

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
OCTOBER 17, 2019
4:00 P.M.

PLEDGE OF ALLEGIANCE

I. ROLL CALL

II. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF SEPTEMBER 19, 2019

III. SPECIAL ORDERS

IV. REPORTS BY THE DIRECTOR

A. FINANCIAL REPORT

B. SYSTEM REPORTS

C. OTHER REPORTS

1. MAINTENANCE AND ADDITIONAL CAPITAL PROJECTS

2. MISCELLANEOUS REPORTS

V. REPORTS OF COMMITTEES

A. REPORT BY COMMITTEE REGARDING REVIEW OF RULES AND REGULATIONS FOR LIBRARY BOARD MEMBERS – MS. NICOLE ALLMON-LEARSON AND MR. DONALD LUTHER

VI. UNFINISHED BUSINESS

A. UPDATE ON RIVER CENTER BRANCH LIBRARY CONSTRUCTION – MR. SPENCER WATTS

B. UPDATE ON RENOVATION OF GREENWELL SPRINGS ROAD REGIONAL BRANCH LIBRARY – MR. SPENCER WATTS AND MS. PATRICIA HUSBAND

C. UPDATE ON RENOVATION OF JONES CREEK REGIONAL BRANCH LIBRARY – MR. SPENCER WATTS AND MS. KRISTEN EDSON

VII. NEW BUSINESS

A. DISCUSSION OF CHANGE OF START TIME OF REGULAR MONTHLY LIBRARY BOARD MEETINGS

B. LIBRARY OVERVIEW OF 2019 – MR. SPENCER WATTS

VIII. COMMENTS BY THE LIBRARY BOARD OF CONTROL

IX. ADJOURNMENT

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

October 17, 2019

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, October 17, 2019. Mr. Jason Jacob, President of the Board called the meeting to order at 4:03 p.m. Members of the Board present were Ms. Nicole Allmon-Learson, Mrs. Martha Guarisco, Mr. Donald Luther, Jr., Ms. Candace Temple, Ms. Kathy Wascom, and Mrs. Delores Watts. Absent from the meeting was Mr. Chance Wilson. Also in attendance were Mr. Spencer Watts, Library Director; Ms. Kristen Edson, Deputy 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; Mr. Ronnie Pierce, Assistant Library Business Manager; and Ms. Liz Zozulin, Executive Assistant to the Library Director. Also, present were Ms. Rosana Sotile, Library Technician I to the Library Deputy Director; Mr. Cyn Foreman, Library Network Technician I; Mr. Dirk Graeser, videographer for Metro 21; and one member of the public.

Mr. Jacob asked Ms. Temple to lead the Pledge of Allegiance to the Flag.

I. Roll Call

Mr. Jacob asked Ms. Zozulin to take the roll which she did.

II. Approval of the Minutes of the Regular Meeting of September 19, 2019

Mr. Jacob asked for the approval of the minutes of the regular Library Board meeting of September 19, 2019. Mr. Luther made a motion to approve the minutes, seconded by Mrs. Watts, and approved unanimously.

Mr. Jacob then asked the Board for a vote to amend the Order of Business moving under New Business, Item B, Library Overview of 2019, and Item C, Vote to Send Comments to City-Parish Administration regarding Tax Abatement Proposal. These items would be presented before Item III, Special Orders because two Board members would need to leave the meeting early due to prior commitments. The motion by Mr. Jacob was seconded by Ms. Temple and approved unanimously.

VII. New Business

B. Library Overview of 2019 – Mr. Spencer Watts

Mr. Watts said this overview is part of the evaluation process of the Director which is done every year. This overview along with the Director's self-evaluation is used to complete the review by each Board member. Mrs. Guarisco is chairing this process. At next month's Board meeting, the Board will have the opportunity to go into Executive Session to discuss the Director's performance and complete the paperwork required by City-Parish Human Resources.

Mr. Watts showed a map of East Baton Rouge Parish illustrating the very active Library service population covering the entire parish. He noted that 144,486 patrons used their cards in the last twelve months. As of October 1, 2019, the Library has 261,000 active card holders who have used their cards in the last three years which is 58% of the population. Our circulation statistics for this year so far is 2.3 million items which is a growth of 5.6%. Our current gate count is 1.7 million people which is comparable to last year. Our facilities are used extensively. Our Library circulation statistics have continued to grow every year which is atypical of many other library systems nationally. The East Baton Rouge Parish Library is a trend setter.

Mr. Watts then discussed the Library's content since May 2019. Collection development includes books and many other items offered by the Library. In Children's Services the Playaway launch pads have been very successful as have the Wonderbooks, and phonics books. These phonics books are in a new, manageable sturdy format.

The Library has added other enhanced digital resources such as Miss Humblebee's Academy for pre-school children. The i-wave database assists non-profits to search for grants which helps non-profits in assisting thousands of their clients. Language Line offers translations on-demand. DemographicsNow is a versatile resource that integrates well with Gale Business, helping new and struggling entrepreneurs to be successful. Nexis Uni is a legal database that is a rebrand of Lexis Nexis.

Mr. Watts pointed out the changing marketplace which was discussed at a previous Board meeting. He said that our Library will monitor the e-book embargo and pricing. We believe everyone should have equal access to information. We do not believe that it is useful, and it is actually counterproductive to limit a library's ability to purchase new ebooks. Statistical studies have proven that the more access libraries have to purchase new books, the higher the sales and demand are by the public. We are hoping that Macmillan Publishers will not change their e-book policy, and will cancel their plans to embargo the sale of ebooks to libraries. He noted that the Lynda.com database now owned by LinkedIn raises issues regarding privacy rights which are a concern of libraries. There can be benefits when a larger company purchases a smaller one. However, at times there may be unexpected negative consequences.

Mr. Watts talked about another new and emerging technology which is a pilot project at the Baton Rouge Airport, and features a product provided by Baker and Taylor. The Pop Up Library is an ebook "hotspot" which enables a traveler to download a book from a collection of 300 - 400 titles.

We are averaging 30 – 40 check-outs per month. This statistic will increase as people become familiar with this service. He noted that this device has applications for installation at other sites beside the Airport. The Pop Up Library is inexpensive and allows the Library to broaden its outreach to the public.

