

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
OCTOBER 16, 2014
4:00 P.M.

- I. ROLL CALL
- II. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF SEPTEMBER 18, 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 AND ADDITIONAL CAPITAL PROJECTS
- V. NEW BUSINESS
 - A. TO VOTE TO SEND COMMENTS TO CITY-PARISH ADMINISTRATION CONCERNING TAX ABATEMENT PROPOSAL - MR. SPENCER WATTS
 - B. REVIEW AND APPROVAL OF PLAN TO ACQUIRE AN OUTREACH FACILITY – MR. SPENCER WATTS
 - C. LIBRARY OVERVIEW OF 2014 – MR. SPENCER WATTS
 - D. ANNUAL PERFORMANCE EVALUATION OF LIBRARY DIRECTOR – MS. TANYA FREEMAN

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

- VI. OLD BUSINESS
 - A. UPDATE ON SITE SELECTION PROCESS FOR A SOUTH BRANCH LIBRARY – MR. SPENCER WATTS
- VII. 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

October 16, 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, October 16, 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, and Mr. Travis Woodard. Absent from the meeting was Board member, Ms. Kizzy Payton. 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; 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. Sgt. Patricia Carr of the East Baton Rouge Parish Sheriff's Office; Mr. Dirk Graeser, videographer for Metro 21; Ms. Andrea Gallo, reporter with *The Advocate*, and seven members of the community were also present.

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 September 18, 2014. Mr. Jacob made a motion to approve the minutes, seconded by Ms. Lundy and approved unanimously.

Mr. Watts then asked the Library Board if they would allow him to introduce Mr. Kurt Ristroph, an LSU student. The Board agreed. Mr. Watts noted that Mr. Ristroph had been named a Roger Hadfield Ogden Leader for 2014. He won this award for his VOLUMEN (Volunteering Our Library's Universal Materials for Educational Needs) project. With the approval of the Library's Administrative staff, Mr. Ristroph is providing library cards for online access to the East Baton Rouge Parish Library's digital resources to students in schools throughout East Baton Rouge. Mr. Watts added that he hoped the Board would issue a resolution commending Mr. Ristroph for his efforts on behalf of the Library.

Ms. Freeman then read the resolution which is appended to these minutes. The Board unanimously approved the resolution which was signed by Ms. Freeman. Mr. Watts concluded his remarks stating that Mr. Ristroph has inspired the Library staff to offer even more resources to our patrons.

III. Reports by the Director

A. Financial Reports

Ms. Freeman asked Mr. Watts to present the reports. Mr. Watts asked Ms. Pinsonat to make the financial report. Ms. Pinsonat said that the Statement of Revenues, Expenditures, and Encumbrances through September 30, 2014 show operating expenditures of \$25,302,549.86 or

58.56% of the operating budget. Through September, we should have spent no more than 75% of the operating budget.

Cash Collections from Property Taxes for 2014 remain positive, as we are approximately \$1.5 million and 3.99% ahead of the same ten months in 2013.

Ms. Pinsonat asked the Board members if there were any questions. There were none.

B. System Reports

Mr. Watts asked Ms. Stein to present her report. Ms. Stein said that circulation and gate count statistics have increased. She then gave the PowerPoint presentation *Around the Parish in 90 seconds* which included the month of October 2014. Below are some of the highlights:

- The first *Mini Maker Faire*® at the Library was held on Saturday, Sept. 20th. This was an official maker event for the Library with approximately 3,000 attendees.
- Student volunteers from St. Joseph's Academy with their faculty advisor, Ms. Claire Luikart, demonstrated their 3-D printer and technology capabilities and also assisted Library staff to host a successful event
- The *Maker Faire* featured classes, activities and demonstrations for patrons of all ages and interests.
- *Faire* activities were staged inside the Library and also outside in the plaza. Sights, sounds and senses were part of the day with 3-D printing, robotics, costumes, props, firing cannons and ocular rift.
- On Sept. 26th at 7:00 p.m. author and science writer Clive Thompson spoke to patrons at the Main Library in the Library's first after hours event.
- Mr. Thompson, the author of *Smarter than You Think* discussed how technology is changing our minds for the better. Patrons have been checking out his book from the Library's collection.
- The 37th Annual Author-Illustrator Program was held at the Main Library on October 9th and 10th with guest author, Katherine Paterson. 200 patrons of all ages attended the Thursday night program.
- Ms. Paterson shared her knowledge as an author during a workshop on Friday from 8:00 a.m. to 1:00 p.m. for teachers, librarians, college students, and those interested in writing from all over the state.
- *Flipster* is a new online portal joining *Zinio* to provide patrons with downloadable magazines. The *OverDrive* digital bus is coming to Baton Rouge again and will be at the Main Library on Nov. 15th from 10:00 a.m. – 4:00 p.m.
- The 6th Annual Pride-Chaneyville Community History Festival on Oct. 11th featured many informative and fun activities including a cake walk.

