

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 20, 2016
4:00 P.M.

PLEDGE OF ALLEGIANCE

I. ROLL CALL

II. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF SEPTEMBER 15, 2016

III. REPORTS BY THE DIRECTOR

- A. FINANCIAL REPORT
- B. SYSTEM REPORTS

IV. OTHER REPORTS

- A. RIVER CENTER BRANCH LIBRARY
- B. MAINTENANCE AND ADDITIONAL CAPITAL PROJECTS
- C. MISCELLANEOUS REPORTS

V. NEW BUSINESS

- A. LIBRARY OVERVIEW OF 2016 – MR. SPENCER WATTS
- B. APPOINTMENT OF EVALUATION COMMITTEE; ANNUAL PERFORMANCE EVALUATION OF LIBRARY DIRECTOR – MS. KIZZY PAYTON

VI. OLD BUSINESS

- A. UPDATE ON FLOOD RECOVERY ACTIVITIES AND GREENWELL SPRINGS ROAD REGIONAL BRANCH LIBRARY – MR. SPENCER WATTS AND MS. PATRICIA HUSBAND
- B. UPDATE ON SEARCH FOR A SITE FOR A SOUTH BRANCH LIBRARY – MR. SPENCER WATTS AND MS. KATHRYN JUNEAU - SPERRY VAN NESS

VII. COMMENTS BY THE LIBRARY BOARD OF CONTROL

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 20, 2016

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 20, 2016. Ms. Kizzy Payton, President of the Board called the meeting to order at 4:05 p.m. Members of the Board present were Mrs. Martha Guarisco, Mr. Jason Jacob, Ms. Terrie Johnson, Mr. Logan Leger, Mr. Donald Luther, Jr., and Ms. Kathy Wascom. Also in attendance were Mr. Spencer Watts, 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; Ms. Liz Zozulin, Executive Assistant to the Library Director; and Ms. Sonya Gordon, Library Public Relations Coordinator. Also present were Mr. Bryan Foreman, Library Network Technician I; Captain Blair Nicholson of the East Baton Rouge Parish Sheriff's Office; Mr. Frank Hillyard, videographer for Metro 21; Ms. Kathryn Juneau, real estate broker with Sperry Van Ness/Graham, Langlois & Legendre, LLC; and two members of the public.

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

Ms. Payton asked Ms. Zozulin to take the roll which she did.

Ms. Payton asked for the approval of the minutes of the regular Library Board meeting of September 15, 2016. Mr. Jacob made a motion to approve the minutes, seconded by Ms. Johnson, and approved unanimously.

III. Reports by the Director

A. Financial Reports

Ms. Payton asked Mr. Watts to present the reports. Mr. Watts asked Ms. Pinsonat to make the financial report. Ms. Pinsonat said that the Statement of Revenues, Expenditures, and Encumbrances through September 30, 2016 show operating expenditures are \$26,854,237.32 or 61.73% of the operating budget. Through August we should have spent no more than 75% of the operating budget.

Cash collections from Property Taxes for 2016 continued their steady performance, as we are approximately \$930,000 and 2.33% ahead of the same 10 month period last year.

Ms. Pinsonat asked if there were any questions about the financial statements. Ms. Wascom asked when the Library would have information about the tax collections since the August flooding. Mr. Watts replied that the East Baton Rouge Parish Sheriff's Department sent out a letter stating that the property tax collections would be delayed. The bills would go out in

February 2017. Revenues would not start to come in until March or April 2017. Following the issuance of the letter, the City-Parish Assessor's Office has said they are 2-3 weeks ahead of schedule on the re-assessments. Once those are completed, they will need to be analyzed. Possibly the projected dates for invoicing could be sooner than February. Mr. Watts said that the focus now is on the geographically limited special tax districts in the City-Parish, such as the fire districts. These smaller entities do not have the cash reserves to operate if revenues are 2-3 months behind. In the case of the Library, we have a healthy cash reserve to work from. Even a four month delay would not hurt the operation of the Library system. What we are concerned about is how much of the net property values are going to go down, and what that will mean for our budget.

B. System Reports

Mr. Watts asked Ms. Stein to give the systems report. Ms. Stein spoke about the statistics that are distributed each month. Because of the flooding our usage numbers in August and September were down because we were closed or had reduced hours of operation and because of the general disruption and additional traffic in the community. Some programs were cancelled. Our gate count is down for the year by 7.7%. Generally the circulation count and the gate count reflect a direct parallel. Because we did so well prior to the floods, we are only down 4% in circulation. We hope that our statistics will again improve, but it is too early to know what the results will be at the end of 2016.

Ms. Stein announced that the new online catalog will be available on October 26th. It will feature a cleaner, simpler, responsive design. The new design will scale to a variety of devices such as a cell phone, tablet, laptop or personal computer. For the Library's purposes, responsive design is better than an app. In order to successfully use an app, we would need to create one for each device patrons might use. The new catalog will be introduced on October 26th and patrons can choose to use it for the next six weeks. By the New Year, the old catalog will be phased out.

The Library is also featuring a new platform for OverDrive. OverDrive asked for feedback from their users in order to create an upgraded website with a responsive design. The pages are simplified, and the searching capabilities are more powerful. The Library is promoting this new site through social media. We will also mention this change in the November *Source*. Our patrons can now try the new site and then give feedback directly to OverDrive.

Ms. Stein then gave the system reports. The following are highlights of the *Around the Parish* report:

- Since the flood the Library bookmobiles have provided additional services to patrons at shelters, and in the parking lot of the Greenwell Springs Road Regional Branch Library.
- The bookmobiles provided patrons with computer access, printed materials, DVDs and CDs. FEMA volunteers traveled with the bookmobile staff to assist flood victims.

