

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
MAY 16, 2019
4:00 P.M.

PLEDGE OF ALLEGIANCE

I. ROLL CALL

II. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF APRIL 25, 2019

III. REPORTS BY THE DIRECTOR

- A. FINANCIAL REPORT
- B. SYSTEM REPORTS

IV. OTHER REPORTS

- A. MAINTENANCE AND ADDITIONAL CAPITAL PROJECTS
- B. MISCELLANEOUS REPORTS

V. UNFINISHED BUSINESS

- A. UPDATE ON RIVER CENTER BRANCH LIBRARY CONSTRUCTION – MR. SPENCER WATTS
- B. UPDATE ON RENOVATION OF GREENWELL SPRINGS ROAD REGIONAL BRANCH LIBRARY – MR. SPENCER WATTS AND MS. PATRICIA HUSBAND
- C. UPDATE ON JONES CREEK REGIONAL BRANCH LIBRARY – MR. SPENCER WATTS AND MS. KRISTEN EDSON

VI. NEW BUSINESS

- A. TO VOTE TO ADOPT REVISIONS OF LIBRARY BOARD OF CONTROL BYLAWS – MR. JASON JACOB
- B. LIBRARY OVERVIEW OF 2019 – MR. SPENCER WATTS

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

May 16, 2019

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, May 16, 2019. Mr. Jason Jacob, President of the Board called the meeting to order at 4:04 p.m. Members of the Board present were Mrs. Martha Guarisco, Mr. Donald Luther, Jr., Ms. Candace Temple, Ms. Kathy Wascom, and Mrs. Delores Watts. Absent from the meeting was Ms. Nicole Allmon-Learson. 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 Mr. Brian Thornhill, Library LAN Administrator, Mr. Jay Dias, Library Network Technician I; and Capt. Blair Nicholson of the East Baton Rouge Parish Sheriff's Office. Also in attendance were Mr. Chance Wilson, Library Board member effective on May 17, 2019; and Mr. Frank Hillyard, videographer for Metro 21.

Mr. Jacob asked Mrs. Guarisco to lead the Pledge of Allegiance to the Flag.

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

Mr. Jacob asked for the approval of the minutes of the regular Library Board meeting of April 25, 2019. Ms. Temple made a motion to approve the minutes, seconded by Mrs. Guarisco, and approved unanimously.

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 April 30, 2019 are \$11,362,642.78 or 24.97% of the operating budget. Through April, we should have spent no more than 33% of the operating budget.

Cash collections from Property Taxes for 2019 remain ahead of the same 5 months in 2018, as we are approximately \$750 thousand dollars, and 1.69% ahead of last year.

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

B. System Reports

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

- The Library's second Mid City Comic Con held on April 27th was a huge success again with over 500 in attendance. Marvelous media coverage publicized the event.
- Authors and illustrators from the graphic arts industry conducted workshops, seminars, and demonstrations. Many attendees wore character costumes.
- Participants enjoyed having their photos taken under the Mid City Micro Con banner featuring Captain Goodwood (a.k.a. Ms. Stein in a super librarian cape and book hat).
- Ms. TaLynn Kel discussed self-esteem, body consciousness, and self-care when participating in cosplay.
- Ms. Ashley Woods, well known illustrator and graphics artist was our featured guest speaker. She worked on publications such as *Niobe* and *Tomb Raider*.
- On Sunday, April 28th we again hosted the event, All Paws on Deck at the Main Library. Rev. Alexia Anderson is the founder of this program which focuses on pets who are cancer survivors, and features a parade of cancer survivors.
- On May 4th Baton Rouge Green with the Arbor Day Foundation, and corporate sponsor Enterprise Rent-A-Car Foundation gave away 1,000 trees in the parking lot of the Main Library.
- On May 6th the inaugural event for the Baton Rouge Poet Laureate was held at the Main Library. This event was initiated and hosted by Mayor Broome with the assistance of the Arts Council of Greater Baton Rouge. Local poets submitted their names to be considered for Poet Laureate. The honor was given to Mr. Christian Davenport, a spontaneous poet.
- Among those attending this event were the State Poet Laureate, Mr. Jack Bedell; Ms. Renee Chatelain, President of the Arts Council; Ms. Lillie Carter, the student Poetry Out Loud Regional Winner; and Mr. Jordan Howard, a deaf poet from the Louisiana School for the Deaf. He signed his poem and a spoken word enunciator exclaimed the poem. A pianist for Baton Rouge High performed jazz pieces.
- On May 26th the Library will announce the winners of the 2019 Great Children's Books contest. The award will go to a picture book and a book for older readers.
- On Memorial Day weekend, Saturday, May 25th volunteers for the Veterans History Project will be at the Main Library to record oral histories of veterans. These will be archived by the Library of Congress for future generations.
- The Summer Reading Program will begin the day after Memorial Day. *A Universe of Stories* commemorating the 50th Anniversary of the moon landing will be the theme. As always special events and programs will be featured throughout the summer for all ages.