- Everyone was urged to mark their calendars for Nov. 22nd for two events at 7711 Goodwood Boulevard. The 14th *Annual Attic Treasures & Collectibles* will be held in the library from 9:00 a.m. – 1:00 p.m. At 10:30 BREC will have a ribbon cutting event for the completion of the plaza in Independence Park. The Baton Rouge Jazz Ensemble will perform.

Ms. Stein asked if there were any questions from the Board. There being none Ms. Freeman asked for public comments.

Mr. Harvey Landry, a member of the community, said he wanted to make a comment about the Branch Library Assessment project which he said was a surprise to the public. He said they asked if there was a public meeting or vote regarding this project. He added that they looked at Board minutes over the last 21 months and they could find no reference to Branch Library Assessment. Mr. Landry said that a \$98,000 project that resulted in a contract should have had a motion made, a discussion of pros and cons, and a motion passed. He noted that he, Ms. Freeman, and Mr. Watts have communicated about this through e-mail and through a phone call by Ms. Freeman. The evolution of the project was discussed, and how it was titled Branch Library Assessment. Mr. Landry added that he asked for a written summation, but has not received one. He said this is Ms. Freeman's opportunity to provide a summation now.

Mr. Bardwell asked Mr. Landry if he had a particular question. Mr. Landry replied that they do not think the project was discussed and voted on in a public meeting. Mr. Bardwell said he disagrees and that the City Council approved it. Furthermore, the Council also disagrees that this project was not discussed in an open meeting. He added that he has no more to add regarding this project.

Mr. Watts then said that Branch Assessment Project was a title that DPW assigned to this analysis of our facilities. This project was mentioned in work sessions and other public meetings. Notice was given, media was present, and members of the public could attend. The Library staff and the Board said they wanted to assess the Library buildings. Mr. Watts said they discussed capital needs and the necessity of evaluating our branches. It was placed in the Library budget, and the budget was voted on by the Library Board in a regular public meeting. When these projects are submitted to the City, they are sent to DPW or the department of the City that will work on them. After this process the project is sent to the Metropolitan Council for approval with a public introduction and a public vote. The Library and the Board cannot award a project such as the assessment project. Mr. Watts added that he thinks confusion occurred because the terminology changed. He noted that this was discussed as a needs assessment project using the services of an architect during strategic planning meetings open to the public. Mr. Watts noted that this project was not secretive. He added he believes that Mr. Landry understands the value of assessing aging facilities in order to maintain them for the public.

Mr. John Berry, a member of the public, said the project may have been discussed in a public meeting, but the cost of this work was never mentioned publicly. He added that the word assessment was never used. This is outside of the public meetings law (LRS Title 42), and is specifically disallowed.

Ms. Freeman responded that what Mr. Berry described is disallowed, but that Mr. Berry is mistaken about how this project was initiated. She said we did some research for some dates which she is reporting at this meeting. We followed the proper procedure and the terminology used by DPW may have been different than the Library staff and Board. The discussion began on June 22, 2013 at the budget workshop, and notes were made in the minutes. Ms. Freeman reminded Mr. Berry that the written minutes are not a transcription of every word spoken, but a summary of what occurred. She added that since the Library Board is faced with 10 or 11 aging buildings, there was no major need for discussion of this fact. Ms. Freeman concluded that she is sorry that Mr. Berry feels as he does. She added that she appreciates that he makes sure the Board follows the open meeting rules.

IV. Other Reports

A. Main Library at Goodwood

Mr. Watts then presented the report on the Main Library at Goodwood. He said just as at the last meeting, he had hoped to announce that the parking lot would be opening for use in a matter of days. He stated that unfortunately work is still continuing.

Mr. Watts announced that the (*Engineering News Record*) ENR magazine has named the Main Library as the best government/public building project of the year in the states of Louisiana and Texas. We are proud of this award because Texas has many governmental buildings which were part of the competition. This is a good recognition regarding the design of this building, and the way it is looked at by an outside group of architects and building professionals.

Mr. Watts then showed a drawing of the new parking lot on Goodwood Boulevard. The eastern portion of the lot is substantially completed, but DPW will not allow us to take occupancy. Mr. Watts said he could understand why because there are large earth moving vehicles, heavy machinery, and workers on the site. It is dirty and doesn't look safe, so DPW's judgment is correct. Mr. Watts pointed out the areas where work is being done. Landscaping should be going in next week. Some of the median bioswales are not finished. This process requires a great deal of mixing and is affected by rainy weather. This work is part of our LEED requirements. The promenade area needs to be finished along with some segments that need concrete work. These are the critical areas to complete before the lot is partially available to patrons.

