

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
AUGUST 17, 2017
4:00 P.M.

PLEDGE OF ALLEGIANCE

I. ROLL CALL

II. APPROVAL OF THE MINUTES OF THE SPECIAL BUDGET WORK SESSION OF JULY 13, 2017
AND THE REGULAR MEETING OF JULY 20, 2017

III. REPORTS BY THE DIRECTOR

- A. FINANCIAL REPORT
- B. SYSTEM REPORTS

IV. OTHER REPORTS

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

V. OLD BUSINESS

- A. UPDATE ON RIVER CENTER BRANCH LIBRARY CONSTRUCTION – MR. SPENCER WATTS
- B. UPDATE ON RENOVATION OF GREENWELL SPRINGS ROAD REGIONAL AND JONES CREEK REGIONAL BRANCH LIBRARIES – MR. SPENCER WATTS AND MS. PATRICIA HUSBAND
- C. UPDATE ON SEARCH FOR A SITE FOR A SOUTH BRANCH LIBRARY – MR. SPENCER WATTS AND MS. KATHRYN JUNEAU, SPERRY VAN NESS/GRAHAM, LANGLOIS & LEGENDRE, LLC

VI. 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.

Revised Minutes of the Meeting of the
East Baton Rouge Parish Library Board of Control

August 17, 2017

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, August 17, 2017. Mr. Jason Jacob, President of the Board called the meeting to order at 4:01 p.m. Members of the Board present were Mrs. Martha Guarisco, Mr. Donald Luther, Jr., Ms. Candace Parker, and Ms. Kathy Wascom. Absent from the meeting were Board members, Ms. Terrie Johnson; Mr. Logan Leger; and Ms. Rhonda Pinsonat, Library Business Manager. Also in attendance were Mr. Spencer Watts, Library Director; Ms. Patricia Husband, Assistant Library Director of Branch Services; Ms. Mary Stein, Assistant Library Director of Administration; Mr. Ronnie Pierce, Assistant Library Business Manager; and Ms. Liz Zozulin, Executive Assistant to the Library Director. Also present were Mr. Brian Thornhill, Library PC LAN Administrator; Ms. Kathryn Juneau, real estate broker with Sperry Van Ness/Graham, Langlois & Legendre, LLC; and Mr. Spencer 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 special budget work session of July 13, 2017. Ms. Parker made a motion to approve the minutes, seconded by Ms. Wascom, and approved unanimously.

Mr. Jacob then asked for the approval of the minutes of the regular Library Board meeting of July 20, 2017. Ms. Parker made a motion to approve the minutes, seconded by Mrs. Guarisco, and approved unanimously.

III. Reports by the Director

A. Financial Reports

Mr. Jacob asked Mr. Watts to present the reports. Mr. Watts asked Mr. Pierce to make the financial report in Ms. Pinsonat's absence. Mr. Pierce said for 2017, operating expenditures through July 31, 2017 are \$20,548,312.25, or approximately 47.23% of the operating budget. Through July, we should have spent no more than 58% of the operating budget.

Cash collections from Property Taxes for 2017 are ahead for the same eight months as last year, and we are approximately \$1.514 million and 3.76%, ahead of 2016.

Mr. Pierce asked if there were any questions about the financial statements. There were none. Mr. Jacob asked for any other comments. There being none, he 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 hosted teen film camps with our partner, NOVAC (New Orleans Video Access Center). NOVAC assisted teens to write and film their scripts. The Baton Rouge Bicentennial was the theme.
- A red carpet teen film premier was held in the large meeting room of the Main Library. The room was filled to capacity as the films were viewed. Teens of all ages and backgrounds worked together to make this event a success.
- The Summer Reading Program wrapped up at the end of July. Children's Services held parties at each branch to celebrate and award prizes for completing the program. A similar event was held for teens.
- The statistics for the children's program this year are higher than last year. The top teen reader read over 500 books.
- Both an informal and a formal charrette were held at the Jones Creek Regional Branch Library on August 10th to obtain feedback from patrons of all ages regarding the schematic design for the renovation of the branch.
- A new bookmobile rolled into town to replace the Elf purchased in 2004. It will make visits to our senior centers after the City-Parish Fleet Division applies the required logos and fleet numbers. It is wheel chair accessible.
- RFID tagging of the Library's collection has begun at the Main Library in Children's Services. Approximately 66,000 items or 3.2% of the collection has been tagged over a 9-day period. The AV and Teen Departments are next on the schedule.
- The 15 workers applying the tags are independent contractors hired by Backstage Library Works, our tagging contractor.
- On Sunday, August 13th the Flood Study and Oral History Harvest was held at the Main Library. Dr. Katie Cherry, professor at LSU, spoke about the data that were collected after the Flood of August 2016 in regard to post-disaster resilience and recovery.
- The Library became a partner in the study last December serving as a host site during the data collection. The study is attempting to learn what makes some people more resilient than others. They are collecting information on cognition after the Flood, and the impact the stressors have on people.
- Students from The University of Louisiana at Lafayette collected brief comments from patrons who experienced the Flood of 2016.

- On the evening of August 13th the Main Library was the site for a presentation led by Peggy Sweeney-McDonald, creator and editor of the cookbook, *Meanwhile, Back at Café du Monde...Life Stories about Food*. Food is part of our personal histories. Food stories were shared by some notable locals including Smiley Anders, Jerry Leggio, Franz Borghardt, Teresa Day, Fairleigh Jackson, Kara Castille and Jim Urdiales. Over 200 people attended.
- On August 20th at 7:00 p.m. local author Michael Rubin will make a multi-media presentation on the background of his latest thriller, *Cashed Out*. His first book, *The Cottoncrest Curse* won the IndieFab Book of the Year Gold Award.
- Winter is Coming...on August 25th from 6:30 – 8:30 p.m. at the Main Library. This after-hours extravaganza will be based on the popular HBO show, *Game of Thrones*. However, the Library version will be family friendly. The Society for Creative Anachronism will be present, and activities such as jousting using pool noodles will be offered.

