

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
NOVEMBER 21, 2019
4:00 P.M.

PLEDGE OF ALLEGIANCE

I. ROLL CALL

II. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF OCTOBER 17, 2019

III. SPECIAL ORDERS

A. PRESENTATION RECOGNIZING SPAHT SCHOLAR, PAMELA CAMBRE LAKVOLD – MS. MARY STEIN

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

A. REPORT BY COMMITTEE REGARDING REVIEW OF RULES AND REGULATIONS FOR LIBRARY BOARD MEMBERS – MS. NICOLE ALLMON-LEARSON AND MR. DONALD LUTHER

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 – MR. SPENCER WATTS AND MS. PATRICIA HUSBAND

C. UPDATE ON RENOVATION OF JONES CREEK REGIONAL BRANCH LIBRARY – MR. SPENCER WATTS AND MS. KRISTEN EDSON

D. DISCUSSION AND VOTE ON CHANGE OF START TIME OF REGULAR MONTHLY LIBRARY BOARD MEETINGS

E. ANNOUNCE THE RESULTS OF THE ANNUAL PERFORMANCE EVALUATION OF LIBRARY DIRECTOR – MR. JASON JACOB

THE BOARD MAY GO INTO EXECUTIVE SESSION TO DISCUSS THE CHARACTER, PROFESSIONAL COMPETENCY OR PHYSICAL OR MENTAL HEALTH OF MR. SPENCER WATTS IN ACCORDANCE WITH LA. R.S. 42: 17(A)(1). MR. WATTS MAY REQUIRE THAT SUCH DISCUSSION BE HELD IN OPEN SESSION.

VII. NEW BUSINESS

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

November 21, 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, November 17, 2019. Mr. Jason Jacob, President of the Board called the meeting to order at 4:03 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 were Ms. Nicole Allmon-Learson, and Mr. Chance Wilson. 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. Stephen Solomon, and Mr. Jaamal Thompson, both Library Network Technician I's; Ms. Pabby Arnold, Library Coordinator of Special Literacy Projects; and Ms. Kayla Perkins, Library Public Relations Coordinator. Ms. Pamela Cambre Lakvold, Librarian at Westdale Heights Academic Magnet School; Captain Blair Nicholson of the East Baton Rouge Parish Sheriff's Office; Mr. Frank Hillyard, videographer for Metro 21; and 12 members of the public also attended.

Mr. Jacob asked Ms. Temple 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 October 17, 2019

Mr. Jacob asked for the approval of the minutes of the regular Library Board meeting of October 17, 2019. Mr. Luther made a motion to approve the minutes, seconded by Mrs. Watts, and approved unanimously.

III Special Orders

A. Presentation Recognizing Spaht Scholar, Ms. Pamela Cambre Lakvold – Ms. Mary Stein

Ms. Stein introduced Ms. Pamela Cambre Lakvold, Librarian at Westdale Heights Academic Magnet School (WHAM), to the Board as the 2019 Spaht Scholar. Ms. Pabby Arnold, Library Coordinator of Special Literacy Projects, and Ms. Stein have known Ms. Lakvold for many years

as her career has continually intersected with the East Baton Rouge Parish Library. Ms. Stein referenced a slideshow of Ms. Lakvold's engagement with the students at WHAM. One slide showed fourth graders learning to use the Library's databases such as *BookFlix* and navigate the Kid's Page of the Library's website.

Ms. Lakvold supports peer-to peer engagement through activities such as first grade Buddy Reading. Students in her school library also voted for The Louisiana Young Reader's Choice (LYRC) Award selection. Ms. Stein invited Ms. Lakvold to speak to those present.

Ms. Lakvold commented how wonderful it is to see so many Library lovers gathered in this room. She thanked the East Baton Rouge Parish Library for selecting her as the recipient of the Spaht Family Scholarship program. She said she is humbled that the Library would place their trust in her for making book selections for Children's Services at the Library. She thanked all those who have helped her in her career as a school librarian including her husband, Darrell Lakvold; her daughters, Amanda, Claire, and Ryn; her sisters and their husbands; and her parents. She also acknowledged those at the East Baton Rouge Parish School System including her supervisor, Ms. Susan Gauthier, and the staff at the East Baton Rouge Parish Library's Children's Services Department. Ms. Lakvold noted the assistance she has received from Ms. Arnold; Ms. Tara Dearing, Library Coordinator of Children's Services and the entire staff of that department. She also thanked her principal, Ms. Catasha Edwards; her co-workers; her students; parents; and her dedicated volunteers. These individuals are focused and always remember what is most important, the needs and wants of our patrons, the students. Ms. Lakvold added that she is blessed to learn from these talented and motivated individuals. It is a pleasure to be part of a system with so many great people.