- In a letter to our Library Director FEMA praised the Library for its responsive service to the public, and the FEMA staff. FEMA was able to meet citizens in the bookmobiles for one-on-one help.
- Some of the hands-on activities included robotics, makey makey, Arduino kits, and snap circuits.
- Inside the Greenwell Springs Branch Library, Branch Services staff headed by Library Coordinator Lori Juge placed books on gondolas in order to relocate these items while the recovery and renovation of the branch occurs.
- The Knock Knock Children's Museum presented a cardboard challenge to children and their caregivers. Children with the aid of an adult, created items made with cardboard. Photos were taken of the creations as children explained what they made and why.
- The Library hosted the Baton Rouge Blues Foundation Gala. Kenny Neal performed with fellow Blues musicians. The Foundation felt the gala would provide flood recovery for those attending.
- Ligo was another celebrity in attendance at the Faire®. They demonstrated science is fun with a variety of hands-on activities including sewing machines.
- The 3rd annual Baton Rouge Mini Maker Faire® was held at the Main Library on Saturday, October 8th. New and old technologies were on display for approximately 4,000 people who attended.
- All types of makers came to the Faire®; including the Louisiana Arts and Science Museum (LASM), bee makers, and flute makers.
- Ms. Margaret, one of the steampunk members, was dressed in period clothing from the 19th century when steam powered technology was at its height.
- Indoor and outdoor activities such as flying drones and giant floating soap bubbles illustrated high tech and no tech activities. An automatic vacuum cleaner was converted for another use.
- Co-sponsorsof the Mini Maker Faire® were Acadian Robotics, BREC, and Electronic Arts Baton Rouge (EABR). Wonderful prizes were donated by these sponsors including the grand prize of a 3D printer.
- The 39th Annual Author Illustrator Program was held on October 13th and 14th featuring Gene Yang. The evening event was attended by 166 people which included 22 children.
- Matt Williams from WAFB-TV, Channel 9 News interviewed Jamie Hyneman, co-host of the TV show, Mythbusters. The interview was conducted in the large meeting room and was simulcast in the Plaza.
- On Friday morning Mr. Yang taught a class to educators and librarians on how to use comics in the classroom.
- The Mini Maker Faire® attracted families. Children of all ages were present. The displays emphasized hands-on activities that patrons of all ages could make.
- Award winning teen authors, Jason Reynolds and Brendan Kiely will visit the Carver, Baker and Main Libraries on Thursday, October 27th. They will also attend the Louisiana Book Festival on October 29th.

- The Library will participate in the Louisiana Book Festival on Saturday, October 29th. At that time the book chosen for the 2017 One Book/One Community Read will be announced.
- Also on October 29th the Pride Chaneyville Branch Library will host the 8th Annual Community History Festival entitled *Growing Up Country*.
- GIS Day will be held on Wednesday, November 16th. at the Main Library. The event will feature careers in geography. Activities will include mapping trees and placing the data on a computer. A student astronaut will be in attendance to answer questions. This event involves several agencies including the Mayor's Office.
- On Saturday, November 5th at the Main Library two programs for educators and parents featuring author Cynthia Ulrich Tobias will be held. One of the Library's partners, Mr. Rolfe McCollister, suggested this author. Her book, *You Can't Make Me, but I Can Be Persuaded* will be discussed at the 11:00 session.

Ms. Stein concluded her remarks by inviting the Board to attend the dedication of the second stained glass window at the Main Library on November 7th at 4:00 p.m. Ms. Katherine O'Neill, the donor for the both windows at the Main Library will be present. At this event Ms. O'Neill will also announce the establishment of a Spaht scholarship which will also be awarded to recognize an educator who has promoted reading and literacy. The educator will be present at this ceremony.

Ms. Stein asked if there were any questions. There being none, Ms. Payton read Item A under Other Reports.

IV. Other Reports

A. River Center Branch Library

Mr. Watts discussed the River Center Branch project. He said good weather has enabled the contractor to make excellent progress on this phase of the project. The old building is primarily cleared, and site work is proceeding. The cleared site and the expanded view shed are a dramatic change for the south side of Town Square. The viewing perspective will change once again when the structural steel is erected.

There have been some complaints about noise and vibrations during the demolition phase. The contractor has noted that during the construction phase pilings will be bored instead of being pounded into the ground. This should minimize some of the disturbing noise and vibrations that can occur when structures like this branch library are erected.

Mr. Watts noted that during site preparation, it was discovered that the location of the hydraulic shaft for the old elevator does not match the drawings on the original blueprints. Therefore it is too close to one of the pilings for the new building. The most cost effective and time saving solution is to place two pilings on either side of the shaft, and straddle them with a cross beam called a pile cap. The most important benefit is that it will preserve the load capacity requirements for the structure.

Another concern is on the west wall of the parking enclosure. A controller for the B1 garage gates has been located, and is connected to the gates through a concrete trench that runs across the site. The concrete trench will need to be re-routed. This situation was also a surprise, but more understandable as it was an addition after the original blueprints were drawn up.

The leaky water valve at the six inch water line continues to experience problems. The valve is old and the best solution is to replace it so as not to cause any issues in the structures near the construction site.

Southern Earth Sciences took two soil boring samples last week. The results of their work will be available in a couple of weeks.

Mr. Watts noted that the fence around the construction site is partially covering the park walk. Safety is the most important consideration. Possibly when the construction work is further along the contractor can adjust the fencing so that it is closer to the building under construction. The City Hall Plaza Green improvement project will also begin shortly. This work will occur at the same time as the library branch construction meaning that the disruptive period for both projects will occur simultaneously rather than sequentially.

Mr. Watts said we have had some questions about submittals and the other documents that are produced during the construction phase. We are working with City-Parish Architectural Services to ensure that the City and the Library staff have access to these documents for review as the construction proceeds. Our architects need to be sure that Library staff see reports for items such as light fixtures, and furnishings and finishes.

Multivista is a service that records a photographic history of what was occurring at the site at any given time. The City-Parish values this type of documentation. Trying to find a place for the camera to be located has been an issue. With the gracious cooperation of the Downtown Development District the camera for this record will be placed on the Beacon Tower in Town Square.

Mr. Watts explained the old Municipal building has been demolished, but they still have some site work to complete. Our contractor would like that work to be finished so that we can use part of that site for staging in the early phases of our construction.

It has been good to have 23 days without rain as this project begins. Progress has been good.

Mr. Watts asked if there are any questions on the River Center Branch project. There being no further discussion on the River Center Branch, Mr. Watts asked Ms. Husband to report on maintenance.

B. Maintenance Report and Additional Capital Projects

Ms. Husband reported that the final acceptance of the Bluebonnet Regional Branch renovation was approved by the Metropolitan Council on October 12th. The Energy Management Controls project for the Zachary Branch Library is also complete.

The Exterior Lighting Project for the Baker, Delmont Gardens, Eden Park, Scotlandville and Zachary Branch Libraries was approved by the Metropolitan Council on September 14th. The contract was awarded to Allrite Electric, Inc. They began work at the Zachary Branch Library yesterday.

A purchase order was issued this week by the City-Parish Purchasing Department for the Exterior Restoration Project for the Carver, Central, Delmont Gardens, Eden Park, Greenwell Springs Road Regional, Scotlandville and Zachary Branch Libraries. Architectural Services is scheduling a pre-construction meeting during the first week of November. They will also issue a Notice to Proceed, and the work should begin shortly after that.

Ms. Husband reported that the specifications for the flooring projects for the Central and Pride-Chaneyville Branch Library meeting rooms are in the Purchasing Department. A requisition has been issued for the Zachary flooring project.

Ms. Husband asked if there were any questions. There being none, Mr. Watts then gave the Miscellaneous Reports.

