

REVISED AGENDA
FOR REGULAR MEETING OF THE
EAST BATON ROUGE PARISH LIBRARY BOARD OF CONTROL
MAIN LIBRARY AUDITORIUM
7711 GOODWOOD BOULEVARD
BATON ROUGE, LA 70806
SEPTEMBER 18, 2008
4:00 P.M.

I. ROLL CALL

II. APPROVAL OF THE MINUTES OF THE MEETING OF AUGUST 21, 2008

III. REPORTS BY THE ASSISTANT DIRECTORS

- A. FINANCIAL REPORT
- B. SYSTEM REPORT
- C. OTHER REPORTS

IV. OLD BUSINESS

- A. REPORT ON CONSTRUCTION OF NEW MAIN LIBRARY – MR. STEVE JACKSON,
MR. KEN TIPTON
- B. REPORT ON ROUZAN DEVELOPMENT – MR. TOMMY SPINOSA - JTS REALTY
SERVICES, LLC
- C. UPDATE ON PROCESS FOR HIRING NEW LIBRARY DIRECTOR – MR. DAN
REED

V. NEW BUSINESS

- A. STATUS REPORT ON EAST BATON ROUGE PARISH LIBRARY SYSTEM POST
HURRICANES GUSTAV AND IKE
- B. INTRODUCTION OF NEW LIBRARY BOARD MEMBER – MS. BETH
TOMLINSON

VI. COMMENTS BY THE LIBRARY BOARD OF CONTROL

ALL MEETINGS ARE OPEN TO THE PUBLIC

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

September 18, 2008

The regular monthly meeting of the East Baton Rouge Parish Library Board of Control was held in the Main Library Auditorium on Thursday, September 18, 2008. Mr. Dan Reed, President of the Board, called the meeting to order at 4:13 p.m. Members of the Board present were Mrs. Katherine Auer, Mr. Stanford O. Bardwell, Jr., Mr. Donald Browning, Mr. Jamie Griffin; Ms. Tanya Freeman and Mrs. Elizabeth Tomlinson. Also in attendance were Mrs. Mary Stein, Assistant Library Director of Administration; Mrs. Patricia Husband, Assistant Library Director of Branch Services; Mrs. Brenda Lovett, Library Business Manager; Mrs. Rhonda Pinsonat, Assistant Library Business Manager and Mr. Tim Bankston, Library Facilities Manager. Also present were Ms. Nikki Essix of the Parish Attorney's Office; Mr. Jermaine Watson, Governmental Affairs Associate with the Baton Rouge Area Chamber; Mr. Grant Conway with JTS Realty Services; Mr. Trey Cloud, attorney with Jones Walker, LLP; Mr. Scott Dyer, reporter with *The Advocate* and five members of the community.

The minutes of the regular meeting of the Library Board on August 21, 2008 was unanimously approved on a motion by Mr. Griffin, and seconded by Ms. Freeman.

Reports by the Assistant Directors

Mrs. Stein asked Mrs. Lovett to present the financial reports. Mrs. Lovett referred to the Expenditure and Encumbrance statements for the period ending August 31, 2008, and the Cash Collections report as of September 10, 2008 with taxes collected in the amount of \$29,964,448.58 and total cash received on property taxes and interest in the amount of \$31,301,501.89 for the year 2008. Mrs. Lovett said that the Library has collected 98% of the taxes for this year. Mr. Reed mentioned that a cash donation had been made to be used at the Bluebonnet Regional Branch Library. He asked where that donation is reflected. Mrs. Lovett replied that it appears under revenues.

It was noted that expenditures incurred by the Library as a result of Hurricanes Gustav and Ike do not appear on this financial statement. The cost of these storms will appear in the financial statements in the coming months. Employees who assisted in the assessment and clean-up of the Library facilities after the storms and prior to the Library re-opening to the public will be paid overtime rather than accruing comp hours. It is expected that the Federal Emergency Management Administration (FEMA) will reimburse the City-Parish for these overtime hours.

Mrs. Stein reviewed the system reports which included statistics for August 2008 for Circulation, Gate Count, and Database Usage. Mrs. Stein said that the usage of Library resources was increasing, but next month's statistics will show a decrease as the Library was closed eight days in September because of the hurricanes. She said she is confident that usage statistics will increase again now that regular hours of operation have resumed.