Mr. Donald Luther, Jr. and Mrs. Delores Watts arrived at 4:15.

Ms. Wascom asked if oral histories would be recorded of those who were at home during World War II and how it affected them. Ms. Stein replied that the World War II Museum in New Orleans collects this type of information. She said she would check on whether the Veterans History Project will also include those at home.

Ms. Stein asked for questions from the Board. There were none. Mr. Jacob thanked Ms. Stein. He asked for any comments from the public. There being none, he then read Item A under Other Reports.

V. Other Reports

A. Maintenance Report and Additional Capital Projects

Mr. Watts said that Ms. Edson will deliver the maintenance and capital projects report.

Ms. Edson said the Facilities staff continues to perform routine preventive maintenance on lighting, HVAC and heating and plumbing. Since the Facilities staff has filled most of the vacancies, they have been able to pressure wash several of the branch libraries. Pressure washing will continue until all facilities have been cleaned.

Several roof leaks have occurred during the rainy weather, but they are being resolved. Mr. Alvin Rattle, Library Facilities Manager has scheduled the City-Parish contractor to investigate the water leaks. The contractor is currently inspecting the Eden Park Branch Library.

Ms. Edson noted that the contract for window washing was awarded and executed. The \$45,000 contract with International Building Services is effective for one year and will include two exterior and one interior window washing. The project will start at the Main Library.

Ms. Edson announced that the tree removal at the Jones Creek Regional Branch has been finished. They removed some trees in the parking lot and two crepe myrtles that were too close to the flag pole. Patrons complained that these trees tore the flag even after the trees had been pruned.

The west side of the electronic sign at the street of the Main Library has a cell that has gone out. She said the staff is investigating the best way to remedy this issue. The east side of the sign is operating correctly, although it appears that it may also be having some problems.

Ms. Edson said that a contractor will correct the drainage issue at the bed around the live oak trees in the plaza area of the Main Library. The boxes housing the sump pumps fill with water tripping the breakers which causes the fountains to stop working. Pipes and a drain will be installed to divert water to the catch basin near the parking lot.

Ms. Edson asked if there were any questions from the Board. Ms. Temple asked if the window washing will be done annually. Ms. Edson replied that for each facility the exterior washing will

be done twice a year, and the interior once a year. Mr. Watts said we have not had a window washing contract for over one year because the prior bid request was not successful. Ms. Edson added that she hopes to get a schedule in place for exterior washing before the end of the year.

There being no other comments, Mr. Jacob then asked Mr. Watts to give the Miscellaneous Reports under Item B.

B. Miscellaneous Reports

Mr. Watts reported on the purchase of the site for the south branch facility. He said the Parish Attorney has been working on several details such as obtaining title insurance. All of the restrictions must be reviewed and stated before making the purchase. Some technical details involving the survey vendor and the seller also had to be finalized. The closing should occur in the next two to three weeks.

There was a new ruling by the Appeals Court regarding an ongoing dispute with Mr. Tommy Spinosa and 2590 Associates regarding easements for property owners adjacent to the Rouzan development. According to the current owner and developer, this outcome will not have a direct impact on their property and business.

Mr. Watts also mentioned that in our upcoming planning, we will need to decide on the building size, and increase the amount in the capital budget for this project. The budget for this building was established over eight years ago. Inflation and other factors, such as steel tariffs, need to be factored into an updated budget. The old footprint and parking were also very constricted. The current lot and parking situation will allow us to increase the size of the building up to approximately 17,000 to 18,000 square feet. Mr. Watts said we will need to have these items resolved in order to accurately present them to the City-Parish in our Scope of Work requesting Proposals for Architectural Services.

Mr. Watts then said that Metropolitan Council President Scott Wilson introduced a proposal on May 8th to establish the Central Branch Library as an early voting site. The public hearing and vote will occur at the May 22nd Metropolitan Council meeting. A Memorandum of Understanding has been created between the City-Parish and the Secretary of State. All that the Library supplies is access to the meeting room at the branch between two and four times a year for early voting.