Ms. Stein mentioned several other events and meetings scheduled at the Library such as the Capital Region Planning Commission, voter registration at all of our branches, and the Boy Scouts Cooking for Character Taste Fair. She also gave the Board members a brochure about the 40th Annual Author-Illustrator Program on October 5th and 6th. This year we will feature author and illustrator Rosemary Wells. In closing her presentation, Ms. Stein mentioned an editorial in *The Advocate* on August 7th about the Library's Summer Reading Program.

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

IV. Other Reports

A. Maintenance Report and Additional Capital Projects

Mr. Watts stated that Ms. Husband will report on maintenance and capital projects. Ms. Husband said for the Exterior Lighting Project for the Baker, Delmont Gardens, Eden Park, Scotlandville and Zachary Branch Libraries a final inspection for the project occurred last week. The electrical engineer is preparing a change order which will include a few punch list-type items and an appropriate amount of additional time to complete them. The work is 99% complete.

One of the new exterior lights at the Baker Branch Library was damaged when a tree fell on it. Nobody was hurt and no vehicles were damaged. The Library's Facilities Maintenance staff is getting estimates for the repair of the light.

Ms. Husband noted that the Metropolitan Council approved the final acceptance of the Exterior Restoration Project for the Carver, Central, Delmont Gardens, Eden Park, Greenwell Springs Road Regional, Scotlandville and Zachary Branch Libraries on August 9th.

The carpet installation at the Zachary Branch Library will begin on Monday, August 28th. The building will remain open during the installation.

Ms. Husband told the Board that the installation of new furniture at the Bluebonnet Regional Branch Library is scheduled for the first and second weeks of September. We are coordinating the removal of old furniture, and the installation of new furniture. We will also install *Connectrac* which is a product for providing wireway systems for power and data without having to drill, trench or install power poles. It will provide ADA connectivity where there was no connectivity. We will move shelving, and install soft seating. The installers will begin work on Sunday, September 3rd. The branch will not be closed during the installation. However, there may be a day or so of downtime for computer accessibility in the adult reference and children's areas. This project is a team effort involving the Library's IT staff, the Facilities staff and the staff at the Bluebonnet Branch. Three different furniture installers will be working on this project. We believe that by the third week of September most of the work will have been completed.

Ms. Husband asked for questions. Ms. Wascom asked if the exterior lighting at the Jones Creek Regional Branch was repaired. Ms. Husband said the Facilities staff are working with Buffalo Electric. Mr. Watts added that now there is only one light out. Since the initial report some weeks ago, all of the other lights have been working except the one fixture which continues to short out. We are too dependent on that one light at that end of the parking lot. Mr. Watts said he will discuss this with the architects who are working on the renovation project for this branch. We need a building or stanchion light in that spot. This light is next to the bank which has good lighting at the ATM machine. Mr. Watts noted he spoke to the patron who was initially concerned. He is satisfied now that the other lights are functioning.

Mr. Luther arrived at 4:20 p.m.

There being no other questions, Mr. Jacob thanked Ms. Husband and asked Mr. Watts to give the Miscellaneous Reports under Item B.

B. Miscellaneous Reports

Mr. Watts said the RFID tagging has started. We had some issues initially with loading the software. However, Mr. Bryce Tomlin, the Technical Services Librarian Coordinator, and Mr. Thomas Miller, Project Manager from Backstage Library Works were able to resolve the problems. The Library IT staff set up fifteen laptops needed for the conversion carts to be used during the tagging process. A great team effort was evident through this initial process.

Mr. Watts said Backstage Library Works hired fifteen workers with five leaving after the first week. Mr. Miller noted that this turnover is normal because people do not appreciate the amount of standing and repetitive movement needed for this project. Mr. Watts noted that new hires by the Library also do not realize the amount of activity involved prior to working for us. Mr. Miller has hired two more people as of today.

Mr. Watts said the AV and Children's collections are the most challenging to tag. The size and shape of children's books vary so greatly, and many times content is located right where one would normally place a tag. This slows the process a bit as another spot is chosen. He pointed out that the taggers will be more efficient when they move to the more standardized formats found in the adult collection and in much of the teen collection.

The change order for the purchase of the remainder of the equipment needed for the tagging project has been processed today. A Purchase Order will be issued today or tomorrow. Mr. Watts thanked Ms. Stein, Mr. Tomlin and everyone else who worked on the 36-page Project Information Form (PIF) which outlines the protocols and placement of the equipment.

Mr. Watts then discussed the solar eclipse and the solar glasses. On Monday, August 21st a partial solar eclipse will occur in Baton Rouge. We have received several hundred phone calls about solar eclipse glasses because some months ago a federal official announced that libraries would have these glasses to distribute to patrons. We have some, but only enough for one of our programs. To purchase a pair that are ISO compliant, the price starts at \$2.00 and increases from there. We also have some concerns about distributing these glasses because even when wearing these glasses, one can sustain eye damage. Also there is concern about people using an unfiltered telescope to view the eclipse. We have contacted the patron who has borrowed the Library's telescope, to alert this patron about the dangers. One cannot wear solar eclipse glasses and use a telescope because the intensity of the sun's rays will burn the retina.

