINESS
 - A. REPORT ON LIBRARY DEDICATED MILLAGE APPROVAL BY VOTERS AND IMPACT ON CAPITAL PROJECTS AND SERVICE PLANS – MR. SPENCER WATTS
- VI. OLD BUSINESS
 - A. UPDATE ON SEARCH FOR A SITE FOR A SOUTH BRANCH LIBRARY BY REAL ESTATE BROKER – MR. SPENCER WATTS
 - B. ANNOUNCE THE RESULTS OF THE ANNUAL PERFORMANCE EVALUATION OF LIBRARY DIRECTOR – MS. KIZZY PAYTON

THE BOARD MAY GO INTO EXECUTIVE SESSION TO DISCUSS THE CHARACTER, PROFESSIONAL COMPETENCY OR PHYSICAL OR MENTAL HEALTH OF MR. SPENCER WATTS IN ACCORDANCE WITH LA. R.S. 42: 17(A)(1). MR. WATTS MAY REQUIRE THAT SUCH DISCUSSION BE HELD IN OPEN SESSION.
 - C. VOTE ON REVISION OF 2016 LIBRARY HOLIDAYS – MR. SPENCER WATTS
- VII. COMMENTS BY THE LIBRARY BOARD OF CONTROL

ALL MEETINGS ARE OPEN TO THE PUBLIC

IN ACCORDANCE WITH THE BOARD'S PUBLIC COMMENT POLICY, ALL ITEMS ON WHICH ACTION IS TO BE TAKEN ARE OPEN FOR PUBLIC COMMENT, AND COMMENTS AND QUESTIONS MAY BE RECEIVED ON OTHER TOPICS REPORTED AT SUCH TIME AS THE OPPORTUNITY IS ANNOUNCED BY THE PRESIDENT OF THE BOARD OR THE PERSON CONDUCTING THE MEETING.

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

November 19, 2015

The regular meeting of the East Baton Rouge Parish Library Board of Control was held in the first floor Conference Room of the Main Library at Goodwood at 7711 Goodwood Boulevard on Thursday, November 19, 2015. Ms. Kizzy Payton, President of the Board called the meeting to order at 4:03 p.m. Members of the Board present were Mr. Jason Jacob, Ms. Terrie Johnson, Mr. Donald Luther, Jr., Ms. Kathy Wascom, and Mr. Travis Woodard. Absent from the meeting was Board Treasurer, Mr. Logan Leger. Also in attendance were Mr. Spencer Watts, Library Director; Ms. Patricia Husband, Assistant Library Director of Branch Services; Ms. Mary Stein, Assistant Library Director of Administration; Ms. Rhonda Pinsonat, Library Business Manager; and Ms. Liz Zozulin, Executive Assistant to the Library Director; and Ms. Sonya Gordon, Library Public Relations Coordinator. Mr. Bryan Foreman and Mr. Michael Smith both Library Network Technicians I; Captain Blair Nicholson of the East Baton Rouge Parish Sheriff's Office; Ms. Andrea Gallo, reporter with *The Advocate*; Mr. Frank Hillyard, videographer for Metro 21; and Ms. Kathryn Juneau, real estate broker with Sperry Van Ness/Graham, Langlois & Legendre, LLC also attended. Absent from the meeting was Mr. Ronnie Pierce, Assistant Library Business Manager.

Ms. Payton started the meeting with the Pledge of Allegiance to the Flag led by Mr. Jason Jacob.

Ms. Payton then asked Ms. Zozulin to take the roll which she did. Ms. Payton announced that we have a quorum

Ms. Payton then asked for the approval of the minutes of the regular Library Board meeting of October 15, 2015. Mr. Jacob made a motion to approve the minutes, seconded by Mr. Luther and approved unanimously.

IV. Reports by the Director

A. Financial Reports

Ms. Payton asked Mr. Watts to present the reports. Mr. Watts asked Ms. Pinsonat to make the financial report. Ms. Pinsonat said that the Statement of Revenues, Expenditures, and Encumbrances through October 31, 2015 show operating expenditures are \$27,957,768.52 or 64.44% of the operating budget. Through October, we should have spent no more than 84% of the operating budget.

Cash collections from Property Taxes for 2015 remain strong, as we are approximately \$1,174,000 and 3.03% ahead of the same eleven months in 2014.

Ms. Pinsonat asked if there were any questions about the financial statements. There being none, Item B was presented.

B. System Reports

Mr. Watts asked Ms. Stein to give the systems report. Ms. Stein gave the PowerPoint presentation *Around the Parish in 90 Seconds* which included the month of November 2015. Below are some of the highlights:

- The Library thanks the voters for their support of the Library's dedicated tax millage renewal on October 24, 2015.
- On October 22nd the Baton Rouge Blues Foundation Gala was held at the Main Library. The Library has collected their oral histories, and items related to the Blues in order to preserve this unique heritage.
- The dedicated Library tax renewal passed with 58.44% of the total votes in favor of the millage. According to election tabulating tradition this margin is considered a landslide.
- Mayor-President Kip Holden and Mrs. Holden, Ms. Maxine Crump, and Mr. Bill Bryant were among the many citizens who enjoyed the gala. BB King's legendary guitar, Lucille, was on display.
- On October 24th the Pride-Chaneyville Branch Library celebrated the 7th Annual Community History Festival attended by patrons of all ages and backgrounds. This branch will be celebrating its 10th birthday next month.
- The legendary Henry Gray performed to begin the event. Lil Ray Neal was the honoree this year, and he and his band also performed. All evening in the Library's plaza our patrons could enjoy the free Blues concert.
- The Main Library hosted a job fair for City-Parish DPW. More than 400 participants attended and spoke with representatives of Human Resources and DPW. Baton Rouge Community College (BRCC) and our Career Center were also present to assist patrons with educational needs.
- On October 31st the Library's book mobile headed to downtown Baton Rouge for the 12th Louisiana State Book Festival. A patriotic and electoral history theme was utilized in conjunction with the announcement of the One Book/One Community read for the spring of 2016-*Kingfish The Reign of Huey Long* by Richard D. White, Jr.
- BRCC staff also came to the Main Library to present us with a copy of their second edition book containing scholarly essays.
- Forum 35 and UpAlliance are official sponsors of One Book/One Community. UpAlliance promotes adult literacy in our community.