Mr. Watts then discussed the Urban Libraries Council (ULC) Entrepreneurial Cohort pilot program. Our Library was one of 12 systems chosen last year to participate in the pilot. Our Library was selected because we have focused on assisting entrepreneurs who traditionally have had difficulty finding resources and the finances to establish their business. The ULC program is continuing this year through funding provided by the Kaufman Foundation. Mr. Watts noted that he was invited to be speak at a webinar to be broadcast on May 29th entitled *Charting Your Library's Entrepreneurial Ecosystem*. Due to a scheduling conflict that day, Mr. Andrew Tadman, Librarian Coordinator of Reference Services and Ms. Ned Denby, Business Services Librarian will represent our Library for the webinar.

Mr. Watts announced that the Library plans to add an incident reporting module in conjunction with our Savannah database platform. We have an existing formalized system of incident, and accident reporting. We also get witness statements and we store all of this information. Most of our issues are relatively minor and we decide the best way to address the concern so that it is not repeated. However, when one of our deputies or an officer of the law gets involved, we may ask the patron to leave for the day, or longer depending on the situation in order to protect everyone. We want to track trends by location and incident type, and have a centralized system with permission controls that permit customization and shared access to these reports. Some individuals that have issues travel from one branch to another. This system will enable us to alert staff with complete documentation, and hopefully, avoid additional problems.

Mr. Watts then reported on a technology issue with the Virtual Desktop Infrastructure (VDI) system, and Citrix. On occasion a failure to maintain a session results in patrons being disconnected from their work, losing their documents. The number of incidents constitutes a very small percentage. However, it is occurring across the system in a random way which is quite distressing to those it affects. The Library is very displeased with this problem, and is working with our vendors to resolve it. Library Computer Services has noticed that when traffic on certain segments of the network is surging or nearing capacity, the failure occurs. If this is the cause, after July 1st, our bandwidth will increase which should address this problem.

Ms. Wascom asked if there will be an increased cost in the budget for the additional bandwidth. Mr. Watts said most of these costs are covered by the E-rate program and have already been calculated. There will only be a slight increase. Ms. Wascom asked about the cost of the Cox contract. Mr. Watts replied that Cox will provide the internet, and the telecommunications service. This issue is not related to Cox, but to the Citrix platform for VDI.

Mr. Watts spoke about the credit/debit card project. Mr. Bryce Tomlin, Librarian Coordinator of Technical and Computer Services, informed Mr. Watts that the self-check kiosks have been sufficiently buffered from the network as part of PCI compliance. Govolution has made adjustments to the web payment portal to make it more mobile friendly. Infor has made some final changes to address online receipt issues. The next step will be staff testing through a link provided by Infor. Our staff is reviewing and editing a security policy template for our compliance vendor, Trustwave.

Mr. Watts noted that Ms. Edson and Mr. Tomlin have been working on a Request for Proposals (RFP) for the Library website redesign and development. They have just completed the first draft. Mr. Eric Romero, Director of the City-Parish Information Services Department has been very helpful as they have explored the specifications for an RFP to secure design services.

Mr. Watts told the Board that the Library has had an ongoing issue with the outdoor sign at the Baker Branch Library. Over time letters on the sign have been disappearing at an alarming rate to the point that new lettering is needed. The original letters are very expensive to replace. Therefore, we have selected a different lettering system which has been ordered.

Mr. Watts said that we are working on a renewal contract for maintenance on our RFID system with mkSolutions. We will also need a new 3-year contract which will include RFID related supplies, and equipment.

The Executime fingerprint sign-in function is working well. We are slowly increasing the number of branches that have this capability. Two supervisors are designated at each branch to register their employees for the fingerprint option. Those that use it have seen how efficient and time saving it is. We still experience times when the Executime system does not work.

We have a team of employees working on a circulation policy review. Later in the summer we will share with the Board the changes we feel should be made regarding fines and fees in order to get the Board's input. We will have some interesting questions for the Board to address.

Mr. Watts said we have had some complaints by staff regarding the new work schedule required under the Executime and the time management system. One branch manager asked about offering a different method. We have allowed her to devise a plan as long as it does not break any state or federal laws, and does not violate the City-Parish ordinances. Since we are a department of the City-Parish, we cannot revise the work week which under the new system runs from Saturday to Friday. One employee is going to retire early because she cannot work under the new scheduling system. However, most of the employees seem to be adapting to the scheduling under the new system. We will continue to assess the effectiveness and ongoing problems of the new schedule.