Ms. Lakvold addressed Ms. Arnold and all of the staff in Children's Services. She noted that she can use the best library system in the world for free. This Library is a shining star in this city. She added that her family, co-workers and friends will tell you that this Library is her favorite place on earth, physically and digitally.

Ms. Lakvold thanked everyone who challenged her to grow. With all of these people around her, she accepted the 2019 Spaht Family Scholar Award for them. She said it is an honor and she will treasure it for many years to come.

All in attendance applauded. Ms. Stein asked Ms. Lakvold, Mr. Jacob, and Mr. Watts to come forward for a photo to post on the Library's social media platforms. Mr. Watts, and Mr. Jacob congratulated Ms. Lakvold. Ms. Stein added that a special Spaht scholar bookplate will be placed in each book selected. Ms. Lakvold's name will be added to the Spaht Scholar plaque in the lobby of the Main Library.

One of Ms. Lakvold's co-workers told the Board that Ms. Lakvold not only makes a difference to the students, but also to the teachers and the parents. She is always smiling, and helping all of the teachers. She is a good choice for this award.

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 October 31, 2019 are \$29,643,697.51, or 64.62% of the operating budget. Through October, we should have spent no more than 83% of the budget.

Cash collections from Property Taxes for 2019 are ahead of those collected in 2018, as we are approximately \$1.15 million, and 2.53% ahead of last year.

Ms. Pinsonat asked if there were any other 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 then gave the *Around the Parish* report.

- The annual Baton Rouge Mini Maker Faire® was a huge success with 3,400 in attendance.
- The theme was Stitch, Style, Make. Makers from The Textile Museum, and costumers were present to display and talk about their creations.
- Weaving, and sewing opportunities were available for attendees. Steam punk fashions were on display.
- Technology was also represented with lots of hands-on opportunities such as soldering, and interacting with robots.
- Characters were everywhere including Shakin' Bacon welcoming our Library Director.
- The Library announced the 2020 One Book/One Community title at the Louisiana Book Festival. *Americanah* by Chimamanda Ngozi Adichie will be premiered in March with a Kick-off event at the Main Library.
- Ms. Stein welcomed Metropolitan Councilman Matt Watson to the Library's bookmobile and display at the Louisiana Book Festival. Approximately 500 people visited the Library's booth during the event.
- Louisiana author Ernest Gaines passed away in early November. He participated and spoke at the Library's 1988 Author Illustrator event, and was the featured author in the spring of 2009. His book, *A Lesson before Dying*, was our One Book/One Community selection.

- The annual *Attic Treasures and Collectables* event was another successful program held at the Main Library. One of the most interesting items was a scrapbook of post cards from World War I.
- Library staff used the Library database, P4A Antiques to help identify and provide information about some of the objects the public brought in for evaluation.
- GIS Day at the Library featured kinetic activities and who is in Louisiana in preparation for the 2020 Census taking.
- The Greater Baton Rouge Food Bank has partnered with the Library to provide Snack 'n' Study stations at the entrance to each library facility. The program is in its fourth week with approximately 1,000 students under 18 served per week.
- *Cell-Ed* is a new resource available to our patrons. It provides cell phone education in the form of short trainings. This source is particularly useful for those new to technology, or if English is their second language.
- Library Board member, Ms. Nicole Allmon-Learson, made a dynamic and highly informative presentation about Parliamentary Procedure for Librarians at the State Library's Annual Administrative Conference.
- With the holidays around the corner, the Library will host the LASM's Discovery Dome featuring winter shows at each branch.
- Free holiday movies will again be offered at the Main Library on the Plaza screen and indoors in the large meeting room.

Ms. Stein asked if there were any questions. There being none, 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 the Board has received a list of all the preventive maintenance and repairs that have been completed over the last four weeks. She highlighted two items. The Facilities staff repaired the exterior back lighting on the sign on the Main Library building. The staff also installed a picture rail system in the Baton Rouge Room.