C. Miscellaneous Reports

Mr. Watts discussed the Main Library paver improvement project. The project could not begin until the City-Parish received insurance documentation from the contractor, and the necessary notices were issued. Last week the verification of insurance was received, and now the necessary forms will be signed. Scheduling this work will be an issue because part of the improvement work will occur at the front door of the Library and down to the parking lot. The entrance will not be accessible during a portion of the project. Our plan is to have patrons enter the building through the large meeting room. That meeting room is in high demand, therefore, work will need to be scheduled so as to minimize the intrusion into the meeting room.

Mr. Watts said we are working on several contracts including the renewal of the janitorial contract which entails assessing the requirements for cleaning staff hours and responsibilities. We are finalizing an upholstery spot cleaning contract proposal. We are also reviewing the service level of the landscape maintenance firm. Weeding and some other activities have improved, but we still have bed mulching and planting and bedding requirements that need more attention.

He also explained that we recently had a problem in our unit at the Renaissance Storage Facility. Excessive moisture became evident and created some mold growth on several book jackets and

spines. The moisture accumulation evidently occurred when a water proofing project for the building was done. We believe the problem was compounded by the large number of FEMA personnel in the building which overtaxed the HVAC system. The owner has fogged the space and placed additional de-humidifiers in the area. Our Library staff including Ms. Husband, Ms. Juge, Ms. Cooper and the River Center Branch staff have worked hard to inspect the books, give the items more space for air flow, and cleaned and wiped the books. This situation cannot occur again, or we may need to terminate the contract. Unfortunately, the other facilities we considered during our storage search were flooded in August. We are monitoring our unit very closely.

Regarding the Jones Creek Regional Branch Renovation project, Mr. Steve Jackson of Cockfield Jackson Architects has conducted a preliminary walk-through with a mechanical consultant. We plan on having a meeting soon to discuss the conceptual plan for the renovation.

Mr. Watts announced that the Main Library was named by *Elle Décor Magazine* as one of the 50 most beautiful libraries in the United States. A library was chosen for each state, and we were selected for Louisiana.

We have continued working on the RFID project. Ms. Pinsonat worked this morning with the City-Parish Purchasing Department to get the award package completed. Ms. Payton asked what RFID meant. Mr. Watts explained it stands for radio frequency identification system. At this time we tag our materials through electronic article systems. RFID uses a chip. The advantage is that one can check out several items at the same time which is more productive. The error rate of “bad check-ins and check-outs” also goes down. All of the optical barcode scanning methods that were created in the late 1990’s through 2008 experienced so many issues. Patrons had difficulty with them as did library staff. Staff learned “tricks” to get this equipment to function properly, but patrons continued to have problems. Patrons can be very successful with the RFID technology for self-checking. This system is excellent for tracking lost items and for inventory control. It’s a big change, but it will boost productivity and security. We feel we are getting very close to awarding this project.

Mr. Watts then said the Gates Foundation started in the late 1990’s to help libraries transition into the electronic age because so many libraries were having difficulties in this area. The Foundation visited each state to assess the needs. Our Library received our first 60 computers, some servers, and some printers from them. They also helped us plan for our needs so that we could independently develop and manage our electronic services in the digital age. A tremendous transformative change occurred from this assistance. The Foundation gave us a boost by making us aware of the digital divide and what we could do to bridge the gap. They provided knowledge on how to build a network to share resources. This information was better than what most libraries were able to find alone. The continuing assistance and vision made a profound difference. The Urban Libraries Council of which we are a member, approached libraries requesting they ask the governing body of each locality to execute a resolution. In our case the governing body is the Metropolitan Council. We were able to make this request in time for last week’s deadline. We sent the resolution on to the Urban Libraries Council. We appreciate the work of the Gates Foundation which is similar to the contribution made to libraries by Andrew Carnegie in the late 19th and early 20th centuries. Both had the same

profound effect on libraries. Much of what we take for granted today is the result of the seeds they planted, and the foundations they built.

Mr. Watts concluded the Miscellaneous Reports. Ms. Payton asked if there were any questions. There being none, she proceeded to New Business, Item A, Library Overview for 2016.

V. New Business

A. Library Overview of 2016 – Mr. Spencer Watts

Ms. Payton said Mr. Watts has an overview of the Library in 2016. Mr. Watts said every month at the Board meeting the *Around the Parish* report provides a summary of the events occurring that month. However, he said it is good to periodically assess what we have accomplished and what we are anticipating will occur. We conduct this review twice a year; in May and again in October. We have had a good year even though there were some challenges which prevented us from doing all that we had hoped to do. Even under the best of circumstances we might not have achieved all that we had planned. He said he felt it was good to strive to do more than one can realistically do because it helps to motivate one to accomplish more.

He then made his PowerPoint presentation which is appended to these minutes. Below are some of the highlights:

- **National Recognition**
 - National Day of Making;
 - ULC Innovators - Recognized for Practical Magic and CityKey;
 - Silver LEED Status;
 - Selected by Elle Décor Magazine as one of the 50 most beautiful libraries in the U.S.

Mr. Watts said that of the 50 libraries chosen by Elle Décor Magazine, we are probably in the top 10 of all the libraries. This reminds us how successfully this building functions and how people respond to it. Our Silver LEED status was accomplished with the assistance of Chenevert Architects and our other architectural partners.

- **Capital Projects: River Center Branch**
 - General Contractor for the project is Buquet & LeBlanc;
 - Visible progress: Remediation and demolition are on target;
 - Official Groundbreaking planned for late November or early December 2016.
- **River Center Branch Temporary Site**
 - Temporary branch opened in July in the historic Kress Building located at 447 3rd Street.
- **Bluebonnet Project Now Complete**
 - Final Acceptance on October 12, 2016;
 - Increased usage in Teen Department;

- Study and meeting room usage high;
- SBA used meeting room to assist flood victims.

Mr. Watts noted that the renovation not only looks great, but it enables us to provide services that the public needs. We hope to provide the same type of upgrades to the Jones Creek and Greenwell Springs Road Regional Branches during the renovation process.

- **Site Search Continues for South Branch**
 - Sperry Van Ness assisting in site search;
 - Expanded criteria to include sites that would accommodate less traditional libraries.
- **Other Major Maintenance or Capital Projects:**
 - Carver Roof Replacement COMPLETE;
 - GSR Roofing Project COMPLETE;
 - Energy Management System Installation at Scotlandville and Zachary COMPLETE;
 - Outreach Service Center/Recycled Reads COMPLETE;
 - Scotlandville Flooring Project Almost Complete;
 - Branch Exterior/Interior Lighting Project Underway;
 - Branch Exterior Renovation Project Underway;
 - Main Library Windows Repair in Progress;
 - Main Library Pavers Project in Progress.
- **Historic Flood Impacts Greenwell Springs**
 - Less than 20,000 items lost;
 - Restoration to complement the scope of work for the Renovation
- **Architects selected for Jones Creek and Greenwell Springs projects**

Mr. Watts pointed out which area in the Greenwell Springs Road Branch will be opened to the public while the restoration/renovation occurs in the other areas of the facility.