Mr. Watts told the Board that he is trying to change the weekend staffing by senior management. Each weekend on a rotating basis, either an assistant director, business manager, or a librarian coordinator works at the Main Library, and is available for any issues that occur throughout the Library system. He noted this method was not used in any of the systems where he previously worked. Generally, when senior staff work a weekend they take off two days during the week. This causes issues during the week when senior staff may be needed for meetings, vendor engagements, and other functions that can only be done Monday through Friday. We have decided to try an alternative for the next 6 – 8 weeks. A senior management employee will come to Main for a couple of hours, and then be on call for the remainder of the weekend. This is generally how other systems operate on the weekends.

The senior management weekend schedule became a large issue when we worked on the broadband RFP. People were off during critical times because they worked on the weekend. We needed them to answer questions from our consultant and from those administering the e rate program. Weekend duty is not the best use of time for senior management.

Mr. Luther asked why are they, under the alternative method, coming in for a couple of hours, instead of totally being on-call. Mr. Watts replied that we want to be sure that none of the branches are having problems when they are opening during this trial period. Eventually, senior staff will be on-call the entire weekend. Mr. Luther said he is surprised that senior management has worked on the weekends. Mr. Watts noted that this procedure was started years ago. Mr. Luther said he is glad this change is being made.

Mr. Watts also told the Board that all public employees have to take new training mandated by the State on preventing and dealing with sexual harassment. This training also includes Boards and Commissions. Therefore, the Library Board will need to take this training also. Because the Board members are considered to be supervisors, they will need to take both the employee and the supervisor modules.

Mr. Watts asked if there were any questions on the Miscellaneous Reports. Ms. Temple asked about viewing the ULC webinar. Ms. Stein said generally a membership code is needed, and Mr. Watts said he would check on this, and make an arrangement for Ms. Temple to see it. Mrs. Watts asked if there would be a link for viewing. Mr. Watts noted if there were one, it would probably be restricted to library use only. Ms. Temple noted that she wished to see more details on how we are helping underserved entrepreneurs. Mr. Watts said one of the aspects ULC wanted us to explain was how we defined and moved around in our ecosystem. They were also interested in the good relationship we have with the Baton Rouge Area Chamber. A close relationship with the Chamber of Commerce is something that most libraries do not have. Our Chamber is very supportive of our Library and we have worked with them on a number of projects for many years developing trust between the organizations. The Chamber speaks with businesses about the resources the Library has to help business people be successful. The Library is a resource for businesses of all sizes. Even a large business can use our services to obtain information outside of their particular field.

Mr. Jacob thanked Mr. Watts and asked if there were any other questions or comments. There being none, Mr. Jacob asked if there were any public comments under Other Reports. There being none, Mr. Jacob read Item A under Unfinished Business.

V. Unfinished Business

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

Mr. Watts said that on the most recent staff visit to the site on May 2nd, it was evident that a good amount of progress had been made on the remediation work. Most of the welding along the column lines was nearing completion, with only a few more connections remaining. He noted that yesterday the hydraulic lifts were retracted. The building does not have those supports any longer. However, they will remain on the site for several more weeks in an abundance of caution. When they are removed permanently, they plan to do that when they can avoid traffic issues.

Mr. Watts said the contractor is working on the roof, checking the welding connections. Even though they are doing visual inspections as they proceed, they will also employ ultrasonic testing. This is another level of review, inspection and analysis of the work being done. They stressed that 80% of the remediation work has been completed, but the remaining 20% will be more complex and move at a more measured pace. The completion of the remediation could take another couple of months. Another outside expert hired by WHLC will analyze loads and recommend any additional bracing if needed.

A stay has been issued for the next few months in regard to the legal process. All are in agreement that this is appropriate so that all the parties involved can focus on the remediation and the final construction of the building. We look forward to them making continued good progress on the remediation plan.

Mr. Watts asked if there were any questions or comments. 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 – Mr. Spencer Watts and Ms. Patricia Husband

Ms. Husband gave an update on the Greenwell Springs Road Regional Branch Library. She showed some photos of the renovation work underway.

She said air handler #9 has been installed. In addition, the subcontractor has made improvements to the HVAC control system enabling our Facilities staff to remotely control some of the air handlers.

The framing for the soffits at the additions is ongoing. The brickwork for the addition on the adult side of the building, the public restrooms and the staff work room is complete. The restrooms will be located at the back of the building and will be more visible from the staff desks. The restrooms are designed similar to airport restrooms. The women's and men's restrooms have been framed up, and are back-to-back.

The single use toilet has been enclosed. Sheetrock, the lavatory, and the toilet have been installed. They are installing plumbing trim, accessories, and a final coat of paint this week which should complete that bathroom.

The contractors are continuing to install drywall in the adult areas. They are waiting on the delivery of the glass for the adult addition. Once the windows are installed, the old exterior wall can be demolished which will open up the new space to the rest of the building.