Ms. Edson noted that the Facilities staff also repaired the broken fence near North Foster Drive and behind the corner store. Since this fence has been broken more than once, it has been decided that a gate will be installed there, so that those who wish to take a shortcut to the Library can do so without damaging the fence.

She reported that an exit traffic sign review has been designed for the Bluebonnet Regional Branch, the Eden Park Branch, the Fairwood Branch, and the Scotlandville Branch Libraries. The Library staff has requested a quote for this signage.

Ms. Edson then said the leak in the chilled water line at the Scotlandville Branch has been fixed. A few adjustments have been made in the various systems affected by this issue. All are operating well now. She added that the wood and chain link fences at this branch needs to be replaced. Our tree vendor will clear the overgrowth that has contributed to some of the problem. Once that is finished, the new fence will be installed.

Ms. Edson asked if there were any questions from the Board. 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 discussed the South Branch library project. He reported that City-Parish Architectural Services has made some final adjustments and refinements to the scope of work for this project. He said he spoke to them this morning. By the end of this month Library staff will review the latest draft of this document. Then the Design Selection team will review it and decide when they will issue a Request of Qualifications (RFQ) for Architectural Services. They will also set a timeline for firms to respond. An elaborate process scores these responses based on a standardized set of criteria. A meeting is then held to determine who is awarded the project. The Library staff attends this meeting and gets one vote.

Mr. Watts also reported that the owner of Engquist Rouzan has requested that we perform some basic maintenance on the parcel. It is in need of some cleanup and weed control work, and we are arranging for this work to be done. He said that some cleanup has already begun.

Mr. Watts announced that a 2020 budget hearing for the Library by the Metropolitan Council occurred yesterday evening. Mr. Jacob, our Board President and Ms. Temple, our Board Vice President were present. The staff made a brief presentation which was a PowerPoint on paper. Each Board member has received a copy of the document which addressed some of the concerns that have been expressed, and also outlined some of the services we provide. The Council was already familiar with some of the Library's outputs. However, this report provides an outline for easy referral. Mr. Watts said the staff explained the Library's budget cycle, the millage and the fund balance. In regard to the roll-back of the millage, the Library usually agrees to the rollback, and does not request a roll-forward. Ms. Linda King, from the City-Parish Finance Department explained the millage roll-back.

Mr. Watts noted that there was particular interest in the bed time story time made available through the Library's Facebook page. Interest was also expressed in the Career Center, the improvement plans for the branch facilities, and the possibility of having two additional small branches (in the north central portion, and the far southeast portion of the parish). These are in geographic locations where there are gaps in the Library's coverage.

Mr. Watts said that Councilman Matt Watson expressed a concern about the Library's newsletter, *The Source*. He felt the hard copies were an outmoded way of communicating, and were too costly to produce. The cost is approximately \$100,000 per year for the printing, and graphical services.

This concern has been discussed by the Library staff in the past. Print copies are a very traditional method, but there is a strong demand for them. In some months we run out of copies.

Mr. Watts noted that recently we asked patrons who receive a hard copy of *The Source* if they would prefer instead to receive an electronic message that the newsletter is available online. Approximately 1,500 people responded that they would like to utilize the online copy. We will use the message alert for these patrons.

Councilman Watson requested that the Library reduce the cost for *The Source*. He also noted that copies left in the Metropolitan Council Chambers were not being picked up. The Library staff will review our remote distribution sites to determine if we need to make revisions on the number of copies delivered. Since we do not have direct control over the distribution at these sites, it will be helpful to regularly review the utilization at those venues. Each month 8,500 copies are produced. However, in May and June we tend to have a shortage of copies. In these months we may need to print more. We will review the data regarding the number of left over copies each month and make adjustments if warranted. However, Mr. Watts noted that next year the Library hopes to redesign the website with better integration, and better capabilities for manipulating the calendar and *The Source* online. This ability may enable us to print fewer copies of the newsletter. He said many of our patrons still want and use the printed copy of the newsletter.

Mr. Watts asked the Board members for their opinions on printing *The Source*. Ms. Wascom said she likes the hard copy because she picks out items of interest for herself and others. She also likes the information about book clubs. She noted that 8,500 copies printed each month is not excessive compared to the number of people who come to the library. Mr. Watts replied that approximately 167,000 households use the library facilities which translates into approximately 5% of the users receiving *The Source*.