Library programming was discussed. Mr. Watts said the Summer Reading Program's theme this summer was Chasing the Moon, the 50th anniversary of the moon landing. The Library teamed with Louisiana Public Broadcasting (LPB). LPB's Ready Jet Go! Space Camp was highly successful. The Main Library even broke the world record for simultaneous stomp rocket launches in our Plaza. We continue to host many wonderful authors including Matt de la Peña, our 42nd Author Illustrator. The Veteran's Oral History Project resulted in a follow-up event with U.S. Congressman Garret Graves for a second session to record oral histories of World War II veterans. Their achievements helped to win that war which was important to the entire world.

Mr. Watts discussed the Library's continuing promotion of Small Business Services which is now in its second year as part of the Urban Libraries Council (ULC) Entrepreneurs Initiative. From this project many other opportunities have occurred such as the successful *Grow with Google* event at the Scotlandville Branch Library. The Library's Career Center and the Small Business Services unit have been able to work closely together and integrate various aspects of their services. We also continue to partner with the Mayor's Office, EmployBR, BRAC and SCORE. The Library also teams with the summer film camps, and provides STEM programs throughout the year.

The Library is focusing on literacy through a variety of programs. Two new activities, Sensory Storytime and Goodnight Storytime on Facebook are very popular. Mr. Watts announced a major new initiative. The Library has teamed with the Greater Baton Rouge Food Bank to create a pilot program, *After School Snack 'n' Study*. The Food Bank will provide snacks for children ages 1 through 18 after school Monday through Friday. Mr. Watts reminded the Board that when children leave school and are hungry, they tend to have trouble focusing and are more likely to misbehave when they come to the Library. The staff has noticed that when food is available with a program, or when lunch is distributed in the summer, there is less disruptive behavior. There is no cost to the Library for this program.

Ms. Temple asked if the snacks would only be available at the Main Library to which Mr. Watts replied that snacks would be available at each of our branches. He complemented Ms. Pabby Arnold, Literacy Librarian Coordinator, and Ms. Stein for formulating and organizing this service with the Food Bank.

Mr. Watts then talked about the many community partnerships the Library has ranging from science to community issues to economic development. LPB has teamed with us for the Space Camp and Bright by Text programs. He noted that the Library is working with the Ardendale HUD project. He noted that *Grow with Google* is an example of the benefit of teaming with corporate partners. The Library continues to work with LSU and with the National Science Foundation's BRBytes, a computer and technology program. Mr. Watts added that cyber safety and security are areas in which we partner with the Mayor's Office.

He also noted that the BR Refugee Day was a wonderful event because many agencies that can help refugees were present to distribute information to immigrants as they re-settle in the U.S. He said it was impressive to see the number of countries that were represented. So many were filled with hope and happy to be in this country. Ms. Wascom said she came to this event which was huge. She asked how many were in attendance to which Ms. Stein replied 600 people.

Mr. Watts then discussed the construction projects underway. He noted that progress is being made at the River Center Branch Library construction project. Substantial completion of the project should occur soon. The remediation of the building has been carried out efficiently in a very thorough, meticulous manner. He showed a photo of the building in which the flooring was being installed and one in which the contractor was remediating the curtain wall cross pieces. He added he is appreciative of how patient all parties have been, and that the problems were not worse than those initially discovered.

Mr. Watts said the renovation of the Greenwell Springs Road Regional Library is in Phase 2. The Phase 1 area is now occupied. It has been decided that the new furniture will be installed throughout the building at the end of the renovation work. He showed photos of the east end of the building. Patrons are enthusiastically using the new collaborative spaces and the technology room. New, upgraded restrooms are a huge improvement on the older facilities.

Mr. Watts talked about the Jones Creek Regional Branch Library renovation which is in Phase 1. Photos showed some of the construction work underway. An issue was discovered with the sprinkler system which had to be addressed immediately, slowing down the progress of the work. It was necessary to install larger piping to comply with the current legal safety requirements.

Mr. Watts commended the staff at both regional branches for their resiliency, and ingenuity as they solved difficult problems and continued to serve their patrons. They have been flexible and innovative as furniture needed to be moved from one area of the building to another, and also moved off-site to storage.

Mr. Watts then discussed the 20-year search for a site for the south branch library. The land has been acquired to accommodate a branch of 16,000 – 18,000 square feet. The staff is refining the Scope of Work which will be reviewed by City-Parish Architectural Services in a few weeks. Interested architects will then submit proposals, and the selection of an architect to design the building will be made by the City-Parish's Design and Planning Selection Board. He added that the site has great potential with good parking, and it will be a successful endeavor.

Major maintenance projects were discussed next. Mr. Watts said that Mr. Alvin Rattle, Library Facilities Manager, and his staff do an excellent job performing preventive maintenance and also performing repair work. He noted that for a portion of this past year maintenance work on all 14 buildings was handled by only four employees because of several vacant positions and a medical leave. He also said that Ms. Edson has spearheaded the organization of their work. Some of the important projects include the new security cameras, the window washing contract, the replacement of broken windows, the irrigation system and fountain pump repairs at the Main Library, and the end panel replacements at the Bluebonnet Regional Branch Library.

Mr. Watts discussed several back-of-the-house projects. These included the Virtual Desktop Initiative (VDI); increased bandwidth at all of our facilities; vertical lift modules for storage and archiving; the RFID system including the use of inventory wands; and the acceptance of credit /debit cards for payments. All of the kiosks are being segregated to one portion of the network in order to securely accept payments from our patrons. This process was complex because several vendors such as mk Solutions, Govolution, and the bank had to interact to enable this technology to perform correctly, and securely. The cybersecurity training for staff has been successful.

Mr. Watts concluded his report saying that the Library is having a very good year. He asked if there were any questions or comments from the Board. Mrs. Watts asked if the Library has ever had a partnership with CATS, the public bus system to which Mr. Watts replied affirmatively. Mrs. Watts said that the East Baton Rouge Parish School System is teaming with CATS. She asked if the Library could offer the students free tokens and bus cards. Many students involved in after school sports would benefit from being able to take a bus to the Library after their sports activities. The parents could then pick them up from the Library afterwards. She asked if the Library Board and the staff would be agreeable to this possibility. She said they are having another meeting in two weeks and asked if this could be suggested. Mr. Watts said the Library is always interested in giving patrons greater access to our resources including traveling here by bus. He added that the CATS staff will probably want to discuss this with the Library staff, and we would be happy to explore this service. Mr. Jacob and Mr. Luther both said it is a great idea. Mrs. Watts thanked them.

A copy of the 2019 Library Overview is appended to the minutes.

Mr. Jacob asked if there were any other comments or questions from the Board. There being none, he read Item C under New Business.

Ms. Nicole Allmon-Learson arrived at 4:30 p.m.