The data room located near the single use restroom is complete except for the door installation. Next we will need to relocate the existing data to the new location. This process will involve the Library's Computer Services staff disconnecting the existing equipment, a subcontractor moving the data lines, and Cox Business moving the phone and telecommunication lines. Once this is done, the equipment will be reinstalled which will take approximately three days. During that time there will be no phone or data availability. However, the building will remain open for patrons. Scheduling the vendors to complete this process is underway at this time.

The contractor will need to relocate the meeting room return air duct near the west meeting room. The move is necessary in order to provide access to the new staff workroom. The duct is being fabricated now and the best time for installation is May 22nd, 23rd, and 24th when there is minimal meeting room use.

The contractor will be relocating the catwalk and create a small closet near the vending area. This change will allow our Facilities staff access to the catwalk, without leaving it exposed to our patrons. This solution will take up about six feet of the current Circulation room. The staff is now removing materials from the workroom in order for the contractor to demolish the old wall and construct a new wall.

A junction box that is located in the mechanical room will need to be moved up about 18 inches. This work will not interrupt power, but the temperatures controls during this move will need to be adjusted manually.

A small issue with the roofing was discovered by Mr. Troy Mathis from City-Parish Architectural Services. He noted that the shingles on the new construction did not properly match the existing shingles. It appears that an error was made when ordering resulting in a slight, but noticeable color variation, and also a difference in weight. After analyzing the new shingles, it was determined that they meet or exceed the same algae resistance level, general warranty, and wind warranty standards that are required. The contractor will make certain that the shingles match at the front of the building.

Ms. Husband said the staff is talking with Ms. Lynn Bradley, architect with Bradley-Blewster & Associates, and the contractor to make some changes in the sequence of the work. These changes should decrease the overall construction time. We are awaiting some drawings and timeline information before making a final decision.

Ms. Husband said she would like to express much gratitude to the Library's Computer Services staff, to our Facilities staff, and the staff at the Greenwell Springs Branch for all of the extra effort and work that has been done on this project while still serving our patrons.

Mr. Watts asked Ms. Husband to talk about the moving process that will need to occur as we enter Phase II of the project. Furniture will need to be relocated from one part of the building to another. However, we do not have an RFP for moving services at this point.

Ms. Husband noted that at some time in July, Phase I will be completed, and therefore, we will need to move our staff and patrons now located in the Children's and Teen Services area to the adult section. Shelving, collections and furniture will need to be moved. Since we do not have an active, approved RFP for selecting a mover, a solution would be to conduct a bid process for a short-term contract until we can get our RFP sent out and completed.

Mr. Luther asked if City-Parish Purchasing allows a bid process without an RFP. Ms. Husband said the bid process would hopefully be allowed since the total cost of the move would be small. Mr. Watts added that he will talk to the Purchasing Director to be sure that a bid process would be allowed in this case. It would be a small bid with limited work involved. We do not have sufficient time to issue an RFP, accept bids, select a firm, get the selection approved by the Metropolitan Council, and get a signed contract in place. We are in a critical situation now because we do not want to delay the construction process. If this is not allowed, we have other remedies.

Mr. Watts noted that the RFP is complex for several reasons. We are requesting a three-year contract, so that we have one in place for all the projects such as Scotlandville and Baker that we will begin in the next three years. This contract would enable us to have a mover available for the various phases of the work.

Ms. Husband asked if there were any questions. Mr. Luther asked how the staff is holding up at the branch. Ms. Husband said they are doing marvelously well and adapting as needed. They are maintaining meeting room and program schedules and communicating with Branch Services on a regular basis. She said she appreciates them so very much. Mr. Watts said everyone throughout the system admires what they are doing. Almost everyone working at the Library is going to prove how resilient they can be since most of our facilities will go through a renovation. He added that the contractor's employees for this project have worked admirably with the staff which certainly helps a lot.

Mr. Jacob thanked Ms. Husband. He then discussed Item C under Unfinished Business.

C. Update on Renovation of Jones Creek Regional Branch Library – Mr. Spencer Watts and Ms. Kristen Edson

Mr. Watts said Ms. Edson will give a brief update on the renovation of the Jones Creek Regional Branch Library. We are waiting for the contractor to set a date for the commencement of the project. They are working with City-Parish Architectural Services regarding the concerns they have with supplies of building materials. Therefore, the original start date will probably be altered to a later date. This may actually work to our advantage since the moving contract issue at the Greenwell Springs facility also applies to Jones Creek. If we can get the RFP completed and the contract finalized, we could use the contracted mover for this project. Otherwise, we will use a small bid process. The mover would relocate all the items out of the Phase I portion of the building.