The contractor poured large portions of concrete last Friday on the western portion of the parking lot. A patron mistakenly drove her vehicle onto the lot on Friday afternoon. However, the workers were able to smooth the ruts that were made. Because the concrete had settled on the lower levels, it doesn't appear to have caused damage that would require the concrete to be removed and replaced.

Mr. Watts noted that earlier that same day we had a backed up sewer line. A private contractor had come out and misdiagnosed the problem. Womack did offer help to us. Sewer lines do back

up in large public buildings, and this has happened in a couple of our other buildings. We are looking at new protocols to take care of these issues when they occur.

Mr. Watts said the monumental signs should be delivered by November 1st. Installation should take several days. Issues on the civil punch list for the parking lot have been resolved. We are hopeful that in a couple of weeks the eastern portion of the lot will be released for public use, but we will not make any promises based on past experiences.

Mr. Watts added that the plaza is reaching completion. Shrubs and trees have been planted. New plaza furniture has arrived, and some items were damaged and will need to be replaced.

The architectural team has expressed concern about the drive-up window and book-drop area of the driveway. The architects are concerned that patrons could drive up at a wrong angle or speed and hit the building. We think a reasonable solution is to increase the number of steel bollards along the wall and place rumble strips in the passing area of the drive to alert patrons to move slowly.

Mr. Watts noted that the Genealogy Department will be moving from the Bluebonnet Regional Branch to the Main Library in November. He said we are hoping to schedule this move on November 11th because the Library will be closed that day.

Mr. Watts asked the Board if they had any questions regarding the Main Library. There being none, he proceeded to the River Center Branch update.

B. River Center Branch Library

Mr. Watts said there were intense meetings on September 24th and 30th. Substantial progress has been made toward the conclusion of the design development phase of the project. Mr. Jim Frey of DPW Architectural Services attended both meetings, Mr. Wayne Manuel also of DPW Architectural Services attended the meeting on the 24th and Mr. Bardwell attended on the 30th. Several issues were discussed and resolved.

The architects have redesigned the cantilever, reducing the angle which will result in a savings of \$450,000 in materials and labor. This change does not appear to substantively alter the appearance of the structure. All micro-ribbed cladding panels have been replaced with flat aluminum composite metal (ACM) panels as the main cladding and for column covers. A flat metal panel will also be used for the soffits. These should provide a better appearance and durability than the ribbed ones. Mr. Frey had expressed his concerns about the cladding choice, and is happy with this change in product.

Other cost issues have revolved around the removal of a couple of bathrooms on the second floor, and the proposed balconies on the second and third floors. The staff objected to the decrease of bathrooms, so the number will not change. The freight elevator may be converted to a lift if the savings are significant. Porcelain tile which wears well and is durable will be used in the lobby instead of polished concrete.

Mr. Woodard arrived at the meeting at 4:45 p.m.

Mr. Watts noted that on October 1st Mr. Frey released an initial proposed budget for the River Center Branch at \$18,852,000. He recalculated yesterday and said the budget comes in right at \$19 million. Mr. Frey said at this point in the project that budget figure is acceptable. They will review again to be certain of the figures. Mr. Watts also said if the estimation and design review are completed, he would like Mr. Rex Cabaniss of the local design team to attend the November Board meeting to make a short presentation of the floor plan and talk about where we are in the design process.

Mr. Watts, Ms. Husband and Ms. Stein met with Mr. William Daniel, Chief Administrative Officer in the Mayor's Office, on October 8th. Mr. Daniel said the City has not determined the total cost associated with the demolition of the old Municipal building. Mr. Daniel also said he needed to get more information about a proposed parking garage as an inducement for the Library to assist with the demolition of the Municipal Building.

Mr. Watts noted that Mr. Frey has included \$110,000 in the budget figures for staging off site if the site of the Municipal Building cannot be used.

Mr. Watts said he wanted to discuss two items with the Board before he answered any questions about the River Center Branch. He reminded the Board that the Library closed early last year at 6:00 p.m. on the day before Thanksgiving Day instead of 8:00, 9:00 and 10:00 p.m. He said we would like to close early again this year if the Board approves. He added that in prior years statistics showed that staying open was not cost effective.

Mr. Watts also said that we received a notice that there will be a cost increase in 2015 of \$5.00 per hour for the Sheriff's deputies who provide security services at the Library. He noted that there hadn't been an increase in their hourly rate in seven years. Since the budget has already been approved by the Board and been submitted to the City, we cannot submit a supplement. Mr. Watts said we will transfer money from another account to the security account when needed.

Mr. Watts asked the Board if they had any questions regarding the River Center Branch.

Mr. Bardwell asked about the status of the freight elevator in the River Center Branch. Mr. Watts said it is located by the loading area where books and supplies are delivered. This elevator eliminates the need to move materials into the interior of the building using the public elevators. Also it will be used for transporting materials for special events occurring on the fourth floor. Mr. Watts added that the architects had taken the freight elevator out of the design, but we discussed this and it was reinserted. A lift type elevator could be considered if the savings are substantial.

