

MINUTES FOR REGULAR MEETING OF THE
EAST BATON ROUGE PARISH LIBRARY BOARD OF CONTROL
MAIN LIBRARY
FIRST FLOOR LARGE MEETING ROOM
7711 GOODWOOD BOULEVARD
BATON ROUGE, LA 70806
September 15, 2022
4:00 P.M.

AGENDA

CALL TO ORDER – Jason Jacob, Board President (4:05 p.m.)

PLEDGE OF ALLEGIANCE – Donald Luther, Jr.

ROLL CALL – Rosana Sotile, Assistant to the Deputy Library Director
Jason Jacob, Board President – Present
Candace Temple, Board Vice President – Absent
Martha Stickle, Board Treasurer – Present
Delores Watts – Absent
Donald Luther, Jr. – Present
Kathy Wascom – Present
Nicole Allmon-Learson – Present
A quorum was present

STAFF PRESENT – Spencer Watts, Library Director; Kristen Edson, Deputy Library Director; Mary Stein, Assistant Library Director; Patricia Husband, Assistant Library Director; Ronnie Pierce, Assistant Library Business Manager; Rosana Sotile, Assistant to the Deputy Library Director; James Fagan, Network Technician I.

I. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF AUGUST 18, 2022 – A motion to approve was made by Donald Luther, Jr. and seconded by Kathy Wascom. **The motion was carried unanimously.**

II. SPECIAL ORDERS – There were no Special Orders.

III. REPORTS BY THE DIRECTOR

A. FINANCIAL REPORT – Rhonda Pinsonat (4:06 p.m.)

- For 2022, operating expenditures through August 31st are 53.38% of the operating budget. Through July, we should have spent no more than 67% of the budget.
- Cash collections from Property Taxes for 2022 remain ahead of those collected in 2021, as we are approximately 0.50% ahead of the same eight months last year.

B. SYSTEM REPORTS – Mary Stein (4:07 p.m.)

- “Around the Parish” slideshow and descriptions of Library programs.
- The first African-American president of the East Baton Rouge School Board, Professor Press Robinson, Sr., was the guest speaker for the Baton Rouge Lecture Series, at the Main Library; next week archivist Faye Phillips will present on the history of Baton Rouge, also at the Main Library.
- Around 253 people attended the Louisiana Leading Ladies Premiere, which was held at the Main Library this past month; the National Black Business Month “Market Experience” was also held at the Main Library on August 28th and around 790 people attended the event.
- The City of Baton Rouge presented its Stormwater Master Plan to the public at the Main Library.
- Scotlandville Branch Library will host a renovation design open house next week; two sessions will be held, one in the afternoon and one in the early evening.
- The Library is hosting an online education series focusing on addiction and substance abuse, called Let’s Talk 2.0; the first series was held earlier this year in the spring and was very successful.
- The Library is providing back-to-school resources, including homeschool resources, homework help and free online tutoring that runs until midnight.
- The Library is providing educational support and activities to support the Mayor’s Litter Task Force.

- Almost 400 people were in attendance on yesterday's online Business Forum; the Virtual Author Talks also continue to be popular.
- David Biedrzycki, self-described "Authorator" is scheduled for the 45th Author-Illustrator program, to be held at the Main Library, October 6th and 7th.
- The Baton Rouge Mini Maker Faire will be held October 10th – 15th; the theme is Reduce, Reuse, Re-Make.
- The Louisiana Book Festival will be held October 29th.

C. OTHER REPORTS

1. MAINTENANCE AND ADDITIONAL CAPITAL PROJECTS – Kristen Edson (4:24 p.m.)

- Chiller repairs at Central and Carver Branch Libraries were completed and should sustain the units until the replacement project is completed.
- One chiller unit is being repaired at the Zachary Branch Library, but the other units are running and able to cool the building.
- Facilities Staff are using the new Skill-mill virtual reality training to complete a safety course.
- Roof leaks occurred at Bluebonnet Regional, Delmont Gardens, Eden Park, and Scotlandville Branch Libraries; the vendor is assessing the issues.
- The courtyard at Carver Branch Library was pressure washed; the Terrazzo floors at the Main Library were shined, and story room rugs and floors were cleaned; the third floor carpet is scheduled for cleaning on the 17th.
- A small water leak in the main water line at Scotlandville Branch Library was repaired; the landscaping vendor will replace the plants and mulch that were removed for the repairs.
- The bid opening for Phase II of the Outreach Services renovation project was held today, after a delay due to the passing of lead architect Sit Wong.
- Work continues to be delayed on the Zachary Branch roofing project due to rain and contractor delays; the design change on roofing vents was approved.
- A change order was approved for the design contract to include Carver Branch in the chiller replacement package; will also ensure that the chillers are the correct size for future renovations; Central, Baker, Zachary, and Pride-Chaneyville are already included in the package.
- A meeting with the graphic designer for the monumental signage is scheduled for Monday; will finalize designs for the Jones Creek and Greenwell Springs Regional Library signs.

