

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 21, 2014
4:00 P.M.

- I. ROLL CALL
- II. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JULY 17, 2014
- III. REPORTS BY THE DIRECTOR
 - A. FINANCIAL REPORT
 - B. SYSTEM REPORTS
- IV. OTHER REPORTS
 - A. MAIN LIBRARY AT GOODWOOD
 - B. RIVER CENTER BRANCH LIBRARY
 - C. MAINTENANCE REPORT
- V. OLD BUSINESS
 - A. UPDATE ON SITE SELECTION PROCESS FOR A SOUTH BRANCH LIBRARY – MR. SPENCER WATTS
 - B. LIBRARY OVERVIEW OF 2013 – MR. SPENCER WATTS
 - C. STRATEGIC PLAN – APPROVAL OF 5-YEAR PLAN AND DISCUSSION REGARDING COMMUNITY INPUT – MR. SPENCER WATTS
 - D. ESTABLISH A PROCESS TO PERMIT THE BOARD PRESIDENT AND LIBRARY DIRECTOR TO APPROVE NON-BINDING AGREEMENTS OF INTENT FOR THE ACQUISITION OF PROPERTY - MR. SPENCER WATTS
- 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.

Minutes of the Meeting of the

East Baton Rouge Parish Library Board of Control

August 21, 2014

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 21, 2014. Ms. Tanya Freeman, President of the Board called the meeting to order at 4:04 p.m. Members of the Board present were Mr. Stanford O. Bardwell, Jr., Mr. Jason Jacob, Mr. Logan Leger, Ms. Terrie Lundy, Ms. Kizzy Payton, and Mr. Travis Woodard. Also in attendance were Mr. Spencer Watts, Library Director; Ms. Mary Stein, Assistant Library Director of Administration; Ms. Rhonda Pinsonat, Library Business Manager; Mr. Ronnie Pierce, Assistant Library Business Manager; Ms. Liz Zozulin, Executive Assistant to the Library Director; Ms. Kelli Bonin, Library Network Technician I; and Ms. Sonya Gordon, Library Public Relations Coordinator. Mr. Davis Rhorer, Director of the Downtown Development District, Mr. Leo D'Aubin of the Office of the Parish Attorney and Ms. Rebekah Allen, reporter with *The Advocate* were also present. Captain Blair Nicholson of the East Baton Rouge Parish Sheriff's Office; Mr. Dirk Graeser, videographer for Metro 21; and eight members of the community were also in attendance.

Ms. Freeman asked Ms. Zozulin to take the roll which she did. Ms. Freeman then asked for the approval of the minutes of the regular Library Board meeting of July 17, 2014. Mr. Jacob made a motion to approve the minutes, seconded by Mr. Woodard and approved unanimously.

III. Reports by the Director

A. Financial Reports

Ms. Freeman asked Mr. Watts to present the reports. Ms. Pinsonat made the financial report. She said that the Statement of Revenues, Expenditures, and Encumbrances through July 31, 2014 show operating expenditures of \$19,200,637.88 or 43.87% of the operating budget. Through July, we should have spent no more than 58% of the budget.

Cash collections from Property Taxes for 2014 remain positive, as we are approximately \$1,560,000 and 4.21% ahead of the same eight months in 2013.

Mr. Watts then asked Ms. Pinsonat to tell the Board about the property tax collection and the millage renewal election. Ms. Pinsonat explained that the property tax bills that are generated at the end of 2015 actually are for the tax year of 2015. Taxes paid in 2015 represent the millage renewal election of 2005. The election in 2015 for the millage renewal will not be collected until 2016. This means the Library will have a year of income with which to operate after the millage renewal election.

Mr. Woodard then said that East Baton Rouge Parish collects property taxes in arrears. The tax bill at the end of the year represents that entire year. Ms. Pinsonat agreed. Mr. Watts said this

would answer the question raised at last month's Board meeting regarding the timelines for the collection of Library taxes.

B. System Reports

Mr. Watts asked Ms. Stein to present her report. Ms. Stein gave the PowerPoint presentation *Around the Parish in 90 seconds* which included the month of August 2014. Some of the highlights include:

- The second annual speed dating for careers occurred at the Scotlandville Branch Library. This very successful event drew a room full of students, and local industry sponsors, vendors and merchants.
- The Library staff would also like to offer a speed dating for careers event in the southern portion of the parish.
- The Multi-Cultural Fair at the Greenwell Springs Road Regional Branch Library has grown over the years. This year there were 119 booth presenters, and about 900 patrons participating.
- Fair presenters included the Chinese Lion Dancers, the Dulcimer Society, and presenters representing African cultures, and Scottish culture to name a few.
- The fair included dancing and tasting cuisine from around the world.
- The Carver Cubs Book Club completed its second year. The LSU C-Cell of 35 volunteer graduate students from reading specialty classes worked with 306 children.
- The C-Cell graduate students have booked some classes in the Children's Room at the Main Library for the fall semester. These future teachers will have the opportunity to see what the Library has to offer them and their students.
- Parents supported the Carver Cubs Book Club after seeing good results last year. Children received a free book, school supplies, and an end party with pizza.
- The Library has collaborated with the Mayor's Healthy City Initiative and Healthy BR. In the first week of August the Library was the site for the premier of a music video produced by the Teen Advisory Council for the Mayor's Healthy City Initiative.
- The video was produced in the Teen Room at the Main Library and features 5 – 2 – 1 – 0 + 10 as the key to health.
 - 5 fruits and veggies,
 - 2 hours or less of screen time,
 - 1 hour of more of physical activity,
 - 0 sweetened drinks,
 - 10 hours of sleep.
- New databases include *The Columbia Grainger's World of Poetry* which includes 250,000 full text entries.
- The *Liberty Magazine 1924-1950* adds to our growing list of historical databases.
- The Library is advertising its resources for back to school in a variety of ways including magazines, electronic billboards such as the one on Perkins Road, on social media, in e-mail blasts, and on rotating ads such as the *Country Roads* site.

- The 37th Annual Author-Illustrator program will feature children and teen author Katherine Paterson. The 2-day event will be held at the Main Library on Thursday evening, October 9th and Friday morning, October 10th. *Bridge to Terabithia* and *Jacob I Have Loved* are two of her many books.
- The local media has provided good coverage of the Library and our resources. Gerron Jordan, reporter for Channel 9 News, featured Library resources for children and families.
- Ms. Sonya Gordon, the Library's Public Relations Coordinator, notifies the media on Fridays of all the upcoming events at the Library.
- The Library posts on social media and then patrons tweet that information to others. This is a new way to market the Library.
- The new bookmobile has arrived, and the Library is having a contest for patrons to name this vehicle.
- Landscaping is going on in the area of the new Main Library parking lot.

Ms. Stein concluded her remarks by saying the Library is celebrating its 75th Anniversary. Special ads are putting the spot light on the Library, and special programs are scheduled to start in September. Some of these will be in conjunction with partner agencies such as AAUW who is celebrating its 100th anniversary.

IV. Other Reports

A. Main Library at Goodwood

Mr. Watts then presented the report on the Main Library at Goodwood. He noted that there has been much progress on the parking lot in the last few weeks. The contractors completed the prep work for the apron and were able to pour the concrete on August 8th. He added that there have been several days of dry weather enabling the work to proceed in the parking lot. The concrete for the fire lane did not pass the required break strength testing on the first test date. It is expected that the concrete will be at the required level on the next test. It will serve as the temporary fire lane until the west side of the lot is finished.

Mr. Watts added that because of the wet weather the trenches for electrical lines could not be dug. The poles for the lighting are on-site, but have not been hooked up to power. The parking lot cannot be opened to the public until this is done. He said he hoped this would be completed in the next few days. There was also a delay due to rainy weather in the mixing of the bio swale soil for the islands. However, good progress on the islands and the landscaping in the parking lot is now occurring.