Ms. Edson concluded her report. Mr. Jacob asked if there were any other comments. There being none, Mr. Jacob thanked her. He asked for any comments from the public on Item V on the agenda. There were none, so he read Item A under New Business.

VI. New Business

A. To Vote to Adopt Revisions of Library Board of Control Bylaws – Mr. Jason Jacob

Mr. Jacob said the Board discussed the revisions to the Bylaws at the last Board meeting. The two items in question were under Article 3, **Meetings**, Section 1, and Article 8, **Order of Business**, Section 1. Under Article 3, Section 1 the Board decided to insert "with the exception of December". Section 1 would then read *Meetings of the Board of Control shall be held each month with the exception of December at a regular day established by the Board*. This change would give the Board the option of not having a meeting in December, but the Board could have a December meeting if they needed to call one. Under Article 8, Section 1 *Election of Officers at Annual Meeting* would be deleted, and *Special Orders* would be inserted there.

Mr. Jacob said that Mr. Watts pointed out another item that should be addressed. However, this cannot be voted on today and will be addressed at another meeting.

Mr. Jacob asked for a motion to approve the changes to the Bylaws. Mr. Luther made a motion, seconded by Ms. Wascom, and approved unanimously. Mr. Jacob said the revisions are adopted.

There being no other comments, Mr. Jacob read Item B under New Business.

B. Library Overview of 2019 – Mr. Spencer Watts

Mr. Watts said this presentation is part of the mid-year review and evaluation process for the Library Director. He added the year-end review occurs in October. He indicated he planned to be brief so as to avoid an excessive repeat of information in October. A copy of the presentation is appended to these minutes.

The Library is focused on customer service. We have had many training programs over the years emphasizing the customer experience. This year Dr. Thomas Karam led a staff training session on engaging patrons. His focus has been with professional athletes and with personal branding. At our Library he emphasized how one works with patrons, and how to leave the impression with the customer that the staff cares about them, and wants them to be successful. We also have established a P³ Committee of staff members who are studying our policies, procedures and practices. Even our Library website re-design is being done with our patrons in mind. As the committee draws some conclusions, we will bring them to the Board for its review and consideration.

Mr. Watts then discussed technology and access. The Edge Report has shown that we are one of the leaders in the country and in our region in how we use our technology to help our patrons. The report provides qualitative information and analysis on how we engage our customers. Also this year we have installed kiosks for patron self-service. VDI installation has begun and will continue in order to provide improved access for our patrons. It will have huge returns in terms of the decreased hardware we will need to purchase and install. This will enable us to purchase more content such as additional databases. Our web redesign will also improve access. From the very beginning our Library has been involved with the City-Parish's City Key and now Open Data portal. We want to be sure that data is easily available to our patrons. We continue to be involved in the Open Data Committee and have been providing ground breaking leadership in this area.

In the area of programming, the Library continues to promote the *One Book One Community* program. This year's effort featured *The Hound of the Baskervilles* by Sir Arthur Conan Doyle. The public enjoyed the book and the special events and programs surrounding the book. The second Mid City Micro Con was held at the Main Library this spring. This event is an example of how our Library tries new and unusual activities to engage our citizens. We are also increasing the program offerings for our TwentySomethings including gaming and STEM activities which this age group finds attractive. We want this age group to enjoy the Library and to come to us for their resource needs. Louisiana Public Broadcasting is a partner with the Library. They have

asked us to work with their free space camp pilot project, *Ready Jet Go* for students in grades 3 through 5th. It will be featured at the Carver Branch Library this summer. This project will work well with our Summer Reading theme of space and the anniversary of the moon landing. We are also examining new ways to reach young children and their care givers. The care givers are the ones who will bring the children to the Library, or stop by to pick up books for these children. We want the care givers to be able to read to the children, and have the children read to them.

Collection development continues to expand. We are increasing the Playaway audiobooks collection throughout the system. The launchpads that contain preloaded learning apps arranged by age, grade level, and subject are very popular with children. At the Main Library, our pilot program, Binge Box, containing several movies in a box with the same theme, or by the same writer or director has been a huge success. We will now expand the offering to other branches. We are also offering Accel 5 which is a new business database for managers. iWave, a database for grant seekers, will be available through the Foundation Center at the River Center Branch Library.

Mr. Watts then discussed Library facilities. Excellent progress is being made at Greenwell Springs, remediation is underway at the River Center Branch site, and the Jones Creek renovation should begin this summer. A slight delay in starting the work at Jones Creek has occurred because of an issue with the manufacturer of the storefront. It is preferable that this happened at the beginning of the project rather than after construction begins. The purchase of the property for the south branch is nearing completion.

