

MINUTES FOR REGULAR MEETING OF THE
EAST BATON ROUGE PARISH LIBRARY BOARD OF CONTROL
MAIN LIBRARY
FIRST FLOOR LARGE MEETING ROOM
7711 GOODWOOD BOULEVARD
BATON ROUGE, LA 70806
AUGUST 18, 2022
4:00 P.M.

AGENDA

CALL TO ORDER – Jason Jacob, Board President (4:02 p.m.)

PLEDGE OF ALLEGIANCE – Candace Temple

ROLL CALL – Rosana Sotile, Assistant to the Deputy Library Director

Jason Jacob, Board President – Present

Candace Temple, Board Vice President – Present

Martha Guarisco, Board Treasurer – Absent

Delores Watts – Present

Donald Luther, Jr. – Present

Kathy Wascom – Present

Nicole Allmon-Learson – Present

A quorum was present

STAFF PRESENT – Spencer Watts, Library Director; Kristen Edson, Deputy Library Director; Mary Stein, Assistant Library Director; Patricia Husband, Assistant Library Director; Ronnie Pierce, Assistant Library Business Manager; Rosana Sotile, Assistant to the Deputy Library Director; Jason Salsbury, PC/LAN Specialist.

- I. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JULY 21, 2022 AND THE BUDGET WORK SESSION OF JUNE 30, 2022 – A motion to approve was made by Donald Luther, Jr. and seconded by Candace Temple. **The motion was carried unanimously.**

- II. SPECIAL ORDERS – There were no Special Orders.

Spencer Watts requested to amend the agenda to include VOTE TO SEND COMMENTS TO CITY-PARISH ADMINISTRATION REGARDING TAX ABATEMENT PROPOSAL. A motion to approve was made by Donald Luther, Jr. and seconded by Candace Temple. **The motion was carried unanimously.**

III. REPORTS BY THE DIRECTOR

A. FINANCIAL REPORT – Ronnie Pierce (4:05 p.m.)

- For 2022, operating expenditures through July 31st are 47.18% of the operating budget. Through July, we should have spent no more than 58% of the budget.
- Cash collections from Property Taxes for 2022 remain ahead of those collected in 2021, as we are approximately 0.50% ahead of the same eight months last year.

B. SYSTEM REPORTS – Mary Stein (4:06 p.m.)

- “Around the Parish” slideshow and descriptions of Library programs.
- Mary Stein displayed to the Board a certificate of commendation presented to the Main Library from the Mayor-President, for being an outstanding community partner.
- The Main Library hosted the NOVAC Teen Film Camp premiere; the event was shown on the Teen Services YouTube channel.
- Photos of various children programs at community branches were shown to the Board; over 1.3 million minutes were read during the children’s summer reading program.
- The 5th Annual Mid City Micro-Con was held the first weekend of August at the Main Library; 2,700 people were in attendance.
- The guest speaker for this month’s Business Forum was Whitney Johnson; next month’s guest will be influencer Richard Bliss.

- Michele Harper is the next author for the Library Speaker Consortium Virtual Author Series, for her book, *The Beauty in Breaking*; Simon Winchester is also on the fall schedule for his book, *The Professor and the Madman*.
- The Baton Rouge Mini Maker Faire will be held at the Main Library, October 15, 2022; maker events at other library branches will be held October 10th – 14th; the theme this year is “Reduce, Reuse, Re-Make!”.
- The 45th Annual Author-Illustrator program will be held October 6th and 7th; this year’s selection is “authorator” David Biedrzycki.