Mr. Leger asked if it was typical that the cost estimate at this point in the project is the same as the total budget for the project. Mr. Watts replied it varies from locality to locality. He added that over his career the cost estimates are about the same as the budgeted amount. In most years

and in most cases the cost estimate is slightly under the budget. However, Mr. Watts noted that in one of his projects the estimate that came in eight days before Hurricane Ivan was \$8 million. When the project went out for bid, the cost was 30% more. So they had to rework the budget and cost estimate. He said the history here is that the cost estimate comes in close to the budget. Mr. Watts added that in some areas they require that the estimate be about 2% under the budget.

Ms. Freeman said the Library Board is watching the budget amount and the cost estimate very closely on this project because of the concerns of the public and the Metropolitan Council. Mr. Watts replied that the budget is \$19 million. So if the estimate is higher than the budget, we will need to remove something from the construction.

Mr. Leger then asked about the increase in the rate for the Sheriff's Deputies and how that increase will affect the Library's budget. Ms. Pinsonat said it will increase the security budget. Mr. Watts added that the increase will be about \$40,000 more per year. The deputies are our primary security source and we use them because they are sworn officers of the law which works out very well during serious problems. These serious situations only occur a few times a year, but when they occur, it is highly advantageous to have security with knowledge, expertise and skill who can have individuals removed from the Library premises.

Mr. Woodard asked a question and gave a word of caution. He said economist, Dr. Loren Scott, spoke yesterday about the great demand there will be for contractors and builders in the coming year. Mr. Woodard said the Library will be asking for bids for the River Center Branch at this critical time. He asked if the architects have taken into account the escalating cost of labor and materials for the River Center Branch. Mr. Watts replied that the architects have said that their cost estimator has taken this into account. They are looking at the local market and projecting out six months. Mr. Woodard said he would like Mr. Frey to take today's costs and project them out in light of these increases. Mr. Watts answered that Mr. Frey has done this in his projections. He added that it is good to remind the architects and especially those in Boston of the construction boom that is occurring in south Louisiana.

C. Maintenance Report and Additional Capital Projects

Ms. Freeman asked Ms. Husband to give the maintenance and additional capital projects report. Ms. Husband stated that each month the Library facilities staff performs lighting preventive maintenance which includes replacing ballasts or bulbs. Exterior ground lighting was replaced with LED's at the Baker Branch Library. They also replaced the photo cell for the exterior lighting at the Pride-Chaneyville Branch. At the Scotlandville Branch the staff replaced all exterior wall pack lighting with LED lights. Ms. Husband said we are using more LED lights which are more cost effective and burn longer.

She noted that HVAC maintenance is also completed each month. Preventive maintenance has been done on chillers, and air handlers at several branches. The facilities staff also performed preventive maintenance on the cooling tower at the Bluebonnet Regional Branch.

Preventive maintenance was also performed on the boiler at the Delmont Gardens Branch. The staff repaired the boiler at the Zachary Branch.

Ms. Husband added that touch up painting was done at the Eden Park, Fairwood, and Greenwell Springs Road Regional Branches.

She noted that Mr. Watts discussed a big plumbing issue. She said at the River Center Branch the facilities staff repaired a water leak and a drain line on the second floor.

Ms. Husband also said that when major events are held such as the Pride-Chaneyville Community History Festival, the facilities staff check the building to be sure that everything is in good working order and that the branch is ready to welcome patrons.

She also said that we currently have four large active projects. The first is the exterior lighting project at the Bluebonnet Regional, Central, Greenwell Springs Road Regional, and Pride-Chaneyville Branch Libraries. The project bids came in and are being reviewed by the City-Parish Purchasing Department. From there the project goes to the Metropolitan Council for approval. Once the Council approves the bid, the contract is sent to the Mayor for his signature. DPW will then issue a notice to proceed.

The second project is the flooring replacement at the Greenwell Springs Road Regional and Scotlandville Branch Libraries. Ms. Husband said the interior designer continues to work on specifications for that project.

The third project is the Bluebonnet Regional Branch renovation. The staff met with the architects to review and adjust some adjacencies in the renovation. Ms. Husband said we are in the design development phase of the project, we will continue to work with the architects through the completion of the project. She noted that this project includes moving Teen Services to the old Genealogy Department renovating the current Teen Services area to increase display space, to create small meeting rooms, and to expand the circulation workroom.

Ms. Husband noted that the fourth project is the branch assessment study. The Library Administrative staff met with the architectural team from Bradley-Blewster on October 3rd to review their observations and to discuss the next phase of the project. The architects visited each branch, spoke to staff and took photos of what they saw. The architects gave us feedback about their visits, and listed key ideas that they felt were integral to the success of the project. Some of these key ideas were places for patrons to meet, study and/or relax; maker spaces; flexible spaces that can be used for multiple purposes; spaces that provide access to technology; and dedicated children and teen spaces.