Ms. Temple said she likes the option of the online notice that *The Source* is available electronically. She has chosen that option for herself. She added that we still need hard copies for our elderly patrons. She noted that we have a large elderly population, and a high number of our elderly are not computer literate, and many have not finished high school. Mr. Watts agreed that others beside the elderly like the hard copies.

Mr. Watts asked for any additional comments. Mrs. Guarisco said she appreciates that Mr. Watts knows and recognizes the needs of our patrons. She added that this is important. Mr. Watts thanked Mrs. Guarisco, and said we try to use diverse communication channels because we have a diverse population which is a strength in our parish. As a Library we should connect to as many groups of people as we can.

Although we mail a select number of copies, Ms. Temple noted we could discontinue this or adjust the mailings.

Mr. Watts then discussed the *After School Snack 'n' Study* program. He said it has been successful with approximately 1,100 children and teens participating per week. It is beneficial to the children many of whom are hungry after school. Children who aren't hungry, are more focused on their work.

Mr. Watts announced that on November 18th the online portal for credit card use by patrons was activated with twelve patrons using this service thus far. The next step is to allow patrons to make payments at the self-service kiosks. However, the kiosks need to be fully isolated from the rest of the network in order to complete the PCI compliance attestation. Mr. Brandon Trent, Library PC/Lan Specialist has engineered a simplified process for the isolation. Unfortunately, Mr. Trent has now left the Library for a new position with an outside firm. Computer Services staff are following his plan and have already started the first of the migration routines.

Computer Services is also installing Windows 10 on all PC's to replace the older version of Windows which will no longer be supported by Microsoft. Some issues have occurred, but these are being addressed by Computer Services staff.

Mr. Watts noted that Ms. Edson is working with the City-Parish Purchasing Department to issue a bid for RFID equipment that can fully integrate with our existing systems which are provided through a contract with mk Solutions. The current contract ends this month. However, Purchasing has extended the contract through the end of February. The bid should have specifications that fall within a proprietary umbrella to ensure that the mk Solutions intelligent return and gates will operate correctly to protect the integrity and functionality of the existing system.

The intelligent return at the Main Library continues to have intermittent problems. At times, it will not accept returned materials. We are not having this issue at our other facilities. We are keeping a log that documents patron problems with the exterior intelligent return in an effort to determine the exact cause of the malfunction.

Mr. Watts said that the Library has placed an item on the Metropolitan Council meeting agenda requesting the ability to establish a pool of substitute workers. The City-Parish Human Resources Department recommended this method to assist us in filling short-term and turnover related vacancies. Since we have a continuing need for workers, we are hopeful that this approach will offer enhanced coverage for our scheduling issues.

Mr. Watts said that the State Library's Annual Administrative Conference provided many educational sessions. Our Board member, Ms. Nicole Allmon-Learson, is a very talented, engaging speaker. Her presentation on parliamentary procedures for libraries provided very useful information, and was well received. Our staff was very proud that a member of our Board provided such an excellent program.

Mr. Watts then discussed holiday décor at the libraries. Christmas trees are allowed in our facilities. This tradition is widespread throughout the United States, being a symbol of the season. Retailers have adopted it as a symbol of commerce. Most people see it primarily as a seasonal, and not particularly as a religious tradition. Santa Claus is also such a generic symbol. Over the years, we have displayed several exhibits on holidays such as Hanukah, Kwanza, and the Day of the Dead. These exhibits are instructional and educational in nature.

Mr. Watts mentioned community bulletin boards in our libraries. He said patrons are allowed to post a wide variety of notices and information such as local events. The Library does not restrict what is posted unless it is illegal or in very bad taste. These bulletin boards are used to notify the

community of events such as a bake sale or car wash. At times people put up political information, and we do not restrict political speech. However, Mr. Watts said political notices should not dominate the community bulletin boards especially when they are not of a local nature. Community events take precedence over political notices.

Mr. Watts talked about gift books, and the process involved when a patron donates books. The Library accepts all gift books, but cannot add all of the donated books to our collection. The same standard we use in purchasing materials is used for evaluating whether a donated item is added to our collection. We use review materials to guide our decision such as *Library Journal* or *Publisher's Weekly* which are standard selection tools in the industry. We also refer to the bestseller list in *The Advocate* which is a very useful list with a local impact. If we cannot use the book in our collection, we sell it at our *Recycled Reads* bookstore. Adding books to our collection involves cataloging and finding space for the donation, all of which costs money.