- **Back-of-the-House Technology**
 - VOIP completed in the spring;
 - Virtualization Project is currently underway;
 - Outfitting the Redundant Server Site is in progress;
 - ILS (Integrated Library System) upgraded to V-Smart 3.0;
 - Allows us to implement new features;
 - RFID Project Bids Received in Purchasing:
 - RFID Tags, Intelligent Return System & Security Gates;
 - Automated Materials Handling Sortation System;
 - Next Step: RFP for the RFID Tagging Project.

- **Patron-Facing Technology**
 - Mobile Printing now available at all branches;
 - Fax on Demand new available at all branches;
 - Adobe Cloud now available at all branches;
 - RFID Project should be awarded soon & includes:
 - Self-Check Kiosks and Desktop Units;
 - Units include Reader's Advisory and Library Marketing features.

Mr. Watts noted that initially about 20-30% of patrons will use the self-check kiosks. Over time about half of the patrons will try it because this method of check out is faster. Some library systems force their patrons to self-check. We will not use that approach here.

- **ebrpl.com Website Evolution**
 - Online Catalog Upgrade in late-October;
 - Responsive design;
 - Usability testing with patrons for new website;
 - Linked Data to aid in discovery from outside Library;
 - Increased application of analytics for page use;
 - V-Smart upgrade allows certain other new features to be implemented soon:
 - Credit Card/Debit Card;
 - Online Registration and Online Renewal.

Mr. Watts noted that the new catalog is different. Initially 70% of the patrons will probably not like it and 10-15% will be very disoriented. The new catalog provides a new operational foundation that will eventually allow patrons to use credit and debit cards to pay for fines and other charges to their accounts. We will introduce renewal of library cards online for a two month period, after which the patron must come in person to renew their card. Applying for a library card will also be offered online. The temporary card will be valid for two months for borrowing electronic resources. At the end of that period the patron will need to come to the Library to apply for a permanent card. Signing in on the website will also change. Passwords will replace the current name codes.

- **SUMMER READING...It's ALL Good!**
 - Registrations up by 4%;
 - More than 26,000 children attended free programs from a stellar lineup of performers, earned buttons and celebrated reading with Pete the Cat...*Groovy!*
 - Teens played retro games scaled to life size and worked on film creation, crafts and robotics;
 - Adults kicked back and read.

Mr. Watts explained that 26,476 children attended summer reading events. A total of 17,273 children, 2,012 teens and 3,200 adults registered for the summer program. We especially encourage children to read over the summer so that they do not lose reading skills. Our staff creates wonderful programs for all ages, but the Teen Services staff has really produced some

outstanding programs to engage teens. Teens are one of the hardest audiences to captivate and the staff has used games, Arduino and robotics to draw these patrons to the Library.

- **Baton Rouge Mini Maker Faire®**
 - The Library continues to focus on STEM and STEAM programs for children and teens;
 - Building momentum through Summer Reading programs and events;
 - Deepening the Library's on-going relationships with community partners such as Knock Knock Children's Museum, LSU, local School Systems, NOVAC, STEM UP, GIS DAY...

Mr. Watts added that patrons were very excited about the Mini Maker Faire®. Approximately 4,200 people came to the event which was an excellent number in light of the recent flood. He also said that about 1,000 people were inside the Main Library at any given time, which is a very high occupancy rate for even a building of this size.

- **Career Center**
 - Résumé & Interview Seminars, Mock Interviews;
 - Joined Capital Area Re-Entry Coalition;
 - Outreach to Job Fairs, Community Fairs, Colleges, and Professional or Vocational Schools;
 - Programs:
 - Work at Home;
 - How to Choose a College Major;
 - Federal Jobs;
 - Jobs in Hospitality;
 - Background Checks;
 - New Job Club.

Mr. Watts said the Career Center provides outstanding programs and classes. Résumé and interviewing seminars are now quarterly events and will continue as such in 2017.

- **Special Collections: BR Room**
 - BR Room Lecture Series;
 - BR 200 Preparation;
 - Digital Forensics Workshop;
 - Preservation Workshops;
 - Scanning Sessions;
 - Major Additions:
 - C.C. Lockwood;
 - Frank Hayden;
 - Kellie Scott Kelley;
 - *The Advocate* Photo Archive;
 - *ArchiveSpace* Content Management System;
 - New Cradle Book Scanner.

Mr. Watts explained that *The Advocate* Photo Archive that is now located in the Baton Rouge Room is a major treasure for the community. The staff is archiving the photos to preserve them for future generations.

- **Special Collections: Genealogy**
 - Legal Genealogist Series featuring Judy G. Russell;
 - DNA Workshop with Robert B. Noles;
 - Genealogy Badge Program.

Mr. Watts noted that 90% of those who register for the Genealogy Badge Program complete the classes and earn their badges.

- **Prepping for Baton Rouge Bicentennial**
 - More than 50 community partners;
 - All ages and interests;
 - Kicks off at Red Stick Revelry and runs through 2017.

Mr. Watts said that the Library will participate in Baton Rouge's bicentennial in a variety of ways including the creation of maps, timelines and other educational items. We will also be involved with the creation of a time capsule. The One Book/One Community read will reflect the Baton Rouge Bicentennial theme.

- **Marketing Outreach Relationships**

Our many partners in the community enable the Library to expand its reach to our citizens. Some partners are very traditional like the Baton Rouge Area Chamber. Not every library has a good relationship with its Chamber of Commerce. Our relationship is a testament to our Chamber and our Library. We work together on ideas and programs to ensure that people get accurate information. Groups like Red Stick Moms and the basketball and football officials who come to the Library to conduct their training is great. This shows what a diverse outreach we have.

- **New Cardholder Messaging, New Expiration Alert & Net Promoter Survey**
 - New Cardholder Messaging and Expiration Alerts developed in response to patron demand; we are seeing a direct response.
 - Net Promoter Survey provides an independent "bill of health" or checkup and alert staff to issues related to their User Experience.
 - So far 93.8% of patrons surveyed would recommend us favorably.

Mr. Watts noted that the card holder messaging service makes patrons aware of our programs which increases attendance. Our card expiration alert reminds patrons that their card will expire soon. The Net Promoter Survey was taken by 530 patrons over a five month period. The positive rating by 93.8% of those surveyed is extremely high. We are grateful about this response. It does give us an overall indicator that we are being responsive and delivering the kind of services that people need in a way that is helpful and appealing.