Ms. Husband asked the Board if they had any questions. There being none, Ms. Freeman asked for any public comments.

Mr. Harvey Landry said he had a comment about the River Center Branch. He said in regard to the \$19 million budget for this project Mr. Watts said it included demolition and staging. Mr. Landry said he understood that there were discussions about parking. The motion that was

passed did not include parking. He said he was referred to the Capital Improvements budget. But it did not have a line item for parking. Mr. Landry reviewed the budget for the Fairwood Branch and it also did not list parking, but that branch does have a parking lot. He asked if parking is normally included in a construction budget.

He added that he has some suggestions on how to address the parking issue. He noted that during the early discussions of whether the River Center should be renovated or replaced, a local architect submitted a plan for about \$8-9 million to renovate and include subterranean parking adjacent to the library. Mr. Landry reminded the Board that the River Center Branch had assigned parking spaces years ago. But then the City-Parish took these spaces away from the Library. He felt that the current Administration should reallocate parking for the Library.

He noted that when the municipal building is demolished, the plan is to designate that area as green space. Mr. Landry suggested that is a luxury, and instead that space should be a multilevel parking garage with a green space on the roof.

Mr. Watts replied that Mr. Landry made some good points. He added that when a budget is made it can include parking. The Board discussed parking for this branch. He said parking and demolition are not itemized in the initial budget. As the project progresses, the costs are then defined in detail such as how much door frames and knobs will cost.

Ms. Freeman then said that parking was included in the Fairwood Branch budget. The Board knew they could not exceed a budget of \$19 million for the River Center Branch. The Board discussed parking, but they knew they couldn't include parking and stay on budget. She added that there were some heated discussions. The resolution had to be restated and a vote was retaken.

Mr. John Berry asked if they have to wait for a decision on parking. Mr. Watts replied that we cannot make a decision on parking until all of the details of what might be offered are known.

Ms. Freeman added that the Board agreed that the River Center Branch is in an urban setting, and that people would be biking to the library. So parking was not necessary. Mr. Berry said nobody has said definitively that we will or won't have parking for this branch. Mr. Watts replied that we cannot make a decision until we know what is being offered. As of now there is no parking in the plan.

Mr. Bardwell then said that two different votes were taken in regard to the River Center Branch. The first motion set a building size and underground parking. For technical reasons regarding the fact that the vote was not advertised in the agenda, the Parish Attorney advised the Board to take another vote at the next Board meeting. In between those two meetings Mr. Bardwell said he worked on the text for the second motion. It expressly did not include parking; mainly to eliminate the underground parking garage which was a bad idea. So with the second motion and vote, the budget was set. Mr. Bardwell added that there was no other option outside of the site of the branch that the Library could control. Once the Library Board omitted the underground parking, there was nothing more we could do about parking downtown. Mr. Bardwell emphasized that parking is not in the budget or the plans.

Ms. Freeman also said that there is no budget for parking for the River Center. Possibly in the future the City-Parish may offer a solution that the Board can consider. Mr. Bardwell added that the parking would then need to be an extra line item that the Council would have to approve.

Mr. Berry then said that Mr. Frey's budget estimate at \$19 million does not leave any room for unforeseen expenses. Mr. Watts replied that there is no money in this budget for parking. Mr. Berry asked what is the plan for providing parking? Ms. Freeman said the first motion they passed with underground parking was approximately \$23 million. The second motion was for \$19 million with no parking. The concept was that this is an urban setting which meant people would be walking, biking or working downtown. These would be the patrons using this branch.

Mr. Berry then said it sounds like the River Center is for people downtown. Ms. Freeman replied that branch is for all the residents of East Baton Rouge Parish as are all the other branches. Patrons decide which branch they wish to visit. It is going to be a beautiful facility like the new Main Library is.

Ms. Freeman asked Mr. Berry if he had any other questions. Mr. Berry said the public needs to know if the Library Board is going to ask for more money for parking at the River Center Branch. Mr. Bardwell then said this issue was addressed in our Board meetings. The Downtown Development District has taken on the issue of parking downtown and they are working on it. They have created new parking areas by adding spaces under the interstate and providing shuttle buses to Town Center. They know the Library needs parking. Mr. Bardwell said the Downtown Development District wanted a new, bigger library downtown, and so they know they need to work on parking for us. He also said the Library Board is not going to ask for more money for parking.

Ms. Freeman asked for additional public comments. There being none, she proceed to New Business, Item A.