C. To Vote to Send Comments to City-Parish Administration regarding Tax Abatement Proposal – Mr. Spencer Watts

Mr. Watts said the Board received a copy of the tax abatement application by Louisiana Fish Fry Products. Traditionally in the past the Library Board has felt that the Metropolitan Council is in the best position to decide whether the tax abatement is worth the economic incentive. Mr. Jacob said we normally forward this request without further comment. Mr. Luther made a motion to make no comment to the Council on the tax abatement renewal request from Louisiana Fish Fry Products. Mrs. Watts seconded the motion which passed unanimously.

Mr. Jacob asked for any public comments under Items B and C, under New Business. Mr. Luther told the Library staff to continue the good work they are doing. Some of these projects have taken quite a while to accomplish, but each has moved through steadily. He thanked the staff for their good work. Mr. Watts thanked Mr. Luther for his comments.

Mr. Jacob then proceeded with the next agenda item, Reports by the Director. There were no Special Orders under Item III.

IV Reports by the Director

A. Financial Report

Mr. Jacob asked Mr. Watts to present the reports. Mr. Watts asked Ms. Pinsonat to give the financial report. For 2019, operating expenditures through September 30, 2019 are \$26,901,221.44, or 58.65% of the operating budget. Through September, we should have spent no more than 75% of the budget.

Cash collections from Property Taxes for 2019 still exceed those of 2018, as we are approximately \$1.2 million, and 2.66% ahead of last year.

Ms. Pinsonat asked if there were any other questions. Mr. Jacob asked why the Library is so far ahead of last year's revenue. Mr. Watts said we have more income due to increased interest income and the increase of property values. He reminded the Board that next year the property taxes will be rolled back, so that will roll back the increases in the amount of revenue substantially. Mr. Jacob thanked Ms. Pinsonat and then read Item B.

Mr. Donald Luther left the meeting at 4:38 p.m.

B. System Reports

Mr. Watts asked Ms. Stein to give the systems report. Ms. Stein pointed out a handout that the Board received at their places in celebration of the 80th anniversary of service of the East Baton Rouge Parish Library. The Library was founded in September of 1939. The Baton Rouge Room has archived many of the early Library documents containing statistics, and correspondence. She noted that the Library has had 52.7 million visitors since 1982. Since 1939 the Library has circulated 111.3 million items, and 24.4 million questions have been answered since 1939.

Ms. Stein then gave the *Around the Parish* report.

- The Library will celebrate 80 years of service to patrons over the next few weeks through our social media platforms.
- The Central Branch Library became an early voting site on September 26th when a ribbon cutting ceremony took place.
- 4,367 citizens used this site to early vote. Voting is part of democracy in action. American libraries have always been democratic centers.
- On October 5th, the Pride-Chaneyville Branch Library celebrated *Looking Back* at the 11th Annual Community History Festival. This event takes people back to their country roots.

- The 42nd annual Author Illustrator Program was held on October 3rd and 4th, featuring Matt de la Peña. He is one of the most eloquent writers.
- Students from Lee High's creative writing class attended the Author Illustrator program on Friday.
- A *Grow with Google* event was held at the Scotlandville Branch Library on October 11th. The organizers brought chromebooks, and conducted 100 one-on-one sessions to assist small business owners, and entrepreneurs to grow their businesses.
- *Google* staff also conducted workshops, leaving a tool kit for our Small Business Reference staff to use in assisting our business patrons.
- The 5th Annual Baton Rouge Mini Maker-Faire[®] will be held on October 19th at the Main Library. The theme is Stitch, Style, Make with a sub-theme of wearable art.
- The Louisiana Book Festival will be held on November 2nd. Our Library will announce the book selection for the spring *One Book/One Community* read.
- Young Adult author, Kathleen Glasgow, will speak at the Louisiana Book Festival, and will also give a talk at the Main Library on November 3rd. She is the author of *Girl in Pieces* and *How to Make Friends with the Dark*.
- The 19th Annual Attic Treasures & Collectibles will be held at the Main Library on November 9th. The public bring items to this event to be identified, including their possible value.
- GIS Day Baton Rouge will be held on November 13th with activities for students from various schools during the day. Later in the day adults will be able to hear speakers talk about Census 2020, River/Watershed Modeling, LIGO, and Innovation in the Classroom.
- The Constantinides New Music Ensemble Concert will be held on November 17th featuring LSU School of Music students who compose music.

Ms. Stein asked if there were any questions. There being none, Mr. Jacob thanked Ms. Stein. He then read Item C, Other Reports.

C. Other Reports

1. Maintenance Report and Additional Capital Projects

Mr. Watts said that Ms. Edson would deliver the maintenance and capital projects report. Ms. Edson stated that the Library Facilities staff have been very busy. They repaired the parking lot pole lights at the Main Library. They also installed new belts on the second floor air handlers and received chemicals to treat the cooling tower water system at the Main Library. At the Scotlandville Branch, they repaired several light fixtures, and replaced bulbs. The staff cleaned

and treated the cooling tower water system at the Baker Branch. In preparation for the Maker Faire, the facilities staff cleaned and washed debris off the top of the canopy in the plaza area. All of the metal stakes that were supporting the trees in the Main Library parking lot have been removed. Ms. Edson noted that the Baker Branch courtyard was pressure washed, and the fountain in the courtyard was repaired.

Ms. Edson then discussed the repair of the leak in the chilled water line at the Scotlandville Branch which will begin on Monday, October 21st. They had been able to repair a small leak, but there is an additional one under the slab. The full extent of the second leak is not yet known. Therefore, the water will need to be turned off for at least two days. The actual water cut-off will occur on October 31st and November 1st. She said we had anticipated closing the branch the morning of November 2nd for homecoming at Southern University. This scheduled closing will provide some extra time should more work need to be done. Ms. Edson added that the community will be informed of this closure through a press release and on the Library's website, as well as at the branch.

The Library Facilities staff are obtaining quotes in order to hire a vendor to backfill the hole created by the water leak. She said a structural engineer created the design for this final step in the repair.

Ms. Edson told the Board that the overgrowth has been cut at the Fairwood Branch. The Fairwood Estates Homeowners Association is pleased with the results, and the lawn mowing vendor understands where grass cutting must be done.

A fully executed contract and the Notice to Proceed have been received this week for the design work on the replacement of the boiler and chiller at the Delmont Gardens Branch. Ms. Edson said she will meet next week with Mr. Sean Johnson, architect with City-Parish Architectural Services, and the vendor who will complete the work to initiate this project. She added that the Notice to Proceed with the design work for the roof and A/C replacements at the Outreach Facility was received on October 14th.