Mr. Watts asked if there were any questions. Ms. Payton also asked the Board if they had questions.

Mr. Luther said he had a question for Ms. Stein. He asked if CEU credits would be given for teachers attending the talks by author and speaker, Cynthia Ulrich Tobias. Ms. Stein replied that we are investigating the possibility of CEA credits, but we do not know if we will have an answer prior to the event on November 5th.

Ms. Payton asked if the Board had any questions about Mr. Watts' presentation about activities at the Library this year. Ms. Payton said she felt the other Board members would agree that the Library has had a great year, and has made a tremendous impact in the community. She added that Mr. Watts has done a great job of leading the Library system. Ms. Payton instructed the Board members to use the information given in the presentation along with the Director's self-evaluation form to complete the Director Evaluation form that they have received. Ms. Payton asked Mr. Watts to email his PowerPoint presentation to the Board.

B. Appointment of Evaluation Committee; Annual Performance Evaluation of Library Director – Ms. Kizzy Payton

Ms. Payton read Item B. She asked Ms. Wascom and Mrs. Guarisco to lead the performance evaluation process by serving on the committee. She asked that they get the evaluation forms from each Board member, and compile the results so that the Board will be able to complete the evaluation of the Director next month in a discussion with him. Ms. Payton thanked Mr. Watts for the good presentation which required much work.

Ms. Payton asked if there were any questions from the public. There being none, Ms. Payton read Item A under Old Business.

VI. Old Business

A. Update on Flood Recovery Activities and Greenwell Springs Road Regional Branch Library – Mr. Spencer Watts and Ms. Patricia Husband

Mr. Watts said that in an update he sent to the Board he mentioned that October 7th was the end of waiving fines for late returns of materials. The actual date is October 17th. However, we are working with every individual who needs assistance, and we consider the individual circumstances involved. Ms. Payton asked if the Library has been contacted by patrons who say they lost books in the flood. Mr. Watts replied that so far 5,600 items have been reported as lost in the flood. He added that we will have more being reported, especially from those who have had devastating loss. Given the situations many people have endured, they haven't even thought about Library materials. Some Library items may have been removed with the general debris. As discoveries are made we will address the individual circumstances.

Ms. Payton asked if we will reach a point where we send a letter to the patron. Mr. Watts said we will eventually send out the late notices. Ms. Stein said part of the problem is that some people may not be getting mail delivered. Formal invoices are always sent by U.S. Mail. It may take some time for people to realize they did not get a notice. Ms. Payton said she is trying to understand when we would start sending notices so that it does not appear that the Library is insensitive. Mr. Watts agreed that people have enough stress and distress. He said we may be able to note items that are being checked out now, leaving a gap for those items checked out around the time of the flood and its aftermath. Ms. Stein said the notices go out 90 days after the items are due. Mr. Watts said inevitably we will have patrons that receive a notice and will be surprised because they have not been thinking about Library materials they borrowed. Ms. Payton suggested that we communicate with the media to alert residents that these notices are being sent. This may help people to be aware that this is the process the Library has followed and then suspended during the flood event, but that we are resuming this procedure. Mr. Watts agreed that we do not want to unduly add to people's pain.

Mr. Luther asked about how many items are we talking. Mr. Watts said we are now at 5,600 items. Possibly we could have another 5,000-6,000 items. Mr. Luther asked if we have any deadlines regarding filing with FEMA. Mr. Watts explained that we will not be concerned about filing with FEMA for reimbursements. We are aware of FEMA deadlines, but we can't force people to come forward with their library losses so that we can file with FEMA. Mr. Luther agreed that we don't want to add to citizen's grief. Mr. Watts said we will probably even find out next year that a couple of hundred books have additionally been lost. We have a certain number of lost items even when a natural disaster hasn't occurred. We will absorb this loss relatively easily.

Mr. Luther asked what the notice will say. Mr. Watts said it is a standard notice identifying the outstanding items. He said that possibly we can suspend notices from printing for items checked out beginning three weeks prior to the floods, or send out special notices addressing these circumstances. Mr. Watts said the biggest loss will be the 16,700 books we lost at the Greenwell Springs Road Regional Branch.

Mr. Watts noted that we continue to have patrons coming to the Library who need help in recovering from the flood. We have been able to provide resources to them. The bookmobile at the site of the Greenwell Springs Branch with the FEMA representatives was very helpful. Mr. Watts said he received a letter yesterday from FEMA expressing how pleased they were to be able to work with our Library staff. Three of our library branches hosted an area for the signing of waivers for debris removal from private property. The FEMA Environmental and Historic Preservation Unit said they will provide documents regarding historic and environmentally sensitive sites affected by the flood.

Mr. Watts said not as many of our staff need to be off from work due to flood issues. Some still have much to accomplish toward recovery. Many are still hosting people who were displaced.

Mr. Watts then began the discussion of the recovery of the Greenwell Springs Branch. He said Ms. Husband would summarize the activities that have been going on at the branch this past month. Ms. Husband explained that we developed a plan to open about $\frac{2}{3}$ of the building. We

then decided how much space would be devoted to Teen Services, how much to Children's Services, and how much to Adult Services. We tried to preserve as many of the computers as we could. Then we made a list of tasks that needed to be accomplished in order to open. Children's Services staff streamlined their collection and packed the materials that will be stored during the restoration/renovation. The Quality Group moved 43 gondolas of books to the Renaissance Storage Facility. We didn't move any items to Renaissance until we addressed the moisture problem. Almost all of the books that need to be stored have been moved. We had about 20 staff including the Facilities staff doing an intense job of pulling the books and getting them out of the building.

Ms. Husband noted that since the books were removed, we have been cleaning out the rooms because there are still a lot of supplies and equipment that needed to be removed. We needed empty rooms so that the janitorial staff could get the adhesive from the carpeting off the floors. We will not put in new flooring at this time, but will wait until the remodeling is done.

Teen Services staff also came in and pulled books from their collection for storage. We are consolidating the Teen and Children's spaces, so that we can have a small area for popular Adult fiction and non-fiction. Some shelving is being stored in the Adult/Reference side of the building. Trash has been removed from the Circulation, Teen and Children's workrooms, as well as the offices.

Ms. Husband noted that today the janitorial staff began cleaning the floor. The Facilities staff have been working on topping off electric outlets, and those that were behind the service desks. We have received two quotes for installing the sheet rock. We will need to get some additional quotes. We will need to close in the studs with the sheet rock before we can open the branch to the public.

Staff will pull popular Adult fiction and non-fiction and place these items on temporary shelves once the sheet rock and the bottom of the shelves have been installed.