Mr. Watts then talked about a patron concern with the lighting in the Plaza at the Main Library. Facilities staff were able to address her concern by replacing two lights that were out on the western side of the portico. He added that the lighting at the Main Library is defuse lighting that is focused downward, and is required for our LEED certification. Increasingly in modern buildings and facilities lighting pollution that escapes into the night sky is addressed by defuse lighting. He noted that our lighting meets safety standards. We recognize, however, that it is somewhat dimmer than some of the more traditional lighting to which many people are accustomed. Our patron was pleased with our quick response to her concern.

Mr. Watts said we are continuing to work with BREC on our shipping yard gates.

He then discussed network security especially in light of the attempted hacking of State networks. The Library's most recent phishing test shows an increased awareness of suspect email messages. Initially 20% of the staff opened suspicious messages while recently only 10% did. This week Computer Services conducted a thorough network scan, and has been carefully monitoring our systems for cyber-attacks. It is of increasing concern, as there are more individuals who wish to disrupt the operations in hospitals, government offices, schools, and police departments. Mr. Watts noted that the Library has long-standing protocols in place for our public computers.

He then told the Board that Macmillan Publishers did initiate the ebook embargo of libraries on November 1st. The one copy of new ebooks that libraries can purchase immediately under the embargo are forever copies meaning the Library owns the book with no expiration date. Other publishers such as Random House sell their materials to libraries with 26 renewals after which the book expires from the collection. There is concern that the other five publishers of ebooks may follow Macmillan's lead. Approximately a dozen libraries across the country have boycotted Macmillan in protest of their embargo. Our Library System is not boycotting Macmillan at this time because it will not change their decision, and will mainly hurt our patrons. After the 3-month embargo period, the Library will be able to buy as many copies as needed.

Mr. Watts asked if there were any questions on the Miscellaneous Reports. Ms. Wascom said some school buses stop at the Library after school to drop off students. She would like to know how the Library is working on this service with the School System. Mr. Watts replied that for a

while school buses used the Greenwell Springs Road Regional Branch Library as a staging site to pick up students. Ms. Stein said school buses do bring students to the Library for programs. Mr. Watts said the Library tries to work with the schools. Some are more open to this kind of partnering than others.

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

A. Report by Committee regarding Review of Rules and Regulations for Library Board Members – Ms. Nicole Allmon-Learson and Mr. Donald Luther

Mr. Luther said he has nothing to report at this time. This topic is a more difficult one to address than he originally thought. Mr. Jacob agreed with Mr. Luther. Mr. Watts said it is even a challenge to define the boundaries of the topic. He said he mentioned this topic to one of the staff members at the State Library, and was told they are willing to work with the Library Board. Mr. Watts suggested a discussion is needed between the committee members and the State Library staff. However, communication has been difficult this week because of the hacking attempts. Mr. Luther said he appreciates Mr. Watts efforts in addressing this issue. He also said that the State Librarian called him today, saying she looked forward to working with the Board.

Mr. Jacob asked if there was any public comment on Item A under Reports of Committees. There being none, he 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. During the monthly site visit on November 7th, it was evident that there was a large contingent of people working hard at their sub-contracted and general construction tasks. One of the employees was operating a tamping device in the plaza area which was interesting to observe.

As previously announced by the City-Parish Buildings and Grounds Department, the target date for the major construction activities to be completed remains at December 10th. Mr. Watts reminded the Board that care should be exercised in regard to target dates. Typically, one can expect the project to actually be finished 10 days to two weeks after the target date. Once they reach the completion, then inspections occur. A punch list is generated, and work on the punch list begins. This process always requires additional time, and on this project, it will take a number of weeks.

Mr. Watts said that all remedial work has been completed. The supporting documentation is being finalized and will be reviewed.

Mr. Watts said that workers were finishing coping and detail work for the panels. Substantial progress was being made on ceiling trim, ceilings, and paint. Mechanical and electrical work in the ceiling was ongoing. Scuffmaster painting on door frames is nearly complete, and all interior ACM panels have been installed.

Progress on flooring was being made, with the second floor vinyl flooring complete. However, there was still much to do on the remaining floors. Carpet was due to arrive this past week.