Ms. Edson concluded her report noting that bid documents were submitted for a preventive maintenance contract for the boilers at all of our facilities. Another was submitted for parking lot maintenance to include sweeping semi-annually at the Main Library, and as needed at the branches. It also includes parking lot striping and pressure washing.

Ms. Edson asked if there were any questions from the Board. There being no comments or questions, Mr. Jacob thanked Ms. Edson, and then asked Mr. Watts to give the Miscellaneous Reports.

2. Miscellaneous Reports

Mr. Watts said the Library staff and City-Parish Architectural Services are working on completing the Scope of Work that will be required to request proposals for the design of the south branch library. Architectural Services reviewed the Library's proposed budget, and stated that it is a reasonable financial plan for that facility.

The Mayor's Office recently convened a meeting to address the various issues associated with homelessness. Some of the issues stem from their behaviors such as where they are congregating. Our Library offers many services to the homeless such as the case workers who can make referrals. The homeless fall into a variety of categories such as those that are one paycheck away from a crisis, or those who have severe, on-going problems that can be psychological, addiction-related, or physical.

Mr. Watts said that libraries have traditionally been a place where we can help people. Many enter the Library for a respite from the heat or the cold. Many homeless have a routine of coming to the library because they need access to a computer to keep in touch with their support system.

The homeless can also have difficult problems and issues which can affect the Library and others in the community. Mr. Watts said BREC experiences challenges with the homeless who try to live in their parks.

We do want to help the homeless get connected to the services they need to improve their well-being. However, there must be a balance between helping the homeless and addressing the greater good of the community. This balance calls for different strategies, and the Library staff does well meeting the challenges involved.

Mr. Watts discussed political speech at the Library. There has been some concern about political speech in all public facilities, and not just the Library. Some are asking that an ordinance or regulation be passed regarding political speech in public facilities. The Library has policies that deal with this concern. He noted that public libraries, as defined by a large body of case law, are limited public forums. As such, the Library can place a restriction on speech if it would disrupt the Library's core mission or primary function. At the same time the Library has an obligation to protect first amendment speech rights in a public space. This requires a delicate balance.

Mr. Watts explained that the Library allows political programs that include multiple presentations by various candidates, or a forum to discuss issues sponsored by a civic or community organization. We do not want one group to receive an undue advantage over another group. We allow people to use our spaces for planning and organizational meetings. However, we do not permit direct political events such as candidacy announcements, campaign rallies or partisan assemblies.

Ms. Candace Temple left the meeting at 5:00 p.m.

Mr. Watts then discussed several technology topics. In regard to the issue of the VDI stations randomly crashing, Mr. Brandon Trent, Library PC/LAN Specialist, created a new delivery method to address the problem. Part of the solution also involved installing more servers. As we add more VDI stations, we will need to increase our server capacity. There also seemed to be a timing issue between Envisionware, the computer reservation software, and the Cetrix software.

The Library's network security training is progressing and the number of test phishing opens have dropped from 21% to 17%. There were some instances of false positives in certain segments of the network. Therefore, the open rate may be somewhat lower.

Mr. Watts said we are investigating a new ticketing process and procedure for tracking work within the Library's Computer Services Department which will be compatible with Asset Panda, the tracking software for facilities management.

The new MFD's are working reasonably well, and the number of repair tickets has dropped dramatically compared to the tickets submitted on the old MFD's during their last months of usage.

Mr. Watts then discussed the installation of the new surveillance systems. He said the Main Library, and the Carver and Delmont Gardens Branch Libraries have been completed. Since we have sufficient budgeted funds, we will also replace the system at the Scotlandville Branch Library. He said a request has been made for a quote for the Fairwood Branch Library. He noted that the old Pelco system continues to have increasing problems, and needs to be replaced system-wide.

Mr. Watts then discussed the status of the project to allow the use of credit and debit cards for the payment of Library fines and fees. He noted that the projected date for this service is October 30th.

Mr. Watts discussed the pop-up library at the Baton Rouge Airport. He said the staff discovered that if the unit went off-line, there was no automatic alert. Our vendor, Baker & Taylor has been notified and they are working on a solution. In the meantime, Mr. Angelo Sideris, from Library Computer Services has created a script that runs each night and can detect when there is no activity. In these cases, our vendor can reboot the system.

Mr. Watts then discussed the ribbon cutting ceremony at the Central Branch Library as an early voting site. He said everyone was happy, especially the City of Central officials. Metropolitan Council President Scott Wilson was extremely pleased as was Mr. Steve Raborn, Registrar of Voters. On the first day of voting, 629 people voted meeting a need for citizens in that area.

On September 30th the Library administrative staff met with the Mayor's staff and the City-Parish Finance Department for a broad 2020 budget review. The staff is also preparing to finalize the City-Parish All Hazards Recovery & Resilience Plan. He also noted that the Library staff has been reviewing the Library's policies regarding fines and fees. In the coming months some changes will be brought to the Board for consideration in an effort to mitigate the inability of some patrons to use the library.

Mr. Watts asked if there were any questions on the Miscellaneous Reports. There being none, Mr. Jacob asked if there were any public comments under Reports by the Director. There were none. Mr. Jacob thanked Mr. Watts, and then read Item V, Reports by Committees.

V. Reports by Committees

A. Report by Committee regarding Review of Rules and Regulations for Library Board Members – Ms. Nicole Allmon-Learson and Mr. Donald Luther

Mr. Jacob said that he and Mr. Luther talked yesterday about this item and realized that they had even more questions on this topic that they could not answer. He said he thought that the Parish Attorney might need to assist the Board. Mr. Jacob said he is not certain that they can restrict Board members from speaking in a given area.

Mr. Watts replied that the Board should follow *Robert's Rules of Order*. The Board can restrict some speech if the member is speaking out of order, and this is widely accepted. This is a means of regulating the business of the Board. However, there are other areas in which the Board would need to be cautious. Mr. Watts said he spoke to the staff at the State Library about this topic. They conduct workshops for library boards around the state on how to conduct Board business, and on what types of processes and procedures are acceptable. He added that some of the concerns were about how the Board could express concerns, debate a topic, and when or where that would be appropriate. The Board cannot regulate, but can make suggestions, or establish guidelines. The State Library could assist in these areas. Mr. Watts noted that the State Library staff will not be available until after the Louisiana Book Festival on November 2nd. He also suggested that the Board further discuss in what areas they need assistance. The Board could then decide whether a work session with the State Library staff would be helpful.