2. MISCELLANEOUS REPORTS – Spencer Watts (4:28 p.m.)

- The job announcement for the upcoming Library Director position was posted online August 30th and was featured as a special feature job on the American Library Association website; the application window closes on October 9th; interviews via Zoom will take place once the Board and its consultants choose the semi-finalists.
- Architectural Services is working with the design firm on the Baker Branch renovation project to assist with focusing on the design effort and address development issues; Library staff met with the Baker Mayor and other Baker City staff to discuss the site plan and possibility of expanding the parking lot to add a second entrance; Baker officials were comfortable with the dual entrance option and felt it would be a beneficial enhancement; photos of the Baker Branch renovation site plan and collection lay-out were displayed to the Board.
- The legal contract for the River Center Branch litigation has been closed, and all expenses have been settled; settlement funds were credited to an account for the Library; the funds also covered costs of consultants and the Library's legal fees.
- An adjacent landowner to the Eden Park Library property recently made some improvements on a .244 acre tract owned by the Library; discrepancies were found in some of the recorded plat maps; legal staff are working to find an amicable resolution.
- The City-Parish released an updated Contagion Prevention and Control Policy; a copy was distributed to Board members.
- Computer Services update: staff members installed the new Aruba Wi-Fi access points at all Library locations; progress continues on replacing the PC reservation and print management systems; beta testing for meeting room booking with Flowpath software will begin next month; the in-house credit card payment system is getting closer to completion; the new Wi-Fi hotspots have circulated over 1,300 times to 628 patrons as of August 31st; self-check for the year is at 24.9% of items checked out at terminals.
- Work continues on the 2023 budget; City-Parish Human Resources requested additional information regarding various personnel requests.
- Library staff received the annual estimate of values from the Parish Attorney and will review.

- The Library's staffing vacancy rate remains at 20%; more staff have been lost to situations with better salaries and working conditions; the working schedule also remains a factor in adversely affecting morale.
- Donald Luher, Jr. thanked the legal team and Parish Attorney for the work done on the River Center Branch litigation issues.
- Jason Jacob inquired if the settlement funds covered all of the Library's legal expenses; Spencer Watts responded that yes, the funds covered 100% of litigation costs.

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

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

V. UNFINISHED BUSINESS

A. UPDATE ON SOUTH BRANCH LIBRARY – Patricia Husband and Mary Stein (4:47 p.m.)

- Photos of the proposed site and floor plans were shown to the Board.
- Board members were given a list of construction documents and specifications that Library staff submitted to the architect for comments; will assist with eliminating discrepancies when purchasing materials and items.
- Library staff met with Architectural Services on September 6th to review a list of suggested value engineered items; 16 different items were listed; Library staff agreed on some of the changes, such as lighting changes and removing some landscaping items.
- Library staff suggested to redesign the north entry canopy, instead of eliminating it, as it is important to patrons; also did not approve removal of courtyard canopies, nor reducing the chiller capacity.
- Library staff also made some suggestions to the design team, including plastic edging in the courtyard beds, changing the front facing material of the circulation desk, and changing stainless steel corner guards to a more economical material.
- Infrastructure for mechanical shades was suggested to be added to the conference room; staff recommended some dimensional signs utilize vinyl letters.
- A meeting was held earlier this week with the electrical engineer to discuss lighting and correcting the power plan.
- Question and discussion from Kathy Wascom regarding the canopy overhang and accessibility for disabled patrons; Mr. Watts responded it will provide protection and appropriate features while adding an important architectural design element.
- Question and discussion from Nicole Allmon-Learson regarding the replacement of the curtain wall section with storefront glass; it will be located around the courtyard; using cased glass instead of continuous glass will assist with lowering the cost.

B. UPDATE ON SCOTLANDVILLE BRANCH LIBRARY – Patricia Husband and Kristen Edson (5:09 p.m.)

- Library staff received the complete set of construction documents, and they have started their review.
- On August 25th, Library staff met with the architect and Architectural Services to address several items, including the following:
 - Water meter locations
 - Relocation of the detention pond
 - Possibility of including the monumental sign in the contract
 - No relocation or replacement of the flagpole
 - Reconfiguration of the rear of the Archive building to accommodate the 30-foot Bookmobile
 - Final selection of bike racks
 - Power and data locations in the courtyard
 - Generator requirements for the Archive building
 - Logistics of moving the temporary library into the Archive building
- The presentation of the plans is scheduled for September 20th; an open house for the public will be held at the branch.
- Staff also met with technology consultants to finalize most of the technology, power and data plans.
- Question from Kathy Wascom if the retention pond was always part of the area; it has always been part of the renovation plan to assist with drainage; expecting it to only hold and drain water as part of the natural landscape.

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

VI. NEW BUSINESS

A. LIBRARY STRATEGIC PLAN UPDATE – Spencer Watts (5:11 p.m.)

- A draft copy of the updated strategic plan was given to the Board members.
- Around 1,800 people completed the Library’s survey; there were some focus groups, and Library staff worked with consultants to draft an updated plan.
- The Board work session is scheduled for September 22nd; the approval vote will be placed on October’s regular meeting agenda.

B. MEETING ROOM USE POLICY UPDATE – Mary Stein and Kristen Edson (5:13 p.m.)

- Board members were given a draft of the updated policy.
- The Library’s policy is under consideration for improvement, due to the new FlowPath meeting room booking software, combined with additional meeting rooms added to renovation projects.
- Revisions include separating procedural elements from policy elements; also includes definitions, simplified language, user agreements and rules.
- Discussion and adoption of updated policy will be placed on next month’s regular meeting agenda.

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

VII. COMMENTS BY THE LIBRARY BOARD OF CONTROL – No comments were made

VIII. ADJOURNMENT – Board President Jason Jacob requested a motion to adjourn. A motion was made by Donald Luther, Jr. and seconded by Martha Stickle. **The meeting was adjourned at 5:21 p.m. by unanimous vote.**

Mr. Jason Jacob, President

Mr. Spencer Watts, Library Director