V. New Business

A. To Vote to Send Comments to City-Parish Administration concerning Tax Abatement Proposal - Mr. Spencer Watts

Ms. Freeman read Item A. Mr. Woodard made a motion that the Library makes no comment. Mr. Leger seconded the motion. Mr. Bardwell said he is in favor of supporting the abatement because that property has been neglected for far too long. He made a substitute motion to support the abatement. There was no second on his motion so it was withdrawn. The Board then voted on the first motion to take no position. Ms. Freeman, Mr. Jacob, Mr. Leger, Ms. Lundy and Mr. Woodard voted in favor of the motion; Mr. Bardwell voted against the motion. The motion passed.

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

B. Review and Approval of Plan to Acquire an Outreach Facility – Mr. Spencer Watts

Ms. Freeman read Item A. Mr. Watts reminded the Board that in 2013 the Library Board approved under Capital Improvements the purchase of a facility for Outreach Services. He noted that this facility would provide for the following needs:

- Outreach Department: Space would be available for the 38,000 item collection; 15 staff; and 7 vehicles, including three bookmobiles with sufficient space to maneuver and park the Outreach vehicles.
- Gift Books and Recycled Reads: This facility would allow us to process the 30,000-40,000 gift books we receive per year.
- Collection Storage/Archival Space: We need a place for archival storage of items in our collection that do not circulate regularly, but that need to remain a part of the Library's collection. An example is books about the Olympic sport of curling which is in demand every four years. These types of materials can be stored leaving shelf space in our branches for new items that are in demand and check out frequently.
- Remote Server Backup for Network: This location is an outstanding facility to provide a backup site for reflective servers in support of the Library system network.
- Training Center: Space would be available for conducting system-wide training for staff. This site would enable us to avoid using space in high demand patron areas, disrupting service to the public.

Mr. Watts then explained that we have found a building to meet our needs at 3434 North Boulevard. He noted that we tried to purchase another building last year. The Metropolitan Council had questions about the selection so they deferred the approval. By the time we were ready to present it to Council again, the owner of the property had rented it out in a long-term lease.

Mr. Watts explained that the building is well suited because it has a data center complete with a raised floor, a generator, hurricane shutters, an electrical suppression system, a reinforced roof, and a lightning suppression system.

Mr. Bardwell asked Mr. Watts what the Library Board needs to approve. He replied the Board would vote to recommend that the Metropolitan Council approve the purchase of the building for the Library. The money for this purchase is in last year's \$2.5 million Capital budget.

Mr. Watts noted that the building was listed at \$1.285 million, and appraised at \$1.15 million. The Parish Attorney is preparing a draft purchase agreement. Mr. Bardwell then made a motion that the Library Board recommend that the Metropolitan Council approve the purchase of the

property at 3434 North Boulevard for \$1.15 million for the Library. The motion was seconded by Mr. Jacob.

Ms. Freeman asked if there was any discussion by the Board. There being none, she asked if there were any public comments. Mr. Berry asked about parking at this facility. Mr. Watts replied that there is more than enough room for the bookmobiles to maneuver and park along with 75 spaces for other vehicles. This will be very useful when the public comes there for the Recycled Reads book sale. Mr. Berry asked if the Library plans to park the bookmobiles at this site. Mr. Watts replied that the three bookmobiles will be parked there in a fenced in lot.

Ms. Freeman asked for a vote by the Board. The motion passed on a unanimous vote. Ms. Freeman asked when this item will be placed on the Council's agenda. Mr. Watts replied that the item will be introduced on October 22nd. The actual vote by the Council will be two weeks after that date.

C. Library Overview of 2014 – Mr. Spencer Watts

Ms. Freeman read Item C. She noted that Mr. Watts is presenting an overview of 2014 as part of the annual evaluation of the Director, a policy set by the Library Board. The evaluation occurs in October, so that if a raise were possible, Mr. Watts would receive his salary increase in January as other City-Parish employees do. Ms. Freeman then said that Mr. Watts was hired at the top step of the Library Director pay scale. The Board has not been able to offer an increase. However, the Board continues to work toward a salary adjustment for the position of Director. Consequently, it is important to present this overview of accomplishments that Mr. Watts and his staff have achieved for the Library system.

Mr. Watts said that these accomplishments are possible because of talented staff, Board member support and input from patrons. He added that the overview is based on the Strategic Plan created with Board members. He then made his PowerPoint presentation. The full document is appended to these minutes. Below are some of the highlights:

- A **new mission statement** was created as part of the Strategic Planning Sessions with the Library Board. The statement emphasizes service that connects citizens with information, resources, materials, technology and experiences in order to make a positive difference in their lives.
- Create a **Customer Experience** through
 - Customer surveys;
 - Utilize transactional data and customer supplied information to discern strategies for additional engagement;
 - New cardholder welcome and follow-up messages;
 - High customer satisfaction through surveys such as the CitiStats Survey;
 - Obtain public input in Strategic Plan sessions with the public.

- **Technology and Access**
 - Preparing for online catalog system upgrade and new capabilities;
 - Restructuring RFID plan;
 - Restructured computer network and Wi-Fi.