In organizational development we hired a new Deputy Director, Ms. Kristen Edson. We are happy she is here. She will assist with technology infrastructure, maintenance, and capital projects. She is assisting with mid-level capital projects such as the drainage improvements for the sump pumps water quantity systems at the Main Library. She is also working on other, large more complex projects. When she first arrived, she got involved with Mayor Broome's Fresh Start program. Ms. Edson has been a great asset.

The Library continues to market our services through media coverage, live radio remotes, webinars and blogs, podcasts and sponsored content. Book faces on Facebook are still very popular. Not only has ULC turned to us for our innovations, but also Gale and EBSCO look to us as an example of our leadership role in our profession.

Mr. Watts discussed our community outreach efforts. We go out in the community with our bookmobiles for a wide range of events such as a sickle cell awareness event. We visit daycare centers like the Gloryland Daycare facility where the children enjoy using the Library's launchpads. We even participated in the Krewe of Mutts parade. Our Outreach staff goes out into the community where our patrons are. They use our resources strategically and spend long hours on the road with the bookmobiles. They are good at improvising, working in rain, heat and freezing weather.

Mr. Watts asked if there are any questions. Mr. Luther said he would like to acknowledge Ms. Stein for attending almost every activity and event that the library holds. She leads the charge

with other Library staff. Ms. Stein said these activities are fun. Ms. Wascom said the programming we provide is excellent, and she can't thank the staff enough.

Mr. Jacob thanked Mr. Watts. He asked if there is any public comment under New Business. There being none, he read Item VII.

VII. Comments by the Library Board of Control

Mr. Jacob asked for asked Comments by the Library Board of Control. Mr. Luther thanked the Metropolitan Council for reappointing him to the Library Board. He also thanked Mayor Broome for appointing Ms. Wascom to the Library Board as her liaison. He said he would also like to acknowledge our newly appointed Board member, Mr. Chance Wilson. He thanked the staff and the Board members for serving the Library.

Mr. Jacob asked Ms. Wascom if she has any comments. Ms. Wascom said she has always enjoyed being on the Library Board. The Library has been her passion since she began working at the Library. It is one of the real democratic institutions, and lifts up all people no matter what station they are from, or the education level they have attained. It says something about your community when your Library is put first by the residents. One performer at the Library said he travels all over the country, and one can tell a lot about the community through the library in the community. Ms. Wascom said she looks forward to being the Mayor's liaison. However, she said she will not be able to vote with the Board.

Mr. Jacob replied that Ms. Wascom will be able to participate with the Board as a liaison. We look forward to continuing to work with her. The other Board members congratulated Ms. Wascom.

Mr. Jacob asked Mr. Wilson if he wished to make any comments. Mr. Wilson said he is looking forward to working with the Library Board for the next four years. He noted literacy is a passion of his. He said he has spent the last five years working with communities all over the country and world. It's great to be home and to contribute to something about which he feels so passionately. Mr. Jacob said he is also looking forward to working with Mr. Wilson.

Mrs. Watts said she is a member of Shiloh Baptist Church on Eddie Robinson. She said they are having a huge youth camp. She asked Ms. Stein if the Library can help in terms of support, ideas, and activities. The first session will start in about two weeks. Mrs. Watts said she will confirm the dates and share them with Ms. Stein.

Mr. Jacob asked if there were any other comments. There being none, he asked for a motion to adjourn. Mr. Luther made a motion to adjourn and Mrs. Watts seconded the motion. The meeting was adjourned at 5:45 p.m. by unanimous vote.

