

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
October 19, 2023
4:00 P.M.

AGENDA

CALL TO ORDER – Jason Jacob, Board President (4:02 pm)

PLEDGE OF ALLEGIANCE – Candace Temple

- I. ROLL CALL – Rosana Sotile, Assistant to the Deputy Library Director
Jason Jacob, Board President – Present
Candace Temple, Board Vice President – Present
Martha Stickle, Board Treasurer – Present (4:45 p.m.)
Delores Watts – Present
Donald Luther, Jr. – Present
Kathy Wascom – Present
Nicole Allmon-Learson – Present
A quorum was present

STAFF PRESENT – Patricia Husband, Co-Interim Library Director; Mary Stein, Co-Interim Library Director; Rhonda Pinsonat, Library Business Manager; Tanya Allison, Assistant Library Business Manager; Rosana Sotile, Assistant to the Deputy Library Director; Bryce Tomlin, Technical Services Coordinator; Daniel Dearing, Network Technician I.

- II. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF SEPTEMBER 21, 2023 AND THE SPECIAL COMMITTEE MEETING OF SEPTEMBER 21, 2023, AS WELL AS THE SPECIAL COMMITTEE MEETING OF SEPTEMBER 22, 2023 – A motion to approve was made by Donald Luther, Jr. and seconded by Delores Watts. **The motion carried unanimously.**

Board member Donald Luther, Jr. requested to move agenda item VII. C to occur before item III. There were no objections.

VII. NEW BUSINESS

- C. VOTE TO AUTHORIZE BRADBURY-MILLER CONSULTANTS TO EXTEND OFFER OF EMPLOYMENT TO THE SELECTED FINAL CANDIDATE FOR THE POSITION OF LIBRARY DIRECTOR – Jason Jacob (4:04 p.m.)

- Board President Jason Jacob called for a motion to approve Bradbury-Miller Consultants to extend offer of employment to the selected final candidate for the position of Library Director.
- A motion to approve was made by Donald Luther, Jr. and seconded by Delores Watts. **The motion carried unanimously.**

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

IV. REPORTS BY THE DIRECTOR

- A. FINANCIAL REPORT – Rhonda Pinsonat (4:05 pm)

- For 2023, operating expenditures through September 30th are 60.21% of the operating budget. Through September, we should have spent no more than 75% of the budget.
- Cash collections from Property Taxes for 2023 remain ahead of those collected in 2022, as we are approximately 9.3% ahead of the same period last year.
- Question from Jason Jacob regarding statement of revenues and interest earnings on investments being a negative number; Rhonda Pinsonat responded that is the amount the Library has collected over budget; she explained that the revenue column will reflect a negative number for over collections, and the expenditure column will reflect a positive number for under spending.

B. SYSTEM REPORTS – Mary Stein (4:07 pm)

- “Around the Parish” slideshow and descriptions of Library programs.
- Over 500 children participated virtually in the Author-Illustrator program; the in-person program was held at the Main Library and featured Author/Poet Carole Boston Weatherford and her son, Illustrator/Poet Jeffery Boston Weatherford; future programs may be free of charge.
- The 10th Annual Maker Faire was held at the Main Library, with makers from all ages and over 2,500 attendees.
- The Library has begun new promotions: Children’s Services is now hosting a “Book Corner” series in BR Parents Magazine; the Press Start campaign will now have more incentives and visuals, as well as a simplified sign-up process.
- Other programs at the Library included the Garden Discoveries series on butterflies, the Hip-Hop Festival, viewing of the partial solar eclipse, White Cane Day in partnership with Capital City Council of the Blind, and Woman’s Hospital’s Light to Remember program.
- Several Library locations served as voting stations: Bluebonnet Regional, Jones Creek Regional, Zachary Branch, and Fairwood Branch; over 2,000 people voted at those locations.
- The Introduction to Dialogue on Race series was held at three library locations.
- The Main Library hosted “Horror Film and Fitness”; short exercise classes with a horror movie theme were taught using the HiveClass database; horror movie nights were held in the outdoor plaza.
- The 23rd Annual Attic Treasures and Collectibles will be held October 21, 2023 at the Main Library.
- Virtual Author Talk series will feature John Irving and John Stamos; the webinars are archived on the Library’s website.
- The Louisiana Book Festival will be held in downtown Baton Rouge on October 28.
- The next Strictly Business series will feature Dr. Craig Greene.
- The Main Library will host a program, “The Rise of A.I.: How Everyone Can Benefit,” on October 25.
- GIS Day will be at the Main Library on November 15.
- Groundbreaking for the Scotlandville Branch Library will be held November 6 at 1:00 p.m.