For the program scheduled at the Delmont Gardens Branch Library, we have 50 donated glasses and 25 that we purchased. These will only be given to the program participants. During the eclipse a NASA live-streaming of the path of the eclipse will be viewed. The program has been well thought out and planned by the staff at the Delmont Gardens Branch.

Mr. Watts noted that we are referring patrons to sources such as the Louisiana Arts and Science Museum (LASM) and the BREC Highland Road Observatory for solar glasses, but we understand that their supplies are dwindling. They are having programs during the eclipse, and are good venues for safe viewing.

Mr. Watts said he is happy the public is thinking of the Library as a source of information and calling us about the glasses. If we had been able to purchase approved glasses at a reasonable price, we might have been able to distribute a couple of thousand pairs to our patrons. He added that the next time a government official implies that libraries will receive an item, he hopes that there is follow through on such an announcement.

Mr. Watts then discussed some additional maintenance activities. The Library Facilities staff pressure washed a couple of areas of the parking lot at the Main Library. They concentrated on areas where the bioswales had backed up and left some residue on the concrete. We continue to monitor the bioswales and attempt to keep them clear so that we do not get a back-up onto the parking spaces.

After the grounds maintenance contract was renewed, the vendor told us it would be several weeks before they could work us back into their schedule. However, they were recently able to finally

cut back the horsetails in the bioswales. The grounds maintenance crews were able to get back to work earlier than expected, so a good amount of basic trimming and cleanup work has also been done at several of our branches. Lawn care is under a separate contract and it remained in force with no lapse in service.

He noted that Mr. Claude Lindsey, Library Operations Manager, has replaced five malfunctioning security cameras at the Main Library. There was an incident where it would have been helpful if one of the cameras closer to the activity would have been functioning correctly. This prompted a survey of our cameras and the replacement of the faulty ones.

Also at the Main Library for over a month we had a malfunctioning Brevio board on the concierge elevator. This board provides access control. The elevator has been running, but entry to the third floor could not be blocked on weekends and at night. Few staff are on this floor at these times, so patrons were getting lost and uncertain of where to go. Fortunately, a new board was installed today.

Mr. Watts mentioned that there is a new requirement issued by the Secretary of State regarding the retention of all video security recordings. These are to be considered as a public record and must be retained for 30 days. At the Main Library the average retention rate is about 34-35 days. This places us in compliance with the law. However, our system is motion activated. When we have much activity into the evening such as when we show after-hours films, our cameras remain on for longer amounts of time. This cuts down on the amount of extended time we have for retention. We have discovered that even a spider web or a flapping piece of paper can activate a camera. Some of the smaller libraries across the state have systems which retain for only 10-15 days. A system must have the server capacity to store these records. An upgrade in the system would be necessary to ensure compliance with the law.

Mr. Watts told the Board that the City-Parish has filed an appeal with FEMA for reimbursement of the cost of the library books which patrons lost in the flood last August. FEMA stated that the items lost by patrons are the individual's responsibility. FEMA is providing coverage for the books that were lost within the Library. He noted that the decision to waive charges to our patrons for borrowed items damaged or lost in the flood was motivated by wanting to help our citizens in their time of need. We did not want people to be unable to use library resources at such a devastating time because they had blocked cards due to fines or charges for lost items. We wanted to expedite everyone's recovery as much as possible. If we don't get reimbursed, he feels it was still the right decision in serving our patrons.

Mrs. Guarisco asked how much money is the Library requesting for reimbursement. Mr. Watts replied that the Mayor's letter of appeal is requesting \$157,801.23 for lost library materials. Mr. Luther said Mr. Watts made the right decision about the lost patron items. Mr. Watts said we discussed this during our Board meeting after the storm, and the Board agreed with the staff's decision. He agreed with Mr. Luther's assessment.

Mr. Watts noted that the Talking Tech service launched on August 1st. We are sending out on average about 180 messages per day which seems to be working well. This means that these notices will not need to be mailed, cutting down the notification time by 3-5 days. There have

been no complaints or concerns so far. He said his experience with this service is that this helps motivate some patrons to register their email addresses as their preferred method of notification. He added that over the years, we have been very diligent in getting patron email addresses.

At the edge of the shipping yard area of the Main Library, BREC continues to construct their volunteer building behind the BREC Theatre. They are in a more active construction phase now. They have been good about notifying the Library when there will be some disruption of access, and they have minimized obstructions to our facility. Hopefully, they will finish the construction in the next few months.

Mr. Watts said that the Library staff and the BREC staff met with the Parish Attorney yesterday regarding the subdivision of the BREC Café located across the Plaza in Independence Park. There will not be a subdivision of this property because the BREC Independence Park is actually owned by the City-Parish. A legal protocol can be followed that will allow both parties to meet the requirements of the latest Cooperative Endeavor Agreement (CEA) in regard to the exchange of land. The Parish Attorney's Office has helped BREC to obtain an address for the Café. BREC will be assigned an address within a week or so which will help them when they execute contracts regarding the Café.

Mr. Watts concluded the miscellaneous report and asked if there were any questions. Ms. Wascom asked if we have security cameras at all of our facilities to which Mr. Watts said yes except for the temporary River Center Branch. Ms. Wascom then asked if the cameras will be periodically checked to be sure they are functioning. Mr. Watts said we have not had many problems with our cameras. However, because of the large number of cameras at the Main Library, this accounts for 5 of them being inoperable. Ms. Husband said cameras are in all of the branches. A couple of them are being replaced at a couple of branches because of their age. Over time they wear out. She said she monitors the Main Library. If any have issues, she notifies Mr. Brian Thornhill, Library LAN Administrator, and he attends to the problem. Mr. Watts added that frequently the issue with a camera is something that can be addressed electronically, and is not a malfunction of the camera itself. Rebooting the system takes care of the problem.