Mrs. Stein reported on several other matters. She mentioned that the United Way campaign is underway at the Library. Historically Library employees have been leaders among City-Parish employees in contributing to this worthy organization. The State Library of Louisiana has asked the East Baton Rouge Parish Library to pilot test an early literacy learning station. The learning station will be placed at the Main Library.

The customer satisfaction survey that the Library Board and administrative staff created this past spring has been posted on the Library's website for patrons and employees to complete. Because of the storms and their aftermath, the survey time period has been extended until the end of October. All are encouraged to provide feedback about the Library facilities and services through this anonymous on-line questionnaire. Mrs. Stein noted that the Library administration has already budgeted for next year the purchase of materials and services that patrons have requested through the survey. Mr. Bardwell asked when the Board members would complete the survey that was created for their input. With two Board members very recently appointed, it was decided that the Board survey would be completed in January to give all sufficient time to become acquainted with their duties and the Library system.

Mrs. Stein concluded her comments by announcing several upcoming events. The 31st Annual Author-Illustrator program will be held at the Bluebonnet Regional Branch Library on Thursday evening, September 25th and Friday morning, September 26th. The featured author illustrator will be Tedd Arnold. The program on Thursday is free and open to the public; whereas, those attending the program on Friday will pay a small fee to participate in a workshop geared towards people who are interested in writing for youth. The Library staff will participate in Women's Week activities during the week of September 21st. The Louisiana Book Festival sponsored by the State Library will be held downtown on Saturday, October 4th from 10:00 a.m. until 7:30 p.m. The East Baton Rouge Parish Library will participate with a booth promoting *The Big Read, One Book/One Community* program. At this event the book that has been selected for the program in the spring of 2009 will be announced. The BizTech Expo sponsored by the *Baton Rouge Business Report* will be held on October 8th and 9th. The Library will have a booth and staff will promote the business resources available through the Library. *Attic Treasures & Collectibles*, the Library's version of the PBS television show, *Antiques Roadshow*, will be held at the Bluebonnet Regional Branch Library on Saturday, October 11th.

Old Business

Report on Construction of New Main Library-Mr. Steve Jackson, Cockfield Jackson Architects and Mr. Ken Tipton, Tipton Associates

Mr. Steve Jackson, architect with Cockfield Jackson Architects and Mr. Ken Tipton with Tipton Associates were not present for this meeting because of a prior commitment to attend a seminar for continuing education credits to maintain their licenses as architects. Therefore, Mrs. Stein reported for the absent architects. She said that three copies of the contract with The Library Design Collaborative to design and build a new Main Library in the Park have been signed by all parties. This contract can now be amended to include the revision of the building program to add

15,000 square feet in order to accommodate the relocation and expansion of the Genealogy Department, the Baton Rouge Room and the Career Center. The revised building program would also include cost estimates to either accommodate the build-out of the third floor in the future, or the construction of a shell on the third floor for future construction. Mrs. Stein said that three meetings had already been held to discuss the increase in the size of the building to 115,000 square feet. Another meeting is planned for next week.

Report on Rouzan Development-Mr. Grant Conway, JTS Realty Services, LLC

Mr. Reed initiated the discussion of the progress made in the last month regarding the construction of a branch library in the Rouzan development. He asked Mr. Grant Conway, of JTS Realty Services to report to the Board. Mr. Conway said that JTS has filed a Specific Implementation Plan (SIP) for Rouzan for the first filing with the City-Parish Planning Commission. A public hearing on the SIP will be held on Monday, September 22nd at the Planning Commission meeting. Mrs. Stein asked Mr. Conway to send her a PDF of the latest site plan. Mr. Conway replied that they need a copy of the Library's building program and that the Library will need to file its own SIP. Mrs. Stein said that the building program should be completed shortly.

The document for the act of donation of a site and a library facility by JTS Realty Services, LLC has been reviewed and revised by all parties involved including JTS, the Parish Attorney and Mr. Reed and Mr. Bardwell. Mr. Reed asked about the location of trash, recycling, shipping and receiving and other "back of the house" functions for the branch library. Mrs. Stein asked about the location of staff parking to which Mr. Conway replied that staff parking will be located across the street in the parking deck.

Mr. Trey Cloud, attorney with Jones Walker representing JTS Realty, explained that after the public hearing on Monday, the agreement to donate and accept can formally occur. Once JTS is in possession of the Library's building program, they can give the Library the actual plot of land for the branch library. At that point the Library will file a SIP for the facility. All of the activities just mentioned will occur simultaneously. Mr. Reed noted that the Library will need the assistance of JTS in order to file the SIP.

