

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
JANUARY 16, 2020
4:00 P.M.

PLEDGE OF ALLEGIANCE

I. ROLL CALL

II. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF NOVEMBER 21, 2019

III. SPECIAL ORDERS

IV. REPORTS BY THE DIRECTOR

A. FINANCIAL REPORT

B. SYSTEM REPORTS

C. OTHER REPORTS

1. MAINTENANCE AND ADDITIONAL CAPITAL PROJECTS

2. MISCELLANEOUS REPORTS

V. REPORTS OF COMMITTEES

VI. UNFINISHED BUSINESS

A. UPDATE ON RIVER CENTER BRANCH LIBRARY CONSTRUCTION – MR. SPENCER WATTS

B. UPDATE ON RENOVATION OF GREENWELL SPRINGS ROAD REGIONAL BRANCH LIBRARY –
MS. PATRICIA HUSBAND

C. UPDATE ON RENOVATION OF JONES CREEK REGIONAL BRANCH LIBRARY –
MS. KRISTEN EDSON

VII. NEW BUSINESS

A. TO VOTE TO ELECT OFFICERS FOR THE LIBRARY BOARD OF CONTROL FOR 2020 –
MR. JASON JACOB

B. TO VOTE TO SEND COMMENTS TO CITY-PARISH ADMINISTRATION REGARDING TWO TAX
ABATEMENT PROPOSALS – MR. SPENCER WATTS

VIII. COMMENTS BY THE LIBRARY BOARD OF CONTROL

IX. ADJOURNMENT

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

January 16, 2020

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, January 16, 2020. Mr. Jason Jacob, President of the Board called the meeting to order at 4:00 p.m. Members of the Board present were Ms. Nicole Allmon-Learson, Mrs. Martha Guarisco, Mr. Donald Luther, Jr., Ms. Candace Temple, Ms. Kathy Wascom, and Mrs. Delores Watts. Also in attendance were Mr. Spencer Watts, Library Director; Ms. Kristen Edson, Deputy 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; and Ms. Liz Zozulin, Executive Assistant to the Library Director. Also, present were Ms. Rosana Sotile, Library Technician I to the Library Deputy Director; Mr. Jamaal Thompson, Library Network Technician I; Captain Blair Nicholson of the East Baton Rouge Parish Sheriff's Office; Mr. Frank Hillyard, videographer for Metro 21; and Mr. Blake Paterson, reporter with *The Advocate*.

Mr. Jacob asked Mr. Luther to lead the Pledge of Allegiance to the Flag.

I. Roll Call

Mr. Jacob asked Ms. Zozulin to take the roll which she did.

II. Approval of the Minutes of the Regular Meeting of November 21, 2019

Mr. Jacob asked for the approval of the minutes of the regular Library Board meeting of November 21, 2019. Mr. Luther made a motion to approve the minutes, seconded by Ms. Temple, and approved unanimously.

III Special Orders

There were no items to cover under Special Orders.

IV Reports by the Director

A. Financial Report

Mr. Jacob asked Mr. Watts to present the reports. Mr. Watts asked Ms. Pinsonat to give the financial report. For 2019, operating expenditures through December 31st are \$36,058,380.29, or

78.61% of the operating budget. Although 2019 has ended, a number of expenditures are not yet posted, so both total expenditures and the corresponding percentage will increase for several more months.

Cash collections from Property Taxes for 2019 are approximately \$1.6 million, and 3.50% ahead of last year. This total will also change in a few months, once 4th quarter interest earnings are posted.

For 2020, cash collections are outpacing last year, as we are \$1.67 million, and 4.67% ahead of 2019. Although we expect 2020 collections to remain ahead of 2019, it is too soon to predict if this percentage will continue throughout the year.

Ms. Pinsonat asked if there were any other questions. There being none, Mr. Jacob thanked Ms. Pinsonat and then read Item B.

Mrs. Watts arrived at 4:08 p.m.

B. System Reports

Mr. Watts asked Ms. Stein to give the systems report. Ms. Stein then gave the *Around the Parish* report.