C. OTHER REPORTS

1. MAINTENANCE AND ADDITIONAL CAPITAL PROJECTS – Patricia Husband (4:26 pm)

- Initial findings of the Facilities Master Plan Survey indicate patrons are overall satisfied with the Library’s facilities and wish for continuation of the upgrades; wide support for S.T.A.R.T (Strategically Targeted Access for Resources and Technology) library branches.
- Replacement of fluorescent ballasts with LED lightbulbs was completed at Eden Park, Jones Creek, Delmont Gardens, Baker, and Zachary branches. The staff will continue this work at other branches.
- On September 25, one of the elevators at River Center branch stopped working and parts are on order. On September 27, the other patron elevator stopped working during an evening event on the 4th floor; the Library’s maintenance staff and branch manager responded immediately; the staff elevator was also not working due to the door being held open too long; the staff elevator and one of the patron elevators have been repaired or re-set and are now working.
- The hot water line repair for Carver Branch was estimated at \$52,000; waiting on a purchase order for work to begin.
- Library staff met with the contractor and Architectural Services to review progress on the Outreach Services renovation project; the contractor finished striping the parking lot and is working on increasing the height of the parking lot gate, so it matches the height of the fence; Library staff asked for a quote to refurbish the janitorial closet; the architect sent a scope of work and waiting on the pricing before approving.
- For the multi-branch improvements project, the architect sent a punch list for review; the following items have been completed:
 - Carver Branch: the contractor has replaced the lavatories and counter in both public restrooms, and re-painted the restrooms
 - Delmont Gardens Branch: the contractor still working on window replacement; the Library received price for replacement flooring in the computer area and awaiting feedback from Architectural Services; carpet still needs replacement in Teen Services
 - Fairwood Branch: still working on flooring installation in staff lounge
 - Pride-Chaneyville Branch: still working on light fixture replacement
 - Zachary Branch: small items to be completed
- Multi-branch roofing project update: all locations still need a review of flashing on the skylight to ensure installation is acceptable:

- Bluebonnet Regional: the contractor will start installing canopies and door hardware; some gutters are leaking; the architect and Architectural Services will inspect the concrete pads that were installed to ensure work is satisfactory; new rails that will be installed at the back of the building near the shipping room need to match existing rails.
- Delmont Gardens Branch: the gap between the newly installed gate near the shipping yard and its hinge needs to be corrected; flashing at the clerestory was completed.
- Jones Creek Regional: the cupola windows shipped September 13 and installation will be scheduled soon; the contractor has installed five of the six canopies; the contractor provided a sample of tile for placement at the emergency exits, but it was not the correct finish; the architect obtained the correct tile and the Library approved the selection of tile and grout; some of the gutters are leaking; the contractor will address this, and will sand down the downspouts to make them smoother; there is a gap between the gutter and the wall that needs to be corrected.
- Zachary Branch: flashing needs to be installed at the cupola.
- A pre-construction meeting was held for the multi-branch chiller replacement project; chillers will be replaced at Baker, Central, Carver, Pride-Chaneyville, and Zachary Branches; the chillers will take between 32-36 weeks to arrive; contractor will install a temporary chiller during replacement; chiller capacity has been upsized at Baker, Central and Zachary Branches; contractor will install temporary chiller connections at each branch and install pumps prior to chiller installation.
- Question from Kathy Wascom if Library staff call administration to report maintenance issues at the branches; Patricia Husband responded that there are several ways to report issues: staff can use Flowpath maintenance ticketing system to report an issue, or if it's an issue with Scope of Work for a construction project then Architectural Services and Library administration are notified; Donald Luther, Jr. responded that he also visits library branches to monitor any possible issues.

2. MISCELLANEOUS REPORTS – Mary Stein and Bryce Tomlin (4:40 pm)

- Library staff have continued to revise the Collection Development Policy and Statement of Concern, using suggested wording from the State Library; the Library Board has also made suggested revisions, and will vote on the final drafts during the November 2023 regular meeting.
- Discussion on library card classification, digital library cards, the Libby app, and the background of the new legislative Act 436; implementation of new policies will occur by June 2024.
- Computer Services update:
 - The website contract was signed and approved; the vendor will schedule a kick-off meeting.
 - An additional 275 hotspots were ordered to continue to bolster supply and meet demand; will bring total hotspots to an even 1,000; the purchase order was received; the purchase is a direct response to input from patrons on the Community Survey.
 - Library Server Analyst, Stephen Solomon, is wrapping up project to expand the Library's Wi-Fi; several issues occurred with the vendor and Stephen is insuring that all installed access points are working.
 - A solution from the ILS vendor was installed into the Library's online catalog to produce better search results, after re-indexing records; this was a result of patron and staff complaints that the catalog was not producing satisfactory search results.
 - Statistics for September:
 - ✓ Kiosks: As of September 30, 30% of checked out items were checked out at a kiosk this year. This represents 257,753 items.
 - ✓ Credit Cards: As of September 30, there have been 1,235 credit card payments made this year by 1,111 patrons for a total of \$19,763.29. \$247.00 of this amount was convenience fees. 15.57% of all payments made have been via credit card payments.
 - ✓ Hotspots: As of September 30, hotspots have circulated 4,067 times by 1,026 patrons this year.
 - ✓ Tickets: In the month of September, 155 work order tickets were created, and 154 tickets were resolved.
- Question from Kathy Wascom regarding the condition of the hot spots; Bryce Tomlin responded that they are still holding up and very few are returned in poor condition.
- Question from Donald Luther, Jr. regarding decreased circulation statistics at certain branches; Mary Stein responded that interlibrary loan statistics can be affected by statewide systems; branch statistics may appear a large number in percentage but it's a small number in quantity; yearly statistics can also be affected by lower staff numbers and branch closures for repairs.