The plaza pavers arrived today. Mr. Watts noted that we need the pavers to be installed so that the parking lot is connected with the plaza which is the main entranceway into the library. He added that four to five days is a good estimate of the time needed to complete the paving.

When this work is completed there will be approximately 150 parking spaces on the east side of the lot. Given the incomplete nature of the project and the ongoing adjacent construction in the western area of the parking lot, there will be some issues, making the situation less than ideal, but it will be a step forward. Mr. Watts said this parking area will be an improvement over the temporary parking lots especially during rainy weather.

Work is proceeding on the monumental sign at the entrance to the parking lot on Goodwood, and should be completed in a couple of weeks. The plaza area work should be finished in the first week of September if rain does not affect the projected schedules for that work.

Mr. Watts noted that many of our patrons have enjoyed walking to the library through the BREC Garden Center with its lovely plants and flowers in bloom. He noted that it is a hidden gem in the city and that many citizens have not been aware of its existence. Mr. Watts said that Ms. Claire who is present at this meeting today is one of the hard working volunteers who make the gardens beautiful. Patrons have been asking if they will be able to get to the Garden Center from the library once the construction work in the plaza is completed. There will be a path from the plaza near the Library meeting room, and the cybercafé to the Garden Center.

Mr. Watts noted that the Library staff continues to work on occupancy issues. The hallway floor from the circulation workroom down to the staff elevator will be replaced because of defects in the flooring material. The manufacturer at first offered a solution to replace the hard flooring with walk-off carpeting which would have been more expensive. However, after consideration the staff decided that hard flooring is what is needed in that area because of the number of heavy book trucks that are wheeled down that walkway throughout the day.

Mr. Benjamin Bradford, one of the architects for the project, is communicating with the manufacturer for the best way to clean the zinc covered areas in the building. The zinc tends to absorb oils which are a problem in areas such as the bathroom surrounds. Mr. Watts said we want to use an approved product so as not to void the warranty on the zinc panels.

The granite pools are still incomplete. We have been told that some of the granite slabs are pre-cut, and when they were shipped several have been damaged or cracked. Hopefully the pools will be completed in the next few weeks. The north courtyard gate is not working correctly, and needs to be addressed.

Also on the front of the Circulation desk there is already some unexpected wear. Mr. Watts said they are working with the architects on solutions such as lengthening the width of the desk top in order to lessen the contact with the front of the desk, or applying a covering on the wood to make it more resistant to marring.

B. River Center Branch Library

Mr. Watts said we have been meeting on a weekly basis with Mr. Rex Cabaniss of WHLC Architects and with Schwartz Silver Architects in Boston through teleconferencing. The architects still have work to be done on the design development of the River Center Branch

Library. Last week they sent some of their preliminary designs to a cost estimator. The cost figures should be available in the next couple of weeks and these will assist us in making choices among the options under consideration. Mr. Watts noted that among those options are several different cladding choices. The cost for a staging area will also be affected by the distance between the staging area and the construction site.

Mr. Watts added that the architects have presented a simplified sunshade with a diagonal pattern rather than a twisted one. The Teflon coated fabric shades are no longer under consideration.

The cladding is the biggest issue at this time. A corrugated wide spaced design was not attractive and looked very industrial. Exterior fasteners were also not a good choice because of concerns with moisture, and corrosion, and due to aesthetic considerations. DPW has expertise in the various types of metal cladding, and they want materials that are durable and wear well.

Mr. Watts noted the Library staff has not seen any samples of the cladding. We are also going to look for cladding on actual buildings in the area, but he stated that there are not many buildings in this area that are structurally similar and have these types of finishes.

The proposed flooring choices have been a concern including the polished concrete. The Library staff has discovered that there are some high-end concrete polished floors, but the cost is not much different than some other flooring. We are concerned that a low-end polished concrete floor would not wear well especially in the high traffic areas of the building such as the lobby. The architects have found some porcelain tile options. Mr. Watts noted that in his experience as heavy book trucks are wheeled across porcelain tiles there can be problems if the tiles are not seated properly.

He also stated that the size of the windows has been slightly modified with the sills being raised 18 inches from the floor, and a reduction of 6 inches of head height. He added that the staff is happy with this solution because outlets can now be placed under the window sills. This modification will also reduce the total cost of the windows themselves. These modifications do not appear to significantly reduce the amount of light that comes into the building, nor the aesthetics from the outside of the building.

Mr. Watts said we are aware that some of the choices may be driven by cost concerns because the building may be too expensive structurally. We are also aware of the fact that possibly too much value engineering is taking place too early in the design process.

He added that there are some mundane items such as doors and walls that have been addressed. The dumpsters and trash corrals were discussed. We could not use dumpsters exclusively because that would have blocked off the entire back alley behind the building. The solution is to use dumpsters and recycle bins. In the rest rooms the doors for the toilet partitions will open out as they do in the Main Library. Patrons really appreciate this convenience feature. Sinks without counter space have been revised to include counters for patron convenience. The ground lighting for the covered area in the plaza was a concern in relation to the possible collection of moisture and rain water runoff. Therefore, the pitch and the drainage were reviewed to ensure against standing water.

Mr. Watts said in order to answer a question posed at the last Board meeting, that when the architects finish design development, then DPW will review their documents. It may take longer than the average couple of weeks because of some of the issues about which DPW has stated concerns. Once DPW gives their approval to the design development documents, the architects will have 180 days to complete the construction documents.

Mr. Watts also noted that the architects are pricing out a couple of options for staging areas. A meeting was held to discuss construction fencing, exclusion zones, staging areas, and traffic issues. The concerns and difficulties of blocking streets in an urban area with large construction materials and equipment along with the need for law enforcement assistance for traffic control were mentioned. Mr. Watts said no additional discussions have yet occurred regarding staging options, or the demolition of the municipal building for a staging area. He added that within the next thirty days there would probably be further discussions on these matters.

Mr. Watts asked if there were any questions regarding the Main Library or the River Center Branch. Ms. Freeman said that Goodwood has been flooding when there is heavy rain. She asked what is being done in the parking lot under construction to address this problem. Mr. Watts replied that after the eastern portion of the lot was poured, the staff noticed large puddles. Construction standards set an acceptable limit on the depth and surface coverage for standing water after rain events. The contractor did check these areas, and agreed that they were not within an acceptable range. Therefore, they re-poured in multiple areas. Part of the solution is the slope of the surfaces so that water does not collect, and the proper drainage system to remove water from the area. He added that the soil is hard packed clay which does not absorb water and which may be related to the various uses of this land, including an airport, prior to the designation as a park. Mr. Watts noted that it is his hope that there are sufficient drains to collect water run-off.

C. Maintenance Report

Mr. Watts asked Ms. Husband to give the maintenance report. Ms. Husband stated that the Library facilities staff continues to perform preventive maintenance and to complete repairs at the branches. The month's work includes such items as chillers, lighting, air handlers, energy management systems, boilers, ADA doors, painting and courtyard gates. She added that the staff moved some shelves at the Baker Branch, oversaw carpet cleaning at the Jones Creek Regional Branch and the Greenwell Springs Road Regional Branch, and pressure washed areas at the Eden Park Branch.

Ms. Husband noted that we have four large active projects. First is the exterior lighting project for the Greenwell Springs Road Regional Branch, the Baker Branch, the Central Branch, and the Scotlandville Branch. DPW Architectural Services is preparing the bid package for this work.

The second project is the Greenwell Springs Road Regional Branch and the Scotlandville Branch flooring project. The staff initially met with the interior designer and is now scheduling an additional meeting to review the preliminary designs.

The third project is the Bluebonnet Regional Branch renovation. The Genealogy Department will be moving from Bluebonnet to the Main Library. So we are re-purposing that area at Bluebonnet for Teen Services. Ms. Husband explained that we have met with the architect several times this month and they have prepared some preliminary designs along with cost estimates. We are at an advanced stage of schematic design and will soon proceed to design development. This project also includes renovating the current teen area to increase our A/V display space, and to create small meeting rooms, and to expand the Circulation workroom.