- The renovation of the former Genealogy Department at the Bluebonnet Regional Branch Library into the new Teen Services Department is progressing well. A whisper wall and a laptop bar have been installed in this polished teen area.
- The Uncommon Thread Wearable Art Show will be a signature event at the Main Library on December 5th. The show will be an “after hours” event. Currently photos are on display on the first and second floors of the Main Library from prior shows.
- Carpet squares similar to those at Main have been installed on the floors. Furniture is arriving in a variety of styles and options appealing to teens.
- The East Baton Rouge Parish Library was rated a five-star library on November 2nd by the magazine, *Library Journal*. This is our fourth year with a star rating, the first three years as a three-star library.
- The 15th Annual Attic Treasures takes place on Saturday, November 21st at the Main Library. Over 300 people attended last year. The media, including social media and digital channels have been publicizing this event.
- Our patrons are what make us so vibrant, as do the partnerships we have with so many groups in the community such as the Chamber, SCORE, BRCC and LSU.

Ms. Terrie Johnson arrived at 4:05 p.m. and Mr. Travis Woodard arrived at 4:15 p.m.

Ms. Stein noted that statistics for Library usage continue to increase. She asked if there were any questions. There were none. Ms. Payton said she is excited about the five-star rating for the Library. The other Board members agreed.

Ms. Payton then read Item IV, A, and asked Mr. Watts to report.

IV. Other Reports

A. River Center Branch Library

Mr. Watts discussed the River Center Branch project. He said that DPW Architectural Services has issued project books 1 and 2. Library staff has reviewed these specifications and drawings and have noted several issues. These have been acknowledged and will be addressed in the first addendum for the project once the request for bids is released.

There has been a debate about when the bid request will be issued. Three aspects involving the logistics of the project are important in order for the construction to move forward. One of these aspects is a moving services contract which City-Parish Purchasing has been working on. They have issued a Request for Proposals which are due back on December 16th. However, even if a vendor is chosen to be awarded a moving contract, the recommendation cannot be introduced at a Metropolitan Council meeting until January 14th and voted upon at the January 28th meeting.

The second aspect is obtaining leased storage space for the items that will be removed from the old building prior to demolition. This item has been introduced at the November 10th Metropolitan Council meeting, and will be voted upon on November 24th. Mr. Watts noted that people have asked if we could use the Outreach Center at 3434 North Boulevard for storage. That building is not available because remediation is currently being done. Once the remediation is finished, we have a pressing need to move Outreach Services and the bookmobiles to that facility along with setting up the site for the Recycled Reads book store. That space is also dedicated as a server backup site for the Library and for the City-Parish IT Department.

The third aspect of the project is signing a rental contract for an alternate site for branch service while the new branch is constructed. Historically, if a branch is closed for several months, the library can lose 35-40% of the core patrons. It can take two to five years to get these patrons back.

We are depending now on other departments' processes in order to begin this project. It does not appear that we can begin construction until the end of January or the beginning of February. Mr. Watts added that probably DPW will issue the request for bids for the construction project at the end of December or early January.

Ms. Payton asked if there were any questions. Ms. Wascom asked about a site for staging for this project. Mr. Watts replied that the City has issued a solicitation for bids to demolish the Municipal Building. The demolition has a 110-calendar day project duration. They are projecting a notice to proceed on December 28th. Our demolition would not begin until February. Mr. Watts also said we have not talked to the City about using this site, but we are hoping that we can make a suitable arrangement in order to stage there.

Ms. Payton read Item B and asked Ms. Husband to report.

B. Maintenance Report and Additional Capital Projects

Ms. Husband gave an update on the major maintenance projects. She reported that additional moisture testing is being done at the Greenwell Springs Road Regional and the Scotlandville Branch Libraries. We should have the results of this testing early next week. Then we can decide what steps should be taken before proceeding with the installation of the linoleum at these branches.

Ms. Husband then discussed the renovation project at the Bluebonnet Regional Branch Library. As of last week we received the soft seating for the teen area; the walls and doors for the office, the workroom and the study rooms have been installed; the laptop bar has been installed, and the flooring has been installed in the main area and in the maker room. She added that wallpaper has been installed; accent walls have been painted; and wallcovering has been installed in the maker space. The contractor is finishing work on the ceiling, and is installing sliding glass doors in the program room. These doors can be opened or shut to give some flexibility in use of that space.

Ms. Husband noted that the back painted glass write-on panels have arrived and are ready for installation. The project architects are now working on the punch list for the project.

Ms. Husband added that we will move to Phase 2 of this project shortly. Once Teen Services is moved into the new location, the Circulation staff will move to the old teen space. The contractor can then work on the Circulation workroom. They will remove the wall between the current Circulation office and the Circulation workroom in order to expand the workroom. Circulation statistics at Bluebonnet are the second highest in the Library system, so they need more room for processing.

Ms. Husband also reported that the construction documents for the Carver Branch roof project are almost complete. DPW will issue a request for bids shortly.

The fencing project at the Baker Branch Library is almost complete. City-Parish Purchasing has issued a Purchase Order for the Scotlandville Energy Management Controls project. Work should begin in the next few weeks. Purchasing is preparing to request bids for the Zachary Energy Management Controls project.

Bids have been received for the chiller replacement at the Carver Branch. The bids are being reviewed and the successful bidder will be notified.

A pre-construction meeting will be held tomorrow for the remediation project at 3434 North Boulevard. DPW will issue a notice to proceed on November 25th.

Ms. Husband asked if there were any questions. There were none.

Ms. Payton read Item C under Old Business and asked Mr. Watts to report.