- The theme for the Library in 2020 is *Take a Fresh Look at Your Library*. The Library's advertising and media outlets are emphasizing this theme.
- The Library is inviting the public to complete an assessment survey which is a diagnostic tool of our service.
- In December the Main Library hosted holiday concerts by the Talented Music String Orchestra and Choir, and also musicians from the EBR Gifted and Talented program.
- In December the annual *Food for Fines* collection gathered over 12,000 pounds of food which translates into approximately 10,000 meals for the Greater Baton Rouge Food Bank.
- Also in December the annual *Sock It to Me* collection gathered over 1,000 new pairs of socks for those in need, including foster care and shelter residents.
- The *Snack N' Study* after school service has distributed 11,640 snacks to students from mid-October through December at all 14 Library facilities. Snacks will also be provided during bookmobile visits starting this month.
- In honor of Arbor Day, on Friday, January 10th Baton Rouge Green and an LSU C-Cell student planted camellias at the entrance to the Main Library.
- The Library supports engaging children in learning through a variety of methods including informational texts to parents, and tactile activities in Children's Services.

- *1,000 Books BEYOND Kindergarten* is a new Library reading program for students in grades K – 5. One hundred children have already signed up to participate. For every five books the student reads a badge incentive will be provided by the Library.
- Teens at the Greenwell Springs Road Regional Branch took ACT practice tests in the newly built collaborative room in Teen Services. ACT practice tests are also provided through the databases, Learning Express and Tutor.com.
- On the second Saturday of each month the Main Library will host Saturday Science in partnership with LSU. On January 11th Dr. Gabriela Gonzalez talked about the Nobel prize winning LIGO project. In February Dr. John DiTusa, the Chair of Astronomy and Professor of Physics at LSU will discuss the *Curious World of Magnetism through Neutrons*.
- Pajama Bingo continues at the Jones Creek Regional Branch Library, even amid the renovation work at the branch. All ages are welcome to join in the fun!
- For the 8th year in a row, the East Baton Rouge Parish Library has been named a Star Library by *Library Journal* with 6,333 public libraries under consideration. The statistics used for ranking were collected in 2016.
- Preliminary Statistics for 2019 have increased with over 2 million items in our collection. Gate count and circulation numbers have also increased. There are fewer bookings for study rooms and meeting rooms, but attendance has increased. The staff has refined the booking process leaving more time between bookings for evacuating and refreshing rooms between meetings.
- PC use has remained steady, but WiFi use is up 63%. This may be attributed to our new more robust internet connection.
- Outreach visits have increased to 2,363 with over 266,000 patron uses.

Ms. Stein asked if there were any questions. Ms. Wascom asked if there is a certificate or plaque that could be presented before a Metropolitan Council for the Library's status as a Star Library to which Ms. Stein answered no. Ms. Wascom asked if the Library is notified by mail of their Star status to which Ms. Stein replied that our Library staff check on *Library Journal's* website for the rankings.

Ms. Stein then said that the One Book One Community selection for 2020, *Americanah* by Chimamanda Ngozi Adichie, would be featured in the February issue of *The Source*.

Also during the first week of February, the Library will host LPB for their series on the GU272 Descendants Association and the Georgetown Reparation. This series is about the Jesuits at Georgetown University who in 1838 sold their slaves to pay off institutional debts. Through genealogic research the descendants of these enslaved people have been located. A panel discussion about the Georgetown Reparation will be moderated by LPB and will be held at the Main Library.

Ms. Stein noted that the 2019 tax filing season has begun. The Library will again host AARP volunteers at the Main Library, the Bluebonnet Regional Branch, and the Central Branch Libraries to assist the public with filing their returns. Volunteers in Tax Assistance (VITA) through the Capital Area United Way will assist the public at the Baker Branch, the Carver Branch, the Fairwood Branch, the Greenwell Springs Road Regional Branch, and the Jones Creek Regional Branch Libraries. She said that we are also working on providing this service at the Zachary Branch Library.

Ms. Stein added that the Library will again host Super Tax Day at the Main Library on February 15th. The event is sponsored by Entergy with volunteers from Entergy and the Capital Area United Way to assist in this free service.

Mr. Jacob thanked Ms. Stein. He then read Item C, Other Reports.