The fourth project is the branch assessment study. Ms. Husband reported that she and Mr. Watts met with Ms. Lynn Bradley and Mr. Bill Hidell, the architects for the project to discuss what we hope to achieve, the results and information we need and the timeline for completion. Mr. Jim Frey from DPW Architectural Services has drawn up a contract. Once the contract is signed by the architects it will go to the Mayor for his signature. When the architects receive the notice to proceed, they will work closely with the Library staff. Ms. Husband added that we will receive a field analysis of 11 of our older branches. The architects will also provide a final report, concept drawings, and preliminary schematic designs. The report will also outline the needs and priorities for each building.

Ms. Husband reminded the Board that many of the branches are older. For example the Jones Creek Regional Branch is 24 years old. So moving into the next tax renewal period, there are projects for which we need to plan in order to update our facilities. We need to add some of the features that we have in our newer buildings such as the Main Library, and the Fairwood Branch.

Ms. Husband noted that the architects will look at our buildings from a structural, engineering and electrical standpoint. This will help us determine what changes we need to make. It will assist us to determine if we need to add square footage to any of the branches and will also provide a cost estimate for these changes. The information will include furniture and fixtures.

Ms. Husband concluded by saying that DPW Architectural Services did an excellent job of formulating the contract for this project. She asked the Board if they had any questions.

There being no Board comments, Ms. Freeman asked if there were any public comments on any of the Director's reports. Mr. John Berry, a member of the public, said he wanted to talk about the branch assessment study that Ms. Husband discussed. He said *The Business Report* had an article about this project stating that the fee was \$98,000. Mr. Berry added that Mr. Jim Frey from the City-Parish is working with the architects on the project. He asked the staff to confirm the name of the firm working on this project. Ms. Freeman asked Mr. Berry to ask his question so that the staff could reply. Mr. Berry told Ms. Freeman that he was asking the name of the firm to be sure he had that information correct. Ms. Husband answered the firm is Bradley-Blewster. Mr. Berry said he called City-Parish Purchasing and asked them what the cost limit was before a project would require an RFQ and the bid process. Purchasing told him for engineering and architectural projects, the limit was \$50,000. Mr. Berry then asked if the Library is working with the architect without the knowledge of the public and Purchasing.

Mr. Watts answered that an RFQ was issued, and nine firms bid on the project. The bids were reviewed by the City-Parish Architectural Selection Board, and the required City-Parish regulations were followed. Mr. Watts added that this was a very open process and meeting. The Architectural Selection Board made their choice of Bradley-Blewster. He also told Mr. Berry that his research was correct and that all the legal steps were followed. Mr. Berry said he was not aware of this project until this week, and he wondered why the public did not know about this process. Mr. Watts noted that many of the public did know about this project, and he was sorry that Mr. Berry did not know about it. Ms. Freeman then asked Mr. Berry to ask his question. She added that the public was informed. She then told Mr. Berry that his time limit for comments was reached. Mr. Berry ended by saying that they are talking about \$98,000 of tax payer money.

Mr. Harvey Landry, another member of the public, asked about the River Center Branch. He said in the minutes of the last Board meeting, it was questioned whether demolition of the old River Center Branch was part of the total cost of the project. Mr. Landry added that Mr. Watts had a conversation with Mr. William Daniel. Mr. Daniel said he wants the Library to pay for the demolition in exchange for parking for patrons. Mr. Landry said that implies that the City is going to pay for the demolition and demolition is therefore, not part of the \$19 million budget. He added the second part of his comment was that in the search of the minutes to determine if parking was included in the budget, he would like the Board to state which minutes contain the motion that the Board did not include parking in the budget.

Mr. Watts replied that the demolition mentioned by Mr. Daniel was for another building, not the current River Center Branch. Demolition of the current branch is included in the project budget for the new River Center Branch. Mr. Watts also stated that at the last Board meeting we provided the minutes in answer to the question of whether parking was included in the \$19 million budget. He added that some discussion occurred, but he does not have the information regarding those past minutes with him today.

Ms. Freeman asked Ms. Zozulin if the information was in the July Board meeting packet to which Ms. Zozulin agreed.

Ms. Kathy Wascom, a member of the public, said she hoped that when the branch assessment study is conducted, that the Library staff working directly with the public would be consulted. She said that aggressive staff outreach is very important and is beneficial to the outcome. Mr. Watts replied that we are all in agreement with that. He added that part of the field analysis and report will include the interaction of the architects with the staff for their ideas. We will also ask for comments from the public regarding what they like and want. Mr. Watts noted that those working in an area every day have some of the best observations about the buildings.

Ms. Freeman asked for any other public comments. Mr. Berry wished to comment and Ms. Freeman gave him another opportunity. Mr. Berry said he has a comment about the River Center Branch. Mr. Berry quoted from an article in *The Business Report* yesterday. It stated that they are looking for a staging area which Mr. Berry felt was a little late in the project. He also noted that the cladding was a concern. He asked how much the project will cost, and will it go over the \$19 million budget. He added that the design has changed and that the public should have the

opportunity to see the changes and know why the design has changed. Mr. Watts answered that when we get to the end of design development, the architect will make a presentation here at a Board meeting. He added that there have not been any substantive changes so far. Mr. Watts said a couple of months ago at a Board meeting, we showed renderings of the building, and the floor plans.

Ms. Freeman asked if there were any questions from the Board. There being none, Ms. Freeman proceeded to Item A under Old Business.

V. Old Business

A. Update on Site Selection Process for a South Branch Library – Mr. Spencer Watts

Mr. Watts gave an update on the status of the contracts for engineering and wetlands assessments in regard to the sites that LEO, LLC identified as possible locations for a south branch library. The contracts for the two firms selected to conduct the assessments are SJB Group and C-K Associates who have begun their evaluations.

Mr. Watts added that we have been working with SJB Group who is doing the desktop engineering study of the possible sites. Their study could be completed in a couple of weeks. The firm, however, has a new technology application for the evaluation process which we would like them to employ. It would give us some additional perspectives on the sites we are considering such as from the street and from above the site. Mr. Watts added that we also think we may have a potential site to add to the list. SJB Group is in the process of training on the new technology. So this would extend our project timeline one more month to the beginning of October with no extra cost for this additional analysis. Mr. Watts asked the Board if they would allow for this additional process and the additional time required. The Board had no objections.

Ms. Freeman asked for public comments. There being none, she proceeded with Item B.

B. Library Overview of 2013 – Mr. Spencer Watts

Ms. Freeman noted that Mr. Watts has been our Director for a while and we have accomplished quite a lot. She added it was time to get a good overview of what happened in 2013. Mr. Watts made his PowerPoint presentation of the overview of the Library in 2013. The full document is appended to these minutes. Below are some of the highlights:

- Spencer Watts became the East Baton Rouge Parish Library Director on January 14, 2013.
- Spencer Watts achieved Louisiana Librarian Certification in the spring of 2013.
- Key indicators for 2013 were strong and increased by 6.5% overall.
- *Library Journal* named East Baton Rouge Public Library as a three-starred library placing us in the top 1-2% of libraries according to this index.