Ms. Wascom then asked if BREC will contract with a vendor for the Café now that an address has been assigned. Mr. Watts replied that BREC has said the address issue has been a stumbling block in contracting with a vendor.

Mr. Jacob asked for any other public comments. Their being none, he read Item A under Old Business.

VI. Old Business

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

Mr. Watts discussed the River Center Branch project. Even though rainy weather continues, the contractors are making progress.

The paver samples have been submitted. However, they do not have straight edges which would allow for a flush surface installation. Our experience with the Main Library Plaza has taught us that the beveled edge pavers, with a sand fill, will not provide a suitable surface for many of our older and less mobile patrons. We specified to the architects that we did not want a repeat of the paver issue at the River Center Branch. The current problem at the job site occurred because the subcontractor's vendor does not produce the straight edge pavers in this part of the country. They do make the product we want, but it is only available in other areas of the United States. High shipping costs will prevent us from purchasing these pavers. During the August 3rd site visit, the Library staff inspected the paver samples. Flipping the pavers revealed a flush underside. However, the texture on this side of the pavers appears to be smoother and may provide poorer traction. The contractor has agreed to request a friction coefficient for this side of the pavers. A 3 foot by 5 foot demonstration path will be mocked up so that we can walk on it. We may need to purchase pavers from another source because we do not want a repeat of our issues at the Main Library. As good a solution as installing the cement walkway to the front door has been, it would be better if the entire plaza was easily accessible to all.

Mr. Watts said the submittal of the millwork details has been received. Ms. Husband has conducted an in depth review and we will finalize our comments, concerns and approvals later this week.

We have also received the first version of the detailed furniture schedule and budget. These closely match the documents we approved during the design development phase. Eventually we will review information on specific chairs, upholstery, and other furniture. We will consider items such as stacking, task and meeting room chairs, and computer and meeting room tables throughout the building. Mr. Watts noted that he discovered a \$40,000 error in the cost of one group of items. This is the type of detailed review that is required.

He also said that today City-Parish Architectural Services issued a Change Order for the relocation of the HVAC lines and feeder conduits to accommodate the project adjacent to the River Center Branch construction site. The cost for this work is \$36,833 which will be charged to the Library's project. The relocation was done by the Library's contractor because they are responsible for all of the work around the site. If any issues occur in the future with this work, this method will expedite the resolution of the problem. However, this cost will be reimbursed by another Department of the City. The Library is pleased to assist the City with their worthwhile project.

Mr. Watts told the Board that the staff has received Requests for Information for various items such as an accordion fire door, and the resolution of angle conflicts on the exterior wall at the fourth floor. The need for the resolution of the angle conflicts is a result of two different elevation indications on the west side. It is important to remedy this type of conflict because one does not want an elevation difference in the building.

The Library staff has requested a change from the standard dry eraser boards to glass marker panels. The fire stairs have been completed and the railings are in fabrication. The roof parapet framing was near completion last week. The sheathing and plywood for the parapet were on site. Duct work infrastructure is proceeding, and stud work on the exterior of the building has been

progressing well. The east side of the building is almost complete and the west side is well underway.

Mr. Watts said despite the rainy weather, the contractor is making good progress on the fire proofing. He noted that during the site visit on August 3rd his vehicle parked near the site had been covered with plastic by the contractor to prevent the corrosive effects of the drift of the fire proofing material. The site workers even removed the plastic when he was ready to depart the site.

A revised plaza grading plan was submitted by the architects because of the elevation issue early in the project. The elevation of grade from one side of the site to the other will be different from the original plan. There are questions about the impact of this on the plaza area. Mr. Watts said the treatment of the exposed grade beam foundation at the east side of the building is a concern, which is shared with Mr. Jim Frey of the City-Parish Architectural Services Department.

At the Metropolitan Council meeting on August 9th the naming resolution for the Teen Computer Lab was approved. The Council did have questions and concerns about approving the contract with Multivista which provides weekly photographic evidence and continuous video recordings of the construction activities. This type of documentation provides precise, exact evidence of construction details that is more valuable than any other means if disputes or problems arise. This service also gives photographic details of structural details in the building. Mr. Watts pointed out that we had the same service during the construction of the Main Library. Once the serious nature of this documentation was explained, the contract was approved. He noted that in all of the building construction he has been involved with, he has never seen all of the record drawings be completely correct. It is difficult to achieve. The Multivista documentation does indicate the location of everything such as conduits and beams that eventually get hidden by walls and floors.

Mr. Watts then discussed the project schedule. Eight days for rain were granted for June. He said he assumes that the July request could be as many as June and possibly a little more. At this point it appears that the schedule change totals one month. At the beginning of the project, the contractor found obstructions as drilling began which delayed the preliminary foundation work. Factoring in the July and August rain days, it will probably be over one month. It would not be unusual for a project of this size and complexity to be granted two additional months for the project schedule.

Mr. Watts asked if there were any questions about the River Center Branch construction project. Mr. Luther said he is pleased that the Library staff is discussing the concerns we have had with the pavers at the Main Library. He said he walks on the concrete area that was added to the Plaza. The pavers are very difficult and uncomfortable to walk on, and those with wheeled devices have an even greater challenge. The beveled product is a bigger problem for mobility than we could have imagined. Mr. Watts agreed that some patrons have a great struggle navigating over the pavers. We try to learn from issues we encounter in previous construction projects and avoid them in new projects. Mr. Luther added that wheeled devices can get stuck because of the way the pavers are laid out.