C. Other Reports

1. Maintenance Report and Additional Capital Projects

Mr. Watts said that Ms. Edson would deliver the maintenance and capital projects report. Ms. Edson stated that this report reflects maintenance completed over the last two months. She said light bulbs had been replaced in the exterior canopy in the Plaza area as well as the parking lot at the Main Library. At the Bluebonnet Regional Branch, the Carver Branch, the Eden Park Branch Libraries, and the Outreach Services facility bulbs and drivers were replaced. She noted that some items were covered under the warranty through the exterior restoration project done several years ago.

Ms. Edson noted that filters on air handlers had been replaced at several locations. Annual chiller maintenance had also occurred at several branches. Three boilers at the Main Library have had some issues which were repaired. However, more work is needed as some problems have not been fully remedied. A new chilled water pump was installed at the Bluebonnet Regional Branch.

Ms. Edson said minor maintenance work at the Main Library included installing a picture rail in Special Collections. Trees were also trimmed in various locations of the property. Our vendor also cleaned and swept the parking lot. She said she is working on a professional services agreement so that the parking lot can be cleaned on a regular basis to reduce the amount of debris flowing into the bioswales.

At the Carver Branch several dead trees were removed. The carpet throughout the building was shampooed. At the Baker Branch our vendor repaired a broken glass door. Maintenance at the Outreach facility included pressure washing the building, and repairing pot holes in the parking lot. A quote was received for the replacement of the awnings. The new awnings should be replaced in the next few weeks.

Ms. Edson announced that the Library purchased a facilities management software system. Staff will be able to issue and track tickets for all maintenance concerns. The software is being customized for our Library system and should be ready for use in the near future.

Ms. Edson asked if there were any questions from the Board. Ms. Wascom asked about the new awning for the Outreach facility. Ms. Edson said it would be blue and have the street address on it.

Mr. Jacob asked about the problem with the chillers at the Main Library. Mr. Watts said the issue was with the Variable Frequency Drive (VFD). He added that he wants further investigation of the problem. He is concerned that it might be related to the power outages that occur at the Main Library. Mr. Watts said he was more concerned recently about the boilers, especially when the vendor said Boiler #3 was approaching the end of its lifespan. In his estimation, a boiler should last at least 12 – 15 years. He added that after the one-year warranty period, regularly scheduled maintenance was not regularly performed. He again said the problem with the chillers seems to occur when there are power fluctuations in the building. Ms. Edson noted that she is working with City-Parish Purchasing on a maintenance contract so that an inspection and maintenance can occur on these systems on an annual basis.

There being no comments or questions, Mr. Jacob thanked Ms. Edson, and then asked Mr. Watts to give the Miscellaneous Reports.

2. Miscellaneous Reports

Mr. Watts said in regard to maintenance, work has been done on the concierge elevator at the Main Library to ensure that when the power goes out, the elevator door opens to allow passengers to exit on the third floor. Patrons can then be directed to the cargo elevator to return to the first floor. This elevator continues to operate with the generator's power.

Mr. Watts added that at one of the branches, our Facilities staff replaced all of the ventilation fans. Older fans can malfunction and overheat causing a fire, so it is important to replace them periodically.

Mr. Watts then discussed the statistical reports pointing out that it is noteworthy that the Library's circulation count surpassed 3 million last year which is a 4.4% increase. Our gate count was also impressive at 2.92 million which is a 3.5% increase.

Management Partners, who was previously under contract with the City-Parish to conduct an "efficiency" study of City-Parish departments will be working on a first phase effectiveness study for the Library. Mr. Watts emphasized that this is not an efficiency study, but is rather a review for the purpose of determining methods for improved effectiveness. The goal of the study is not necessarily to find ways to cut costs or personnel, but to present possibilities for building on current successes. The first round of information gathering by the consulting team will take place during the week of January 27th. Interviews will be scheduled with key staff including interviews with Library Board members who are an integral part in the Library's success. The interviews will last

approximately 45 to 50 minutes. Mr. Watts said he would contact each Board member to set up an interview. He noted that this study will assist the Library in its strategic planning and in the direction which the Library will take in the coming years.

