

MINUTES FOR THE REGULAR MEETING OF THE
EAST BATON ROUGE PARISH LIBRARY BOARD OF CONTROL
MAIN LIBRARY
FIRST FLOOR LARGE MEETING ROOM
7711 GOODWOOD BOULEVARD
BATON ROUGE, LA 70806
AUGUST 20, 2020
4:00 P.M.

AGENDA

CALL TO ORDER – Board President Jason Jacob (4:06 p.m.)

PLEDGE OF ALLEGIANCE – Board member Martha Guarisco

- 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 – Present
Donald Luther, Jr. – Present
Kathy Wascom – Present
Nicole Allmon-Learson – Present (arrived at 4:09 p.m.)
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; Tim Martin, Network Technician I.

- II. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JULY 16, 2020 – A motion to approve was made by Kathy Wascom and seconded by Delores Watts. **The motion was carried unanimously.** (4:07 p.m.)

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

IV. REPORTS BY THE DIRECTOR

A. FINANCIAL REPORT – Rhonda Pinsonat (4:08 p.m.)

- Operating expenditures through July 31st are 43.77% of the operating budget, and no more than 58% of the budget should be spent through July.
- Cash collections from property taxes are approximately \$2 million; 4.3% ahead of last year.

B. SYSTEM REPORTS – Mary Stein (4:09 p.m.)

- “Around the Parish” slideshow and descriptions of ongoing Library programs.
- Over 6,000 patrons registered for the virtual summer reading program through Beanstack, and over 700,000 minutes read were logged; the Library will continue to use the Beanstack platform next year as a supplement to the traditional summer reading program.
- Virtual Mid City Micro-Con will be held Saturday, August 29, 2020; highlights include panel discussions with artists, design workshops and cosplay competitions.
- September is National Library Card Sign-Up Month; promotion of library cards to schools and teachers; schools make heavy use of the digital library.
- Butterfly gardening presentation to be held both in person and on Facebook Live, September 12th.
- The 43rd Annual Author-Illustrator Program will feature Candace Fleming, to be held October 1st and 2nd at the Main Library.

C. OTHER REPORTS

1. MAINTENANCE AND ADDITIONAL CAPITAL PROJECTS – Kristen Edson (4:16 p.m.)

- Irrigation control boxes have been updated for Zachary and Bluebonnet Branch Libraries; irrigation line repairs were also completed at Zachary Branch Library.
- Ongoing repairs to the generator fuel tank at Main Library, as well as replacement of sump drain valve and coating of grates on Cooling Tower 1.
- Pre-bid meeting for Main Library Mechanical Improvements took place on August 11, 2020; bids are due August 20th.
- Received probable cost for repairs at Carver Branch Library; goal is to repair roof and meeting room at same time to minimize patron disturbance.
- Replacement of a cooling coil, actuator and drip pan on an Air Handler Unit at Jones Creek Regional Library was completed.
- Installation of sound booth equipment and monitors for meeting rooms is complete at River Center Branch Library; additional data work is ongoing.
- Meetings were held for Eden Park and Delmont Garden Branch Libraries' upcoming chiller and boiler replacements.
- Updates on Outreach Services building renovation: exterior columns repaired and painted; rooftop air conditioning units were removed and replaced with two 15-ton units; the 30-ton unit should be installed by August 28th; projected date of completion is November 9th; a change order will be requested to include additional painting, replacement of Liebert air conditioning units, and installation of a dry suppression system.

2. MISCELLANEOUS REPORTS – Spencer Watts (4:29 p.m.)

- New operational routines as a result of the pandemic have become more familiar to Library staff but still create some frustration for staff and general public; the public seems to have grown more accustomed to the mask mandates, although there still remains a sense of “Covid fatigue”.
- Update on the REALM Project testing of Covid-19 virus remaining on library materials: Phase 2 testing revealed survival of virus on glossy paper and board books after three days and on magazines after five days; the Library has extended its quarantine for books to four days and magazines to seven days.
- No cluster infections of Covid-19 have been reported among Library staff; however, there are elevated absences due to exposure testing and City-Parish protocols; the use of flex-time is expected to increase as staff deal with child care issues and students at home.
- If rate of Covid-19 virus transmission continues to decline or plateaus, the Library will consider opening select meeting and study rooms, as well as some of the collection for browsing.
- Other libraries across the country have had to close after reopening due to virus and security issues; EBRPL is hopeful to keep making progress and moving forward.
- The design services contract for South Branch Library has been signed and returned by the architects; it will be introduced at the August 26th Metro Council meeting.
- Discussion and reminder to Library Board members regarding meeting attendance: City-Parish standards states that members of all boards must attend 75% of meetings; the Library Board did not meet three times this year due to the pandemic, therefore Board members can only miss two meetings this year; will ask for clarification from the Council Administrator's Office if they may relax the rules and allow for virtual attendance.
- A protest group recently used a far corner of a library parking lot to gather; the Library does not endorse one side or the other; the library building, as well as the entrance and walkway, is a limited public forum with regulations and laws to prohibit certain activities; use of further areas of the property must “...be narrowly tailored and serve a significant government purpose”; the Library will continue to monitor the group to ensure they do not adversely affect access to the building.
- The RFID contract has been renewed for three years, providing a unified system, and includes item security systems, self-check-out units, intelligent book returns, and sorting systems. In the future, there may be the addition of a book recommendation module for the self-service kiosks.
- Update on credit card payments and PCI compliance: A new series of complicated steps are required for compliance after numerous safeguards have already been completed over the past year. The Library is reviewing the entire compliance process, as it appears that there may be too many interconnecting points involved. While the Library may want to eventually address all of these points, it could take many months to do so; currently reviewing alternative approaches to utilize on an interim basis that would permit a secure method of customer-contained online credit card use.