C. Miscellaneous Reports

Mr. Watts reported that the Integrated Library System (ILS), V-smart upgrade was successfully completed on November 10th and 11th. We attempted to keep inconvenience to patrons at a minimum. During this upgrade the patron databases had to be down. In the past these types of upgrades only effected Circulation functions, but now an upgrade also effects other services. We chose a holiday so that in-house services were not effected. In the future we will try to use shadow servers and backup servers at another site so that authentication can still be accessible even when the main server is down. The staff working on this upgrade had almost all systems running by late afternoon on the 11th. This upgrade is important because it provides some immediate enhancements, and in a few months, the ability to accept credit cards and to provide a Library kiosk at the Baton Rouge Airport.

In another matter, the Office of the Registrar of Voters has requested permission to use the Fairwood Branch Library as a voting site. The current voting site for that precinct is undergoing a major renovation, and won't be available during the upcoming year. Mr. Watts noted that the Fairwood Branch is not an ideally suited voting site because there is no exterior entrance or exit

to the meeting room. We will need to open the entire building so that commissioners and voters can use the front doors of the building. This will entail staffing the library before and after the regular hours of operation. The situation for this precinct is dire, so we feel we need to assist with this.

Ms. Payton asked when this change will occur. Mr. Watts replied in 2016 with the first election to be held on March 5th. He said we were told that there could be as many as four elections in 2016.

Mr. Watts announced that the Library is participating in the City-Parish's new online customer feedback service called *Expresit*. The City has asked us to participate and we've received a few responses. This electronic system has been successfully used in Albany Oregon. *Expresit* encourages citizens to provide positive feedback on City-Parish services. People can also register complaints. Mr. Watts noted that we will continue to receive feedback from the traditional comment card boxes at our facilities, through the Library website comment card, by phone and by e-mail. Mr. Watts said we received one *Expresit* comment from a patron who loves the Library's online services available 24/7. However, she noted she was unable to renew an ebook because her library card had expired. We have already been working on a new approach for this issue. We will begin to notify patrons 30 days before their card's expiration date. With the ILS upgrade we will eventually be able to offer patrons the ability to renew their cards online for 30-60 days until they can come to a branch.

Mr. Watts discussed several items in regard to the Main Library. He noted that drainage in the bioswales functioned fairly well during a heavy rainstorm. We are continuing to work with the architects, the engineers and DPW to devise a permanent solution for the bioswale drainage. We are pressing the architects to provide a plan for an alternate smooth pathway for patrons who find the pavers difficult to navigate. If the architects cannot accomplish this, we will find someone else who can assist us with this problem. On a regular basis we hear from our patrons with mobility issues that they are having problems getting to the Main Library entrance. The pavers are ADA compliant, but we need to provide a smooth path for those who use wheelchairs or walkers and have difficulty navigating on the pavers.

Mr. Watts then said we have had some issues with the security cameras and the automatic doors. Mr. Tim Bankston, Library Facilities Manager worked on these problems with the contractor and subcontractors. Eventually our staff fixed the problem with the doors, and we are now at a point where we will often need to repair such issues ourselves.

The best news is that the large outdoor LED screen situated on the wall of the large meeting room is now fixed. The vendor replaced 30 panels with pixilation problems.

Mr. Luther asked how the bioswales operated during the recent heavy rains. Mr. Watts replied that we had some water in the bioswales that need to be regraded. The parking lot in that area may also need to be regraded. We are removing trash from the bioswales. We can tell by the debris paths that we need to contract with a vendor who provides street sweeping services to remove the pine needles, leaves and trash once or twice a month. This type of cleaning will reduce the standing water problem. Mr. Watts added that in some spots the growth of the

horsetails is so dense that it affects the intake area. We have noticed that in a heavy rain about five parking spaces are not useable.

Ms. Payton asked if there were any more questions. She also asked for comments by the public. There were none, so Ms. Payton read Item V, A.

V. New Business

A. Report on Library Dedicated Millage Approval by Voters and Impact on Capital Projects and Services Plans – Mr. Spencer Watts

Ms. Payton said she is excited about the passage of the Library's dedicated millage election. Mr. Watts then made a PowerPoint presentation outlining the process taken in order to run the successful Library dedicated tax renewal election and the impact this election will have on the Library's capital projects and services. He said we are all happy about the election results on October 24th. The official tally was 58,021 votes or 58.44% in favor of the millage renewal. That is a good solid majority and we thank everyone for their support.

Mr. Watts added that throughout the campaign the public spoke with us voluntarily about their library stories, how much they liked the Library, and what it meant to them. They were positive about the Library. We have a huge reservoir of good will. Mr. Watts said he had hoped that the Library PAC would have had more money because after the initial 700 campaign signs were distributed, we could have used another 1,000 based on the requests for signs.

He added that it was important to our cause that we had endorsement support from several individuals and organizations such as members of the Metropolitan Council, the Mayor, and other local officials. But also important was the support of people who think about and analyze public policy. These included Mr. Rolfe McCollister, publisher and CEO of the *Business Report*, the editorial board of *The Advocate*, the Baton Rouge Area Chamber (BRAC), and WAFB-TV's on air editorial. These business organizations and individuals understood the positive contribution the Library makes to the quality of life in this parish.

Mr. Watts added that a "no" vote would have been perilous to the Library. Thankfully we will not face that type of issue. We would have had many difficult deadlines to face in an attempt to obtain funding through another tax renewal election. In this type of situation many bad outcomes for the Library could have been in our future.

It was pointed out that this is a great occasion for the Library; well-situating us for the future. The message from the Library PAC and the Library Board was that we have a good library that has achieved much. Our patrons want us to continue the good services and achieve even more in the future.

Mr. Watts noted that the Library's five-star rating by *Library Journal* is given not only for the great staff and services we provide to the public, the leadership we have had, the strategic position the Library Board has placed us in, and the support of our local government, but also for

the good use the public makes of the services we offer. The public's use of the library and the support of the tax renewal is what make the East Baton Rouge Parish Library a great Library. Going forward, we will continue to provide these services and also do even more to meet the needs of our patrons.

