

MINUTES FOR SPECIAL MEETING OF THE
EAST BATON ROUGE PARISH LIBRARY BOARD OF CONTROL
MAIN LIBRARY
FIRST FLOOR LARGE MEETING ROOM
7711 GOODWOOD BOULEVARD
BATON ROUGE, LA 70806
AUGUST 15, 2020
9:00 A.M.

AGENDA

CALL TO ORDER – Board President Jason Jacob (9:10 a.m.)

PLEDGE OF ALLEGIANCE – Board member Candace Temple

- I. ROLL CALL – Assistant to the Deputy Library Director Rosana Sotile
Jason Jacob, Board President – *Present*
Candace Temple, Board Vice President – *Present*
Martha Guarisco, Board Treasurer – *Present*
Delores Watts – *Absent*
Donald Luther, Jr. – *Present*
Kathy Wascom – *Present*
Nicole Allmon-Learson - *Present*
A quorum was present

STAFF PRESENT – Spencer Watts, Library Director; Kristen Edson, Deputy Library Director; Mary Stein, Assistant Library Director; Patricia Husband, Assistant Library Director; Rhonda Pinsonat, Library Business Manager; Ronnie Pierce, Library Assistant Business Manager; Rosana Sotile, Assistant to the Deputy Library Director; Bryce Tomlin, Computer and Technical Services Coordinator.

II. REVIEW AND DISCUSSION OF THE PROPOSED 2021 LIBRARY BUDGET

A. OVERVIEW OF BUDGET

- 2021 budget is below 2020 budget amount and still well within revenue.
- City of Baton Rouge Finance is asking for leveled budgets from various departments, due to the uncertain economic impact of the pandemic.
- The Library is using a personnel turnover rate of 5%, instead of the usual 4.5%, due to a low salary scale and the impact of the hiring freeze from the pandemic.

B. PROPERTY TAX MILLAGE RATES REASSESSMENT ANALYSIS

- New millage rate would be 10.520, down from 11.1.
- The Library can accept the standard rollback and will have enough funds to finish projects in the current millage cycle.
- The Library collects its taxes a year in advance which provides a point of stability for the budget; this is the established procedure for the millage process.

C. CAPITAL IMPROVEMENTS

- South Branch Library: \$500,000 increase for additional design phase which can be allocated back to other projects if necessary.
 - Discussion concerning the need for an increase: When considering the project's \$9 million budget, this is a modest adjustment. The amount projected by the City Parish's Architectural Services was somewhat lower, but additional funds are added due to recent increases in furnishing costs.

- River Center Branch Library: \$100,000 increase for legal fees; project is still just under budget for standard construction costs.
 - Discussion concerning the need for an increase: The Library's legal team has previously asked for increases in payment and this increase provides more coverage for upcoming litigation and the amount of time spent in collecting records and preparations by the legal team.
- Baker Branch Library: \$819,740 for branch renovations; this budget was expected to increase, following full review of scope of work.
- Scotlandville Branch Library: \$76,210 for branch improvements; an adjustment due to most recent projections.
- Overall, just under \$1.5 million to be added to the Capital Improvements Program.

D. SALARIES

- The Library is asking for reclassification of several positions:
 - Branch Services: reclassify a vacant Clerical Specialist into a Library Technician I in order to provide improved coverage at River Center Branch Library; reclassify a Library Aide (20 hours) to a Library Page (20 hours) and reclassify a Library Aide (10 hours) to a Library Technician I (10 hours) for increased capabilities of job functions.
 - Children's Services: Eliminate one Library Tech I (20 hours) and adding two Library Tech I (10 hours); no salary change, but will provide better coverage for nights and weekends.
 - Computer/Tech Services: Eliminate two vacant Clerical Specialist positions and add one Library Technician I position; will provide more job function capabilities and shift coverage.
- Discussion: Library Technician I is the best position for recruitment and requires a college degree. Only vacant positions are eliminated or reclassified.