Mr. Bardwell referred to Paragraph 10D in the agreement to donate and accept document which stipulates that JTS Realty will contract with the architects and engineers and will pay for their services. Mr. Bardwell would like the document to also include the cost of the filing of the SIP by the Library. Ms. Freeman asked if JTS has agreed to pay for all services and the construction documents for this branch library. Mr. Bardwell answered in the affirmative to Ms. Freeman's question.

Mr. John Berry, a member of the community, asked Mrs. Nikki Essix of the Parish Attorney's Office, which party is now reviewing the agreement to donate and accept document. Mrs. Essix replied that both parties are reviewing and discussing the document simultaneously. Mr. Berry added that they have waited for three years for a branch library in their neighborhood. He asked if the Planning Commission does not approve the site plan for Rouzan, how long will the Library

Board wait before they build a branch library at the Burbank site? Mr. Reed said that this process is complex and takes a long time to resolve all issues. He will not make a motion to set a deadline on the construction of a branch library in Rouzan.

Update on Process for Hiring New Library Director-Mr. Dan Reed

Mr. Reed gave an update on the process thus far in hiring a new library director. He said the applicants under consideration are Mr. Michael Golrick, Mr. David Farrar, and Ms. Emily Eddy. The fourth candidate, Mr. Michael Lamb, has withdrawn his name from consideration. Interviews had been scheduled for Saturday, September 6th. However, in the aftermath of Hurricane Gustav Mr. Reed decided to postpone the interviews. The hotel where the applicants were to stay had sustained damage and much of the area was still experiencing power outages. All of the applicants expressed concern for the staff and the Board and understood the need to reschedule the interviews. Mr. Reed said that the interviews have now been rescheduled for October 11th. Mrs. Smith asked if any Library staff members had applied for the position of Director to which Mr. Reed said no. She also asked if the interviews would be open to the public. Mr. Reed replied that the interviews will be closed to the public.

New Business

Status Report on East Baton Rouge Parish Library System Post Hurricanes Gustav and Ike

Mrs. Patricia Husband opened the discussion of the status of the facilities in the East Baton Rouge Parish Library system after Hurricanes Gustav and Ike. Mrs. Husband and Mrs. Stein commended Mr. Tim Bankston, Library Facilities Manager, for his rapid response to the damage caused by the storms and his accurate assessment of the damages to our buildings. During Hurricane Gustav the wind caused a portion of the roof over the second floor of the Main Library to peel back. Rain then entered the second floor Computer Division. Thankfully none of the file servers were damaged as they are located in a separate room within the Computer Division. The water, however, ran down the wall and the stairwell into the first floor. Staff had anticipated roof leaks and had covered the bookcases in areas that had leaked in prior storms. Therefore, the great majority of the books were not damaged. However, the carpet and padding were water logged in the 600s and 900s on the first floor necessitating the removal of the wet materials and the drying of the floor and bookcases. Library staff volunteered to work with Mr. Bankston, Mrs. Husband and Mrs. Stein on cleaning the affected areas. This required the removal and re-shelving of at least 52,200 books. Mr. Bankston acquired tarps to temporarily cover the roof, a generator to supply light and electric for fans, dehumidifiers, a wet vacuum and leaf blower. He also contacted the City-Parish Department of Public Works and requested assistance from their staff.

Mrs. Husband reported that the other library buildings sustained minor damages. Among the issues were trees down at the Bluebonnet Regional Branch; a ceiling leak as a result of some window damage at the River Center Branch caused by debris from the court house; roof damages

and leaks at the Baker Branch; a small roof leak at the Zachary Branch; and water in the Pride Branch due to a drainage problem outside the building.

Mrs. Stein and Mrs. Husband agreed that Mr. Bankston's efforts far exceeded his job description. Because of his expertise and contacts with the Department of Public Works, the Library was spared the loss of a portion of the collection valued in the tens of thousands of dollars. Mr. Bankston noted that he was extremely impressed with the leadership that Mrs. Husband and Mrs. Stein exhibited and with the hard work of the many library employees. Mrs. Lovett agreed that the leadership of the two Assistant Library Directors was instrumental in restoring library services to our patrons. While Mr. Bankston and Mrs. Husband assessed damages throughout the system, Mrs. Stein made contact with City officials such as the Mayor's Office, and the Office of Emergency Preparedness to obtain supplies and electricity in order to prevent mold damage to the collection at the Main Library.