Mr. Jacob read Item B under Old Business.

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

Mr. Watts reported on the Greenwell Springs Road Regional Branch renovation project. The architects have begun to work on the construction documents. Several issues were noted toward the end of the design development phase of the project. The biggest concern is about the cooling tower and the chilling unit. The cost of the revision of the HVAC plan is more than was anticipated. We are attempting to rectify this problem. It seems that the architects were studying some 10-year long range planning and budget projections, and thought the amounts were actually budgeted for the improvements. In 2016 Mr. Tim Bankston, Library Facilities Manager, assessed the air conditioning controls and determined that they would not need to be replaced in 2017, so those were not budgeted. Several of the items the architects assumed were in the maintenance budget are not actually there. We will work to resolve this discrepancy of approximately \$250,000. We can overcome this issue and it will not be a stumbling block for the whole project.

Another concern was brought up by some project engineers during a site visit. They were studying the phasing of this project and they looked at the boiler. They felt it needs replacement which would be an additional expense of approximately \$90,000. They reported that the boiler's capacity could not sustain the heat at 76 degrees on a maximum design cold day defined as 20 to 25 degrees. Mr. Watts said we have not had any 20 degree days since he has been director. Even if the inside temperature is slightly lower than 76 degrees it would not be uncomfortable. On most days even when the temperature is below freezing, it is not a prolonged event. He said he will do a little more research to be sure that this problem is a major concern. We want to be sure that there will not be a strain on the boiler causing it to shut off. The strain on the system might occur because of the additional square footage of the renovation.

Mr. Watts then discussed the Jones Creek Regional Branch renovation. He said the charrette and presentation on August 10th were very successful. We had 38 people attend the afternoon session and 18 for the evening presentation. Those attending both sessions were very engaged with many comments. Patrons were mainly excited about the additional meeting and study rooms. Several said they have observed that small groups will often meet in a large room. If there were some smaller rooms, small groups could use them, leaving the large room for big groups. They also liked the 2-person study and work tables.

The net growth of the number of PCs by an additional 18 for a total of 62 is a good increase and was well-received. Mr. Watts noted that currently with the 44 PCs available the utilization studies indicate that we are not even reaching 80 or 90% utilization most of the time. At key usage times the additional 18 computers should alleviate any wait times.

We did have some interesting comments by the public. One person suggested taking all of the books out of Teen Services and replacing them with 50 computers. This patron who was not a teenager thought that teens don't use books. Actually, surprisingly enough, teens do have an interest in reading books as well as using technology. We'll have a good balance of both in the new Teen Services Department.

Ms. Guarisco left the meeting at 5:05 p.m.

Mr. Watts then showed two schematic design floor plans for the renovation. These drawings are appended to these minutes. He added that Ms. Husband may wish to make some comments also. The shaded areas in lavender represent the new additions to the facility. These spaces are approximately 2,400 square feet and will be located mainly at the front of the building with two small areas toward the back. The total size of the renovated facility will be 35,100 square feet. He pointed out an area in the Children's Services Department that looks like a big-top. This represents the location of the vaulted roof. He noted the re-purposed space in the back of the branch which will contain small study and conference rooms. The Teen Services Department will remain in its current location, but will also be renovated and expanded. A computer instruction area for computer classes will be designed in the front of the branch. This space will have a dual purpose. When not utilized for classes, patrons will have access to these computers and space for general use.

Mr. Watts showed the second floor plan which is one of the boards that was displayed at the charrette. He pointed out the area where the Reference and adult collection are located. He noted that the largest number of positive comments from patrons came regarding the decorative glass partition wall used to separate the computer class area from the stack area. Mr. Jacob said he liked this partition also. Mr. Watts explained that the glass would have several openings to avoid creating a complete visual barrier.

Mr. Jacob asked about the image at the lower left hand corner of the board. He wondered if this would be an entrance to the study room area, or if it is just an idea of what it could look like. Mr. Watts replied that it is just an idea, and we probably won't have anything that elaborate. Mr. Jacob said he liked that design. Mr. Watts said we will use changes in color and furr downs as a dividing indicator for the various service areas. He reminded the Board that none of these photographs are an exact representation of what the renovation will actually look like because we are still in the planning phase of the project. Stylistic elements shown in these photos represent what the architects are envisioning for this renovation. These are automatic wayfinding tools to direct patrons to the various departments without using signage. Ms. Husband said she saw some color ways in the Children's area in Chicago. The blue columns got darker and darker as one went from the toddler to the school age to the tweens collections. It is an easy visual method for finding where one wants to go. This is what our architects are aiming for.

Mr. Watts then discussed the budget for this renovation project. We have a meeting scheduled on August 30th with the architects and City-Parish Architectural Services. We have funding for this project along with money from the furniture budget that can be used for this work.

Mr. Watts said during the presentation on August 10th a member of the public asked how they could know that the ideas the patrons suggest are incorporated into the renovation. Mr. Watts said that the public will see the results of their suggestions when the renovation is finished. He added that he understands that, in the interim, patrons want to know the status. Ms. Stein is creating a chart listing all of the patron ideas, even the positive comments about the 2-person study tables which were an element the staff requested. For the few ideas that are not feasible, we will explain why these cannot be done. One patron hoped we could further partition the large meeting rooms. We cannot do this in practice because we would not be able have all the fire and safety egress

points required by building codes. Another issue is the additional support in the ceiling that the partitions need. This support must be placed where the beams are located. Installing additional beams would be cost prohibitive.