E. ADVERTISING

- There was no change in the budget from last year.
- Discussion regarding future events in the pandemic, and how unused funds for events are reallocated to other initiatives.
- Discussion regarding online search optimization program with Google specific to public libraries.

F. BOOKS/LIBRARY MATERIALS

- The original three budget funds were combined into one fund this year; the budget amount is the same as last year.
- Discussions on online books included in the budget, and cutting off selection of materials in October of each year due to requirements of the Finance Department.

G. CAPITAL OUTLAY (>\$5,000)

- The budget for Furniture, Fixtures, Office Equipment is \$32,000 and includes a new man lift and a portable interactive screen for the Pass It Down software.
- The Computer Hardware budget of \$142,500 includes upgrading Wi-Fi for the East Baton Rouge Parish Library System and also adding additional Wi-Fi boosters to all library locations; a back-up cooling system for the computer server room at Main Library; and Hearing Loop technology for the large meeting room at Main Library.
- The Motor Vehicles budget of \$280,000 includes replacing a high mileage vehicle and the purchase of another for Facilities Maintenance, as well as the purchase of an Outreach Bookmobile to replace the previous one that is non-operational.

H. COMMUNICATIONS

- Communications vendor remains the same as last year; provides reliable service.
- E-Rate discount is projected for Internet and WAN.
- Total budget includes two separate budgets: Communications and Wireless.

I. COMPUTER SOFTWARE & RELATED SUPPLIES

- Smaller budget this year due to allocation of items.
- Discussion on Meeting Room Software: It allows for better scheduling of meeting rooms and study rooms across the entire Library system; will first be available to internal control, then possibly will offer public interface after testing performance.
- Discussion on new ILS Replacement Software: Current software is not capable of effectively meeting Library needs, and can take months and supplemental charges to tweak the software; will seek a better developed and more dynamic software system that will be more intuitive and compatible with other systems and advanced technology; our current ILS only has a few North America installations. The Library's website and catalog will be able to work together, and will offer greater flexibility and meet modern functionality standards.
- Discussion on Microsoft Audio Conferencing Subscription: The Library currently has Microsoft licenses; now transitioning to cloud based services which allow staff to work together in Microsoft Teams; one-year subscription will be available for full-time employee accounts, and may expand to part-time employees next year.

Board President Jason Jacob asked for a vote on adjourning for a break. All voted in favor. Meeting adjourned at 11:00 a.m.

Board President Jason Jacob called the meeting back to order at 11:15 a.m.

J. CONTRACTUAL SERVICES

- No new contracts in this budget category for 2021.
- The cash handling vendor also remains the same as last year.
- Question if cleaning and spraying is included in this budget: It is included in the janitorial budget. A regular rotation of misting and fogging in each library building is provided by Facilities staff.

K. DUES AND MEMBERSHIPS

- Very few changes in this year's budget category.
- A new procedure is in place for reimbursing librarians for their professional membership dues.
- Question regarding increase in budget from 2019 to 2020: The reimbursement procedure was not in place for a billing from a large membership organization; the Library's business office will investigate to ensure the costs are being charged correctly.

L. GROUNDS MAINTENANCE

- The same vendor has been used for many years; costs increase every three years and the budget reflects a 5-10% increase to cover these costs.

M. INSURANCE

- At this time, the budget for this category is only an estimate; the company that asks for premiums has not yet asked for the Library's information.
- 10% increase for fire coverage is due to completion of River Center Branch Library.
- There is a small increase for Auto Liability Expenditures due to the addition of new vehicles.

N. JANITORIAL AND EXTERMINATION

- New janitorial budget for River Center Branch Library since construction is complete.
- There are now four janitorial contracts throughout the Library system.
- Extermination costs increased due to a new vendor obtained by competitive bid.