One of the focuses during our campaign was our capital needs because many discussions about funding centered on that. The \$28.4 million that we had slated for capital improvements at seven of our facilities is vitally important, but it's not the only need. We will also address services and program needs.

Mr. Watts said he would like to discuss what the impact of the passage of the tax millage renewal will mean. He said we want to follow the mission statement for our Library which is stated as follows:

A community service organization that connects our citizens with information, resources, materials, technology, and experiences in order to make a positive difference in their lives.

Mr. Watts said we want to bring some of the new features and services to our older branch libraries which means implementing an ongoing plan of refreshing, re-purposing, renewing and expanding Library facilities, and continuing the improvement of facilities maintenance and operations procedures. We want to provide the public with welcoming and well maintained spaces.

Mr. Watts added that we want to use the Branch Assessment Study results to move forward. Much data was collected in that study, so we have a very good idea of what direction we need to take in each of the seven buildings slated for upgrades.

Mr. Watts said he will briefly summarize the changes planned for the seven facilities. He started with the Jones Creek Regional Branch which is the oldest. There is a constant need for more meeting space at this branch. About 4,000 square feet will be added to this building. The existing space will be reconfigured. There will be more meeting space, more collaborative space, and a dedicated teen area. The Greenwell Springs Road Regional Branch has similar issues like Jones Creek. They don't have as much a need for meeting room space, but they do have a need for programming for teens and children, and for more computer services. We will re-purpose space here for children and teens.

Mr. Watts then talked about the Baker Branch Library. He explained that the Baker Branch needs more of everything. We plan to expand the meeting room space, and add collaborative and teen spaces. At the Scotlandville Branch we plan to remove the courtyard and change the flow in the building, along with more technology services, and meeting rooms. At the Zachary Branch we have a large population of young families. There is a need for a separate teen area that will allow these patrons to work collaboratively without disturbing other patrons. We also would like to add more meeting spaces for adults.

Mr. Watts then discussed the Delmont Gardens Branch Library. He said this renovation will be one of our biggest challenges. We have enough money to do the preliminary work. Because part of that branch is very old, we may need to demolish a large section of the building and start over. In the Branch Assessment Study, the architects looked at several ways to accomplish this change. One concept is to build out on the other side of the facility, and change the parking lot. We will need to do some advanced planning before renovating.

Besides the renovations, other parts of our strategic plan will be addressed such as the customer experience. Staff will need continued training and development to give the very best service to our patrons. Excellent customer service also requires improved infrastructure, and technology. It can mean that a patron with an iPhone can access and use the Library's website, or that technology tables are furnished with power for portable devices. Included in the customer experience is that the Library wants to reach patrons of all ages and needs.

Mr. Watts then mentioned that another goal in the strategic plan is technology and access. We want to stay current and continually assess and refine digital infrastructure ranging from the simple to the complex. White boards are very simple, but are something patrons like to use. On the more complex side, we want to deliver enhanced electronic services and access such as streaming digital content. He added one of the most important services we provide is user training and user tools for new digital products. Equally important is that our staff is trained on these new devices, and can help patrons.

An important goal listed in the Library's strategic plan is for programming and collection development. Mr. Watts said we always want to have a diversity of materials ranging from traditional print books to new types of collections with new ways to deliver content to patrons. He added we want programs for all ages, but over the next few years we want to focus on young children and emphasize literacy re-enforcement. Another important challenge is assisting older adults and an aging population. We want to be sure that patrons with mobility problems can continue to be vitally interested and engaged which can add to their quality of life. He noted that we also want to keep abreast of the latest trends such as coloring books for adults. That program is fantastically popular for many adults. We want to also provide the latest technology such as the popular Arduino kits.

Mr. Watts then talked about the goal of marketing and outreach. Outreach is going to be more and more important as we find diverse ways to meet people at different times and places. This connects with our goal of reaching all ages and groups of patrons with library service. We want to reach underserved populations. The Volumen project was a wonderful example of outreach to the underserved by getting library cards into the hands of children who need electronic access to our collections. We want to work on solutions using both low tech and high tech to reach the public. We also want to use our outreach vehicles to have a presence at programs or venues in the community. We want to meet people where they are digitally, via the media and in person.

Concluding the presentation, Mr. Watts said the passage of the millage will enable us to do the types of activities and services outlined in our strategic plan for our patrons. The passage of the millage enables us to be well situated to be successful in helping our patrons.

The PowerPoint presentation is appended to these minutes.

Ms. Payton thanked Mr. Watts and told him the presentation puts into perspective what we wish to accomplish. Our patrons can see and understand the plans that we have. They are aware of the renovations, but they can now see what other plans we have in store for the Library over the next ten years. Ms. Payton added that she and all the Board members appreciate the community, the East Baton Rouge Parish citizens and the Library staff for all of the work they did to help pass the millage renewal. She added that Mr. Watts was everywhere speaking to everyone. We want to again thank the members of this community who came out to vote for their public library system. They made sure that we knew that they wanted to support the library and to continue funding it with vital programs and the resources they need. It demonstrated that we are doing what our patrons want.

Ms. Payton asked for any comments from the Board. Ms. Wascom thanked Mr. Watts. She said when he talked about stories people told about their experiences with the Library, she wondered if we have recorded these stories. She said when we go out in the community to meetings or venues; these shared stories have an impact. People can learn of patrons' actual experiences with the Library. These stories can have more of an impact than charts and statistics alone.

Ms. Wascom asked about services that we have at the Main Library such as the Career Center also being offered in the branches on a smaller scale instead of referring people to the Main Library. Many patrons may not have transportation to the Main Library. She added that when the upgrades are being planned for a branch possibly a service such as the Career Center can be included.

Mr. Watts replied that much of what we have in resources is systematically available today. We can offer online resources to everyone. We can't duplicate an entire resource from Main at a branch, but we can offer a staff that is knowledgeable on what is available on a given topic system-wide.

Ms. Payton asked for public comments. There being none, she read Item VI, A, and asked Mr. Watts to report.