- The major goals of the Strategic Plan up to 2015 are *Learning for Life-Long Success, Stimulating Economic Development, Provide Access to Information, Increasing Community Awareness and Outreach* and *Building Construction Program*.
- Circulation rose with 2,434,723 items checked out, and with a gate count increase of 2,212,004 visits.
- Access to technology continues to grow with in-house computer use topping 1.2 million, AWE (Early Literacy Station) use at 58,852, and WiFi sessions recorded at 389,671.
- Website visits in-house totaled 1,126,549; 729,342 remote logins occurred; and contact through social media increased with 25,551 hits on *Facebook*.
- We provided access to new technology such as the Dobsonian telescope via a partnership with the Baton Rouge Astronomical Society, and the Maker Movement.
- Programming increased 18% with 7,737 events attended by 319,662 people including those at the new Fairwood Branch Library.
- Events and activities for all ages included storytimes, crafts, classes and discussions, and gaming such as chess.
- *One Book One Community* celebrated the poetry of Edgar Allen Poe.
- Summer reading attendance climbed through special programs which encourage children to read and develop analytical thinking skills.
- The 36th *Author-Illustrator Program* featured Linda Sue Park who had wonderful interactions with the patrons.
- The Library contributes to economic development by hosting programs for organizations such as SCORE, the Small Business Administration, the Office of Workforce Development, and the Mayor's Office, Business Development Coordinator.
- Career education such as the *Career Speed Dating* event was a huge success.
- The Library's collection continues to grow with 1.94 million items including major new additions such as several collections for the Baton Rouge Room's Archive.
- The Library provided 2,198,448 recorded database sessions, increasing by 19.62%. We added such services as the *3M Cloud, One Click ebooks, Indieflix*, and *Valueline*. The Library was a beta site for Baton Rouge City Key tested in the fall of 2013 and it went live on January 15, 2014. The Library has played a key role in the development of City Key. Policy Map is also a new resource flowing into City Key this year.
- Reference questions increased to 885,764 by phone, in-house, e-mail, text and chat.

- The Library has increased its community awareness and outreach through public meetings and events, media and advertising, and Library promotions such as the website, *The Source* newsletter, *Library Road Show* monthly TV show, and an increase in social media presence.
- The Library issued almost 18,000 new library cards in 2013 bringing the patron count to 325,303.
- Community groups used the Libraries meeting rooms 3,631 times which is a 30% increase over 2012 with 55,699 people attending.
- The RFP for the new bookmobile that many toured today was completed in 2013. Outreach Services increased its visits by 500 stops to 1,635 at daycare centers, retirement centers, schools and community events. We hosted the national American Bookmobile and Outreach Services Conference (ABOS) for attendees from across the country.
- Our building construction program provides quality accessible services collections and programs in state-of-the-art facilities.
- The Fairwood Branch Library opened in 2013. It is a light and spacious facility with the first collaborative study room in our library system.
- The construction of the Main Library at Goodwood involved many hours of staff time planning for a facility that will provide flexibility over the next 20-30 years.
- The relocation of the Main Library collection was a wonderful experience because the movers did such an excellent job along with much effort by the Library staff prior to the move. 500,000 items were moved without any major mishaps.
- The Main Library at Goodwood was dedicated on April 12, 2014, and was a happy celebration.
- The River Center Branch project began in 2013 with a concept design charrette in April. Refining the building program and the beginning of schematic design work also happened in 2013.
- We continue to search for a site for a south branch library.
- Major maintenance projects included the installation of new flooring at the Bluebonnet Regional Branch and the Delmont Gardens Branch Libraries. Also a beautiful mural was installed in the Delmont Gardens Branch Library.
- Training and development of the Library staff is important and includes on-line training with Library tools provided to patrons, via professional organizations such as ALA, and mandated training for ethics, driving and child abuse reporting.
- In 2013 we began the strategic planning process. Mr. Watts said he appreciated the efforts the members of the Library Board put into this process starting back in August with Deputy State Librarian Diane Brown. The work

continued with Christee Atwood in 2014 when she worked with staff to write the initial draft of the plan. Then the Board met with Consultant Maxine Crump in May.

Ms. Freeman asked for any public comments. There were none, so she asked for comments from the Board. Ms. Payton said Mr. Watts' presentation was well done and was a comprehensive overview of all that occurred in 2013. She offered kudos to Mr. Watts and the entire staff. Ms. Lundy added that as a new Board member it was good to see all that was accomplished in 2013. She offered congratulations for a job well-done. Ms. Freeman then said it is superior work. Most library directors don't have to deal with building and construction. But we have had the Fairwood Branch, the Main Library and now the River Center Branch. It's required a constant effort with the need to be creative. She concluded by saying, hats off to all involved.

C. Strategic Plan – Approval of 5-Year Plan for State Library and Discussion regarding Community Input – Mr. Spencer Watts

Mr. Watts said since the Library Board has given so much time and effort to the strategic plan, he felt the Board might want to conduct this evening's review by focusing on the major goals of the plan. He discussed the following:

1. Customer Experience

Create a customer service experience that is positive, responsive, and consistent, regardless of the customer's needs, location, or method of access; continually seek to improve processes and procedures that support public service; and create the types of experiences that foster customer engagement with the services and resources offered.

2. Technology & Access

Provide access and support for current and evolving technology to answer changing needs, respond to technological advances, and accommodate growing customer usage.

3. Program & Collection Development

Provide programs and collections to address the changing needs and interests of the communities served.

4. Facilities & Operations

Create welcoming, supportive, and stimulating spaces that fulfill the changing needs, preferences, and safety of patrons, by refreshing, repurposing, and renovating library facilities. Provide new facilities and different types of service delivery sites to meet the changing needs of the Parish.

5. Organizational Development

Provide efficient and effective work processes. Foster employee engagement with continuing development, open communication, and opportunities to thrive

in the changing library environment, all within the context of a customer-centered culture. Maintain sound financial planning and prudent fiscal practices in order to be good stewards of the taxpayer's money.

6. Marketing & Outreach

Communicate and promote services and programs through a wide variety of methods and channels so customers and partners take advantage of all the Library offers, with emphasis on reaching new and underserved segments of the population.

Mr. Watts briefly talked about each goal. He said the customer's experience should be positive, responsive and consistent. Technology and access are critical today to accommodate growing patron usage. Program and collection development are important not only in printed materials, but also on-line and in electronic resources. Regarding the facilities and operations of the Library's spaces, patrons want the public library to be well-lighted, colorful and safe. Patrons of all ages want this type of environment. Mr. Watts noted that organizational development includes efficient and effective processes which foster employee engagement. The Library must maintain sound financial planning and prudent fiscal practices. Marketing and outreach should include communicating and promoting services and programs through a wide variety of methods and channels.

Mr. Woodard left the meeting at 5:30 p.m.

Mr. Watts added that these goals can assist the Board and staff to be dynamic and to make changes to meet patron needs. To this end he proposed that there be community meetings at each branch starting in 2015 to discuss these goals.

Ms. Freeman said that sounded good. She asked for comments from the public. There were none. She then asked for comments from the Board. There being none, she asked for a motion to approve the strategic plan. Mr. Bardwell made a motion to approve the 5-year strategic plan, seconded by Mr. Jacob and approved unanimously. Ms. Freeman said she looks forward to the community meetings next year.

D. Establish A Process to Permit the Board President and Library Director to Approve Non-Binding Agreements of Intent for the Acquisition of Property – Mr. Spencer Watts

Ms. Freeman read Item D, and said the Board has a copy of a resolution written by Mr. Leo D'Aubin of the Parish Attorney's Office for their consideration. She asked Mr. Watts to begin the discussion. Mr. Watts noted that Mr. D'Aubin will discuss the legal and technical aspects of the letter of intent. He added that the idea for the letter of intent came about as a concrete way to show the seller of property that we are interested while we go through the several weeks of work with City-Parish Purchasing, the Parish Attorney's Office, contracting with an appraiser, the appraisal process, and the approval of the appraisal by City-Parish. In this interim time period

some property owners become concerned with the lack of feedback from the City. Mr. Watts said the letter of intent can indicate our sincere interest in the property.

Mr. D'Aubin then said he drafted a resolution stating that the Board President and the Library Director could execute a non-binding letter of intent. Mr. Bardwell has read the resolution and has made some changes. Mr. D'Aubin said he has no objections to Mr. Bardwell's changes, except for replacing the word "letter" for "agreement". Mr. D'Aubin would prefer leaving the word "letter" in the resolution because it does not imply a binding document.