Mr. Reed noted that electricity was restored at the branches in a relatively short time whereas the Main Library was in the zone that was estimated to expect resumption of power in about twenty-one days. Because of the urgency of reducing the humidity and temperature in the Main Library for the preservation of the collection, Entergy was able to expedite the repairs in the area and power was restored to Main on Monday, September 8th. All Library employees scheduled to work returned on that day. All branches opened at noon and the Main Library opened on Tuesday, September 9th. Because of the mandatory curfew and for safety issues all facilities have closed at 8:00 p.m. each evening. Regular hours of operation will resume tomorrow. Appended to these minutes is a pictorial summary of the events at the Main Library through the two hurricanes.

Mr. Reed addressed the members of the Board. He said that many Library staff members assisted in the recovery of library service to the patrons of the parish and they are to be commended. He added that in the past the Library Board has issued a resolution to thank a group or an individual who through their extraordinary efforts has enabled the Library Board to carry out its mission to provide library services to the citizens of the parish. He said he would like to propose that the Board issue a resolution to Mr. Tim Bankston, Mrs. Patricia Husband and Mrs. Mary Stein for their tireless work and leadership through the storms. He then read each resolution to the Board. Mrs. Auer seconded the motion which passed unanimously.

Introduction of New Library Board Member-Mrs. Elizabeth Tomlinson

At the Metropolitan Council meeting of September 10, 2008 Mrs. Elizabeth Tomlinson was appointed to the Library Board of Control. Mr. Reed welcomed Mrs. Tomlinson to the Board and asked her to introduce herself. Mrs. Tomlinson said she holds a Bachelor of Arts degree in Marketing from Southeastern Louisiana University and a Master of Science degree in Urban Studies from the University of New Orleans. She is an Extension Associate in Disaster Recovery and Mitigation in the Department of Biological and Agricultural Engineering at the LSU AgCenter. She said she looks forward to serving our citizens as a member of the Library Board.

Comments by the Library Board of Control

Mr. Reed asked the Board members for any comments they wished to make. Mrs. Tomlinson thanked everyone for their hard work for the Library system. Ms. Freeman said she liked the photographs of the activities at the Main Library before and after the hurricanes. She said the pictures were a good way to document the events that occurred. Mr. Griffin asked that all of the Library staff be thanked for their hard work during this hurricane recovery period. Mr. Berry noted that he had spoken with Mrs. Stein last week and was shocked to learn about the damage that occurred at the Main Library, and the efforts of the staff. These events have added to his admiration of the Library staff.

Mr. Reed concluded the comments by saying that two words, light and power, were on the minds of everyone through the hurricanes. He said he would like to read a Bible verse from Colossians 1, verse 11 in which these words appear and are apropos at this time. "May you be made strong with all the strength that comes from his glorious power, and may you be prepared to endure everything with patience, while joyfully giving thanks to the Father, who has enabled you to share in the inheritance of the saints in the light."

There being no further business, the meeting was adjourned at 5:10 p.m. on a motion by Mrs. Tomlinson, seconded by Ms. Freeman.

Dan Reed, President

Mary H. Stein, Assistant Director

**Hurricane Gustav Preparations and Cleanup at the Main Library
August 30, 2008 through September 9, 2008**



Technical Processes 8/30/08



Check-In Desk 8/30/08



Check-Out Desk 8/30/08



Computer Lab 8/30/08



Computers by Main Reference 8/30/08



Covered Shelves in 900s 8/30/08



Reception Area in Administration 8/30/08



Downed Tree Limbs 9/3/08



Parking Lot from Director's Office 9/3/08



Blue Tarp Over Computer Division Roof-Site of Water Intrusion 9/3/08



Trash, Ceiling Pieces, Books, Carpet 9/4/08



Microfilm Drawers Recovered 9/4/08



Computer Division under Roof Damage 9/5/08



Site of Water Intrusion on First Floor 9/5/08



Trash Outside of Building 9/5/08



Generator and Wet Carpet 9/5/08



Mildew Forming on Wet Books 9/5/08



Staff Using Wet Vacuum and Leaf Blower to Dry under Book Cases 9/5/08



Tim Bankston, Library Facilities Mgr. and Terry Lewis, Dept. of Public Works 9/5/08