Mr. Jason Jacob, President

Mr. Spencer Watts, Library Director



EAST BATON ROUGE PARISH

LIBRARY

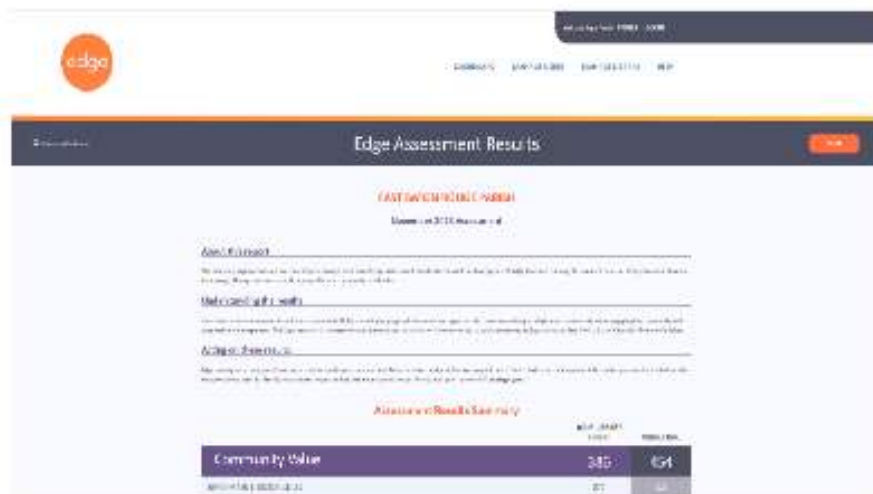
Library Overview | Year To Date

May 2019



Technology and Access

- Edge Report
- Kiosks for Self-Check
- VDI installations and continual improvements
- New, integrated website design in planning stages
- Working with Open Data





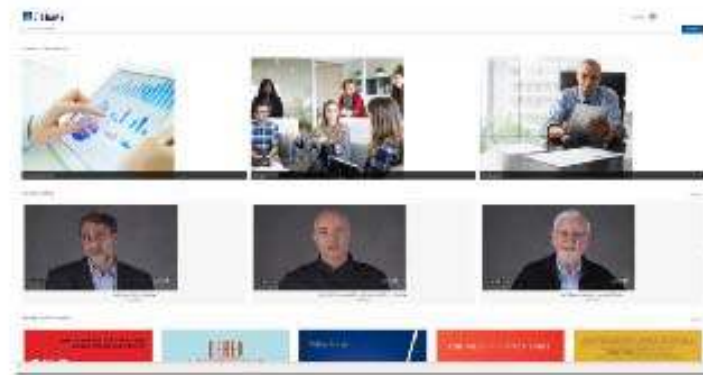
Programming

- One Book One Community series featuring *The Hound of the Baskervilles*
- 2nd Year for Mid City Micro-Con
- Increasing program offerings for TwentySomethings cohort
- “Ready Jet Go” pilot project with LPB underway
- Examining new ways to reach young children and their caregivers

Collection Development



- Playaways expanding throughout the system
- Binge Box pilot
- New databases
 - Accel 5 for managers
 - iWave for grant seekers



Facilities: Greenwell Springs

- Progressing on east and south additions
- Interior adult space getting sheetrock





Facilities: Jones Creek

- Lincoln Builders has been selected as General Contractor via public bid
- Notice to Proceed should come in summer
- Estimated 18 months to construct



Facilities: South Branch

Purchase of the property is nearing completion



Organizational Development

- New Deputy Director Kristen Edson
 - Technology Infrastructure
 - Maintenance
 - Capital Projects



East Baton Rouge Parish Library
 It's #bookfacefriday and we've got our head in the clouds! #bookface #thoughtware #jphill... Continue Reading



Marketing

- Media coverage
- Live radio remotes
- Webinars & blogs
- Podcasts
- Sponsored content



Free Online Learning Programs Webinars

Journal for Entrepreneurship & Small Business

Charting Your Library's Entrepreneurial Ecosystem

May 23 | 1 hour L1

The Entrepreneurial Ecosystem (EE) is a complex, multi-stakeholder system of actors, institutions, and activities that interact to create, sustain, and enhance entrepreneurial activity. This webinar will explore the role of libraries in the EE and provide practical strategies for building a strong entrepreneurial ecosystem in your community.

Free online

Lorena Haggitt
 Director, Baton Rouge County Library

Katelin Devlin
 Business Services, East Baton Rouge Parish Library

Andrew Tadmor
 Friends University, University Librarian at Baton Rouge Parish Library

There's no catch: Truly free resources to strengthen your business

By Patricia Ryan | Last updated 1/27/20

LIBRARY

Business Report (Sponsored Content) Calling around for your small business can be challenging and expensive. The East Baton Rouge Parish Library has a collection of free, high-quality, professional-grade small business ideas available to help you.

THERE'S NO CATCH: TRULY FREE RESOURCES TO STRENGTHEN YOUR BUSINESS

RESOURCES EXPLORED

- 1. BUSINESS IDEAS
- 2. FINANCING
- 3. MARKETING
- 4. LEGAL
- 5. ACCOUNTING
- 6. TAX
- 7. EMPLOYMENT
- 8. TRAINING
- 9. SUPPORT SERVICES

Journeys of Discovery: Baton Rouge's life affirming libraries

East Baton Rouge Parish Library is proud to announce the launch of Journeys of Discovery, a new program designed to provide life affirming resources and support to our community members.



Community Outreach