Mr. Watts told the Board that the scope of work for the South Branch Library was sent to City-Parish Architectural Services the first week of December. It is now being reviewed by the Design Selection Board and is set up for release. The Board will issue a Request of Qualifications (RFQ) for Architectural Services. Architects will then respond with information about their qualifications for designing the South Branch Library. Once the responses are collected, they are graded by a standardized set of criteria. The Design Selection Board conducts a meeting to vote on the submissions, and chooses a firm for the design work. Mr. Watts noted that the Library staff attend this meeting and have one vote in the selection process.

He said he will inform the Board when the RFQ is issued. Architectural firms are given approximately four weeks to respond with their qualifications for the project. Architects need that time to assess their ability to commit to a new project along with those they already have.

Mr. Watts then reported on the RFID self-check system and the use of credit cards. The self-check kiosks continue to be used, but the percentage of patrons using them has remained around 23%. The staff is conducting an assessment including the placement of the self-check stations to determine why usage has plateaued at this point. He noted that the kiosk in Children's Services at the Main Library checked out 2,199 items in December. Installing kiosks in Children's Services at the regional branches could increase usage. The Library's goal over the next several years is to reach 33-35%.

Mr. Watts discussed the exterior intelligent return at the Main Library. He said there are fewer complaints now that a new screen has been installed which is more visible in the bright sunlight. Also instructions advise patrons to tap the screen with one finger. He added that in his opinion there may also be a problem with the sensors caused by temperature increases outside. He said the staff will continue to work on a permanent resolution for our patrons.

Mr. Watts gave an update regarding the on-line use of credit cards for paying Library fines and fees which is a convenience available to patrons remotely. Since mid-November 181 payments totaling over \$2,500 have been recorded. The staff is continuing to isolate kiosks within the Library's network so that patrons can use credit cards in our facilities. At this time our Computer Services staff are over extended on projects such as installing Windows 10, the cybersecurity concerns and the facility construction projects. He also reported that the VDI project is on hold until our servers can be upgraded.

Mr. Watts discussed the bookmobile fire that occurred on December 3rd. "Betty Blue", our older large bookmobile suffered a major engine fire that spread to other areas of the vehicle. Fortunately, no staff were injured. From the initial assessment, it appears that the bookmobile is a total loss. Once the final assessment is completed, we may replace the vehicle. We have sufficient funds in the budget for the purchase of new bookmobile.

Mr. Watts announced to the Board that *OverDrive*, the primary vendor for ebooks for libraries across the country including our system, has been purchased by KKR, an international private equity firm. The concern over this acquisition is based on past experiences in which a purchased company is overwhelmed by huge amounts of debt or devastating restructuring. However, from a positive point of view if KKR uses its business savvy and market clout, it could produce beneficial arrangements with publishing companies.

Ms. Allmon-Learson arrived at 4:40 p.m.

Mr. Watts mentioned the Library's community assessment survey. He said it is important because it assists us to determine the Library's direction in the future. Through this survey the public can tell us what is important to them, in what areas we need to work, and what services and programs are working well.

Mr. Watts asked if there were any questions on the miscellaneous reports. Ms. Wascom asked about the process in selecting the architect for the South Branch Library. He replied that the Design Selection Board chooses the firm for the design of the facility. Ms. Wascom asked when the charrettes take place. Mr. Watts said when the contract with the architect is created, the Library can request public meetings, or charrettes. Mr. Watts noted that after the architects have met with the Library staff, and have produced some concept designs, public meetings are held. It generally takes about six months from the time the contract is signed to hold meetings for the public.

There being no other comments, Mr. Jacob asked if there were any public comments under Reports by the Director. There were none. Mr. Jacob thanked Mr. Watts, and then read Item V, Reports by Committees.

V. Reports by Committees

There were no items to cover under Special Orders. Mr. Jacob read Item A under Unfinished Business.

VI. Unfinished Business

A. Update on River Center Branch Library Construction – Mr. Spencer Watts

Mr. Watts discussed the River Center Branch Library construction project. He stated that the construction is nearing completion, and there are still some key tasks to complete. He showed the Board a photo of the completed plaza and bicycle racks.

Mr. Watts then showed a photo of the interior vestibule entrance. He explained that additional glass for the vestibule and lobby area was scheduled to arrive last week. Additionally, all work on the vestibule's above-ceiling components has been completed.