O. OTHER OPERATING & MAINTENANCE SUPPLIES

- This year's budget has more expenses due to the auditor's request of reallocating costs specifically to this budget category.
- The total budget request is broken into Total Programming Supplies and Other Operating and Maintenance Supplies

P. PRINTING AND BINDING

- Question concerning if printing costs for The Source are lower: yes, costs are lower this year; contract is being renewed.

Q. PROFESSIONAL SERVICES

- Budget category includes performers for public events.
- Some programming fees are paid through a contract with the Arts Council of Greater Baton Rouge.
- Costs for ILS Implementation include hiring a professional third-party to assist with institutional knowledge of the new software.
- New items under Public Relations include contracts with a Library Consultant for a Dark Fiber study; a Library Consultant for recruitment of the next EBRPL Library Director; and a Building Projects Consultant.
- The budget for Pro-Gap television programming increased due to Covid-19 and the need to create more digital, professional programs.

R. RENTAL/LEASE AGREEMENTS

- The new budget item for 2021 is the rental of the Baton Rouge Police Department Complex Storage, for the storage of books and materials during library branch renovations.

S. REPAIR/MAINTENANCE – BUILDINGS

- New budget items for 2021 include Baker Library Branch's upgrade of its Energy Management System; and the Air Handler Unit Coil Refurbishment contract for various Library branches.
- Discussion regarding Coil Refurbishment: it would be costlier to replace the coils and units; work performed will be warranted; annual cleaning of the coils will continue.

T. REPAIR/MAINTENANCE – OFFICE EQUIPMENT

- Many Computer Services items were moved to this budget category due to the need of funding reallocation suggested by auditors.
- The RFID Hardware Maintenance agreement has increased to the Silver Level Service Agreement, which provides more comprehensive service.
- Discussion regarding Microsoft Office software installed on patron computers: currently the software is the 2016 version, but the 2019 installation is included in the Plans for the Future paragraph in the Library's Budget Message; the Library will present a Technology Strategic Plan by the end of this year.

U. SPECIAL EVENT EXPENSES

- There are no budget changes for 2021.

V. TRACKABLE SUPPLIES < \$1,000

- There are no budget changes for 2021.

W. TRACKABLE SUPPLIES \$1,000 - \$4,999

- The Early Learning Stations in Children’s Services are being replaced, and the catalog of activities and programs has been expanded.
- A Mobile Book Promotional Unit is being added to the 2021 budget; will be used by Outreach Services for outdoor events.

X. TRAVEL AND TRAINING

- The 2021 budget for this category was decreased because of the lingering impact from Covid-19.
- One new item for 2021 is RV driving training for Outreach Services Supervisors, to enhance driving skills of the Bookmobiles.

Y. UTILITIES

- There are no budget changes for 2021.

Z. VEHICLES

- This budget category includes the maintenance costs of all current Library vehicles.
- Question regarding the 2002 Bookmobile, the “Elf”: it is still being used, but as a quarantine storage area for items at Outreach Services; it is no longer driven.

AA.WASTE DISPOSAL AND RECYCLING SERVICES

- There are no budget changes for 2021.

BB.BUDGET MESSAGE DISCUSSION AND GENERAL QUESTIONS

- Question regarding budget for Volunteers of America: the VOA began providing case worker services to patrons in 2016; due to the pandemic, they are slowly returning back to provide services once more.
- Question regarding increase in Special Events budget: there was a bookkeeping error in which payments were input into the wrong category.
- Question regarding the reason for staff overtime: there have been staff shortages, and several Facilities employees have been reporting to work during emergencies, as well as working at night to fog the buildings. There is still a vacant position in the Library’s Facilities Management department.

III. COMMENTS BY THE LIBRARY BOARD OF CONTROL

Board President Jason Jacob asked for final comments by the Library Board of Control. No comments were made

IV. ADJORNMENT – Board President Jason Jacob requested a motion to adjourn. A motion was made by Donald Luther, Jr. and seconded by Candace Temple.

The meeting was adjourned at 12:54 p.m. by unanimous vote.