C. OTHER REPORTS

1. MAINTENANCE AND ADDITIONAL CAPITAL PROJECTS – Kristen Edson (4:20 p.m.)

- One of the roof top HVAC units at Outreach Services needs a new blower; Carver Branch Library was closed yesterday afternoon due to a broken fan blade causing a Freon leak in one of the air conditioning units.
- Minor lighting repairs occurred at Main, Central and Pride-Chaneyville Branch Libraries; a stretched fabric ceiling panel in the Children’s room at the Main Library needs repair and awaiting a replacement panel from overseas.
- Due to recent heavy rains, roof leaks occurred at Delmont Gardens, Eden Park, Scotlandville, and Zachary Branch Libraries, and at Bluebonnet Regional Library.
- The exterior of Greenwell Springs Regional Library was pressure washed.
- Work continues on securing a preventative maintenance contract for the elevators at River Center Branch Library and the Main Library.
- Interior and exterior window washing was completed at all library locations; the interior curtain wall at the Main Library is scheduled for washing in the next two weeks.
- A window was replaced above the drive-through window at the Main Library; fire extinguisher stickers are now required to be placed on doors and cabinets easily locating the extinguishers.
- Library staff are working to update the Continuity of Operations Plan, which is due to the Mayor’s Office of Homeland Security and Emergency Preparedness by August 31st for FEMA certification.
- A pre-bid meeting for the Outreach Services building improvements project was held August 9th; awaiting additional information before finalizing concepts.
- A pre-mobilization meeting for the multi-branch roof replacement project was held on July 28 to discuss laydown areas and schedules; work should begin next week; crews of 10 to 12 will be working at each location.
- The Metro Council approved the chiller design contract on August 10.
- Architectural Services has engaged a graphic designer to assist with the monumental sign designs for Jones Creek and Greenwell Springs Regional Libraries; would also provide assistance with establishing a standardization of signage for the library branches.
- A notice to proceed was issued yesterday for the additional HVAC unit in the Main Library server room; work should be completed by May 2023.

2. MISCELLANEOUS REPORTS – Spencer Watts (4:30 p.m.)

- Library staff met with consultants for the Strategic Plan, on August 8th; progress was made in reviewing and revising key areas; a draft will be written for final review and approval.
- The Metro Council approved a pay increase that will give Library staff a 5% increase in salary; will become effective September 10th and appear on paychecks at the end of the month.
- Library staff and Architectural Services met with the architects of the Baker Branch renovation project to review revised schematic design drawings; the architects provided a redesigned interior, yet some areas still need attention, including the following:
 - Shelving arrangements
 - Arrangement of soft seating and areas for patrons to move through the building
 - Location and quantity of study tables
 - Placement and size of service desks
 - Location of interactive spaces in the children’s room
 - Size and arrangement of the book drop room
 - Location and quantity of study rooms
 - Overall design of the roofline and the exterior elevations, including number and location of window placements

Board President Jason Jacob asked for public comments. No public comments were made.

IV. REPORTS OF COMMITTEES – Jason Jacob (4:47 p.m.)

- The Library Director Search Committee gave an update regarding their first meeting; a timeline was established for future meetings, including those with the hiring consultant.

V. UNFINISHED BUSINESS

A. UPDATE ON SOUTH BRANCH LIBRARY – Patricia Husband and Mary Stein (4:49 p.m.)

- Library staff received floor plan drawings on July 18th and continue to review them.
- Specification documents were received August 8th; that date will be considered first day of the 30-day review period.
- An updated estimate of probable cost is higher than current budget but not unexpected due to rising construction costs; Architectural Services requested a more detailed budget analysis.
- The architects will conduct a value engineering review, with goal guidance from Architectural Services; an initial set of proposed reductions should be made available in two weeks.

B. UPDATE ON SCOTLANDVILLE BRANCH LIBRARY – Patricia Husband and Kristen Edson (4:52 p.m.)

- A regular monthly meeting was held July 28th; Library staff, the architects, and Architectural Services discussed the following items:
 - Schedule of submitting construction documents
 - A public meeting in September to share construction plans
 - Review of additional millwork and door finishes
 - Logistics of moving compact shelving from the library to the archives
 - A meeting with the technology consultant to determine placement of devices, as well as power and data, for both the library building and archive building.
- Library staff is investigating relocating compact shelving from other branches to the archives building; also reviewing parking area to allow for Bookmobiles to turn around.

Board President Jason Jacob asked for public comments. No public comments were made.

VI. NEW BUSINESS

A. VOTE TO SEND COMMENTS TO CITY-PARISH ADMINISTRATION REGARDING TAX ABATEMENT PROPOSAL – Spencer Watts (5:01 p.m.)

- After reviewing the proposed tax abatement request, a motion to approve without sending comments was made by Donald Luther, Jr. and seconded by Delores Watts. **The motion was carried unanimously.**

Board President Jason Jacob asked for public comments. No public comments were made.

VII. COMMENTS BY THE LIBRARY BOARD OF CONTROL – No comments were made

VIII. ADJOURNMENT – Board President Jason Jacob requested a motion to adjourn. A motion was made by Delores Watts and seconded by Candace Temple. **The meeting was adjourned at 5:02 p.m. by unanimous vote.**

Mr. Jason Jacob, President

Mr. Spencer Watts, Library Director