- Update on Computer Services projects: Ongoing work with RoundTower on setting up the Citrix environment; transferring the Exchange email server to Exchange Online; rolling out an inventory application, Asset Panda, for purchase requests; completion of initial administration training for the Hubley intranet solution; and completion of work at River Center Branch Library.
- Scopes of Work are ready to be administered to begin renovation projects for Scotlandville and Baker Branch Libraries; construction projects for Scotlandville and Zachary Branch Libraries are within the ten-year millage cycle; the Delmont Gardens Branch Library will be a special project because of location restrictions and age of the building; consideration will also be taken on how to best support the Plank Road Revitalization Project.

Board President Jason Jacob asked for public comments. No public comments were made.

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

VI. UNFINISHED BUSINESS

A. UPDATE ON RENOVATION OF GREENWELL SPRINGS ROAD REGIONAL BRANCH LIBRARY – Spencer Watts (4:50 p.m.)

- Construction is complete, but there are still punch list and warranty issues.
- Update on water intrusion event: On July 21st, water seeped into the building through a crack in the concrete when a contractor turned on the new irrigation system without knowing the old lines were still in place but were not capped; Facilities and Library staff worked quickly to extract water and set up dehumidifiers and fans; contractor will drain and cap the lines.
- Update on furniture deliveries and delays: HON furniture was delivered but needs to be replaced because it was wet and damaged at the warehouse; other furniture is scheduled for delivery next week.
- There was a slideshow of updated project photos.

B. UPDATE ON RENOVATION OF JONES CREEK REGIONAL BRANCH LIBRARY – Kristen Edson (4:57 p.m.)

- Changeover meeting with the contractor was held on July 28th; targeted completion date is September 1st; the building will be closed September 2nd and 3rd for shelf moving, demolition of the temporary entrance, and removal of the temporary restroom; these dates will probably change.
- Roof leaks have been discovered on the Phase 1 side of the building; waiting to coordinate an inspection with the architect and Facilities Maintenance staff; repairs were suggested to be added to the project but no probable cost has yet been provided.
- The contractor was asked to hire a subcontractor for moving items back into the completed spaces.
- Installation of the RFID equipment is being coordinated to hopefully occur during the building closure.
- There was a slideshow of updated project photos.
- Carpet tiles and storefront windows are being installed.
- Bathroom tile work is complete and fixtures are set; no countertops yet installed.
- Millwork installation continues, about 90% complete; millwork around the Children Service's TV wall needs to be revised.
- Metal parapet caps still need to be installed at the new addition.
- Shelving layout has been finalized and provided to the contractor and shelf builder.
- All projection screens in the meeting rooms have been installed.
- Question regarding severity of roof leak issue: the leaks are new developments; some occurred on the flat roof near Crepe Myrtle trees that cause drains to be clogged; may have to take down the trees once construction is complete and landscaping begins; a date has not been set yet for the inspection.

Board President Jason Jacob asked for public comments. No public comments were made.

VII. NEW BUSINESS

A. VOTE TO ADOPT PROPOSED 2021 LIBRARY BUDGET (5:07 p.m.)

- Recent update to the budget includes an increase of central services costs, or indirect costs, that the City-Parish charges back to the Library for services they provide; most of them involved legal costs and building and grounds costs.

- This year's overall budget request still remains lower than last year's request; the Library worked hard to limit operational costs and is prepared to accept the millage rollback.
- The fund balance is set up to collect next year's funding in this year; we are half-way through the current millage cycle but even with the rollback we can retain flexibility, if needed, once we get to the final two or three years of the cycle.
- Board President Jason Jacob asked for a motion to adopt the proposed 2021 Library Budget. The motion to adopt was made by Kathy Wascom and seconded by Candace Temple. **The motion was carried unanimously.**

B. DISCUSSION AND VOTE TO ADOPT RESOLUTION ON FINE AND FEE WAIVERS, AND EXTENSION OF DUE DATES AND GRACE PERIODS RELATED TO OPERATIONAL AND PUBLIC HEALTH DISRUPTIONS ASSOCIATED WITH THE COVID-19 VIRUS (5:14 p.m.)

- This resolution involves the extension of waivers, due dates, card renewals, etc. during the pandemic and stay-at-home order and has been extended for current self-quarantine patrons.
- Having approval and support by the Library Board is important for this resolution for possible future auditing or federal programs.
- Library Director Spencer Watts read the resolution to the Board. A motion to adopt the resolution as read was made by Nicole Allmon-Learson and seconded by Martha Guarisco. **The motion was carried unanimously.**

Board President Jason Jacob asked for public comments. No public comments were made.

VIII. COMMENTS BY THE LIBRARY BOARD OF CONTROL

- Kathy Wascom commented on suggestions she has gathered from the community: Could possibly use the Library's Bookmobiles as internet hot-spots in areas that don't have access; the Delmont Gardens Branch Library could also be used as a technology center for the local community.

IX. ADJOURNMENT – 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 5:22 p.m. by unanimous vote.**