

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**  
**DATE: June 20, 2024**  
**TIME: 4:00 P.M.**

**AGENDA**

CALL TO ORDER – Candace Temple, Board President

PLEDGE OF ALLEGIANCE – Darryl Hurst, Board Member

I. ROLL CALL – Antoinette Poland, Executive Assistant to the Library Director (4:09)

Candace Temple, Board President – Present  
Donald Luther Jr., Board Vice President – Present  
Kathy Wascom, Board Treasurer – Present  
Delores Watts, Board Member - Present  
Nicole Allmon-Learson, Board Member - Present  
Darryl Hurst, Board Member - Present  
Ronnie Pierce, Board Member - Present

*A quorum was present*

STAFF PRESENT – Katrina Stokes, Library Director; Mary Stein, Assistant Library Director; Lori Juge, Assistant Library Director; Rhonda Pinsonat, Library Business Manager; Tanya Allison, Library Assistant Business Manager; Rosana Sotile, Assistant to the Deputy Library Director; Antoinette Poland, Executive Assistant to the Library Director, Jason Salsbury, Computer Services, Frank Hillyard, Videographer.

II. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF May 16, 2024 by MS. CANDACE TEMPLE– A motion to approve the meeting minutes is contingent error corrections was made by Darryl Hurst and seconded by Ronnie Pierce. **The motion was carried unanimously after confirmation of corrections.**

III. SPECIAL ORDERS – There were no items to cover under Special Orders.

IV. REPORTS BY THE DIRECTOR (4:12 p.m.)

A. FINANCIAL REPORT – Rhonda Pinsonat

- For 2024, as of May 31<sup>st</sup>, expenditures are 23.02% of the operating budget. Through May we should have spent no more than 42% of the budget.
- Cash collections from Property Taxes for 2024 remain ahead of those collected in 2023, we are approximately 7.25% ahead of the same period last year.

B. SYSTEM REPORTS – Ms. Mary Stein

“Around the Parish” – Discusses slideshows and descriptions of Library programs.

- Red Stick Ready host a Hurricane Resource Fair at the Main library on Saturday, June 1<sup>st</sup>, where they provided disaster-related information from local, state and federal response officials.
- Main Library’s new Book Mobile, has arrived and is used to store books, library materials, and visits to retirement homes, daycare centers, and juvenile detention centers.
- The Summer Reading Challenge continues through the summer for kids to adults. Participants receive incentives for signing up and when you read 3 books between June 1<sup>st</sup> and August 15. Patrons can sign up at [ebrpl.beanstack.org](http://ebrpl.beanstack.org) or your local library.
- Summer Reading programming continued at most branches with journaling, ventriloquism, music, magic and STEAM events for ages 5 and up.
- From June 11<sup>th</sup> – July 1<sup>st</sup>, the library will host the LA Snake ID program; a program that help individuals learn about the benefits of snakes and overcome fear through interactive demonstrations.

- The Summer Feeding Program is at multiple library branches providing meals to kids and teens from May 28 – August 2.
- On Monday, May 27, the Main Library at Goodwood host Memorial Day with the Mayor’s Advisory Council on Veteran’s Affairs in helping families’ honor our fallen servicemen and women.
- On Sunday, June 9 at Main Library featured Set It Up: Metal and Hardcore Showcase featured 4 local bands – Chris Worm, Muscle, Reptilian and War Machine.
- On June 19, the Main Library celebrated Juneteenth with a Unity Fest sponsored by the Office of Mayor-President Sharon Weston-Broome and the City of Baton Rouge. The patrons enjoyed live music from The Michael Foster Project; Universal Language; DJ A Twice, dance performances, live painting, and spoken word poetry.
- The Library Maker Faire Theme is music. The call for makers is now open; you can sign up at [ebrpl.com/makers](http://ebrpl.com/makers). The Baton Rouge Maker Faire is on Saturday, October 19.
- Libraries Change Lives continues its programming featuring Senior Programmer Analyst John Tooran, who has been using the library since he was kid to write and research college papers at LSU. Mr. Tooran continues to use the library for professional development on apps such as LinkedIn, and tutorial from Microsoft Office and Adobe Photoshop.
- Library continued its Virtual Author Talk with authors Matt Shindell, Frieda McFadden and Tiffany Jewel. To register for these events go to [library.org/ebrpl](http://library.org/ebrpl) for other virtual events go to [ebrpl.co/virtual](http://ebrpl.co/virtual).
- On June 19, the Strictly Business monthly webcast featured Mr. Scott Berg, President of Lee Michaels Fine Jewelry.
- June 1<sup>st</sup> was the deadline to update library cards for children ages 0-17. Parents can choose between 4 different cards in the Circulation Department at your local library or at [cardmaintenance@ebrpl.com](mailto:cardmaintenance@ebrpl.com).
- The Library is working with Southern University Law School on a digital equity grant called “Reaching Across the Digital Divide” (SURADD) that will deploy mobile carts to several branches they identified based on census data. This digital equity grant will help close the digital gap by providing interactive Virtual Reality (VR) spaces with tools that assist with instruction and workforce training.

