

**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
November 16, 2023
4:00 P.M.**

AGENDA

CALL TO ORDER – Jason Jacob, Board President (4:08)

PLEDGE OF ALLEGIANCE – Candace Temple, Vice President (4:08)

I. ROLL CALL – Rosana Sotile, Assistant to the Deputy Library Director (4:09)

Jason Jacob, Board President - Present

Candace Temple, Board Vice President - Present

Nicole Allmon-Learson – Present

Donald Luther Jr. – Present

Kathy Wascom – Present

Delores Watts – Present

Martha Guarisco – Absent

A quorum was present

STAFF PRESENT – Patricia Husband, Co-Interim Library Director; Mary Stein, Co-Interim Library Director; Tanya Allison, Assistant Library Business Manager; Tara Dearing, Children Services Coordinator; Bryce Tomlin, Computer and Technical Services Coordinator; Rosana Sotile, Assistant to the Deputy Library Director; Antoinette Poland, Executive Assistant to Library Director; Frank Hillyard, Videographer; Susan Gauthier, Director of Library Services, East Baton Rouge Parish School System; Michelle Champagne, La Belle Aire Elementary School; Tevion Ross, Principal, La Belle Aire Elementary School

OTHERS PRESENT REMOTELY: Library Consultant Carson Block

II. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF OCTOBER 19, 2023 AND THE SPECIAL COMMITTEE MEETING OF OCTOBER 11, 2023, AS WELL AS THE SPECIAL COMMITTEE MEETING OF OCTOBER 16, 2023 - A motion to approve was made by Candace Temple (and seconded by Delores Watts)

- Board President Jason Jacob motion to remove item (6C) on the agenda for presentation results from the Community Survey for the Facilities Master Plan after roman numeral III of Special Orders – A motion to approve was made by Don Luther Jr. (and seconded by Delores Watts)

Both motions carried unanimously. (4:10p.m.)

III. SPECIAL ORDERS

A. PRESENTATION RECOGNIZING SPAHT SCHOLAR, MICHELLE CHAMPAGNE OF LA BELLE ELEMENTARY SCHOOL

- Mary Stein and Tara Dearing Children Services Coordinator honored Spaht Scholar Michelle Champagne of La Belle Aire Elementary School, Home Library Pilot Project partner - Mary Stein (4:10)

B. PRESENTATION ON RESULTS OF COMMUNITY SURVEY FOR THE FACILITIES MASTER PLAN

- Library Consultant Carson Block presented the results from the Community Survey for the Facilities Master Plan and shared his plan of action for the next study. Carson Block (4:15)

IV. REPORTS BY THE DIRECTOR – (4:51)

A. FINANCIAL REPORT – Tanya Allison for Rhonda Pinsonat (4:51)

- For 2023, operating expenditures through October 31, 2023, are 69.55% of the operating budget. Through October, we should have no more than 83% of the budget.
- Cash collections from Property Taxes for 2023 are still ahead of those collected in 2002; 9.3% ahead of the same period last year.

B. SYSTEM REPORTS – Mary Stein (4:53):

- Around the Parish:
 - More than 200 flags retired to Flag Retirement boxes at 6 branches: the Main Library on Goodwood, Baker, Bluebonnet, Central, Jones Creek, and Zachary Branch. The Mayor's Office of Veterans Affairs held a retirement ceremony to properly retire those flags. More boxes are being built.
 - Civic Engagement | Voting: over 2,500 citizens used Central as an Early Voting site for the current election; we will also host elections at Bluebonnet, Jones Creek, Fairwood, and Zachary on November 18.
 - Groundbreaking for South Branch Construction was held on October 24, 2023
 - In addition, the groundbreaking for the Scotlandville Expansion Project, Phase 1, took place on Monday, November 6, 2023; this is being referred to as the Scotlandville Archives Annex Project.
 - Attic Treasures featured antiques and collectibles such as antique jewelry, Barbie's wardrobe and accessories, Cabbage Patch Dolls, coins, posters, china and pottery, and lamps
 - The 13th Annual Louisiana State Book Festival more than 500 engaged attendees attended our booth.
 - Halloween BINGO @ The Creek with new Branch Manager Jaleesa Delavallade, calling out the bingo cards, at this inter-generational family event.
 - Patrons and families get together for Game On! next Saturday from 10a.m.-3p.m. They will play board, card, cerebral, kinetic, life-size, silly games, and VR's.
 - Baton Rouge High School Beta Club has entered their third month of Teen Tutoring at EBRPL Main Library Saturdays from 09:30 a.m. – 10:30 a.m. a.m.
 - EBRPL celebrates ten years of GIS Day on Wednesday, November 15. Students will attend the morning event; adults will attend the evening event at 6 pm.
 - Branded vehicle wraps for the new Outreach vans are in progress.