Mr. Watts stated that one of the major issues has been the telecom data line installation. He said that Mr. Brian Thornhill, Library PC LAN Administrator, and Mr. Sean Johnson, with City-Parish Architectural Services, worked closely with Cox Communications to advance the installation dates. The telecom lines are now installed, and the final connections at the service board are being made. This was an important step, because the elevators require working telecom lines in order to operate, as mandated by the fire marshal. Next, they will need to pass inspection, which should occur within the coming week.

Mr. Watts explained that there is still some additional data work that needs to be completed. The installation of telecom lines that link to the lighting controls needs to be finished, and it should be this week. Also, the Library's audio-visual equipment vendor has been installing monitors, screens and projection systems.

Mr. Watts stated that since the construction project is not yet completed, there is not an official punch-list. However, there is a combination of a preliminary punch-list and an end-of-project punch-list. The contractor has been working at a brisk pace throughout December to complete tasks.

Mr. Watts then showed the Board a picture of the flooring on the second floor in Children's Services, which was installed in December. The picture showed how colorful the room will be and how the color theme is used throughout area. He also showed a picture of the flooring in Adult Services on the third floor to demonstrate how much work has been completed. He stated that a problem occurred when carpet tiles were installed incorrectly in the Technology Lab, and he showed a picture of the issue. The installation template included a specific pattern to be followed. It was discovered that the tiles had been installed incorrectly, creating a disjointed appearance. The sub-contractor has reinstalled the tiles to correctly fit the pattern.

Mr. Watts displayed a photo of the green space on the fourth floor Terrace. The space offers beautiful views from all directions, where one can see the State Capitol building, the Mississippi River Bridge, or downtown Baton Rouge.

Next, Mr. Watts explained how a few more issues have developed concerning the plan to move into the new building. The recent cyber-attack on the State's computer network caused the state procurement system to shut down for an extensive amount of time. The Library had several large bids for furniture packages already in the system, and these were delayed because of the shutdown. The furniture that should have been ready for delivery is now delayed for several more weeks. There is some furniture that is available through the state contract already in place, and it will be delivered at the end of the month. The other furniture may not be delivered until mid-February.

Another issue from the delay and from the loss of the public bidding process is the lack of a moving contract. The Library submitted the bid request in October, but it was not released before the cyber-attack. The Library is working closely with the City's purchasing department to secure specialty moving contracts, as well as supplementing with the City's contracted utility staff and Library staff to physically move items with a rented truck. This results in extra hidden costs as employees may need to be paid overtime or compensatory time Mr. Watts stated. Additionally, there will be time lost, as Library employees and Facilities staff will have to divert their regular work and be pulled

from other significant projects. Mr. Watts said he's confident the work will get done, and within the next few weeks there should be a more definite timeframe for occupancy and closing out the construction project.

Ms. Wascom asked Mr. Watts when does the contract end for occupying the Kress building, and when does the Library need to vacate. Mr. Watts replied that the Library needs to vacate by February 29th. This adds a sense of urgency to securing trucks and extra gondolas for loading items to be moved. Ms. Wascom also inquired about the shelving in place at the temporary location. Mr. Watts responded that it will have to be taken down and either reassembled in the new building or stored elsewhere. Ms. Wascom then asked if all of the shelving is available and if the issue is that they are just waiting on the rest of the furniture. Mr. Watts replied that most of the shelving will be available with the exception of some end panels.

Mr. Watts then asked if there were any other questions. There being none, Mr. Jacob thanked Mr. Watts and read Item B under Unfinished Business.

B. Update on Renovation of Greenwell Springs Road Regional Branch Library – Ms. Patricia Husband

Ms. Husband gave an update on the Greenwell Springs Road Regional Branch Library renovation project. She showed the Board a photo of the Teen Service's area, which is one of the first renovated areas in Phase II. As of now, it is still an open area, but will have more doors installed soon. Most of the sheetrock has been installed and a few pony walls, or half walls, have been constructed. The study rooms and conference rooms have also been framed. Ms. Husband also showed a photo of the Teen Service's program room, which faces north.

Ms. Husband stated that in Phase II, approximately 85% to 90% of the ceilings have been installed, and around 15% of the lights have been installed. The Variable Air Volume (VAV) boxes have also been wired.

Fiberglass reinforced plastic has been installed along the walls in staff areas, specifically the storage rooms, to help prevent sheetrock damage from tables, chairs, dollies and other equipment.