Mr. D'Aubin also noted that Mr. Bardwell preferred that the Board use a form letter that the Parish Attorney would approve. When a letter of intent was needed, the Board President and Director would simply use the form and insert the date, the seller's name and the description of the property. Ms. Freeman then said that the Parish Attorney would need to approve the form before it is executed. Mr. D'Aubin replied to Ms. Freeman that the Parish Attorney would not need to approve each letter of intent before it was executed because the original form would have been pre-approved by his office. As long as the content of the form is not changed approval would not be necessary.

Ms. Payton asked if the entire Library Board should also give their approval so that the President and Director are not taking actions that the rest of the Board is unaware of, or is it an assumption that this is how action will be taken. Ms. Payton asked if they should put that language in the form letter. Mr. Bardwell said the purpose is to take action in a timely manner so that we do not delay expressing an interest in a property until the next Board meeting. Ms. Payton said she would not feel comfortable with the Board President taking action without the Board knowing what property is being considered. Ms. Freeman reminded Ms. Payton that the letter of intent is non-binding. Mr. Watts said this letter of intent is not really required because the Library Director can legally express an interest in acquiring property as long as the approved budget had included the purchase of property. He added we would like to use the letter of intent to make the interest of the Library clear. Mr. Watts noted that if we confer with all the Board members, then we need to call a public meeting. Ms. Payton added that presently we have a great, stable Board and wonderful Director, but that has not always been the case. Ms. Stein then said the purpose of the letter of intent is to establish good faith.

Mr. Leger asked Mr. Watts to clarify a point. He asked if the Director can express an interest in property without this formal process. Mr. Watts answered that one could always question it, so he would like it to be clear. It could be a debatable point. The Library or any City agency is not a desirable buyer because the seller does not know how the process will work, or what road blocks will be encountered. The final decision is made by the Metropolitan Council, so you want to do all you can to make the seller comfortable.

Ms. Lundy said the words investigate and evaluate the suitability of the property implies that there is no decision making on the property. Therefore, she said she has no issue with the letter of intent because we use it as a template and fill in the blanks. Ms. Lundy asked if there needs to be a signature on the form from the Parish Attorney, or is it implied that it has been approved. Mr. D'Aubin replied that originally each letter of intent would have needed to be approved by the

Parish Attorney. But Mr. Bardwell's revision creates a form letter that has the Parish Attorney's approval. As long as the form is used, it would not need to be approved each time it is used.

Mr. D'Aubin wanted to clarify some issues for Ms. Payton. But she said that was not necessary and that she understood this process.

Mr. Leger then stated again to be clear that this letter of intent does not obligate the Library or the seller. Mr. D'Aubin agreed. Mr. Bardwell said this is a way to let a seller know that we are serious about the property and that we hope the seller will consider our interest and work with us.

Ms. Payton moved for approval. Mr. Leger said he had additional questions. He asked what the function of this letter of intent is over the Director simply expressing an interest in a property. Ms. Freeman replied it is to keep the Board informed and aware. Mr. Bardwell added that it gives some documentation to the property owner. Mr. Leger asked isn't the process with City-Parish serving the same purpose as this letter. Mr. Bardwell said the owner doesn't know the steps involved. Mr. Watts added that a document given to the seller can assuage concerns.

Ms. Freeman said that Ms. Payton moved for approval. Mr. Jacob seconded the approval.

Mr. D'Aubin suggested that when a letter of intent is signed, all the Board members should be informed. If a Board member has misgivings, a special Board meeting can be called. He also noted that it is very typical in business transactions involving high end real estate, that a letter of intent starts the process. It sends a signal to the seller that the buyer is interested and not just thinking about it.

Mr. D'Aubin said that before the Board votes on Ms. Payton's motion, Mr. Bardwell should read his revision of the resolution and possibly make a substitute motion. Ms. Payton withdrew her motion.

Mr. Bardwell then made the motion that the Library Board authorizes the President of the Library Board of Control and the Director to execute a non-binding letter of intent addressed to the site owner to express the serious intent of the Library Board of Control to investigate and evaluate the suitability of any particular lot or parcel of ground for use as a future library site, which letter must clearly provide that it is non-binding and does not in any way obligate the Library Board of Control to take any action thereon, and further that the form of the letter of intent must first be approved by the Office of the Parish Attorney, before it is executed.

Mr. Jacob seconded the motion. Mr. Bardwell, Ms. Freeman, Mr. Jacob and Ms. Lundy voted in favor of the motion, Mr. Leger voted against and Ms. Payton abstained.

Ms. Freeman asked for public comments. Mr. Landry asked if there is a short list of sites for the location of a south branch library. Mr. Watts said no and that first they are doing the desktop engineering and wetlands assessments of the properties. Once that is completed then they can determine which properties would be suitable.

Comments by the Library Board of Control

Ms. Freeman asked for comments by the Board members. There being none, and with no further business, the meeting was adjourned at 5:52 p.m. on a motion by Ms. Lundy, seconded by Mr. Leger.

Ms. Tanya Freeman, President

Mr. Spencer Watts, Library Director

Director's Report:
Library Overview of 2013



EAST BATON ROUGE PARISH

LIBRARY

July 17, 2014

New Library Director for EBRPL



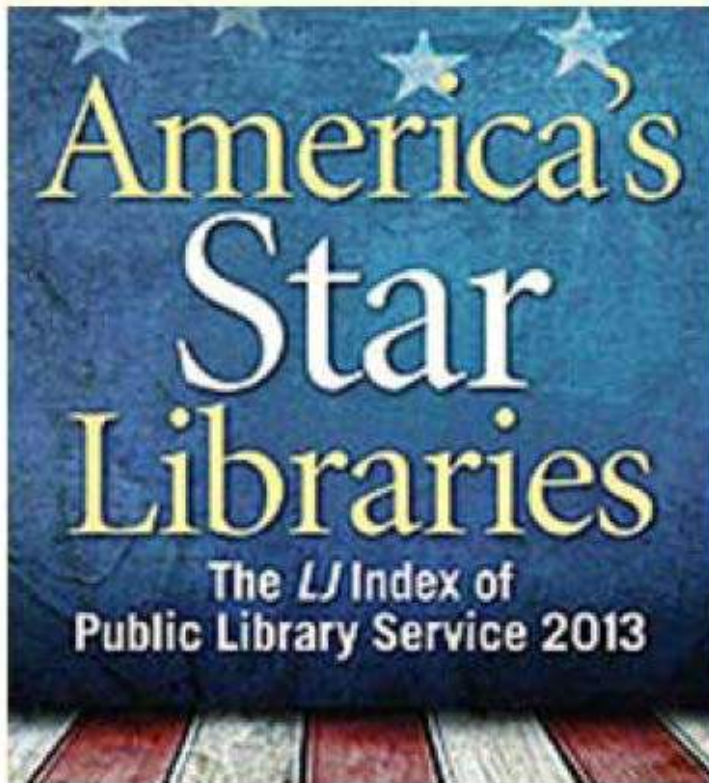
Spencer Watts became the
East Baton Rouge
Parish Library Director on
January 14, 2013

- Totally transparent interview process in 2012
- Public interviews via Skype of candidates
- Publicly held interview of finalist in EBR
- Formal presentation on library trends to the public
- Certified in spring 2013

Key Indicators Reported up 6.5%

Output Measure	2010	2011	2012	2013
Collection	1,829,961	1,856,240	1,907,152	1,940,733
Card Holders	410,109	425,540	304,431	325,303
Circulation of Materials	2,392,827	2,340,208	2,338,802	2,434,723
Gate Count	2,190,194	2,175,796	2,206,485	2,212,004
Meeting Room Use	3,109	2,442	2,777	3,631
Reference and Information	879,514	971,205	868,222	885,764
Library Programs	4,083	4,012	5,278	7,737
PC Logins, AWE use, & WiFi use	813,792	878,944	848,364	1,244,648
Website Hits	1,265,706	1,504,250	1,988,926	1,855,891
Database Sessions	238,829	743,782	1,837,841	2,198,448
Bookmobile/Outreach Visits	502	856	1,153	1,635
Grand Total of Indicators	10,028,626	10,903,275	12,309,431	13,109,471 <i>up 6.5%</i>

Three Gold Stars for EBR!