Mr. Watts asked if there were any other questions about either renovation project. There being none, Mr. Jacob thanked Mr. Watts for the information and then read Item C.

C. Update on Search for a Site for a South Branch Library – Mr. Spencer Watts and Ms. Kathryn Juneau, Sperry Van Ness/Graham, Langlois & Legendre, LLC

Mr. Watts said that Ms. Kathryn Juneau, real estate broker with Sperry Van Ness/Graham, Langlois & Legendre, LLC is present today. She has been diligently looking for sites for us. Some of the sites she will show us today are ones we have considered previously. The other sites are new, but are located in areas we have discussed.

Ms. Juneau began with a site on W. Lee Drive located in a planned development anchored by a Rouse's grocery store. All of the out parcels lining W. Lee and Burbank Drive have been sold within the year they were listed. That indicates what national tenants and retailers think about the area. They conduct extensive feasibility studies when considering a site for their businesses. The sale price initially was listed as subject to offer, and was actually \$8.00 - \$9.00/square foot. However, the price has now increased to \$11.00 - \$12.00/square foot. Usually, as the last parcels of land on a site are sold, the price increases. Ms. Juneau said her firm talked to them because they knew the owners had expressed interest in a library there. They wanted to know if the owners would still consider the Library on their site. The entire development is 10 – 14 acres. More development is going to occur on the other side of the site. That area is owned and listed by a different company. They haven't listed any sites, but many are already under contract. Ms. Juneau shared the demographics of the area. The median age of residents within a one mile radius is 24.4 years. This age group is comprised of young professionals.

She asked the Board if they had any questions about this site. Ms. Wascom asked what is across the street from this site. Ms. Juneau replied that it is another development and they have not disclosed any information. Ms. Wascom said in the photo the land has been cleared, but nothing has been built. Ms. Juneau said they are doing site work on the property now. The developer on the other side of W. Lee Drive, is unable to disclose which retailers are locating there until after the closing on the property. Mr. Watts stated that this area of the site will contain commercial and retail establishments to which Ms. Juneau agreed.

Mr. Jacob asked if the site is 10 acres in size to which Ms. Juneau relied 10 – 12 acres. Ms. Parker asked if that is the size of the whole development or just one site. Ms. Juneau said it is the entire development. They would sell the Library whatever size portion was needed. Currently there are about 4 acres left in the southern corner. Mr. Watts said if the Library could purchase 2 acres that would be sufficient. We'd need to investigate what we would be allowed to do on that site. We'd also want to determine how we would fit in with their concept for the development. There may be some guidelines for construction. If we could construct a second floor, we might only need 1.2 acres. Ms. Juneau said in the initial discussions with the developer, they asked what the concept

was without mentioning the Library. It seems like the Library would fit in perfectly with the overall plan because they want it to be a community development. It's a planned development with architectural guidelines.

The next site discussed is on Burbank Drive near W. Lee Drive across the street from the Winn-Dixie grocery store. Ms. Juneau said the site has cross access. A median has also been built. It is difficult to determine where on this property the median lies. She noted her concern with this site is the median. She added that the property on the corner has already been sold. This site is 14 acres, but only 7 are usable with a sale price of \$2.1 million. Mr. Watts said this site looks like it will need some remediation and other work. Ms. Juneau and Mr. Jacob agreed. Mr. Jacob asked if the property is in a floodplain. Ms. Juneau and Mr. Watts both answered affirmatively. Ms. Juneau added that 7 acres is not considered wetlands, but the other 7 are wetlands. The owners are not willing to subdivide.

The third site reviewed is on Perkins Road at Kenilworth Parkway. Ms. Juneau noted that this property has been one of her favorite sites for the Library. She said when it was first presented to the Board last year, the shape was a negative, and at one time it was proposed that Kenilworth Parkway would be extended past Perkins Road. She said several staff in her office work with DOTD and with DPW. She said constructing this extension has not been discussed recently, and no one has heard of this extension moving forward. Most of the concern being expressed is about the railroad tracks toward the back of the property. These tracks are owned by a company in Canada. The City and State have attempted on numerous occasions to reach out to this company to obtain permission to construct more crossovers on Nicholson Drive and at this site. This foreign company does not respond to the requests. Ms. Juneau added that the likelihood of Kenilworth Parkway being extended is very slim. It was not on the Greenlight program and has not been discussed in almost a decade.

Mr. Luther said he attended a civic association meeting this week where City-Parish employees discussed the Better Transportation and Roads Plan proposed by Mayor Broome. This specific tract of land was mentioned as a potential Kenilworth Parkway extension project of the plan. Mr. Jacob said he heard that he's heard about the extension also. Mr. Luther said this is specifically written into the tax plan for this program. He added the list of improvements has not been finalized, but the Kenilworth extension is proposed in the plan. Mr. Luther advised Ms. Juneau to check this. She said her office discussed this site at a recent sales meeting. Mr. Luther added that the City is considering extending the road by going under the railroad tracks. Mr. Watts agreed that this is what is done in other areas of the country. It is harder to do that here because of the soil and water table. Ms. Juneau said she would definitely make some inquiries.

Mr. Watts said he understood that the plan several years ago prepared by the Center for Planning Excellence (CPEX) called for taking a large swath of that land. During the construction phase the adjacent land would be difficult to access or use. He noted that the visibility on Perkins Road is great and it is located near other destination places and businesses that people frequent. However, it is right on the eastern boundary of the service area. We really do not want to go any further east than Kenilworth, and Essen Lane is the absolute eastern boundary. From this standpoint the property is less desirable. At this site we would probably need to construct a long, odd-shaped building to make it work.