Ms. Allmon-Learson said it is important to establish what the hierarchy is in terms of how we as individuals of this Board represent the Board as a whole, and whose responsibility that is. She said the Board has a sense of what that is, but it would be wise to put this in writing so that it can be followed.

Mr. Jacob asked if defining this in writing would require the Parish Attorney's input and approval. He asked what exactly can the Board restrict individual members from doing. He added *Robert's Rules of Order* govern how we conduct our business at the Board meeting. The Board needs guidance on how the members should act and speak outside of the regular meetings. He said he'd like to know when a member can and cannot speak.

Mr. Watts said the Board cannot have gag rules. The Board should have free, open discussions with a diversity of opinions. At times the difference of opinions may be small, but at other times, they may be great. Everyone should have the opportunity to be heard. Comportment and the venue one chooses that could be counterproductive in some ways, was part of the concern recently.

Mrs. Watts said she thought that getting a response from the Parish Attorney is a good idea. Mr. Jacob said that whatever language the Board drafts on this topic, should be reviewed by the Parish Attorney.

Mrs. Guarisco said she supports having some training conducted by the staff of the State Library. She asked who would be the appropriate one to contact them. Mr. Watts said he can contact them

on behalf of the Library Board. A couple of Board members could be asked to speak with them individually as they plan the workshop in order to ensure that they cover the necessary information.

Ms. Wascom said she felt the main discussion was that when an individual speaks to the public, that person is speaking as an individual and not as a representative of the entire Library Board. Mrs. Watts said the Board needs guidance about speaking in a public forum to which Mr. Jacob agreed.

Mr. Jacob then said this item should be deferred to the next Board meeting. He asked if there was any public comment on Item A under Reports of Committees. There being none, he read Item A under Unfinished Business.

VI. Unfinished Business

A. Update on River Center Branch Library Construction – Mr. Spencer Watts

Mr. Watts discussed the River Center Branch Library construction project. He said work continues with steady progress being made on both the final remediation activities and the general construction tasks.

The official date for substantial completion remains the last week of October. It would appear that the completion date will be in the first couple of weeks of November, or possibly later. At this point, some materials are on back order which happens frequently on construction projects.

Mr. Watts emphasized that the date is for substantial completion. Then the punch list, and the inspections will follow. The punch list can be quite extensive which would not be unusual for a project of this size. The contractor will then need time to address these items. Finally, the books, furniture, and equipment will need to be moved into the building and installed. All of this will take more than a month.

Mr. Watts said the unfortunate tragedy of the collapse of the hotel construction in New Orleans will probably produce a certain amount of renewed anxiety for some regarding the construction problem that occurred with our project. He noted that there was much speculation regarding the cause of the problem with the River Center Branch construction. Similar concerns are being expressed in New Orleans. He added that his observation is that while the cause of the New Orleans collapse is not known at this time, it was certainly different in scope and in the way it unfolded when compared to our issue.

The River Center Branch facility did experience a significant structural event. It has been costly in terms of delay and the remediation cost. In our case, there was no catastrophic and cascading failure of large portions of the building, and no collapse of any part of the structure occurred. We had a problem and it had to be fixed. The structure and the origin of the problem have been carefully studied and analyzed by a team of engineers. Then a thorough remediation plan was devised and has been very meticulously carried out. There will be a painstaking inspection and review prior to final acceptance. At the end of this process, the building will be a very safe and

sound structure. As with all buildings, once it is occupied various sounds will be heard that are entirely normal. These normal sounds will make some people concerned.

Mr. Watts also reported that interior work has been progressing on all floors. An initial coat of paint has been applied on most of the walls throughout the building to be followed by a second coat. Over 60% of the glass entrances on the third floor have been installed. The interior ACM panel installation is slightly behind schedule due to a material shortage, but should be complete by the end of the month. Lighting on the second floor is complete, and was nearing completion on the fourth floor. Mechanical, electrical, and plumbing trim work was behind schedule, but is now progressing at a good pace. Balcony pavers were in place, and trim work was proceeding around the base and parapet wall. The exterior ACM panels and trefoil shades have all been installed.

Mr. Watts also reported that work on window e10 was proceeding smoothly and at a good pace. Work in this area should be finished this week. Remediation on the upper roof began the first week of October. Moisture mitigation tests have been completed with many areas that will not require mitigation treatment. Therefore, a credit will be applied. A final decision has been made regarding the vestibule sprinkler location and layout. The plaza grade beam was re-excavated, and the wall was scheduled to be poured this past week. The contractor has been working with City-Parish Architectural Services to schedule partial inspections for the above ceiling work which must be approved before the ceiling is closed. The original landscaping subcontractor is no longer available. A new subcontractor has been hired for the project.

Mr. Watts asked if there were any questions. Mr. Jacob asked if the project is still on schedule for completion. Mr. Watts replied that he believes it will be later than the second week of November. He noted that the official date is October 22nd, but it could be around November 10th through November 14th.

Mr. Jacob thanked Mr. Watts, and asked if there were any other questions or comments about the River Center Branch Library. There being none, Mr. Jacob read Item B under Unfinished Business.

B. Update on Renovation of Greenwell Springs Road Regional Branch Library – Mr. Spencer Watts and Ms. Patricia Husband

Mr. Watts said Ms. Husband would give an update on the Greenwell Springs Road Regional Branch Library renovation project. Ms. Husband showed several photos taken at the branch. The first photo illustrated the saw cutting for the trenches. Once the cuts are completed, the contractor will remove the concrete in order for the electrical subcontractor to begin roughing in the electrical conduits. She noted that the additional conduits are needed for data and power in the renovated space.

Ms. Husband then showed a slide of the completed demolition work and the plumbing rough-in for the new staff restroom. The third photo was a view of the new center skylight installed last year along with the demolition exposing the metal studs. The next photo showed the contractor

installing the HVAC ductwork. The final photo was a view of Children's Services. The ductwork, lifts and equipment are in place for the work in this portion of the renovation.

Ms. Husband told the Board that the demolition in Phase 2 is approximately 99% complete. The contractor has completed the demolition on the front wall which has been covered by plywood. This wall had been part of the Circulation workroom. In the new design this area will become the new entrance into the facility. The crossbeam has been cut and the area has been braced. She noted that Phase 2 is estimated to be finished by the first week of February. At that point the punch list will be addressed, followed by substantial completion and partial acceptance of the construction.