Candace Temple, Board President as for additional and any public comments by the board. There were no additional or public comments.

Candace Temple Board President motion to move Item #2 Miscellaneous Reports above Item #1 Maintenance and Additional Capital Projects.

#### C. OTHER REPORTS – Ms. Katrina Stokes and Ms. Lori Juge

##### 1. MISCELLANEOUS REPORTS – Ms. Katrina Stokes

- Regarding board member travel and reimbursement – the library is working with the City of Baton Rouge Finance Department to acquire full procedure forms for reimbursement for Ronnie Pierce’s travel as well as information for board members who are interested in attending the Black Caucus National Conference of African American Librarians in New Orleans.
- The 2025 Library Budget Workshop will be held Monday, July 1, 2024 at 4 p.m.; the budget binders will be delivered by Friday, June 28.
- Library Administrators are still working with Mrs. Meg Placke of the State Library to set a date for board member training.
- The library staff is close to finalizing the RFP Library Branch Assessment Plan.
- Reminder that the Library Employee Recognition Luncheon is August 6, 2024 and if you are attending, please RSVP.
- The introduction and welcome of the new Assistant Library Director of Branch Services, Ms. Lori Juge.

##### 2. MAINTENANCE AND ADDITIONAL CAPITAL PROJECTS – Ms. Lori Juge

###### **Maintenance Report for June 2024**

- BBR: Chilled water pump one was rebuilt and installed by the vendor this month.
- SCO: There is a broken window that will be repaired soon. We are waiting for the vendor to schedule installation.
- JCR: Alarm vendor is completing an assessment of the building access controller.

- Fairwood: Chiller issues were addressed this past week. The evaporator water pressure was causing the chiller to shut down and need to be reset. A vendor was contacted and made the necessary repairs.
- CAR: Having chiller issues similar to FAI with the evaporator water pressure. A vendor has been contacted to address this.
- GSR: The boiler has stopped working and a vendor will be going out to assess the issue to see if they can get it running until it can be replaced.

#### Chiller Replacement Project

- a. Temporary chiller connections were installed at CAR, CEN, PRI, and ZAC. BAK is still waiting for installation. Facilities Staff are considering postponing installation at BAK to coincide with the BAK Renovations Project.
- b. Installation of new chillers is expected to begin in October and may be completed by early next year.

Facilities completed getting trees trimmed at all library locations.

#### **Miscellaneous Improvement Projects**

1. Outreach
  - a. The project is 95% complete and final acceptance is anticipated to be August 1, 2024.
2. Multibranch Project
  - a. All branches except DGB are 98% complete. Due to prolonged leaking at the south façade of DGB, environmental remediation was necessary. Architectural Services should receive mold test results very soon.
3. Roofing Project
  - a. Stucco work on the cupola at JCR began this week. Touch up work needs to be done before painting can begin.
  - b. Leak remediation is ongoing at BBR, DGB, and ZAC. We are working with ASD to address these issues.
4. Boilers for EDE and GSR
  - a. Architectural Services has sent the RFPs and they are waiting for responses before a contract can be awarded.
5. BBR Reno
  - a. Final comments for Architectural Services are being compiled. In addition, ASD sent a Supplemental Agreement to the designer, but it has not been executed as of yet.