Glass work for the interior rooms on the third floor was in process which is important because many of those rooms are study or collaborative rooms. The large amount of glass aids in monitoring activities in those rooms.

There have been some issues regarding the pendant lights and the audio-visual monitor installations. These were resolved, and work is now underway.

Mr. Watts said there was a good amount of preparatory work being done in the plaza. The retaining wall is complete. The pavers will be installed soon. Plants were ready to be placed on the balcony.

A fluorescent “N” fixture has been installed on the first floor near the Circulation desk. This particular light missed the LED plan modification. It will remain for now, but will be converted to a LED light in the future.

A scheduled test of the new generator has been postponed because a crucial element of the equipment was not ready. This will need to be re-scheduled.

Mr. Watts said bid packages for Phases 4, 5 and 6 of the furniture package have been released to the public. Bid responses were originally scheduled to be due tomorrow. However, several addendums were issued, and bids are now due December 10th. Phases 1, 2 and 3 were under State contract. Phase 7 contains items such as clocks, stools and lamps which will be ordered later once we are certain we are under budget.

Mr. Watts said he has requested that the lease of the Kress Building as a temporary River Center Branch Library be extended to the end of February. As per the contract, the Library was required to request an extension of the lease 60 days in advance of the expiration of the current lease at the end of December.

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

Mrs. Watts left the meeting at 5:15 p.m.

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

Mr. Watts said Ms. Husband would give an update on the Greenwell Springs Road Regional Branch Library renovation project.

Ms. Husband reported to the Board that Library staff held a meeting with the project architect and contractors on Thursday, November 14th to review construction progress. She displayed a photo of the installation of the ceiling in Children’s Services as part of the Phase 2 construction progress. She stated that the framing is complete, and the sheetrock installation is around 99% complete. The furr downs, or soffits, are also being installed. The color choices in this area will be more vibrant as compared to Phase 1 colors, she explained.

Ms. Husband also explained that framing is complete in many areas of the Library, providing a better outline to see how the rooms will be positioned in Phase 2. The work on the HVAC system and the duct work continues, along with the electrical rough-ins. Concrete has been poured in the trenches that were cut last month for power and data boxes. The fiberglass replacement for the HVAC piping insulation has been ordered, and the work has begun. The contractor estimates it will take two weeks to replace the insulation.

Ms. Husband reported that Library staff members have completed reviews and revisions to the plans for the circulation desk and two smaller desks. The drawings have been submitted to the contractor for pricing. Once the estimates are obtained, Ms. Husband said a decision will be made. It will be less expensive to have them constructed as millwork as opposed to buying them as pieces of modular furniture, she stated.

She then showed a photo of the new water fountains that were recently installed. One of the water fountains is equipped with a dispenser to fill water bottles, and it counts how many water bottles have been saved. Ms. Husband explained that she has seen these types of fountains at other places and originally thought of including one in the River Center Library Branch, but prices at that time were too high. She explained that the prices are now more reasonable.

Mr. Jacobs asked if the new water fountain will be considered for the south branch library. Ms. Husband responded that she believes it will be since this a convenience for patrons who bring their own containers into the library. Mr. Watts added that as the pricing goes down for these types of water fountains, it will allow the Library to add them to future renovation projects.

Ms. Husband displayed a slide of the new meeting room partitions that were installed. The meeting room ceiling grids have also been installed, but the tiles have not yet been dropped into place because the subcontractor was still installing parts of the sprinkler system. The grills for the meeting rooms have been installed, and the hospitality areas are almost complete. These areas still lack flooring, but all flooring will be installed at the same time. Sheetrock has also been installed in the storage room near Meeting Room 1, but the ceiling has not yet been installed.

Ms. Husband reported to the Board that the estimated completion date for the meeting rooms will be shortly after Thanksgiving. She explained that, originally, there was no specific timeframe to

have the meeting rooms completed, but Library staff asked the contractor to minimize the amount of time that patrons would be without meeting rooms. The contractor was able to push the meeting room construction forward to meet that request, according to Ms. Husband.

Ms. Husband gave an update on Phase 1, in which there remains the installation of one or two replacement window sills. The original window sills were dented but were noted on the contractor's review list. She explained that there can be a long lead time on waiting for replacements. The architect distributed an updated review list, and many of the items have been completed. Sliding shelves have been installed in the workroom. Ms. Husband explained that fixed shelving was not used because of the ease of use of the mobile shelves for Library staff.