We met with the FEMA representatives through CSRS and have begun to provide them with lists of items that were damaged by the flood at Greenwell Springs plus items that were turned in by the public. The deadline for those submissions of flood related expenses including furniture is October 29, 2016. Ms. Husband said she is working on the cost estimates for the furniture, the file cabinets, the chairs and desks we lost.

Mr. Watts said over 4,000 books have been moved to storage. He said there is a lot of shifting of items as the floors are cleaned. Also items on shelves will need to be moved again once the bottom shelves are re-installed. Our staff is working hard. DPW has provided us with some of their staff to help us with the work in the branch. Our biggest obstacle now is to get the studs enclosed with the sheet rock. We cannot occupy the building until that is finished and we pass inspection. City-Parish Purchasing is working on getting quotes. Once we have the quotes we don't know when the work would be scheduled. We hope we can get the work done soon in a timely manner. We won't make our early November deadline, but we would like to be open by Thanksgiving. Everything is dependent on when the sheet rock contractor can do the work.

Ms. Husband said the staff have really been diligent, and have worked hard sorting books, packing them and removing items that need to be discarded. The file cabinets got wet on the bottom and will need to be replaced. We will need to purchase a refrigerator, and sinks for the work areas, the meeting rooms, and the staff lounge. Our Facilities staff is working hard and is taking care of the electrical and plumbing needs for the branch. We do have companies on contract should we have a special need.

Ms. Payton said she is speechless and commends Ms. Husband and the staff for the work they are doing. She said the staff is working diligently all day and then may be going home to do the same type of work in their own damaged residences.

Ms. Payton asked if the Board had any questions. Ms. Wascom asked about collection development for the Greenwell Springs Branch in light of all the books we lost there. Replacing those books is another huge task. Mr. Watts replied that what helps us now in replacing lost items is Collection HQ. This software analyzes what we lost, so it will not take a lot of effort to replace what was destroyed. We can fill in the gaps. Unlike damage from a roof leak in which we could lose a complete genre of materials, with this flood the bottom shelves of the bookcases were underwater. We lost a little from each genre. We can shift books around using Collection HQ. We will buy some materials. Right now we are reducing the collection at this branch by 60% so that the restoration/renovation can be completed.

Mr. Luther asked if all of our employees are getting their hours, and are we meeting their needs. Ms. Husband said we have moved employees from the Greenwell Springs Branch to other branches where we can use help. At times these employees work at Greenwell Springs on a variety of tasks. She noted that nobody is losing hours because of the damaged branch. In fact some employees may be working extra hours because we need extra help.

Ms. Husband then mentioned that the FEMA representative from CSRS met with Mr. Tim Bankston, our Facilities Manager, at the branch yesterday. We told them we would be doing some renovation, so the restoration would not be 100% like the building was before the flood. The representative walked through the building to see what we planned on doing. Ms. Husband said she will get an update on that walkthrough and give that information to Mr. Watts.

Ms. Payton asked for any further questions from the Board or comments by the public. There were none, so Ms. Payton read Item B under Old Business, and asked Mr. Watts and Ms. Juneau to report.

B. Update on Search for a Site for a South Branch Library – Mr. Spencer Watts and Ms. Kathryn Juneau – Sperry Van Ness

Mr. Watts said Ms. Juneau will give the Board an update on the Quail Drive site which appears to be in a long term wait and see mode. Then she will discuss a new site that has come to Ms. Juneau's attention.

Ms. Juneau explained that she has had numerous discussions with the owners of the Quail Drive property. They do not want to put anything under contract until they have a permit in hand for the construction of their new facility. They do have quite a few interested buyers for the Quail Drive location. They have a site downtown, but they need to appear in front of the Planning and Zoning Commission to get approvals. This process can take months because they may draw up their plans, but the Commission may require some changes. When properties go before Planning and Zoning it is public information, so Ms. Juneau said she will keep track of this property. She will let the Board know as soon as they have a permit for construction of the downtown location.

Ms. Juneau said when she began to look for land for the Library, she investigated the new tract of land they will see today. At that time the owner did not want to sell. He just put it on the market about three months ago while we were still working on Quail Drive. The property is on Balis Drive right behind the Walmart on College Drive. It is 2 ½ acres with an asking price of \$1.1 million. It's probably the only tract of land in that area that is available.

Ms. Juneau said the asking price is the going rate in this area. She pointed out that an acre of land and a 5200 square foot house across from Pennington on Moss Side Lane was bought about 2 years ago for \$1 million. The price of land in this area is constantly increasing.

Ms. Wascom said she knows about that property. It's right across the railroad track, and there are houses close by. Ms. Juneau replied that there are three houses close to the interstate and the street dead ends at the interstate. There is a street next to the Walmart that connects to Balis Drive. Ms. Wascom noted that there are also some houses on the other end of Balis where storage units were going to be built.

Ms. Juneau said she spoke to the agent before today's meeting. The property is under contract. He would not tell her the price, or who the buyer is. He did say it was not retail. He advised her the prospective buyer now have 40 more days to complete due diligence. A tract of land in this part of town will sell almost immediately. She added that much could change in 40 days.

Ms. Juneau said the Board can re-consider the Quail Drive property once the owners have a permit. She added that the holidays are approaching and it is difficult to pursue real estate business at this time.

Ms. Wascom noted that the Balis Drive property is an easy site to get to. She encouraged the Board members to check on the property. There is a traffic light at Perkins Road and Balis Drive and Stuart Avenue. At that light, Stuart becomes Balis. After crossing Perkins Road and the railroad tracks, the property is there on the left. She noted that this street is everyone's back way to Walmart and the shopping center adjacent to Walmart. The access is easy for residents of the Southdowns neighborhood. Ms. Wascom also said she has never been caught at the railroad tracks when a train came through. Ms. Juneau said she uses Balis Drive to connect to College Drive. Ms. Wascom did say it's been a shabby looking site, and has trash from the shopping center, but it is a large piece of land that has potential. Ms. Juneau agreed with Ms. Wascom that the property has good access and potential.

Mr. Watts said the most attractive feature is the access. It has a good traffic count, it has a traffic light, and people already know it as better route to take instead of the streets with heavier traffic. Ms. Wascom said that people avoid College Drive and Perkins Road as much as they can. Mr. Watts said it's worth keeping in mind as a prospect for the south branch in terms of size and topography. He added when he first looked at the property, he felt a branch library there would be an upgrade and improvement for that area. He added that at first, not being a resident in that area, he thought it may not be a good choice. However, he discovered that many people use this street. It's not as attractive ascetically as the Quail Drive site, but perhaps this one is more convenient for a large section of the residential population in the quadrant of the service area of Southdowns and Lee Drive. It has some merit from our standpoint.