The Library once again was selected as a Starred Library by *Library Journal's* Index of Public Library Service

Strategic Plan up to 2015 → Major Goals:



- **Learning for Life-long Success:** Children, youth and adults have access to resources and services that support and enhance their efforts to succeed.
- **Stimulating Economic Development:** We contribute to the economic development in East Baton Rouge Parish.
- **Provide access to information:** The Library provides accurate, timely, customer-focused information services using a variety of resources.
- **Increasing Community Awareness and Outreach:** Our diverse community is fully aware of the wide range of resources available.
- **Building Construction Program:** We provide quality accessible services, collections and programs that anticipate and meet the needs of the community in state-of-the-art building facilities.

GOAL→ Learning for Life-long Success: Access and Circulation

Children, youth and adults have access to resources and services that support and enhance their efforts to succeed.

- Circulation rose slightly: EBRPL patrons checked out 2,434,723 items in 2013.
- This parallels a slight increase in the gate count of 2,212,004 visits.
- Both numbers rose in spite of closures at Bluebonnet Regional Branch Library and Delmont Gardens Branch Library for renovations.



GOAL → **Learning for Life-long Success:** **Access to Technology**

In-house Computer Use Tops 1.2 M

- **Public PCs** → 803,985 Logins via PC Reservation
 - 642 public computers in 2013
 - Upgraded Print Management in 2013
- **AWE Early Literacy Station Logins** → 58,852
- **Computer Classes** → 881 Classes
- **WiFi** → 389,671 Sessions
 - Upgraded WiFi in 2013



GOAL → Learning for Life-long Success: Access to Technology

Website Visits



- Track www.ebrpl.com, Infoblog & Infoguides
 - In-house Logins → 1,126,549
 - Does not include WiFi
 - Remote Logins → 729,342
 - Library App went live in 2013
- Social Media → 25,551 hits on Facebook

Access to New Technology



- Dobsonian telescope for circulation via partnership with BR Astronomical Society
- Investigation of iPad APPs for children
- 2 AWE stations at new Fairwood Branch
- Maker Movement

GOAL→ Learning for Life-long Success: Programs

- Library staff produced 7,737 Programming events with more than 319,662 people attending
 - This is an 18% rise in programming and includes programs held at the new Fairwood Branch.



Learning for Life-long Success: Programs: Events and Activities for all Ages

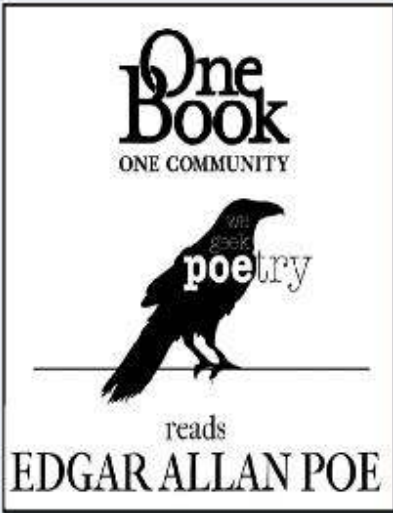




Classes and Discussion Series



One Book One Community Celebrates Edgar Allan Poe in 2013



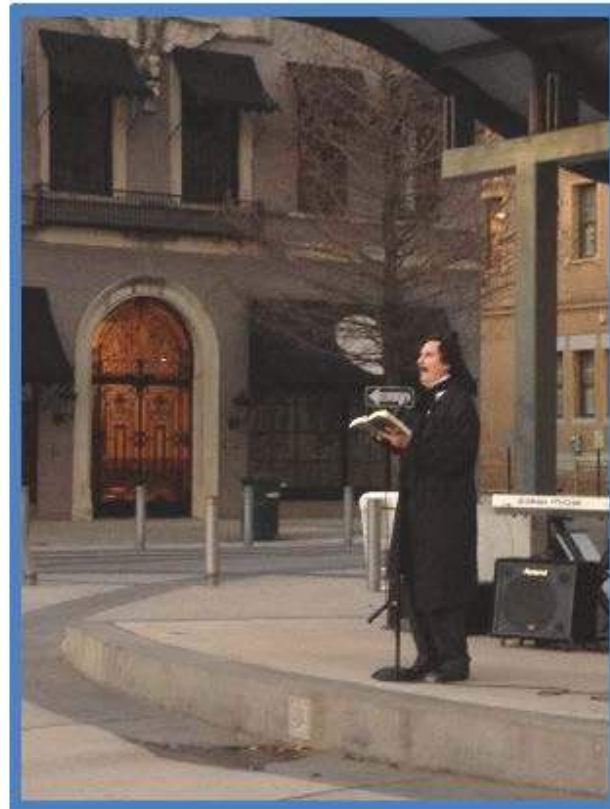
**One
Book**
ONE COMMUNITY

on
book
poetry

reads
EDGAR ALLAN POE

This spring, we're reading
Edgar Allan Poe for
One Book One Community!

Check out our Poe Infoguide,
www.ebrpl.libguides.com/poe.



Summer Reading Attendance Climbs

15,447 children
+ 2,173 teens
+ 2,638 adults
In Summer Reading Program



Hundreds of free events
throughout the parish

36th Annual Author-Illustrator Program featured Linda Sue Park



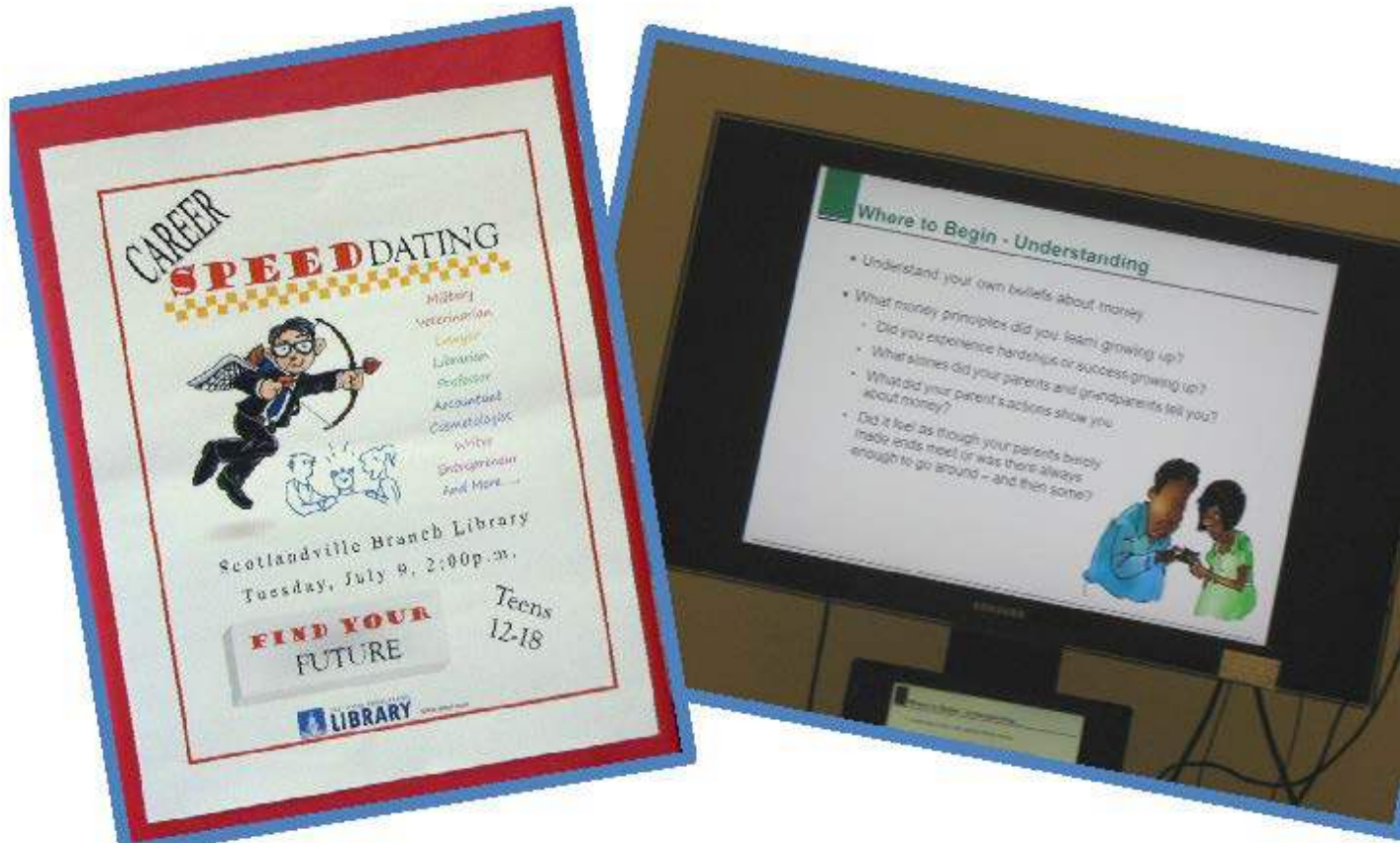
GOAL→ Stimulating Economic Development:

Contribute to the economic development in East Baton Rouge Parish.

- Host programs focused on small business development and entrepreneurship
 - SCORE
 - Small Business Administration
 - Office of Workforce Development
 - Mayor's Office, Business Development Coordinator
- Major new additions to the collection included special online resources such as Atomic Learning, Value Line and more.



Financial Literacy and Career Education



GOAL → Provide access to information:

Provide accurate, timely, customer-focused information services using a variety of resources



GOAL → Provide access to information: **Collection**

Provide accurate, timely, customer-focused information services using a variety of resources

- The Library's collections continued to grow, with more than 1.94 million items
- Major new additions to the collection included several distinct collections for the BR Room's Archive



GOAL → Provide access to information: Databases



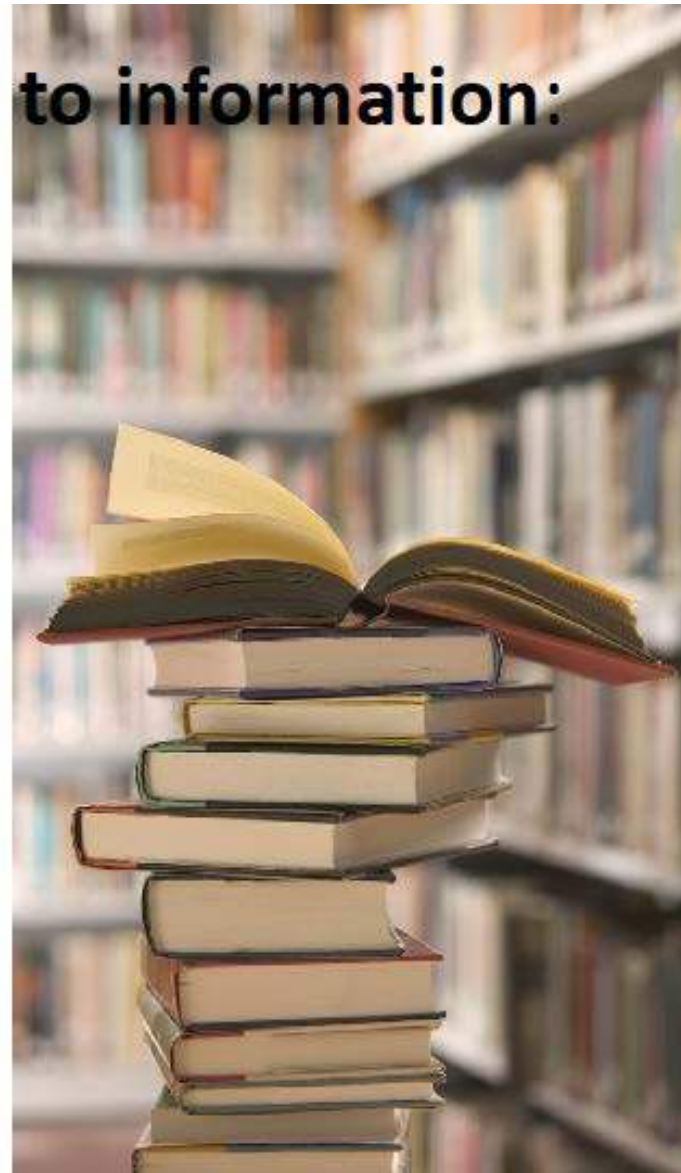
Provide accurate, timely,
customer-focused
information services using a
variety of resources

- At 2,198,448 recorded sessions, Database Sessions continue to rise, increasing 19.62%
- Added 3M Cloud & One Click ebook services, Legal Forms, Access Video on Demand & Indieflix streaming, Valueline, Vogue Archives and Atomic Learning
- Added new local collections to the Digital Archive
- Beta site for BR City Key tested in fall 2013, went live on January 15, 2014

GOAL → **Provide access to information:** Reference

Provide accurate, timely, customer-focused information services using a variety of resources

- Reference questions increased to 885,764
- Phone, in-house, email, text and chat



GOAL → Increasing Community Awareness and Outreach:

Our diverse community is fully aware of the
wide range of resources available



GOAL → Community Awareness



- Public meetings and events
- Media and advertising
- Library promotions
 - Website
 - Monthly newsletter, *The SOURCE*
 - Monthly TV show, *Library Road Show*
 - Increased social media presence



GOAL → Increasing Community Awareness Cardholders

Our diverse community is fully aware of the wide range of resources available

- 17,813 new library cards were issued in 2013, bringing the patron count to 325,303



GOAL → Increasing Community Awareness Meeting Room Use

- Meeting Room use recorded 55,699 attendance
- Community groups used public meeting rooms 3,631 times, a 30% increase over 2012
- This number does not include Library use of rooms for its own programming
- Bluebonnet Regional and Delmont Gardens were closed for renovations for an extended period of time



Goal → Increasing Outreach

Our diverse community is fully aware of the wide range of resources available

- In spite of a very full maintenance schedule for both Bookmobiles, Outreach Service visits increased by almost 500 stops to 1,635 stops at daycare centers, retirement centers, schools and community events. This is a 41.8% increase over 2012
- RFP for new bookmobile completed fall 2013
- Host national ABOS Conference



Goal → Building Construction Program:

Provide quality accessible services, collections and programs that anticipate and meet the needs of the community in state-of-the-art building facilities



Capital Projects: Fairwood Branch

- ODC Collection delivered February 14, 2013
- Dedication March 20, 2013
- Closely monitored during 1-year warranty period



Cutting the Ribbon @ Fairwood



Capital Projects: Main Library at Goodwood

Construction Progress: 1st Phase Completion

- Weekly Construction Meetings
- Technology Package
- Sneak Peak Preview



- Relocation Bid RFP
 - Move organized & implemented

Capital Projects

Main Library at Goodwood

- Relocation of Main Library collection began December 17, 2013
- Soft opening January 15, 2014



Main Library at Goodwood

Dedication April 12, 2014



Capital Projects

River Center Branch Project

- Examine Preliminary Building Program
- Concept Design Open House April 2013
- Consolidate Public Input Data
- Refine Building Program
- Begin Schematic Design



Capital Projects

South Branch

- Assessment of proposed Rouzan Branch
- Decision to return the donation
- Site research activities related to South Branch