Ms. Husband explained to the Board an issue that arose during a heavy rain storm when water seeped into the building at one of the emergency exit doors. The door is located near a roof valley, and there was a large volume of water flowing off of the roof at that location. The architect suggested installing gutters at that location and at another site that potentially could have the same issue. Estimates for the gutters and installation will be requested. Ms. Husband stated that no damage was done to the carpet and the issue was addressed promptly.

She also reported that the electrical meter was installed in August. There had been issues with power fluctuations, and a request was made to have a meter installed to monitor the power. DEMCO will be contacted so that Library staff can obtain the results of the monitoring.

Also this week in Phase 1, the contractor painted accent walls in parts of the conference room, the study rooms and the quiet reading room, Ms. Husband stated.

Ms. Husband asked the Board if there were any questions. Ms. Wascom asked if the meeting room partitions are upgraded versions from the ones that were previously used. Ms. Husband responded that she is confident that the sound absorption has improved, but they did not install the Skyfold partitions as those are prohibitively expensive, and the construction of the room lacks the necessary support structure for installation. Mr. Watts also explained that the current partitions are the most sound absorbing within their price range and should be superior to the previous partitions. Ms. Husband added that there have been advances in the design of acoustical panels, and they are being installed at Jones Creek Regional Branch Library. If the new partition walls at Greenwell Springs Road Regional Branch Library don't perform satisfactorily in sound absorption, it could be possible to install the acoustical panels instead. Mr. Watts added that another option would be to install acoustical panels on the ceiling to catch sound coming from above the partition walls.

Ms. Husband asked the Board if there were any other 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 – Mr. Spencer Watts and Ms. Kristen Edson

Ms. Edson gave an update on the renovation of the Jones Creek Regional Branch Library.

She reported that significant work has been completed at Jones Creek Regional Branch Library, and the moving of items back into the Library is scheduled to occur in a few weeks.

Ms. Edson showed the Board several photos depicting the recent completions. The first photo showed the trenches for data boxes that have been filled with concrete, and the next photo showed the completion of sheetrock installation. Painting is also almost complete, and only touch-up work remains. The electrical rough-ins are also near completion, as depicted in another photo.

Ms. Edson also displayed two photos of the new cabling that was installed by Cox during Phase 1. She explained this will provide the Library with robust Internet and Wi-Fi connections. A meeting was held with Cox to ensure there will be no interruption of service while moving from the current location into the completed Phase 1 section. The full conversion to the new backboard will occur during the shutdown of Jones Creek Regional Library, which will occur December 10th through 12th.

Next, Ms. Edson showed a photo of the sprinkler work being completed and a photo of the replacement of ceiling tiles. When the original ceiling was removed, several roof leaks were discovered. The current roofing contractor was able to repair the leaks, she stated.

Ms. Edson then showed the Board a photo of the striping of ADA parking spaces and a sidewalk ramp. Two additional ADA parking spaces were added to the original parking lot, for a total of eight ADA spaces. This was required by ADA code ordinances because of the increase of the building's square footage, Ms. Edson explained. She also showed a photo of the brick samples that were placed near the Library building to closely match the original brick. The bricks that were approved have the best mix of colors to match the original exterior, she reported.

She also reported that another code ordinance required the addition of a new emergency exit walkway to replace the single concrete slab, near the East end of the building. Ms. Edson stated the new emergency walkway will also be ADA compliant. The contractor will re-route the sidewalk away from the building so that it does not collect rainwater near the building's foundation.

Ms. Edson displayed several photos of the construction progress for the new conference room. The foundation for the conference room has cured, and the roofing and stud work have been completed. The conference room construction is ahead of schedule and will be ready for the next phase, she stated.

Ms. Edson then presented photos of the interior of Jones Creek Regional Branch Library. Substantial completion is scheduled for December 4th, and moving items back into the Library will begin soon after that date. She stated that carpet tiles have been installed, which are needed before items can be relocated to the Library. Pendant lights will also be delivered soon, and wall shelving will soon be installed.

She reported that employees from the moving company were dispatched this week to begin moving items not needed in Phase 2 to offsite storage. Library staff were told to pack all non-essential items and supplies that will not be needed for as long as ten months.