Ms. Payton said it seems that we are in a holding or waiting pattern with the Balis Site and the Quail Drive site. She added we will wait patiently. She asked Ms. Juneau to keep the Board informed if she finds any other properties as she did with the Balis site. Ms. Juneau said she will do that.

Ms. Payton asked if there were any further comments. There being none she thanked Ms. Juneau. Ms. Payton said she will drive to the Balis site just to get an idea of where it is exactly. She said she drives through that area and hasn't looked closely. She suggested that the other Board members might do the same.

Ms. Payton asked if there were any other comments or questions from the Board.

VII. Comments by the Library Board of Control

There being none, she asked for comments from the Board. She thanked Mr. Watts and the staff for all their hard work. She noted that the staff has had a busy year. She added that she looks forward to finalizing the Director evaluation next month. She thanked the staff for their work at the Greenwell Springs Road Regional Branch as they work to restore and renovate it. She asked for a motion to adjourn.

There being no further business, Mr. Jacob made a motion to adjourn, seconded by Ms. Johnson. The meeting was adjourned at 6:00 p.m. by unanimous vote.

Ms. Kizzy A. Payton, President

Mr. Spencer Watts, Library Director



EAST BATON ROUGE PARISH
LIBRARY

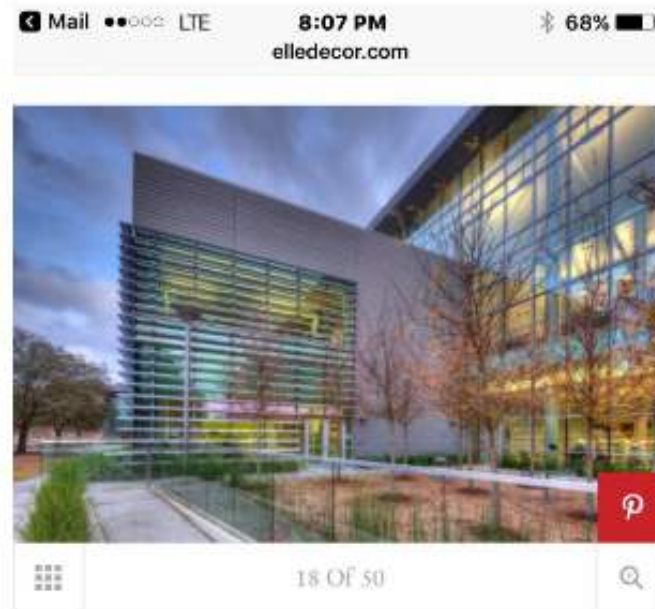
Library Overview | Year To Date

October 2016

National Recognition



- National Day of Making
- ULC Innovators
- Silver LEED Status



EAST BATON ROUGE PARISH MAIN LIBRARY AT GOODWOOD: BATON ROUGE, LOUISIANA

Selected by ELLE Décor Magazine as one of the 50 most beautiful libraries in the U.S. Celebrates the Library's modern appeal: dynamic, energetic spaces feature new technology and varied work areas.

Capital Projects: River Center Branch



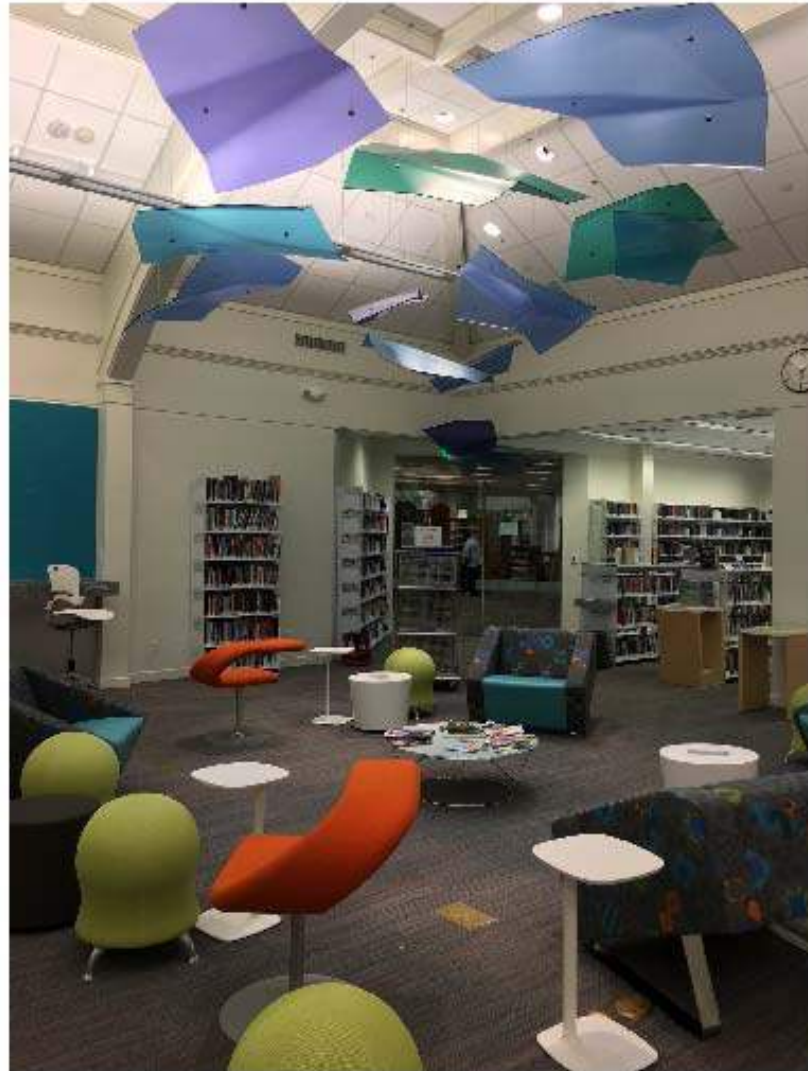
- General Contractor for the project is Buquet & LeBlanc
- Visible progress: Remediation and demolition are on target
- Official Groundbreaking planned for late November or early December 2016

River Center Branch Temporary Site



Temporary branch opened in July
in the historic Kress Building
located at 447 3rd Street

Bluebonnet Project Now Complete



Site Search Continues for South



- Sperry Van Ness assisting in site search
- Expanded criteria to include sites that would accommodate less traditional libraries



Other Major Maintenance or Capital Projects:

- Carver Roof Replacement COMPLETE
- GSR Roofing Project COMPLETE
- Energy Management System Installation at Scotlandville and Zachary COMPLETE
- Outreach Service Center | Recycled Reads COMPLETE
- Scotlandville Flooring Project Almost Complete
- Branch Exterior / Interior Lighting Project Underway
- Branch Exterior Renovation Project Underway
- Main Library Windows Repair In Progress
- Main Library Pavers Project In Progress