Ms. Husband noted in regard to the HVAC work, the Variable Air Volume (VAV) boxes have been installed, and approximately 60% of the ductwork has been completed. She also said that insulation is being applied on the hot and cold water supply lines. They have found some residue on the fiberglass insulation that wraps the pipes. They are investigating the cause which may require shutting off the water for a day or two. Should this be necessary, the facility would need to be closed to the public. She said the Library staff is waiting for further information from the architect and City-Parish Architectural Services.

Ms. Husband reported that there have been several power outages resulting in damage to a variable frequency drive. She said a work order was input by Demco for the installation of a meter that will track the outages and why they are occurring. This issue is not restricted to the library facility, but appears to be a system issue in that area.

The contractor is also working on the meeting rooms. The old partition walls have been removed. The new partition walls should have been delivered this week and installation begun. The pass through door is on back order which will require the installer to return to complete the job. Once the partition walls are installed, the contractor can work on the sheetrock. Saw cutting in selected areas of the meeting rooms will then be completed, followed by roughing in the conduits. The estimated completion date is prior to December 1st which will then allow patrons to use these rooms.

Ms. Husband gave an update on work in Phase 1 of the building. Punch list items are being addressed. She added that the staff at the branch have done well noting when outstanding items are completed, or remain to be completed. She said the items are minor ones such as a bent window sill, lights that need to be cleaned, or keying some doors. The staff is monitoring the progress because there are many details involved which could be overlooked.

Ms. Husband noted that the Library staff met with the architect and City-Parish Architectural Services to finalize the furniture package for this renovation. She said she received photos yesterday of the furniture package, and millwork revisions for the Circulation desk. She added that she will send these revisions to Architectural Services. Once the revisions are finalized, the furniture can be ordered.

Ms. Husband asked if there were any questions. There being none, Mr. Jacob thanked Ms. Husband. He then read Item C under Unfinished Business.

C. Update on Renovation of Jones Creek Regional Branch Library – Mr. Spencer Watts and Ms. Kristen Edson

Ms. Edson gave a brief update on the renovation of the Jones Creek Regional Branch Library. She showed the Board several photos of the renovation. The first photo was taken in Children's Services which currently remains fully accessible. The construction work is on schedule with Phase 2 of the project to begin in mid-November.

Ms. Edson reported that a meeting of the Library staff and the architect regarding the location and configuration for floor boxes went very well. Additions and deletions to the power and data plans were resolved satisfactorily.

She reported that the work on the sprinkler system is approximately 80% complete. She pointed out a photo illustrating where the contractor is using a scissor lift to access the sprinkler pipes near the skylights. They replaced the pipes and have begun painting them. Additional ceiling work should be underway at this time. Ms. Edson said there was an issue with the sprinkler riser which was shared with the domestic water riser. This was permitted at the time of the original construction in 1990. However, current standard practice does not allow for this method. The architect is working with the contractor to determine best practices for this issue. In the old configuration water remains in the sprinkler lines and can accumulate sediment, causing problems in the domestic lines.

Ms. Edson said that at the last construction site visit, they discussed the plans for the temporary public entrance and revised them. It was decided that there will be a single swing open door outfitted with push button openers for ADA compliance. The contractor will fabricate and install a simple overhang to provide protection from the elements. The security system pad will need to be relocated to this temporary entrance along with moving and installing some of the RIFD gates. Since the temporary entrance is smaller, only some of the gates will need to be relocated. She noted that the staff is communicating with mk Solutions for assistance in moving, relocating and storing the gates. She said the staff has requested a Purchase Order for the moving and storage of the gates that will not be needed during the renovation work.

Ms. Edson showed the Board a photo of the floor boxes that were installed to provide additional power and data. After the installation of the floor boxes, the trenches were refilled with concrete.

Ms. Edson also reported that storm drains and catch basins were reinstalled at the front and rear of the building. An existing sewer pipe was slightly damaged, and replaced by the contractor.

She showed another photo of the demolition of the brick wall in preparation for the construction of the new conference room. The contractor has also begun preparations for pouring the concrete slab. A window was removed and plywood is covering the space which will eventually contain a door into the conference room. The last photo shown was of the outline of the new ADA ramp and sidewalk, ready for the pouring of concrete to complete the job. She added that inactive irrigation piping was removed from this area.

Ms. Edson noted that the remaining extremely resistant carpet glue residue was removed from the floor. The VAV boxes for the HVAC system were installed the week of September 30th. The contractor is continuing to rough in the electrical connections, and drywall installation has begun.

She noted that the Library staff is working with Cox Business and the contractor regarding the location of the new data mark (D-mark) spot for the telecommunication relocation. Cox labelled the wires last month. However, moving the box has still to be completed. The work plan was approved by Cox. We are now waiting for the City-Parish permits to be issued in order to do this work. The work should take two weeks to complete.

Ms. Edson said a meeting to review the furniture package is scheduled for October 23rd. Ms. Husband has been working with the shelving vendor to determine how to reuse the existing shelving, and where to store the unused shelves. She also reported that samples of the glass eraser boards arrived, and were tested with erasable markers. Selections were made and sent to the interior designer.

Ms. Edson asked the Board if there were any questions. There being none, Mr. Jacob thanked Ms. Edson.

Mr. Watts added that the cost of the proposed temporary entrance canopy was very expensive. The Library staff decided to request a simpler design in order to save on costs.

Mr. Jacob asked if there were any public comments on Item VI of the agenda. There were none, so he read Item VII, New Business.

VII. New Business

A. Discussion of Change of Start Time of Regular Monthly Library Board Meetings

Mr. Jacob noted that this topic was brought up last month. He asked the Board members to express their preferences regarding changing the time of the monthly Board meetings. Mrs. Watts said 4:00 p.m. was a good time for her. Mr. Watts said the Library staff talked about it because they noticed that some Board members had difficulty getting to the meetings at 4:00. Mrs. Guarisco has a long drive to get to the meetings, and Ms. Allmon-Learson has difficulty getting here at 4:00. He said 4:30 might be a better time.

Mr. Jacob said that three Board members are missing from this discussion. He also said 4:00 is fine with him, but even 5:00 would be acceptable. Ms. Allmon-Learson said she would appreciate starting later if it wouldn't be too great an inconvenience for the other Board members; 4:30 would be good, or any time after 4:30. She added that she wants to be present for the entire Board meeting. Mrs. Watts asked if 4:30 would be late enough for Ms. Allmon-Learson to which she answered affirmatively.

Mrs. Guarisco said 5:00 might be better for future Board members. If one has children in school later might be more convenient. Mr. Jacob noted that he takes off time from work because his work day ends at 4:30. Mrs. Watts said it seems that 5:00 might be the better time for the meetings.