Board Member Mrs. Wascom asked if someone will be on hand during Game Day to teach kids how to play various card games?

Mary Stein responded that there will be Senior Advisors –Coaches who know how to play the game.

Board Member Mrs. Wascom asked: Who made the GIs Art Exhibit?

Mrs. Mary responded that it is a joint project with NASA, the USGS and then student at University of Lafayette.

C. OTHER REPORTS:

A. MAINTENANCE AND ADDITIONAL CAPITAL PROJECTS – Patricia Husband (5:11)

- Multi-branch Improvements: A punch list of repairs and maintenance are in progress:
 - Carver Branch – Waiting on delivery for the delivery of equipment to come in to start the water line repair. Part will be in on Tuesday or Wednesday
 - Fairwood Branch – HVAC units has have been ordered for the data closet.
 - JCR Branch – Facilities staff repaired a loose wire found in the Children's Room in the junction box and an irrigation line has been capped; currently waiting on the delivery of parts to repair it.
 - River Center Branch – We are waiting for the delivery of parts to repair the Patron elevator.
 - Zachary Branch – The lighting switch has been replaced and repaired.

Miscellaneous Repair Projects:

Outreach Services Facility:

- Library staff, Contractors and Architectural Services met on October 31, 2023 to review progress on the Outreach project.
- The Contractor is working on several items such as: the parking lights that are not working, and the installation of fence on the north and west side of the property. Mrs. Husband stated that, revisions to the pocket park installations at North and Acadian will result in 3 lost parking spaces, but the contractor will be able to create at least 4 new parking spots by relocating the west fence closer to Acadian.
- We will install a charging station at the rear of the building – this will result in a change order.
- Outreach staff reported that the newly installed lighting does not provide enough light; as a result, the contractor adjusted the lighting so it is brighter. The high ceilings, combined with the tall stacks, do have an effect on the lighting but the lighting do provide the number of foot candles.
- Additional work being performed:
 - Owner-provided supplied equipment is on site for the Contractor to install.
 - Downspouts at the loading dock will be extended into the subsurface drain.
 - Handrails are being fabricated – they will take 1-2 weeks.
 - We are waiting for a quote to refurbish the janitorial closet.
 - New storefront pull doors with handicap switches will be installed. Delivery will take 4-6 weeks.

Multi-Branch Improvements:

- Carver Branch:
 - We are waiting on for a quote from the Contractor to repair a damaged countertop.
- Delmont Gardens Branch:
 - Architectural services is requesting a cost break down for a window repair, meeting room and computer area flooring and weeps installation south of the building.
- Fairwood Branch:
 - The flooring has been installed.
- Pride Branch:
 - Architectural Services is waiting for a cost break down for replacement lights, which are manufactured in the Middle East. We are still getting information about cost, manufacturing lead time, and product delivery.

Roof Replacement Project:

- Bluebonnet Branch:
 - The Contractor has completed the concrete pours.
 - In addition, the Contractor is waiting on response to Request for Information regarding about hand rail installation at rear of the building near the shipping room. The door hardware will be installed along with the canopy installation.
 - Last, leaking gutters will need to be addressed.
- Delmont Gardens:
 - A gap in the gate still needs to be corrected.
- Jones Creek Branch:
 - Installation of the cupola has been delayed due to the new delivery date of November 17. Depending on the installation date, the branch may need to close.
 - The Contractor is ready to install the flooring tile at the emergency exit doors.
 - The Contractor will address the leaking gutters as well as sand down downspouts to make them smoother.
 - Zachary – The Contractor is waiting on response for a response to Request for Information regarding gutters and the completion of additional added work.

Mrs. Husband asked if anyone had questions- no one had questions.

B. MISCELLANEOUS REPORTS – Mary Stein (5:19):

- Staffing and Personnel:
 - Mary Stein and Patricia Husband introduced the new Executive Assistant to the Library Director Antoinette Poland.