Donald Luther Jr. inquired about the attendance numbers at some location and is it association with building conditions. Lori Juge states that is not building conditions but a change in patronage for that area. Mary Stein states because those areas are smaller and days branches are closed does make a difference over time. Board President Candice Temple asked for additional board comments under Reports by the Director comments. No additional board or public comments were made.

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

VI. UNFINISHED BUSINESS (4:47 p.m.)

A. UPDATE ON SOUTH BRANCH LIBRARY – MS. LORI JUGE AND MS. MARY STEIN

#### **South Branch Update – June 2024**

For the past month, the contractor has completed the following work:

- Concrete pours were completed for the south courtyard as well as the dumpster and mechanical pads.
- 75 % of the sidewalks were completed and the contractor expects to complete all sidewalks this week, weather permitting.
- 100% of the curtain wall frames has been installed.
- 80% of the plumbing pipe installation has been installed.
- 95% of the duct installation has been completed.

- 50% of the brick installation has been completed.
- 95% of the electrical overhead installation has been completed.
- 50% of the interior drywall installation has been completed.
- 35% of the storefront glass has been installed.
- 25% of the chiller water pump installation has been completed.

Library staff met with the contactor, the design team and the library security vendor to determine appropriate placement for the electrical rough ins for the exterior security cameras.

Staff continue to hold weekly meetings with the interior designer to finalize the furniture package.

The completion date is December 31, 2024.

#### B. UPDATE ON SCOTLANDVILLE BRANCH LIBRARY – MS. LORI JUGE

##### **Scotlandville Branch Update – June 2024**

For the past month the contractor has completed the following work:

- Installed and painted exterior doors to prep for hardware.
- Continued installing insulation and hanging sheetrock throughout the building.
- Installed outside fixtures.
- Continued the electrical and plumbing rough-ins inside the building, including pulling wire to fixtures and installing the sprinkler line and backflow piping and box.
- Installed heaters in the workroom area.
- Poured the canopy pad and mechanical yard area.
- Wrapped columns inside the building.
- Installed metal trim on the exterior of the building.
- Began installing masonry accessories and laying brick.

In order to complete the water line tie in, SCO will be closed on Friday, June 21<sup>st</sup>, due to the plumber requiring the water to be shut off to the branch.

Currently, Library staff still anticipate going out to bid in October for Phase 2 of the renovation project.

The completion date is still listed as October 26, 2024.

#### C. SHARE UPDATES ON THE EARL K. LONG REDEVELOPMENT PROJECT. – MRJ. W. DANIELS, JR., CHIEF EXECUTIVE OFFICER OF THE EAST BATON ROUGE HOUSING AUTHORITY. – Mr. Daniel's could not make this meeting

Board President Candace Temple asked for public and board comments. No public or board comments were made.

#### VII. NEW BUSINESS (5:00 p.m.)

##### A. DISCUSS TRAVEL EXPENSES AND ACCOMODATIONS TO THE ALA BLACK CAUCUS – NATIONAL CONFERENCE OF AFRICAN AMERICAN LIBRARIANS IN NEW ORLEANS FROM JULY 24, 2024 – JULY 27, 2024 – MR. DARRYL HURST AND MS. KATHY WASCOM. – A motion to approve a budget for travel expenses and hotel accommodations for board members to attend the ALA Black Caucus National Conference of African American Librarians was made by Donald Luther, Jr. and second by Ronnie Pierce.

Board President Candace Temple request to adopt a governance committee to be appointed by the chair to address communication and policy procedures for how the board operate and a budget for travel accommodations.

Nicole Allmon-Learson made a motion to move to adopt a governance committee of five people (two staff and three board members) to be appointed by the chair.

Candace Temple, Board President made a motion to approve to adopt a governance committee was made by Nicole Allmon-Learson and seconded by Delores Watts.

VIII. COMMENTS BY THE LIBRARY BOARD OF CONTROL (05:04 p.m.)

Donald Luther, Jr stated he would like to introduce the new South Branches Manager at the July 18<sup>th</sup> board meeting. Katrina Stokes, Library Director that the new South Branch Manager Mr. Patrick Abadie – South Branch and Ms. Latasha Williams – Scotlandville Branch will be at the July board meeting.

IX. ADJOURNMENT – Board President Candace Temple requested a motion to adjourn. A motion was made by and seconded by. **The meeting was adjourned at 5:07 p.m. by a unanimous vote.**