Mr. Jacob asked if this topic requires a vote. Mr. Watts replied that since the Board would be changing the time of a public meeting, they should take a vote possibly at the next Board meeting. The new starting time could begin with the January Board meeting. Mr. Jacob asked when the Board wished to vote on this change of time. Both Ms. Allmon-Learson and Mrs. Watts said the vote should occur next month since some of the members are not present. Mr. Jacob agreed and said this item and vote will be addressed at next month's meeting.

Mr. Jacob asked if there were any public comments on Item A. There were none, so he read Item VIII.

VIII. Comments by the Library Board of Control

Mrs. Guarisco said she always appreciates the monthly meetings because she appreciates getting information on the many projects and events occurring in our Library system. She commended Mr. Watts and the staff for their work. It is very impressive how much is accomplished and how many of our citizens take advantage of the tremendous resources the Library offers.

Mrs. Watts said she looks forward to coming to the Board meetings because she feels welcomed, and considers this her extended family.

Ms. Wascom said she enjoys Ms. Stein's *Around the Parish* report, and anticipates what programs she'd like to attend, and sorry about the ones she's missed. She thanked the staff.

IX. Adjournment

Mr. Jacob asked for a motion to adjourn. Mrs. Watts made a motion to adjourn and Mrs. Guarisco seconded the motion. The meeting was adjourned at 5:50 p.m. by unanimous vote.

Mr. Jason Jacob, President

Mr. Spencer Watts, Library Director

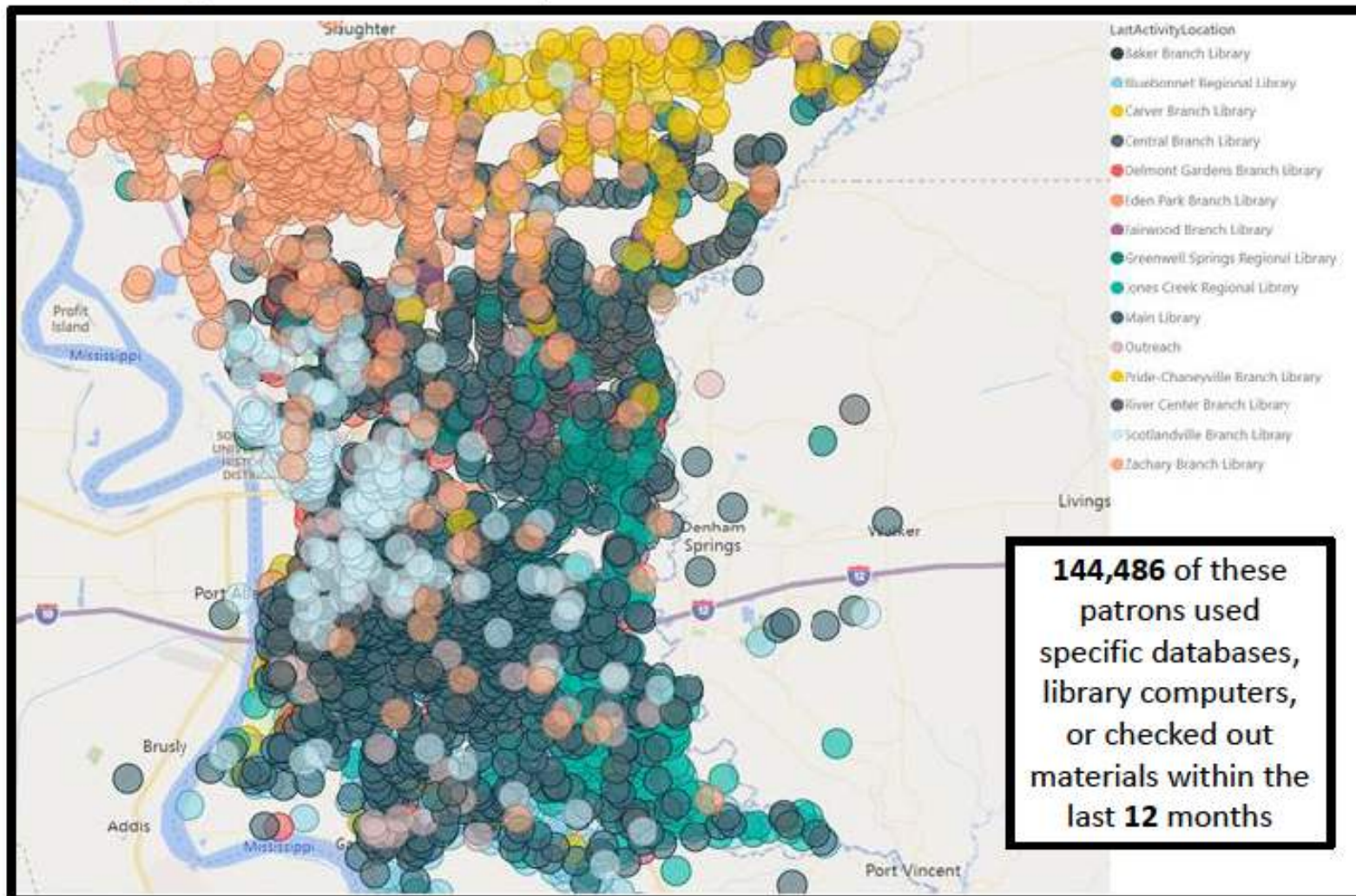


EAST BATON ROUGE PARISH
LIBRARY

Library Overview | Year To Date

October 2019

10/1/2019: 261,065 Current Cardholders



New Content Since May 2019

Since May 2019...