- Computer Services: Bryce Tomlin of Computer Services (5:23):
 - Website:
 - The library website redesign project has started. Kick-Off Meeting with Cynerge Consulting was on October 26; second meeting was earlier in the week of November 17. Moving forward, Computer Services will meet with vendor bi-weekly.
 - Cynerge Consulting suggested forming a staff advisory committee to decide on questions, considerations, and other assigned items from the vendor.
 - In the first Advisory Committee meeting on November 9, 10 power users of the site selected to participate in interviews with the vendor regarding the current use of the website. Surveys will be sent out soon and patron users.
 - ILS RFP:
 - In addition, Mr. Tomlins stated, since the website work has begun, they can start work on the RFP for the Integrated Library System, or ILS.
 - System Librarian Amanda Dial is currently discussing services with a consultant who specializes in RFPS for technology; we are expecting a proposal from the consultant soon.
 - Stats:
 - Kiosks: As of October 31, 30% of checked out items were checked out at a kiosk this year.
 - Credit Cards: As of October 31, 5.84% of all payments made have been credit card payments.
 - Hotspots: As of October 31, hotspots have circulated 4,067 times by 1,026 patrons this year.
 - Tickets: In October, 147 trouble tickets were created and 137 resolved.

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

V. REPORTS OF COMMITTEES – There were no reports of committees.

VI. UNFINISHED BUSINESS

A. UPDATE ON SOUTH BRANCH LIBRARY – Patricia Husband (5:27):

- A ground breaking ceremony for South Branch was held on October 24 at 10 a.m. with the first construction meeting on November 1, 2023.
- The project is on schedule, despite the fact that they are waiting for the civil portion of the permits. The Contractor submitted a list of items they can work on while they are waiting for the permit to be issued, such as:
 - Finishing the rough grading, deep electrical, installing irrigation sleeves, working on the pavement layout in the mechanical yard. They cannot complete sewer and storm drainage tie-ins, cannot dig the grade beams and other work that may lead to delays, but so far, the project is on schedule. Architectural Services is working with Permitting and Contractor to resolve these issues.
 - The oak tree and courtyard is outlined, construction site is fenced, site grading is done, conduits are onsite, insulated chiller piping is on site, rebar cage is installed, temporary power pole is installed.
 - The water company has severed and capped the water line that was too close to the footings.
 - The Contractor, Arborist and the Architecture have rearranged the catch basins because they were too close to the interior perimeter of the courtyard for the trees.
 - Furniture Package – the Interior Designer is still working on revisions.

Board Member Kathy Wascom asked for the anticipated completion of the South Branch Project?

Mrs. Husband stated: The anticipated completion date changes with rain delays and they are still in the grading phases, but the project completion is anticipated around the end of September. Hopeful for early 2025.

B. UPDATE ON SCOTLANDVILLE BRANCH LIBRARY – Patricia Husband (5:28):

- Scotlandville Renovation Project Phase 1 groundbreaking was on November 6.
- In addition, Cox Communications has re-routed the cable line and the new vault installation. (See Photos)
 - Cox will remove the old vaults and lines once the new lines have been connected.
- Also, the Contractor has begun demolition to pave the existing drive and sidewalk, in the area where the Archives Annex building will be built.
 - Update – most of the existing drive in the area where the archives building will be built has been demoed.
 - Contractor will remove 2 additional trees.
 - Construction fencing has been installed.
 - As construction progresses, Mrs. Husband states there will be more pictures.

President Jason Jacob: When is the completion on that one (Scotlandville Renovation)?

Patricia Husband responded that it will take ten months.

President Jason Jacob asked, is there any public comment under any of the items listed under roman numeral number VI on the Agenda of Unfinished Business? No public comments were made.

VII. NEW BUSINESS

- A. VOTE TO ADOPT UPDATED COLLECTION DEVELOPMENT POLICY STATEMENT – President Jacob and Mary Stein (5:36)
 The motion to approve was made by Candace Temple and seconded by Delores Watts. ***The motion was carried unanimously.***

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

VIII. COMMENTS BY THE LIBRARY BOARD OF CONTROL – Farewell to Jason Jacob (5:37)

- IX. ADJOURNMENT – Jason Jacob requested a motion to adjourn; Candace Temple made the motion to adjourn and Delores Watts seconded it. **The meeting adjourned at 5:42p.m. by unanimous vote.**

Ms. Candace Temple, Interim President

Ms. Mary Stein, Co-Interim Library Director

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.