Ms. Husband showed a photo of the overhead furr downs, in Children's Services. While the Adult Services area will have more subdued colors, these features in Children's Services have been painted bright colors, such as yellow, red, blue and green. Ms. Husband noted how the architect has done an excellent job of matching and paralleling the colors on the flooring and the colors on the overhead areas.

Next, she displayed a photo of the storage area for the story time room in Children's Services. Some of the millwork has been installed, and it will include a sink. She also showed a picture of the large meeting room in which work is now complete, with the exception of the rub-rail, or chair rail, installation. Ms. Husband explained that rub-rails are now being installed during all construction projects in meeting rooms and conference rooms. This is a preemptive measure to prevent sheetrock damage caused by the backs of chairs rubbing against the walls.

Ms. Husband showed the Board a photo of the small hospitality room that has been completed. It will have a microwave and a small under-counter refrigerator. She also showed a photo of the storage room near the large meeting room, which clearly shows the fiberglass reinforced plastic on the wall. This is an example of one of the measures being taken to prevent the building from being tattered, she explained.

Ms. Husband presented a photo of the new entrance area, which will now be one centralized entrance instead of two entrances on opposite sides. This will be easier for Library staff to see and greet patrons as they come into the building. There is a brick wall that was being pressure washed at the time. That area will also contain the new book-drop room and the exterior intelligent book return.

Ms. Husband then gave a few additional construction updates. Tile has been installed in the staff restrooms, on both the floors and walls. Discussion has begun for the Phase III move. The lobby and adjacent areas are the focus of Phase III work. The public access computers will need to be relocated for this phase. The contractor informed Ms. Husband that the Phase II punch-list will be completed by mid-February.

She also explained that the contractor was notified on where the RFID gates should be located, as well as the locations for power and data. The contractor was given product information and contact information for the manufacturer.

A few other features of the large meeting room are dimmable lights, installed partition doors, and additional power and data.

Ms. Husband then explained to the Board a few issues from Phase I. The door locks for the study rooms arrived on Wednesday, January, 7th. These door locks were changed so that they can only be locked from the outside, not from the inside, for safety measures. The study rooms will also feature a decorative film on the glass walls, and the architect is still in the process of making final decisions for the film.

Also in Phase I, aluminum window sills were replaced, and a diverter was installed at the rear emergency door to divert rainwater to the sides of the entrance. A few rooms did not include the installation of rub-rails, and the Library has requested a price quote to correct the issue.

An electrical meter was installed in August, and Ms. Husband called the utility company to inquire about data that had been collected regarding power outages. The technician she spoke with informed her that the data reflected no power outages or fluctuations since the installation of the meter. Ms. Husband stated that the results are accurate.

Ms. Husband asked the Board if there were any questions. Ms. Wascom asked what types of technology will be included in the meeting rooms. Ms. Husband showed the photo of the large meeting room and responded that the room already had functioning drop-down screens, so they will not need to be replaced. Extra power and data was installed, as well as the capability of installing a large monitor if the need for it arises.

Ms. Husband asked if there were any more questions. Mrs. Watts asked if there will be electrical sockets for charging electronic devices in the large meeting room. Ms. Husband replied that a lot of extra outlets were installed, including in the flooring and along the walls. This was done not only in the meeting rooms, but throughout the entire building as well.

Ms. Husband asked again if there were any more questions. There being none, Mr. Jacob thanked Ms. Husband. He then read Item C under Unfinished Business.

C. Update on Renovation of Jones Creek Regional Branch Library – Ms. Kristen Edson

Ms. Edson gave a brief update on the renovation of the Jones Creek Regional Branch Library. She showed the Board several photos of the move into Phase I, which was completed on December 13th. Next, she displayed photos of the temporary outdoor restrooms. There are separate restrooms for men and women, and one designated as ADA compliant. She also displayed photos of the interior of the temporary men's restroom. These are replacements for the restrooms originally placed onsite and have many upgraded features. The Library's janitorial staff cleans the restrooms every day, and a storage space has been provided for their supplies. Waste removal and sanitation will occur weekly.

Ms. Edson then showed photos of the new light fixtures in Adult Services. Installation of the new fixtures has been completed, and they are more modern in appearance compared to the previous fixtures.