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

V. REPORTS OF COMMITTEES – UPDATE FROM DIRECTOR SEARCH COMMITTEE (5:14 pm)

- Jason Jacob stated this agenda item has already been addressed.

VI. UNFINISHED BUSINESS

A. UPDATE ON SOUTH BRANCH LIBRARY – Patricia Husband and Mary Stein (5:14 pm)

- A groundbreaking ceremony will be held Tuesday, October 24 at 10:00 a.m.; Mayor-President Sharon Broome and Councilwoman Jennifer Racca have been invited to speak, as well as representatives from the architecture firm and the general contractor, as well as Board members.
- Regular meetings will now be held on the first Wednesday of each month at 10:00 a.m.
- Completed site work includes installation of the building pad, batter boards and silt fencing; rough grading is now 80% complete; storm basins were delivered; the general contractor will begin a rough-in for mechanical, electrical and plumbing, as well as digging grade beams and spread footings.
- An 8-inch water line was discovered in a location where it was not expected to be, as it was not originally marked by any of the utility companies; there is concern that the close proximity to the building could cause issues in the future, so the water company will cap and deactivate the water line.
- Library staff are receiving and commenting on submittals, including door hardware and floor box hardware; interior designer is still working on the furniture package.
- Patricia has asked the architect to allow Library Computer Services staff to review the site before concrete is poured, to ensure correct placement of conduits.
- The tree vendor watered the live oak tree on August 17; concerns on the tree's health have risen due to the ongoing drought; a day-long rain in early October provided enough water, and the contractor will fertilize the tree on October 27; the vendor will also inspect a broken limb on the tree.
- A sign has been erected on site that includes a QR code for an Infoguide on the design and construction progress of the library building; the Library may erect an individual sign to include members of the Library Board.
- Question from Donald Luther, Jr. regarding if there will be enough room to park for the groundbreaking, as residential construction projects are blocking many of the streets; Mary Stein responded that the Library has inquired about parking and was told street side parking would be available.

B. UPDATE ON SCOTLANDVILLE BRANCH LIBRARY – Patricia Husband (5:24 pm)

- A Notice to Proceed was issued on October 3, with a commencement date of October 23.
- On October 6, Library Staff met with the architect, contractor, Architectural Services, and Cox Communications representative to review the relocation of the lift station due to the meeting room expansion, as well as the relocation of the Cox cable line.
- A groundbreaking ceremony will be held Monday, November 6 at 1:00 p.m.

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

VII. NEW BUSINESS

A. VOTE TO SEND COMMENTS TO CITY-PARISH ADMINISTRATION REGARDING TAX ABATEMENT PROPOSAL – Mary Stein (5:26 p.m.)

- A motion to forward the abatement without comment was made by Donald Luther, Jr. and seconded by Delores Watts. **The motion carried unanimously.**

B. VOTE TO APPROVE PROPERTY SITE FOR NEW DELMONT GARDENS BRANCH LIBRARY AS PROPOSED BY BUILD BATON ROUGE – Mary Stein (5:26 p.m.)

- Donald Luther, Jr. commented that he will abstain an approval due to an adjacent property that will not be included in the proposed site boundaries.
- Delores Watts recommended to defer the vote to approve.
- Board President Jason Jacob requested a motion to defer the vote.

- A motion to defer the vote of approval to next month's meeting was made by Delores Watts and seconded by Donald Luther, Jr. **The motion carried unanimously.**

VIII. COMMENTS BY THE LIBRARY BOARD OF CONTROL – There were no comments.

IX. ADJOURNMENT – Board President Jason Jacob requested a motion to adjourn. The motion was made by Candace Temple and seconded by Delores Watts. **The meeting adjourned at 5:28 p.m. by unanimous vote.**

Mr. Jason Jacob, President

Mary Stein, Co-Interim Library Director