Ms. Edson also explained the need for temporary restroom facilities to be in place and in working order before reopening the Library on December 13th. The facilities will be ADA compliant and will be equipped with running water, heating and air conditioning, and partitions for privacy. She emphasized that these facilities are only temporary and will be substantial. They will be in use until the permanent restrooms are completed.

A signage meeting was held November 20th during which several items were deleted and several were added, Ms. Edson stated. There is a possibility of a credit to the budget because of the deleted items.

Additionally, the hardware for the temporary Library entrance has been installed. Ms. Edson explained that it was decided to eliminate the push-button option to open the doors, as it is much more expensive and complicated to install. This is not required by the ADA code ordinance. There will instead be an exterior doorbell for anyone needing assistance. Library staff will monitor the doorbell and provide assistance as required. The canopy for the entrance has also been selected and will be more cost effective than the original design, Ms. Edson stated.

Ms. Edson asked the Board if there were any questions. There being none, Mr. Jacob thanked Ms. Edson. He then read Item D under Unfinished Business.

D. Discussion of Change of Start Time of Regular Monthly Library Board Meetings

Mr. Jacob noted that this topic was discussed last month. He asked the Board members to discuss their preferences. He asked if 4:00 p.m. was acceptable, or did the Board wish to begin their meetings at 4:30 p.m. or 5:00 p.m. to make it easier for them to arrive on time.

Mr. Luther said it appears that some Board members have difficulty getting here at 4:00 p.m. from their places of employment. He said he does not have a preference, and that any of the suggested times would work for him.

Ms. Temple said she prefers 4:00 p.m. She said moving the start time to 4:30 p.m. would not make it more convenient. She noted that at times Ms. Allmon-Learson cannot arrive by even 4:30 p.m. When prospective members apply to be appointed to the Library Board, they know that the meetings begin at 4:00 p.m.

Ms. Wascom said any time would be acceptable for her.

Mrs. Guarisco asked how the start time of the meeting affects the staff. Mr. Watts replied that the staff is here anyway. He added that 5:00 p.m. could be a problem because it could affect the dinner hour and other commitments that people have. He thanked the Board for all that they do. A change of time was suggested in order to make it easier for some Board members to fulfill their duties. Whatever starting time the Board wishes, is fine with the staff.

Ms. Temple stated that she feels they should consider all of the Board members. However, she does not think changing the time would help people to arrive on time.

Mr. Jacob then said the start time for the Board meetings will remain at 4:00 p.m. All present agreed.

Mr. Jacob read Item E under Unfinished Business.

E. Announce the Results of the Annual Performance Evaluation of Library Director – Mr. Jason Jacob

The Board May Go into Executive Session to Discuss the Character, Professional Competency or Physical or Mental Health of Mr. Spencer Watts in Accordance with La. R.S. 42: 17(A)(1). Mr. Watts May Require that Such Discussion Be Held in Open Session.

Mr. Jacob made a motion to go into Executive Session for the performance evaluation. The motion was seconded by Mrs. Guarisco and passed unanimously at 5:40 p.m. The Board conducted the closed session in the Board Room on the third floor. The Board returned from Executive Session at 6:20 p.m. The motion to return to open session was made by Mr. Jacob, seconded by Mr. Luther and passed unanimously at 6:21 p.m.

Mr. Jacob congratulated Mr. Watts on a successful evaluation. He thanked him for his dedication, and said it has been a pleasure working with him this year.

Mr. Watts thanked Mr. Jacob. He said he enjoys working for the Library System. It is a wonderful place, and we do many great things for the community. He added that he appreciates the support of the Library Board, and the many contributions that are made by the dedicated and talented staff.

Mr. Jacob asked if there were any comments from the Board. Mr. Luther thanked Mr. Watts and congratulated him.

There were no other comments by the Board. Mr. Jacob asked for any public comments on any of the items under Unfinished Business. There being none, he read Item VII.

VII. New Business

There were no items to cover under New Business.

Mr. Jacob read Item VIII.

VIII. Comments by the Library Board of Control

There were no comments by the Board. Mr. Jacob read Item IX.

IX. Adjournment

Mr. Luther made a motion to adjourn and Mrs. Guarisco seconded the motion. The meeting was adjourned at 6:23 p.m. by unanimous vote.

Mr. Jason Jacob, President

Mr. Spencer Watts, Library Director