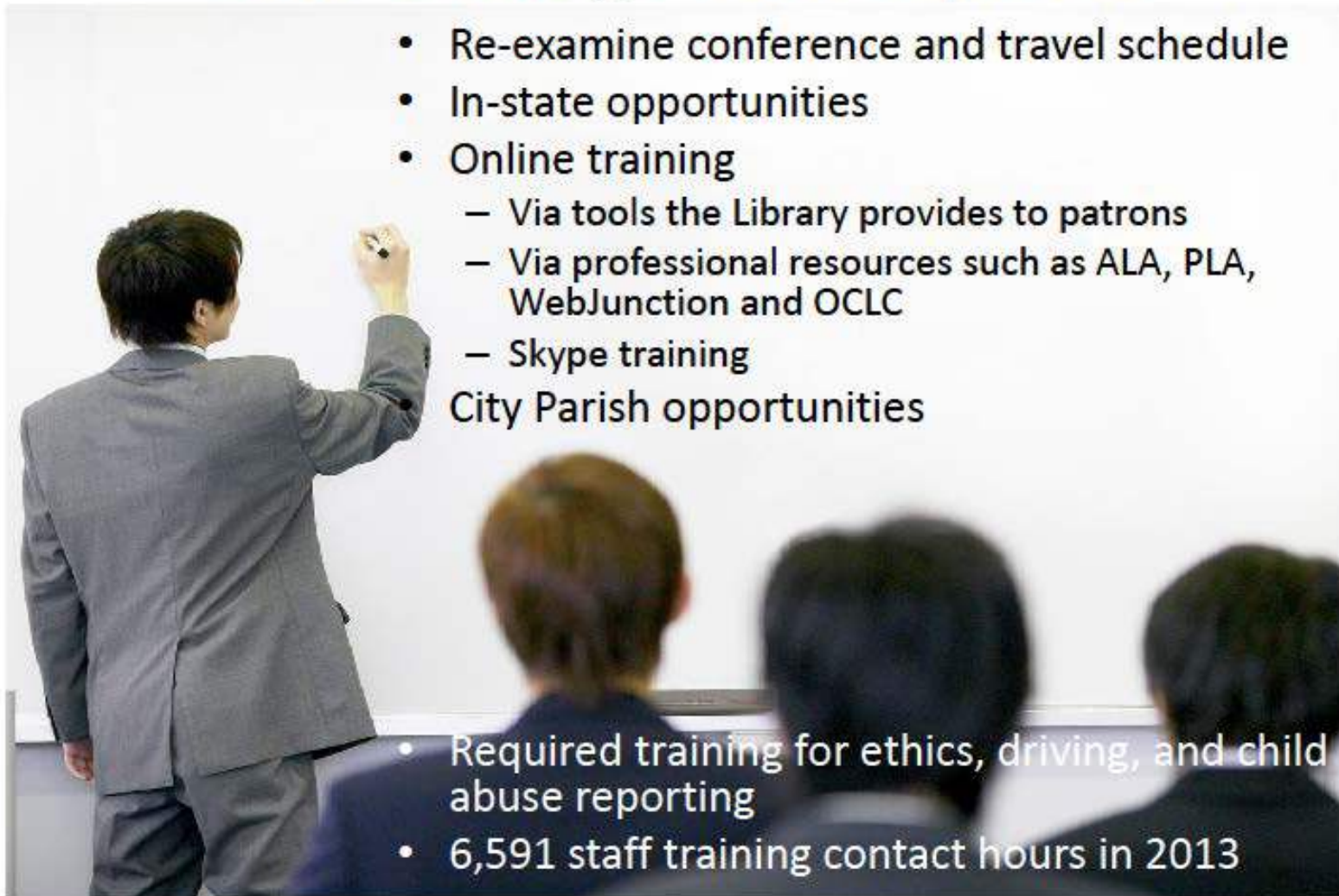


Capital Projects

- **Major Maintenance Projects**
 - BBR flooring projects completed spring 2013
 - DGB flooring projects completed spring 2013
 - DGB Mural installed



Staff Training & Development



- Re-examine conference and travel schedule
 - In-state opportunities
 - Online training
 - Via tools the Library provides to patrons
 - Via professional resources such as ALA, PLA, WebJunction and OCLC
 - Skype training
- City Parish opportunities

- Required training for ethics, driving, and child abuse reporting
- 6,591 staff training contact hours in 2013

Strategic Planning Process

- Final plan to be a “Big Picture” document focusing on services, improvements of greatest public interest
- Living, breathing document with constant revision
- Board Workshop with Deputy State Librarian, Diane Brown in August 2013
- Staff workshops in 2013
- New surveys and focus groups in 2013 and 2014
- Initial draft of the document with Consultant, Christee Atwood in Spring 2014
- Board Workshop with Consultant, Maxine Crump in May 2014
- Completed draft in July 2014
- Additional public input in fall 2014



Strategic Plan 2014 - 2019

Customer Experience

- Create a superior, responsive customer service experience that is positive, responsive, and consistent, regardless of the customer's needs, location, or method of access; continually seek to improve processes and procedures that support public service; and create the types of experiences that foster customer engagement with the services and resources offered
 - Create a method for Online Card Registration
 - VOLUMEN library card project

Technology & Access

- Provide access and support for current and evolving technology to answer changing needs, respond to technological advances, and accommodate growing customer usage
 - Website Re-design
 - Explore new and emerging technologies such as 3D Printing and Arduino
 - BR City Key website 2.0

Program & Collection Development

- Provide programs and collections to address the changing needs and interests of the communities served
 - 1,000 books project for children ages 0-4
 - 75th Anniversary activities with increased adult programming



Strategic Plan 2014 - 2019

Facilities & Operations

- Create welcoming, supportive, and stimulating spaces that fulfill the changing needs, preferences, and safety of patrons, by refreshing, repurposing, and renovating library facilities. Provide new facilities and different types of service delivery sites to meet the changing needs of the Parish.
 - Complete new Main Library at Goodwood; finish RCB design; select site for South
 - Bluebonnet Regional Branch re-design project
 - System-wide architectural study of branches for needed improvement and potential re-design
 - RFID system
 - Purchase new bookmobile
 - Outreach Facility

Organizational Development

- Provide efficient and effective work processes. Foster employee engagement with continuing development, open communication, and opportunities to thrive in the changing library environment, all within the context of a customer-centered culture. Maintain sound financial planning and prudent fiscal practices in order to be good stewards of the taxpayer's money.
 - Continue Great Boss series through the second level of staff supervisors
 - Refine budgetary reporting
 - Establish a Library Foundation

Marketing & Outreach

- Communicate and promote services and programs through a wide variety of methods and channels so customers and partners take advantage of all the Library offers, with emphasis on reaching new and underserved segments of the population.
 - 75th Anniversary marketing
 - Analysis of patron needs and behaviors leading to targeted messaging
 - Increased marketing thorough media engagement and paid advertisements
 - Increased social media presences

DATE: August 14, 2014
TO: Library Board of Control
FROM: Spencer Watts
Library Director
SUBJECT: Construction Report

Goodwood Main Library

Steve Jackson, architect with Cockfield Jackson Architects reported the following on August 12, 2014 for The Library Design Collaborative on the Goodwood Main Library.



CONSTRUCTION REPORT

DATE: August 12, 2014

PROJECT: Independence Park Main Library
REPORTED BY: Stephen P. Jackson, The Library Design Collaborative

OBSERVATIONS:

- 1) The Monthly Owner's Meeting was held on July 31, 2014.
- 2) The main entry driveway to Goodwood has been poured.
- 3) Parking space stripping is in place.
- 4) The perimeter termite treatment has commenced.
- 5) The granite pavers at the reflecting pools continue to be installed. The northern pool installation has been started.
- 6) The light poles have been installed in the parking lot, but waiting on power to turn them on.

UPCOMING WORK:

- 1) The retaining walls at the center walkway are being installed and should be completed in the next couple of weeks.
- 2) The parking lot and plaza paver installation should start this week.
- 3) In the Plaza, the two remaining white concrete seatwalls will be poured by the end of next week.



Looking across the Plaza at the Library.



Looking from the southern roof garden to the new Goodwood parking area.



Looking from the parking lot to the Drop Off Canopy and the Plaza.



Looking from the roof to the Plaza.



Looking from the roof at the stone pavers in the reflecting pool next to the Library's Main Entry.