VI. Old Business

A. Update on Search for a Site for a South Branch Library by Real Estate Broker – Mr. Spencer Watts

Mr. Watts said that we now have a finalized contract for the services of the real estate broker Sperry Van Ness. The brokers, in an act of faith, completed some preliminary work even before the contract was issued. They were actively thinking about and looking at possible sites for the branch library. Mr. Watts noted that Ms. Kathryn Juneau from Sperry Van Ness is present at this meeting today. He added that possibly at the January Board meeting we can look at groups of sites to decide what type of strategy the Board wishes to pursue.

Ms. Payton asked when the Board might expect the first report. Mr. Watts explained that the actual timeline for their work did not begin until today when they received the signed contract. Ms. Payton noted that the broker has been working on this informally so they have some direction already. Mr. Watts also said we have provided the broker with some background information to assist them in their search.

Ms. Payton asked for any questions from the Board. There being none, she asked for public comments. There were none. Ms. Juneau said she came to pick up the contract and then decided to stay to witness the process at a Board meeting. Ms. Payton thanked Mr. Watts and Ms. Juneau for the updates.

B. Announce the Results of the Annual Performance Evaluation of Library Director – Ms. Kizzy Payton

The Board May Go into Executive Session to Discuss the Character, Professional Competency or Physical or Mental Health of Mr. Spencer Watts in Accordance With La. R.S. 42: 17(A)(1). Mr. Watts May Require That Such Discussion Be Held in Open Session.

Ms. Payton then read Item B under Old Business. Ms. Payton asked for a motion to go into Executive Session for the performance evaluation. The motion was made by Mr. Woodard, seconded by Ms. Johnson and passed unanimously at 5:03 p.m. The Board conducted the closed session in the Board Room on the third floor. The Board returned from Executive Session at 5:30 p.m. The motion to return to open session was made by Mr. Woodard, seconded by Mr. Jacob and passed unanimously at 5:31 p.m.

Ms. Payton said that this is the third time that the Board has evaluated Mr. Watts' performance. Once again he has received an excellent rating from the Board. We are extremely pleased with him, his competence, and his work. This year he has led several major programs for the Library system including leading the renewal campaign for the Library's dedicated tax millage, and managing our construction projects including the plans for the River Center Branch, and the search for a south branch library. These are a testament to Mr. Watts' work as well as the staff's work. Mr. Watts' accomplishments can also be seen through the numerous awards the Main Library has won. Ms. Payton said along with this excellent rating, the Board would like to recommend that Mr. Watts receive the approved appropriate step increase. Ms. Payton also thanked Mr. Watts for his continued leadership, and his continued work with the Board, the Library staff and the public. She added that the Board looks forward to even greater accomplishments in 2016.

Mr. Watts thanked Ms. Payton for her remarks. He said we all pledge to work hard. It is very helpful to have the guidance and strategic leadership of the Library Board of Control. He noted that every day he works with our staff, and especially with upper management, and they distinguish themselves, and have done so repeatedly over the years. Our staff at every level

throughout the system are tremendous, and do so much for the public. Mr. Watts also said it is a privilege to work here and he appreciates it.

A. Vote on Revision of 2016 Library Holidays – Mr. Spencer Watts

Ms. Payton read Item A and said that Mr. Watts had introduced this topic at the last Board meeting. Mr. Watts had explained last month that we will need to revise the list of Library holidays deleting one starting in 2016. Earlier this year when the Metropolitan Council revised the pay grade system, and gave the City-Parish employees a 2½% salary increase, part of the package included one less paid holiday in 2016. City-Parish employees, except those working at the Library, get their birthdays as a holiday and a floating holiday. For many years, Library employees have traditionally taken Christmas Eve and New Year's Eve as holidays in lieu of the birthday and floating holiday. In 2016 City employees will no longer take the birthday holiday. Ms. Payton asked Mr. Watts to discuss what the polling of the staff revealed.

Mr. Watts then said since last month we took an anonymous SurveyMonkey of the Library staff regarding which holiday they preferred to give up. He said over 290 people replied with 83 choosing Veterans' Day; and 51 choosing New Year's Eve. There were a number of responses across the range of possible options, with 2 even picking Christmas Day. Mr. Watts added that we also met with Library Coordinator IV's and Branch Managers. After we completed the staff survey, we met again with the senior staff to go over the survey results. The managers generally preferred to work on New Year's Eve over Veterans' Day. Choosing this holiday also allows us to better conform to the City-Parish holidays. Mr. Watts noted that unlike Veterans' Day, it is not a civic holiday, so people do not attach as much significance to it. He noted that there is a practical and logistical reason to work on New Year's Eve. In the week prior to New Year's Eve, the staff gets two days off in a row, Christmas Eve and Christmas Day. He said that's where some of the logistical problems come in when we have two weeks in a row with two days off in the same pay period.

Mr. Watts also said that since so many staff chose Veterans' Day, he thought about the feasibility of working that day. It could have been acceptable, if we held special programs honoring and remembering our veterans. But upon further research, he realized the community already has many special events to honor veterans.

In conclusion Mr. Watts said his recommendation along with about 80% of upper management staff is to eliminate New Year's Eve as a holiday. He added if the Board agrees he would like the Board to also consider closing the Library at 6:00 p.m. on New Year's Eve on the days it does not fall on a Friday or Saturday when we already close at 6:00 p.m. Closing at 6:00 p.m. would allow people to get home early and also for the same reason we close at 6:00 p.m. the day before Thanksgiving-low gate counts at our facilities. Mr. Watts added that the Board had already voted to close early the Wednesday before Thanksgiving. But he asked that they vote for that again so that we can document that in the minutes for future reference.

Ms. Payton asked if the Board had any questions. Ms. Wascom asked Mr. Watts if employees who are scheduled to work after 6:00 p.m., come in earlier or are they required to use vacation

time. Ms. Wascom said when she was a Library employee that was somewhat of a problem. Mr. Watts replied that we must follow City-Parish Human Resources rules, but there is some flexibility.