Ms. Juneau discussed the fourth site on Moss Side Lane and Perkins Road which the Board reviewed last year. It is a 3.6 acre lot on a good corner. She said since railroad tracks are adjacent to the property, the Board was concerned last year about the noise from trains. . It is across the street from the Rouzan site. There is a traffic light at the opposite end of the Moss Side Lane, Perkins Road and Quail Drive intersection. The owner admitted that part of the site is wet. However, he did not know how much of it is wet. That would be something the Library would need to investigate. Mr. Watts said when he first observed the site, it appeared to have a body of water in the middle. It may have been shallow amounts of water after a rain storm.

Mr. Jacob said he likes this site, and agreed that the standing water would need to be investigated. Mr. Watts pointed out that there is a traffic light at Congress Boulevard, but none at the end of Moss Side Lane near this site. The advantage is that the site can be accessed from either end of Moss Side Lane.

Ms. Parker asked how long has this site been on the market. Ms. Juneau replied for a long time to which Ms. Parker said one would think the owner has information on the property regarding how much is wetlands. Ms. Juneau said determining if property is wetlands is very expensive, and is not generally something the seller does. The owner would rather the buyer pay for a wetlands determination prior to making an offer. She added that this property is owned by a resident in the area, and he is not familiar with selling commercial property. If an investor sells property, preliminary studies are conducted which will be available to prospective buyers.

Mr. Watts said we had heard about this piece of property before we began conducting the current in-depth search. It is owned by an individual who has had it for a long time, possibly through an inheritance. The owner has not been aggressively trying to sell it to this point.

Ms. Parker then asked if the City-Parish has any information about this property. Ms. Juneau replied that the City-Parish is not going to conduct any engineering work on these properties. Ms. Parker asked if there were at the least some records of the percentages of wetlands. Ms. Juneau said the Army Corps of Engineers may respond to a request, but the process is very slow. Mr. Watts added that the Library contracted with SJB Group to perform a dashboard wetlands assessment on several sites. Mr. Watts said he did not think this site was one of them, but he said he would check to be certain. It was not extremely expensive to do several sites, but it might be expensive to just analyze one site. This process is just a preliminary analysis in order to determine the scope of possible issues.

Ms. Juneau said these are the four sites that stand out. Of course, the property across the street which is part of Rouzan, and is owned by Mr. Spinosa is in the service area as is the Quail Drive property. The owners of the Quail Drive property are not moving to sell quickly.

Mr. Watts said the parcel owned by Mr. Spinosa will eventually be connected to the Rouzan Traditional Neighborhood Development. Whoever purchases the parcel would then be able to drive through Rouzan to the traffic light at Congress Boulevard. Ms. Juneau said there is a road next to the Montessori School that will connect to the Rouzan Development. There is also an entrance to the development on Glasgow Avenue.

Ms. Juneau asked the Board members what they would like to do. Ms. Wascom said someone mentioned to her that Glasgow Middle School has a lot of property behind the school building which is owned by the School Board. She asked Ms. Juneau what she knows about this property. Ms. Juneau said they have investigated quite a few tracks of land owned by the School Board. The School System is not willing to sell any of their properties. Mr. Watts asked if the realtors investigated Glasgow Middle to which Ms. Juneau said it was the Valley Forge property located across the railroad tracks. The property contains an open field running along the interstate. Her firm also asked about property at the Southdowns Elementary School, and at Kenilworth Middle Magnet. The School System owns a lot of land that they are not using, but they are not willing to sell any of it.

Ms. Wascom wondered how much acreage is available at the Glasgow location. She said she hoped the Board might be able to approach the School System about building a branch library there. Ms. Juneau said she will check into the acreage behind Glasgow Middle School. If the Library Board could open a conversation with the School Board, this would be wonderful. Parts of Southdowns Elementary are not being used. That would be a good location and would be a real community library in the middle of a neighborhood.

Ms. Juneau added that the Moss Side property is also in the middle of a neighborhood. Mr. Watts said a library on Moss Side Lane would be very visible to many people. However, the price indicates that there are probably issues with the site. Ms. Juneau agreed that a price of \$850,000 for 3.6 acres in the middle of town versus a site down the road which is listed at \$1 million indicates some concerns. Mr. Jacob agreed. Mr. Watts said mitigation would probably be involved, including purchasing land credit for the use of these wetlands.

Ms. Wascom added that the Library would need the support of the residents near that site. Mr. Watts noted that, except for a few houses closest to the site, a library would not have much negative impact on the neighborhood. Even for the few affected, there is a way to site the building so that it would be visible on Perkins Road and not as visible from the subdivision. A library there would be preferable to a restaurant or a bar. Ms. Juneau said it would also be better than duplexes that can be built in an A1 zone. People don't realize that duplexes are acceptable in A1 zones. Mr. Jacob said a library is preferable.

Ms. Wascom asked if there is a railroad track there with a crossover. The Board members answered affirmatively. Ms. Wascom said she does not think there is a crossbar at that crossover. She explained that in the past she worked on getting the re-routing of a rail line in a neighborhood. With the help of their senator, they were able to obtain records from the Surface Transportation Board in Washington, D.C. to resolve the issue. She said the State might get involved in assisting to place a crossbar at the tracks near this site.