- **Programming and Collection Development**
 - Circulation is trending up at 3.6%;
 - Continue to build strong digital services;
 - Better merchandising at new Main;
 - Baton Rouge Collection moved into new quarters;
 - Floating collections introduced;
 - New programs introduced;
 - Established programs remain strong;
 - Collection Management.

- **Facilities and Operations/Organizational Development**
 - New bookmobile arrived;
 - Review of eleven older facilities to consider potential capital improvements;
 - Current major projects; including Main and River Center;
 - Maintain a strong program of staff training;
 - Budget planning projections and establishment of designated reserve funds.

- **Marketing and Outreach**
 - New approach for a highlighted focus on specific products;
 - Bringing new ways to reach customers and make services more accessible;
 - Utilize a varied and active media approach with a number of different projects;
 - Providing new and exciting events;
 - Also had great success in promoting and gaining attendance at long-standing events.

Ms. Freeman thanked Mr. Watts and his staff for the tremendous accomplishments of the past year. Ms. Freeman asked for any public comments. Ms. Kathy Wascom, a member of the community, asked if there is a Lego club for teens or children. She said her grandson would love to have a Lego club. Ms. Freeman replied that at her branch they have a very active group who enjoy Scrabble. There being no other comments, Ms. Freeman read Item D.

D. Annual Performance Evaluation of Library Director – Ms. Tanya Freeman

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

Ms. Freeman asked Mr. Watts if he wished to go into Executive Session to which he said he did not mind if it was in open session, but if the Board preferred closed session it was acceptable to him. After further discussion Mr. Watts and the Board decided to go into Executive Session. As they were getting ready to leave the room, Mr. Landry asked if the Board would allow a change of order in the agenda. He wanted the Board to handle Old Business, Item A, before the Executive Session.

Ms. Freeman said she was agreeable to the change in the order of the agenda, but needed a motion by the Board and a unanimous vote. Mr. Bardwell made a motion to change the order of the meeting to complete Item A under Old Business before proceeding to Executive Session. Mr. Jacob seconded the motion which passed unanimously.

VI. Old Business

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

Mr. Watts said his update would be brief because there isn't much news to report. He said we received the report from SJB Group this week on the five sites below:

1. 1000 – 1100 Ben Hur Road
2. 601 W. Lee Drive
3. 411 Ben Hur Road
4. 5900 – 6000 Burbank Drive
5. 636 W. Lee Drive

Mr. Watts noted that there was a typographic error in the list of the five sites given at last month's meeting. Site #4 is 5900-6000 Burbank Drive; not Ben Hur Road. Mr. Jacob asked if that is the large acre site. Mr. Watts replied that Site #4 is 7.6 acres. He added that next week he and his staff will study the findings by SJB Group in detail.

Mr. Watts also said that C-K Associates will have their project results completed shortly. So he hopes that the Board can review these reports at next month's meeting.

Ms. Freeman asked for any further public comments. There being none she asked for comments from the Board. There were none.

Ms. Freeman then asked for a motion to go into Executive Session. The motion was made by Mr. Bardwell, seconded by Mr. Woodard and passed unanimously at 5:45 p.m. The Board returned

from Executive Session at 6:15 p.m. The motion to return to open session was made by Mr. Woodard, seconded by Mr. Bardwell and passed unanimously at 6:15 p.m.

VII. Comments by the Library Board of Control

Ms. Freeman asked for additional comments by the Board members. There being none, and with no further business, the meeting was adjourned at 6:15 p.m. on a motion by Mr. Woodard, seconded by Mr. Jacob.

Ms. Tanya Freeman, President

Mr. Spencer Watts, Library Director

DATE: October 9, 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 October 7, 2014 for The Library Design Collaborative on the Goodwood Main Library.



CONSTRUCTION REPORT

DATE: October 7, 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 September 25, 2014.
- 2) The plaza is nearing completion.
- 3) The northwest corner of the parking lot has been poured.
- 4) The white concrete work down the promenade is complete.
- 5) The granite pavers at the reflecting pools continue to be installed.

UPCOMING WORK:

- 1) The southwest corner of the parking lot is scheduled to be poured by the end of this week.
- 2) The connections between the east and west parking areas at the promenade are scheduled to be poured in the next few weeks.



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 at the bed preparation of the western planting area south of the Plaza.



The flag pole foundations are being dug.



7711 Goodwood Boulevard
Baton Rouge, Louisiana 70806

Resolution of the East Baton Rouge Parish Library Board of Control

WHEREAS, the East Baton Rouge Parish Library has contributed to the quality of life for all residents of the Parish since 1939 through its services, programs and resources;

WHEREAS, access to online library services provided by the East Baton Rouge Parish Library increases the literacy of the citizens of the parish including children;

WHEREAS, Mr. Kurt Ristrop, the LSU Home's College 2014 Roger Hadfield Ogden Leader, through his VOLUMEN (Volunteering Our Library's Universal Materials for Educational Needs) Project will provide library cards for online access to the East Baton Rouge Parish Library System's digital resources to students in schools throughout East Baton Rouge Parish;

WHEREAS, said activities would not have transpired without his efforts;

BE IT THEREFORE RESOLVED that we, the Library Board of Control, do hereby commend and applaud Mr. Kurt Ristrop and thank him for his efforts on behalf of the East Baton Rouge Parish Library.