Historic Flood Impacts Greenwell Springs



EAST BATON ROUGE PARISH LIBRARY

BRANCH LIBRARY ASSESSMENT PLAN

Architects selected
for Jones Creek
and Greenwell
Springs projects

JONES CREEK REGIONAL LIBRARY QUICK STATS

AMMENITIES

- Meeting Room (Capacity – 200)
- Storytime / Craft Room
- Collaborative Space (4)
- Study Rooms (2)
- Conference Room (1)
- Dedicated Teen Area
- Public Computers (26)
- Children's Computers (12)
- (2 Adult Computers in Children's Area)
- Teen Computers (12)
- Digital Lab

SIZE

35,819 SF

COLLECTION CAPACITY

180,781 Collection Capacity

COST RANGE

\$3.3 TO \$5.1 Million*

*Based on 2015 construction costs of \$100/SF

RENOVATION RATING



GREENWELL SPRINGS ROAD REGIONAL LIBRARY QUICK STATS

AMMENITIES

- Meeting Room (Capacity – 212)
- Storytime / Craft Room
- Collaborative Space (2)
- Study Rooms (6)
- Conference Room (1)
- Dedicated Teen Area
- Public Computers (29)
- Children's Computers (16)
- (2 Adult Computers in Children's Area)
- Teen Computers (11)
- Digital Lab

SIZE

20,262 SF

COLLECTION CAPACITY

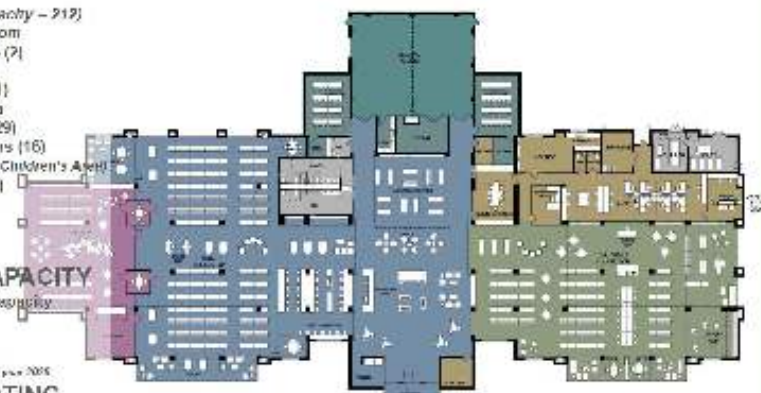
155,926 Collection Capacity

COST RANGE

\$5.4 TO \$6.5 Million*

*Based on 2015 construction costs of \$100/SF

RENOVATION RATING



PREPARED BY DEAN YARBASSO, ARCHITECT, CONSULTING ARCHITECTS, 2015



Back-of-the-House Technology

- VOIP completed in the spring
- Virtualization Project is currently underway
- Outfitting the Redundant Server Site is in progress
- ILS (Integrated Library System) upgraded to V-Smart 3.0
 - Allows us to implement new features
- RFID Project Bids Received in Purchasing:
 - RFID Tags, Intelligent Return System & Security Gates
 - Automated Materials Handling Sortation System
- Next Step: RFP for the RFID Tagging Project



Patron-Facing Technology

- Mobile Printing now available at all branches
- Fax on Demand now available at all branches
- Adobe Cloud now available at all branches
- RFID Project should be awarded soon & includes:
 - Self Check Kiosks and Desktop Units
 - Units include Reader's Advisory and Library Marketing features



ebrpl.com Website Evolution

- Online Catalog Upgrade in late-October
- Responsive design
 - Usability testing with patrons for new website
 - Linked Data to aid in discovery from outside Library
 - Increased application of analytics for page use
- V-Smart upgrade allows certain other new features to be implemented soon:
 - Credit Card/Debit Card
 - Online Registration and Online Renewal

SUMMER READING

... *It's ALL Good!*

- Registrations up by 4%
- More than 26,000 children attended free programs from a stellar lineup of performers, earned buttons and celebrated reading with Pete the Cat ... *Groovy!*
- Teens played retro games scaled to life size and worked on film creation, crafts and robotics
- Adults kicked back and read



Baton Rouge Mini Maker Faire®

The Library continues to focus on STEM and STEAM programs for children and teens



Building momentum through Summer Reading programs and events

Deepening the Library's on-going relationships with community partners such as Knock Knock Children's Museum, LSU, local School Systems, NOVAC, STEM UP, GIS DAY ...



Career Center

- Resume & Interview Seminars, Mock Interviews
- Joined Capital Area Re-Entry Coalition
- Outreach to Job Fairs, Community Fairs, Colleges, and Professional or Vocational Schools
- Programs:
 - Work at Home
 - How to Choose a College Major
 - Federal Jobs
 - Jobs in Hospitality
 - Background Checks
- New Job Club



Special Collections: BR Room

- BR Room Lecture series
- BR 200 Preparation
- Digital Forensics Workshop
- Preservation Workshops
- Scanning Sessions
- Major Additions:
 - C.C. Lockwood
 - Frank Hayden
 - Kellie Scott Kelley
 - *The Advocate* Photo Archive
- *ArchiveSpace* Content Management System
- New Cradle Book Scanner



Special Collections: Genealogy

- Legal Genealogist Series featuring Judy G. Russell
- DNA Workshop with Robert B. Noles
- Genealogy Badge program





Prepping for Baton Rouge Bicentennial

- More than 50 community partners
- All ages and interests
- Kicks off at Red Stick Revelry and runs through 2017



Marketing

Outreach

Relationships

- BRAC
- BRAC's InternBR and Leadership Class
- 1 Million Cups
- SCORE
- BR Social Media Association
- ULDI
- NPO Emerging Leaders
- LANO
- Next Wave Training Series
- FORUM 35
- Women's Council
- OLLI
- Red Stick Moms
- VITA
- Interfaith Federation
- AARP
- NOVAC
- Up Alliance
- Mayor's Office
 - Connect Home Project
 - MBK: My Brother's Keeper
 - Flood BR with HOPE
 - Baton Rouge 200
 - Green Light Planning Meetings
 - Summer Youth
 - Healthy BR
- Children's Coalition
- Health Centers in Schools
- Nurse Family Partnership
- FEMA and other Flood Relief Agencies
- Volunteers of America Social Workers
- Farmer's Market
- Voter Registration Drives
- NASW
- Federation of Greater BR Civic Associations
- AAUW
- Corey Webster Foundation
- NAMI
- Red Stick Intl Festival
- The Walls Project
- BR Blues Foundation
- City Year
- BR Area Football Officials
- Soccer Referees
- AIA
- Basketball Officials
- 10/31 Consortium
- And many, many more...