Mr. Watts said Ms. Husband can explain how these concerns are handled with staff since she addresses these periodically. Ms. Husband replied that full-time staff that would have been scheduled to work after 6:00 p.m. simply come to work earlier in order to make their 8-hour shift. Part-time staff can either work earlier that day, or work another day to ensure they have their hours for the week. For quarter-time staff, they work one hour on another day to ensure they have their hours for the week. Ms. Husband added that we work with part-time employees and if they choose they have the option of taking vacation time, rather than working. Part-time employees do get a pro-rated amount of holiday and vacation time. Ms. Wascom said that in the past some employees felt unhappy about needing to take vacation hours in order to cover holiday closings. She added that anything that can be done to address this issue would be appreciated by the staff. Mr. Watts said that it can be confusing and occasionally there is a problem, but most of the time the schedules can be worked out.

Ms. Payton asked if there were any more questions from the Board. There being none, she asked for public comment. There were no public comments.

Ms. Payton asked if there is a motion to approve a change in the holiday schedule starting in 2016, omitting New Year's Eve as a Library holiday, and closing at 6:00 p.m. on New Year's Eve and on the Wednesday before Thanksgiving. Mr. Woodard made a motion to approve this change, seconded by Mr. Luther and unanimously approved by the Board.

Ms. Payton the read Item VII.

VII. Comments by the Library Board of Control


Ms. Payton asked for comments. Ms. Johnson said she wanted to agree with what Ms. Payton had said earlier about the outstanding job that Mr. Watts and his staff have done. It's amazing, and it's rewarding. We have a five-star rating and a five-star Director. What a way to end the year! She congratulated all. Ms. Payton agreed.

Ms. Payton thanked the public for the renewal of our dedicated Library tax millage. She added that all of us are very grateful to the public who came out to vote, to the members of the public who came to meetings to express their opinions, and on the day of the election, to those who expressed their thoughts on social media. Ms. Payton said the Library had lots of support. We can be proud of the citizens of East Baton Rouge and how they supported us.

There being no further comments, Mr. Woodard made a motion to adjourn, seconded by Mr. Jacob. The meeting was adjourned at 5:40 p.m. by unanimous vote.

Ms. Kizzy A. Payton, President

Mr. Spencer Watts, Library Director



DISCOVER **UNLIMITED** POSSIBILITIES *@ Your Library*

Strategic Plan Update





MISSION

The East Baton Rouge Parish Library is a community service organization that connects our citizens with information, resources, materials, technology, and experiences in order to make a positive difference in their lives.



GOAL AREA 4 → FACILITIES & OPERATIONS

- **Implement an ongoing plan of refreshing, re-purposing, renewing, and expanding Library facilities**
- **Continue improvement of facilities maintenance and operations procedures**



**Welcoming
and well-
maintained
spaces**

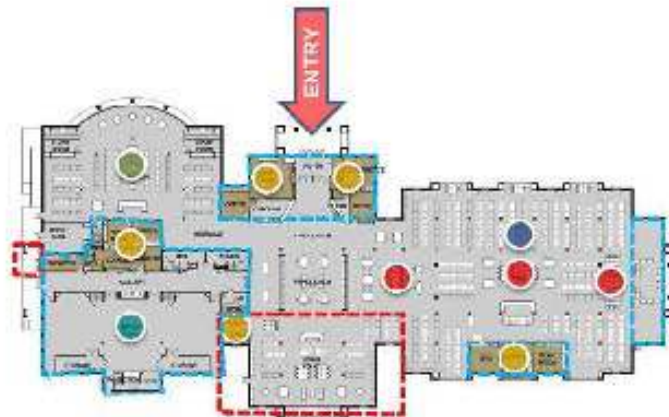
QUICK STATS

| | Meeting Room | Mtg Rm Capacity | Collaborative Space | Conference Room | Study Room | Adult Computers | Children's Computers | Teen Computers | Teen Room | Digital Lab | Collection Capacity | Existing S.F. | Proposed S.F. | Proposed Cost* (millions) |
|----------------------------------|--------------|-----------------|---------------------|-----------------|------------|-----------------|----------------------|----------------|-----------|-------------|---------------------|---------------|---------------|---------------------------|
| Branch Libraries: | | | | | | | | | | | | | | |
| Open Park Branch Library | Yes | 96 | 2 | 1 | 2 | 32 | 12 | 8 | Yes | No | 63,303 | 15,474 | 14,174 | \$1.5 to \$2.0 |
| Pride-Charleville Branch Library | Yes | 80 | 1 | 2 | 1 | 16 | 8 | 8 | Yes | No | 65,956 | 11,391 | 13,430 | \$1.0 to \$2.0 |
| Carver Branch Library | Yes | 108 | 1 | 3 | 1 | 28 | 6 | 7 | Yes | Yes | 85,369 | 10,939 | 12,721 | \$2.7 to \$3.8 |
| Carroll Branch Library | Yes | 100 | 0 | 1 | 5 | 25 | 8 | 10 | Yes | No | 111,224 | 17,223 | 18,912 | \$2.8 to \$4.4 |
| Exeter/Chillico Branch Library | Yes | 150 | 1 | 1 | 6 | 32 | 0 | 10 | Yes | No | 88,957 | 16,741 | 21,389 | \$4.0 to \$4.5 |
| Delmont/Gardens Branch Library | Yes | 100 | 2 | 3 | 8 | 30 | 12 | 12 | Yes | Yes | 111,485 | 15,184 | 18,665 | \$6.0 to \$8.3 |
| Zachary Branch Library | Yes | 111 | 1 | 1 | 6 | 38 | 7 | 12 | Yes | No | 124,217 | 15,491 | 23,456 | \$4.7 to \$4.8 |
| Baker Branch Library | Yes | 100 | 1 | 2 | 2 | 35 | 10 | 10 | Yes | No | 80,195 | 15,642 | 19,963 | \$5.1 to \$5.7 |
| Regional Libraries: | | | | | | | | | | | | | | |
| Zachary Regional Library (Open) | Yes | 150 | 1 | 2 | 7 | 38 | 24 | 10 | Yes | Yes | 157,492 | 16,493 | 30,702 | \$5.2 to \$8.3 |
| Baker Regional Library (Open) | Yes | 100 | 2 | 1 | 2 | 30 | 12 | 12 | Yes | Yes | 121,112 | 15,642 | 26,037 | \$5.9 to \$9.5 |
| Jones Creek Regional | Yes | 300 | 4 | 3 | 6 | 38 | 12 | 12 | Yes | Yes | 160,781 | 33,438 | 36,809 | \$2.9 to \$8.1 |
| Greenwell/Sanders Road Regional | Yes | 212 | 2 | 1 | 6 | 28 | 16 | 11 | Yes | Yes | 155,620 | 25,513 | 31,222 | \$5.4 to \$8.0 |
| Bluebonnet Regional Library | Yes | 300 | 1 | 1 | 8 | 38 | 18 | 14 | Yes | Yes | 188,908 | 36,659 | 36,859 | \$1.9 to \$8.4 |