Ms. Edson explained to the Board that several items from the punch-list are still being completed. Electrical outlets in the conference room that do not function properly are being fixed, and door-stops are still being installed.

Next, Ms. Edson displayed photos of the Phase II interior demolition, as well as the exterior demolition of Children's Services. A temporary wall is being erected to protect the work in that area.

She also explained to the Board that part of the fencing toward the rear of the building has been partially demolished. It was necessary to keep a portion of the fence intact due to a storm drain on the south side of the building that was being removed. Once the fence can be completely moved, the contractor will fill in the ground ruts that were created from construction machinery.

Ms. Edson then showed two photos of the center atrium. Steel cross-beams on the atrium's ceiling were removed. A structural engineer examined the beams and determined they were not needed for structural purposes.

Ms. Edson said trenches have been cut into the concrete floors to prepare for the installation of power and data boxes. The signage package is still under review, as there are a few items that need to be finalized. Also, a meeting was held on January 3rd to review the power and data plan with the architect. This was their final meeting regarding power and data.

The installation of the canopy for the temporary entrance was completed on January 15th and will provide better protection for patrons from wind and rain. Glass boards are scheduled to be delivered next week and will be installed in the collaborative meeting spaces.

Ms. Edson explained that the multi-colored ceiling fabrics for Children's Services has to be redesigned because the original placement did not take into consideration the location of sprinkler heads in the ceiling. The architect, designer and manufacturer will meet with the project contractor to produce a new design for the space.

Ms. Edson asked the Board if there were any questions. Mr. Jacob asked Ms. Edson for clarification on a timeline for the project's completion. Ms. Edson responded that the contractor communicated it could be completed in nine months; however, she believes it will be around eleven months. Mr. Jacob expressed that it sounds like it will be at the end of the year, and Ms. Edson agreed.

There being no more questions, Mr. Jacob thanked Ms. Edson.

He asked if there were any public comments on Item VI of the agenda. There were none, so he read Item VII, New Business.

VII. New Business

A. To Vote to Elect Officers for the Library Board of Control for 2020

Mr. Jacob read Item A and asked for nominations for President. Mr. Luther re-nominated Mr. Jason Jacob for President, Ms. Candace Temple for Vice President, and Mrs. Martha Guarisco for Treasurer. Mrs. Watts seconded the motion which passed unanimously. Mr. Jacob thanked the Board, and congratulated the officers. Mr. Luther thanked the officers for serving on the Board.

B. To Vote to Send Comments to City-Parish Administration regarding Two Tax Abatement Proposals – Mr. Spencer Watts

Mr. Watts said the Board received two proposals. He advised the Board, as they have done in the past, to take into account that the Metropolitan Council is in the best position to decide whether the tax abatements are worth the economic incentive. Mr. Jacob asked for a motion on this request. Mr. Luther made a motion to make no comment to the Council on the tax abatement request. Mrs. Watts seconded the motion which passed unanimously.

Mr. Jacob read Item VIII.

VIII. Comments by the Library Board of Control

Mr. Watts announced that Ms. Edson has received her Librarian Certification from the State Board of Library Examiners. She has received her certificate designating her as a Library Administrator. All in attendance applauded Ms. Edson's achievement.

Mrs. Guarisco congratulated the Library staff for the recognition of being named a Star Library again. She said she realizes that we cannot expect this honor every year. None the less, she sees our Library's achievements and she thanked the staff for their efforts.

Mr. Luther congratulated the Board officers again. He also congratulated the LSU Tigers. He noted that the Library staff is wonderful. Part of their success involves other great City-Parish public servants like Mr. Sean Johnson from Architectural Services. They often do not get much recognition, but we are lucky to have them.

Mr. Luther congratulated the Library for attaining Star status again. He said we need to continue to strive to do the right thing for our constituents, and for our librarians. We need to protect what we have already achieved and continue to move forward.

Mr. Jacob read Item IX.

IX. Adjournment

Mr. Luther made a motion to adjourn and Mrs. Watts seconded the motion. The meeting was adjourned at 5:20 p.m. by unanimous vote.

Mr. Jason Jacob, President

Mr. Spencer Watts, Library Director