- Playaway Launchpads for regular Children's Collection
- Wonderbooks read-along books by Playaway
- Phonics Books in new, manageable format

New or Enhanced Digital Resources:

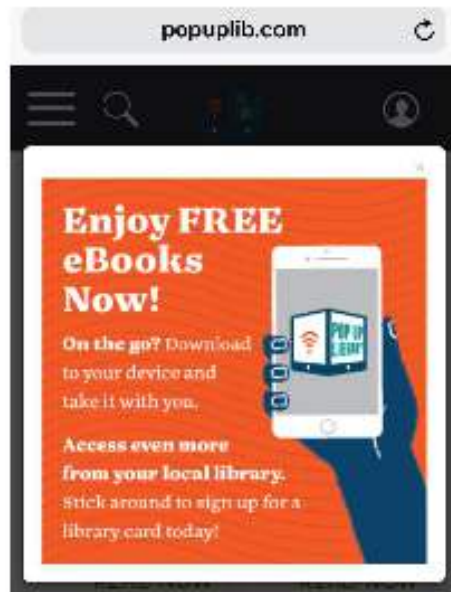
- i-wave for grant seekers
- Miss Humblebee's Academy for pre-school children
- Scholastic Teachables and Scholastic Watch and Learn
- ABDO Zoom interactive learning for early grades
- Language Line offers translations on-demand
- Cell-Ed online training for ESL / low-literate workers via phone
- DemographicsNow resource integrates with Gale Business
- Statista enhancements include Consumer Market Outlooks
- Nexis Uni is a rebrand of Lexis Nexis / Lexis Nexis News
- Accel5 online business and management courses
- LYRASIS Learning Library for library staff training

Changing Marketplace

- E-book Pricing
- Issues with Lynda.com platform from new owner LinkedIn



New / Emerging Technology



Pilot Project at the BR Metro Airport
with Baker and Taylor's New Pop Up Library –
eBook "hotspot" for *potential* patrons



Lively Programming

- **Summer Reading Program**
 - Chasing the Moon
 - Cool Careers Series
 - Summer Film Camps
 - LPB's Ready Jet Go! Space Camp
- **Authors:**
 - Olivia Pass and Catharine Brosman with *Louisiana Poets*
 - Adam Smyer with *Knucklehead*
- **Veteran's Oral History Project**
- **42nd Annual Author Illustrator**
 - Matt de la Peña
- **Pride-Chaneyville Community History Fest**
- **Baton Rouge Mini Maker Faire**
 - "Stitch Style Make"
- **Attic Treasures & Collectibles**
- **Louisiana Book Festival**

Continuing Push to Promote Library's *Small Business Services*



- ULC Cohort: Year Two
- **Grow with Google** Project
- **Career Center** Integration
- Mayor's Office: **EmployBR**
- **BRAC, SCORE**, and Many Other Community Partners





Focus on Literacy

- **Sensory Storytime**
- **Goodnight Storytime** on Facebook
- **1,000 Books Before Kindergarten**
 - Adding *Garden Stories* with author Will Hillenbrand to the Annual Celebration in March 2020
- **Reading Is Elementary: 1,000 Books Beyond Kindergarten** begins in January 2020
- **“After School Snack ‘n’ Study” Pilot** begins soon
 - Greater Baton Rouge Food Bank is providing the snacks
- **Literacy Texts** sent weekly since August 2019
- **Literacy Activities Calendar & Alphabet Bookmarks**
- **Increased Outreach** to Individual Change-makers
- **Deposit Collections** at More Locations
- **Cultural Gumbo** Reading and Discussion series
 - Patterned after original *Prime Time Family Reading Time* pilot developed at EBRPL in 1991

Community Partnerships Range from Science to Community Issues to Economic Development

LPB with Space Camp & Bright by Text
Geaux Science with LSU
NASA and Summer Reading Program
Greater Baton Rouge Area Food Bank
ECCN - Early Childhood Community Network
Grow with Google
Mayor's Office:

- EmployBR
- Cyber Security
- Emergency Preparedness
- Homelessness Prevention

Ardendale / HUD / Build Baton Rouge / BRAF
BR Refugee Day
Pennington Biomedical Research
LSU's Coastal Sustainability Studio
Staff Training from NLM / LSUHSC Libraries
BRBytes with National Science Foundation



Mayor Broome Convenes
Homelessness Prevention Provider Meeting



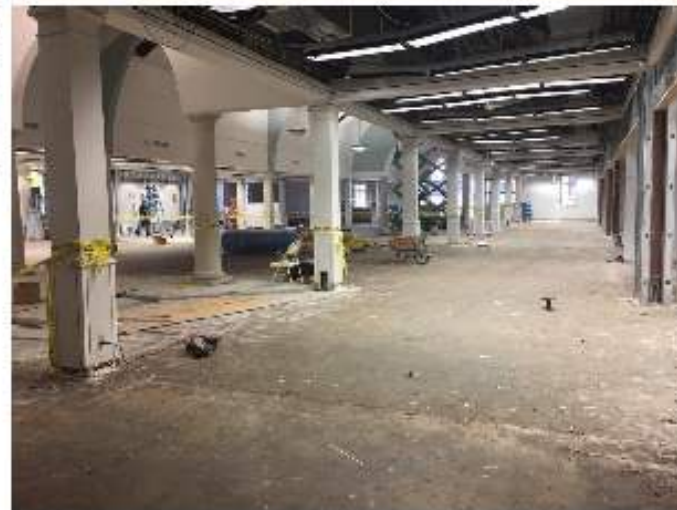
**River Center
Branch Library**



Greenwell Springs Road Regional



Jones Creek Regional Renovation



- **Phase 1 of Construction Began July 2019**
- Significant portion of Adult and Teen book collections were moved off-site during summer
- Shelving, computers and service desks moved to temporary location in old magazine area
- Part of Children's collection being moved out now in anticipation of relocation during Phase 2

Land Acquired for South Branch



- Architectural Selection Process Underway with City Parish's ***Design and Planning Selection Board***
- Newly imagined Rouzan TND
- Favorable location, easy access
- Site will accommodate between 16,000 – 18,000 square foot neighborhood library
- Dedicated parking



Other Major Maintenance Projects



- **New Security Cameras**
- **Window Washing contract**
- **Irrigation System and Fountain Pumps repaired at Main Library**
- **Bluebonnet's End Panel replacement project almost complete**
- **Scotlandville's Chilled Water Lines repair underway**
- **Project underway to replace Roof and HVAC at Outreach Services Center**
- **Design underway for Chiller replacement project at Eden Park**
- **Design underway for Boiler and Chiller replacement project at Delmont Gardens**

Back-of-the-House Efficiencies



Virtual Desktop Initiative

Network Bandwidth Upgrades at all Locations

New Firewall Project underway

Revised Procedures

- Based on Audit Recommendations

Vertical Lift Modules Installed at Outreach

- Provides high-density storage in small foot print

RFID System:

- Using Inventory Wands now, especially with collections affected by renovation projects
- Credit Card/Debit Card functionality *almost* complete
- Gates down at JCR and GSR due to construction

Staff Training:

- Cyber Security (all staff)
- Sexual Harassment Prevention (all staff)
- Security Incident Reporting (all staff)
- Ethics (all staff)
- Mandatory Reporting (all staff working with children)
- Safe Driving, Homelessness and many other topics