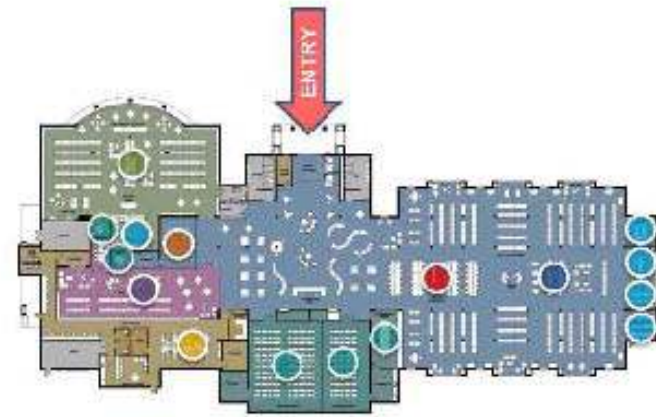
*Proposed Costs are based on estimated costs for year 2025

JONES CREEK REGIONAL LIBRARY FLOOR PLAN CONFIGURATIONS

EXISTING PLAN



PROPOSED PLAN



- Children's Collection
- Adult Collection
- Teen Area
- Meeting Space
- Collaborative Space
- Digital Lab
- Public Computers
- Staff

PREPARED BY BRADLEY BLEWSTER ARCHITECTS / HIDEELL ARCHITECTS 2015

2015 Concept Plan – Not A Final Design

GREENWELL SPRINGS ROAD REGIONAL LIBRARY

QUICK STATS

AMMENITIES

- Meeting Room (Capacity – 212)
- Storytime / Craft Room
- Collaborative Space (2)
- Study Rooms (6)
- Conference Room (1)
- Dedicated Teen Area
- Public Computers (29)
- Children's Computers (16)
(2 Adult Computers in Children's Area)
- Teen Computers (11)
- Digital Lab

SIZE

28,262 SF

COLLECTION CAPACITY

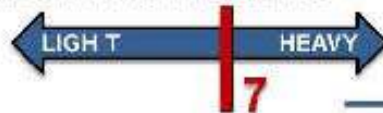
155,926 Collection Capacity

COST RANGE

\$5.4 TO \$6.5 Million*

*based on estimated costs for year 2025

RENOVATION RATING



PREPARED BY BRADLEY BLEWSTER ARCHITECTS / HIDEELL ARCHITECTS 2015

2015 Concept Plan

BAKER BRANCH LIBRARY

QUICK STATS

AMMENITIES

- Meeting Room (Capacity – 100)
- Storytime / Craft Room
- Collaborative Space (1)
- Study Rooms (2)
- Conference Room (2)
- Dedicated Teen Area
- Public Computers (26)
- Children's Computers (10)
(2 Adult Computers in Children's Area)
- Teen Computers (10)

SIZE

19,993 SF

COLLECTION CAPACITY

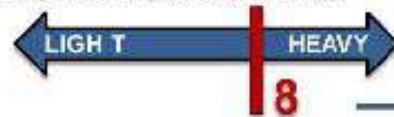
90,196 Collection Capacity

COST RANGE

\$5.1 TO \$5.7 Million*

*based on estimated costs for year 2025

RENOVATION RATING



PREPARED BY BRADLEY BLEWSTER ARCHITECTS / HIDEELL ARCHITECTS 2015

2015 Concept Plan

SCOTLANDVILLE BRANCH LIBRARY

QUICK STATS

AMMENITIES

- Meeting Room (Capacity – 150)
- Storytime / Craft Room
- Collaborative Space
- Study Rooms (5)
- Conference Room
- Dedicated Teen Area
- Public Computers (32)
- Children's Computers (10)
- Teen Computers (10)

SIZE

21,399 SF

COLLECTION CAPACITY

89,557 Collection Capacity

COST RANGE

\$4.0 TO \$4.5 Million*

*based on estimated costs for year 2025.

RENOVATION RATING



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2015 Concept Plan

CENTRAL BRANCH LIBRARY

QUICK STATS

AMMENITIES

- Meeting Room (*Capacity – 100*)
- Storytime / Craft Room
- Collaborative Space
- Study Rooms (6)
- Dedicated Teen Area
- Public Computers (25)
- Children's Computers (8)
- Teen Computers (10)
- Digital Lab

SIZE

18,912 SF

COLLECTION CAPACITY

111,224 Collection Capacity

COST RANGE

\$2.6 TO \$4.4 Million*

*based on estimated costs for year 2025

RENOVATION RATING



PREPARED BY BRADLEY BLEWSTER ARCHITECTS / HIDEELL ARCHITECTS 2015

2015 Concept Plan

ZACHARY BRANCH LIBRARY

QUICK STATS

AMMENITIES

- Meeting Room (Capacity – 110)
- Storytime / Craft Room
- Collaborative Space (1)
- Study Rooms (6)
- Conference Room (1)
- Dedicated Teen Area
- Public Computers (38)
- Children's Computers (12)
(2 Adult Computers in Children's Area)
- Teen Computers (12)