Signed this day, Thursday, October 16, 2014

East Baton Rouge Parish Library Board of Control


Ms. Tanya Freeman, President



Library Overview

October 16, 2014

MISSION: The East Baton Rouge Parish Library is a community service organization that connects our citizens with information, resources, materials, technology, and experiences in order to make a positive difference in their lives.

Customer Experience

- **Customer Survey** – over **4,000** responses
- **Utilize transactional data and customer supplied information** to discern strategies for additional engagement
- **New Cardholders** – sent 1,608 welcome and follow-up messages this year to date
- **Customer Satisfaction** – CityStats Survey, ranking of 4.4 on a scale of 5, tied with Fire Department as highest ranked government service
- **Completed new version of Strategic Plan**



Technology & Access



- **Staff preparing for online catalog system upgrade and new capabilities**, including remote card renewals and online registration
- **Restructuring RFID plan:**
 - gathering updated information on most current developments with self-check, item security, and automated sortation systems
- **Restructured computer network and Wi-Fi**
 - external capacity increased from 100 Mgb to 1 Gb,
 - and all branch connections increased from 10 Mgb to 100 Mgb

Programming & Collection Development

- **Circulation is trending up at 3.6%**
 - Solid, increasing use of good print and digital collections
 - Based on appropriate investment
- **Continue to build strong digital services**
 - New resources such as Policy Map, Value Line, Treehouse, Financial Literacy, Kurzweil Firefly, Press Display, Fold 3, Vogue Archives, Liberty Magazine Archives, and Fast Pencil added this year.
- **Better merchandising in new Main...**
 - and good efforts at many of the branches...
 - but improvements are needed
- **Baton Rouge Collection moved into new quarters**
 - Already attracting new collections such as archives from the DeBose Foundation, Desk and Derricks, and Sherwood Forest Garden Club
 - Genealogy due to move in November
- **Floating Collections introduced**
- **New programs introduced**, such as the Maker Faire, Friday afternoon 3D Printing sessions, and Robotics Clubs at branches
 - System-wide programs celebrate 75th Anniversary and BR history
- **Established programs remain strong**
 - Recent examples are the Summer Reading Program and the 37th Annual Author-Illustrator series
 - Look for One Thousand Books soon
- **Collection Management**
 - Storage and retrieval for low demand items
 - Continued use of Collection HQ as an evidence-based system for tailoring collection upgrades, shifting/reallocations, and housing



Facilities and Operations / Organizational Development

- **New Bookmobile arrived:**
 - designed to be more digital-friendly, new vehicle provides expanded coverage to meet growing demand
 - Outreach has made over 1,700 visits this year, serving over 70,000 people
- **Review of eleven older facilities to consider potential capital improvements:**
 - including renovation, repurposing of spaces, or possible expansion
 - review being conducted by architects
 - should provide excellent basis for projecting priorities, costs, and timelines
- **Current Major Projects:**
 - Main Library occupied, with parking and plaza nearing completion;
 - Design Development for River Center nearing completion, with construction slated to start next year;
 - Search for South Branch site continues;
 - Bluebonnet renovation in schematic design phase;
 - Scotlandville and Greenwell Springs flooring projects in design phase;
 - Exterior Lighting improvements will be finished at four branches
- **Maintain a strong program of staff training** – ranging from Infoguides and webinars to conference attendance
- **Budget Planning projections and establishment of designated reserve funds**



Marketing & Outreach



- **New approach for a highlighted focus on specific products:**
 - feature and promote a product or related products in an intensive manner over a two or three month period
 - first effort will be magazine databases Zinio and Flipster
- **Bringing new ways to reach customers and make services more accessible:**
 - the Volumen Project, a concept developed by LSU Honors College student Kurt Ristroph
 - marketing and a digital services connection for placement at the airport
- **Utilize a varied and active media approach with a number of different projects:**
 - A good example is the systematic approach for advertisements, posters, fliers and database messaging for cardholders.
 - The “Tip of the Iceberg” message, with a polar bear tie-in, was used to unify the campaign theme for homework-related resources. Over 1,700 online messages were opened online.
- **Providing new and exciting events, such as the Maker Faire and a presentation by science writer Clive Thompson**
 - Over 3,000 attended the Maker Faire
- **Also had great success in promoting and gaining attendance at long-standing events such as the Summer Reading Program weekly events and the Author Illustrator Program**