Mr. Watts then said the Board has some interest in the Moss Side Lane site, and we can ask about the school property. He asked the Board if any other site we discussed today is of interest. Mr. Watts noted that Ms. Wascom and other residents of Southdowns are concerned about sites in the Lee Drive corridor south of Burbank. However, it is a burgeoning retail center. Ms. Wascom replied that when one studies the demographics for that area, the median age may be 24, but college

apartment complexes are the predominant residences there. A grocery store can flourish there. She suggested driving through that area to see firsthand what has been built. Mr. Watts replied that there is a lot of student housing in the immediate area, but there is also residential housing in places such as Riverbend. He added that a Rouse's grocery store is not going to be sustained by students. Middle and higher income families living in the established single-family residences will be the primary customers for them. Mr. Jacob agreed.

Mr. Watts wondered if there will be so much resistance to that area that people will refuse to go there. That could be a problem also. Ms. Wascom said we will need to see what else is being located in the PUD. At this time we do not know which retailers are planning to build there. Ms. Juneau said she can provide a list of the retailers.

Ms. Wascom said another concern is how drainage will be addressed. At the Winn-Dixie they created a concrete holding pond which is very unattractive. Mr. Watts said it looks similar to a moat. Ms. Wascom said it seems that the best course of action is for each Board member to drive around that area in order to be aware of what is located there. If a library is built there, the hours of operation will probably need to be adjusted to accommodate the traffic during sporting events at LSU.

Ms. Parker said if one looks up the property through the City-Parish website, the percentage of usable land is given. She said she has used this resource for her clients. Ms. Juneau said her experience is that this is not always accurate, and can be substantially incorrect. It is hard for a city to have detailed information on every piece of property. To accurately provide the information would be cost prohibitive. Mr. Luther said he just tried to look up the property and he could not find it. Ms. Parker noted that if the information indicated a large percentage in wetlands, the Board would at least know that is a factor. A study by engineers would provide a detailed report.

Ms. Wascom asked Ms. Juneau if there is any property for sale such as the car wash on Lee Drive across from St. James Place. Ms. Juneau said no. The retail center that is being built there is filling up fast. That portion of Lee Drive to W. Lee has seen a lot of movement quickly because it is one of the last areas of vacant undeveloped land. Even home developers are building small zero lot homes there. There is a huge demand for residential property in Baton Rouge.

Mr. Watts said when we looked about two years ago at the car wash, there were two parcels of land, but the owners would only engage in a design/build agreement which by ordinance we are not allowed to do.

Mr. Jacob asked the Board if any of the properties are of interest. Ms. Parker and Mr. Jacob both liked the property on Moss Side Lane. Mr. Jacob said there are some unknowns. Mr. Watts replied that we can review the SJB Wetlands Report to see if the Moss Side property was one of the sites studied. We can also ask about the school property. He asked if there is anything else the Board would like to do.

Mr. Luther said the Moss Side Lane property is interesting. A non-traditional building would need to be constructed there.

Ms. Stein confirmed that Ms. Juneau will provide the staff with the list of tenants in the PUD site. A chicken sandwich restaurant from Lafayette and Orangetheory are two that Ms. Juneau named. She said she will get the list of outparcels that have sold. Ms. Wascom asked if there will be any housing units in the PUD to which Ms. Juneau said no. There are no multi-family units planned, just retail and commercial tenants.

Ms. Juneau said they have an engineer in their office. She will ask him to walk the Moss Side Lane property, and give his opinion about the site. Mr. Luther said he liked the Quail Drive site because it would have been very accessible to patrons who walk or ride bicycles. Patrons from areas across Perkins Road and Moss Side Lane would encounter too much vehicular congestion for walking or biking. A pedestrian would have difficulty getting there. Mr. Watts said he does not think we can accommodate these pedestrians. It would be too dangerous unless we built a bridge. Mr. Luther pointed out that there is a pedestrian bridge by the school site. However, a bridge would be very expensive, and we wouldn't have a right-of-way in order to proceed. Mr. Luther added that those in the area he has spoken with all live on the opposite side of Perkins Road. The residents living on the side of Perkins Road near Moss Side Lane could walk or bike there. Mr. Watts added that we say we want to be able to walk or bike to a branch, but the reality is that in most of our branches except the Carver Branch, about 95% of our patrons come by car. Mr. Jacob agreed. In this part of town, it may not be possible.

Ms. Juneau said she will ask their engineer to walk the Moss Side site. She will also provide the acreage for the Glasgow property. If the Library Board can speak to the School Board, that would be wonderful. The School System is not using these properties. Mr. Watts said his experience with several school systems in the past is that generally if they have unused land they want to keep it for future use. At times local governments would like them to sell their property, but even then, the school system won't sell. Mr. Watts added it doesn't hurt to ask again.

Ms. Wascom wondered about the BREC Extreme Sports Park at Kenilworth Parkway and Perkins Road. Mr. Watts said we would not be able to purchase any of that land because it is federally-granted land. They cannot even donate the property to us.

Mr. Jacob asked if there were any additional Board comments. There being none, he asked for public comments. There were no comments.

VII. Comments by the Library Board of Control

Mr. Jacob read Item VII. Mr. Luther said he would like to thank the staff. He said he tours the branches looking for potential issues. When patrons tell him about a concern, almost 100% of the time, when he speaks to the staff, the concern has already been noted and corrected. The staff is doing a stellar job keeping up with maintenance allowing patrons to see their tax dollars at work. Our Library System is incredible and beautiful, and has so much to offer.

There were no further comments. Mr. Jacob asked for a motion to adjourn. Mr. Luther made a motion to adjourn, seconded by Ms. Parker. The meeting was adjourned at 6:00 p.m. by unanimous vote.

Mr. Jason Jacob, President

Mr. Spencer Watts, Library Director