SIZE

23,466 SF

COLLECTION CAPACITY

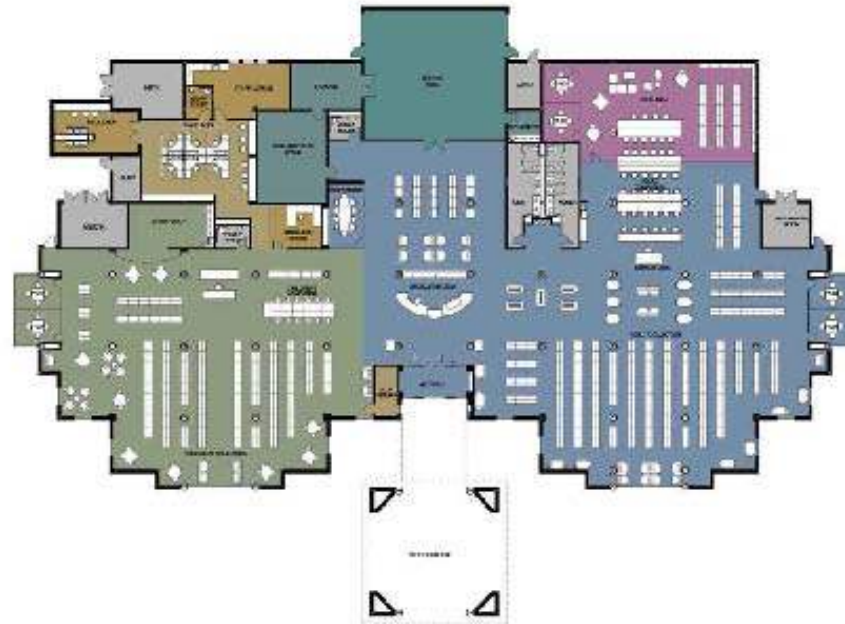
134,217 Collection Capacity

COST RANGE

\$4.7 TO \$4.8 Million*

*based on estimated costs for year 2025

RENOVATION RATING



PREPARED BY BRADLEY BLEWSTER ARCHITECTS / HIDEELL ARCHITECTS 2015

2015 Concept Plan

DELMONT GARDENS BRANCH LIBRARY

QUICK STATS

AMMENITIES

- Meeting Room (Capacity – 100)
- Storytime / Craft Room
- Collaborative Space (2)
- Study Rooms (5)
- Dedicated Teen Area
- Public Computers (40)
- Children's Computers (12)
(2 Adult Computers in Children's Area)
- Teen Computers (12)

SIZE

18,995 SF

COLLECTION CAPACITY

111,465 Collection Capacity

COST RANGE

\$8.0 TO \$8.3 Million*

*based on estimated costs for year 2026

RENOVATION RATING



PREPARED BY BRADLEY BLEWSTER ARCHITECTS / HIDEELL ARCHITECTS 2015

2015 Concept Plan

MEET
GREET
LISTEN
RESPOND
DELIVER
DELIGHT
+

CUSTOMER
SATISFACTION



GOAL AREA 1 → CUSTOMER EXPERIENCE

- **Create a memorable and positive library experience for all customers**
- **Improve library processes to create a streamlined and user-friendly experience for all customers**
- **Evaluate and improve library responsiveness to the changing needs of customers**



Customers of every age...

GOAL AREA 2 → TECHNOLOGY & ACCESS

- **Continually assess and refine digital infrastructure to improve upon end-user experience**
- **Create a program of planned expansion and improvement of technology and support systems**
- **Create user training and user tools for digital services**



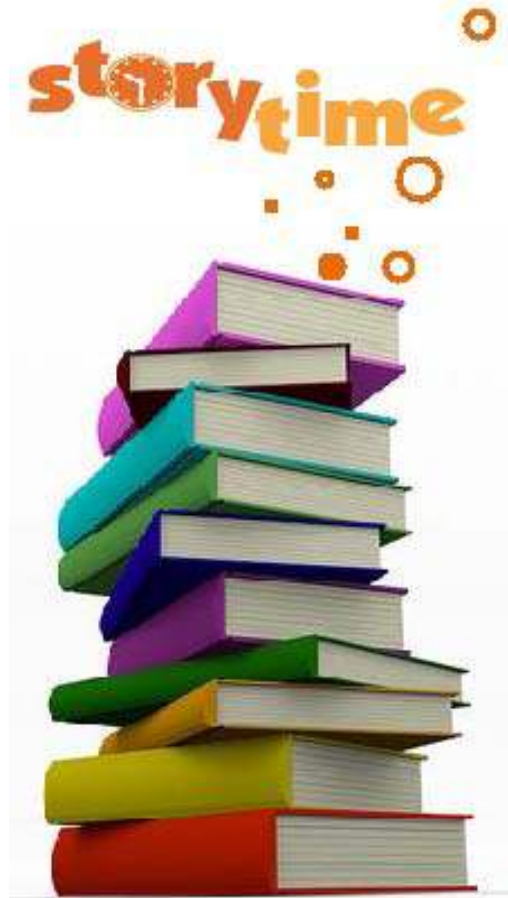


Training for new and emerging technology



Opportunities for Digital Literacy for young & old

GOAL AREA 3 → PROGRAMMING & COLLECTION DEVELOPMENT



- Develop and expand programs to address the changing needs of audiences in this diverse and dynamic community
- Build upon current collections to ensure that the needs of various audiences are being addressed
- Create and expand upon programs, services, and resources that support life-long learning and success



**Dynamic
programs for
all ages and
interests**





Strong collections of print, non-print, audiovisual, & electronic resources



GOAL AREA 6 → MARKETING & OUTREACH



- **Optimize and target social media activities**
- **Increase awareness and usage of Library services through targeted marketing and outreach activities**
- **Develop new avenues of funding through marketing and promotional initiatives**

Low Tech & High Tech Solutions





**Back to
School Push
as an example of
a concentrated
campaign**



**Meeting people
where they are—**

- digitally**
- via media**
- in person**