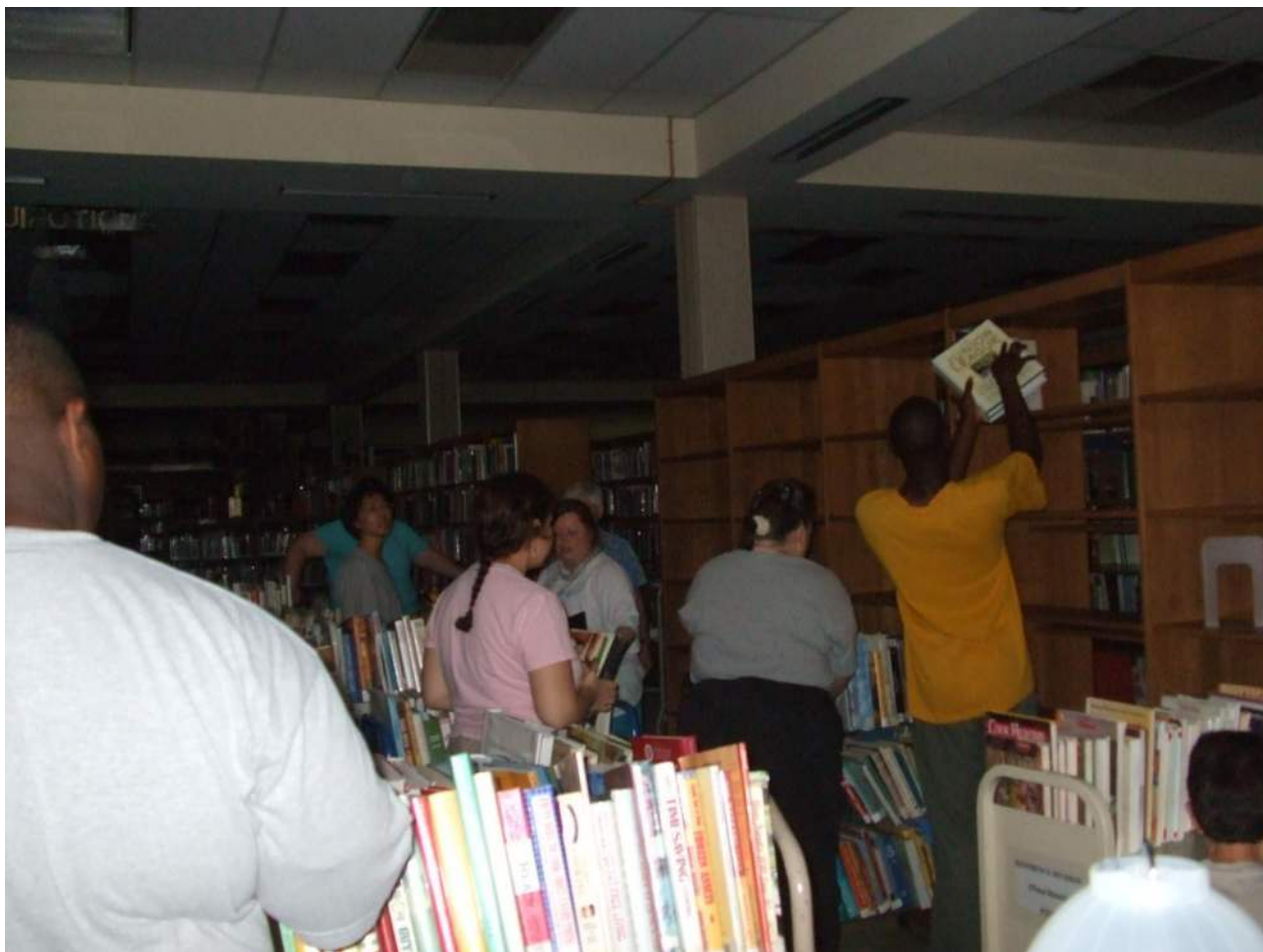
Saving Our Books 9/5/08



Andi Abraham, Head of Circ. & Adult Services Div. and Jonathan Altman, Young Adult Div. 9/5/08



Ready for Re-shelving Books 9/5/08



Mary Stein, Ass't. Director, Managing Staff Re-shelving Books 9/5/08



Patricia Husband, Ass't Director, Surveying Cleaned Area 9/5/08



Bookmobile Safe and Sound and Our A/C Refuge 9/5/08



Ceiling Damage on First Floor 9/9/08



Main Reference - Ready for Patrons 9/9/08



Young Adult Div. – Ready for Patrons 9/9/08



Computer Lab – Ready for Patrons 9/9/08



Computers by Main Reference Desk – Ready for Patrons 9/9/08

**Hurricane Ike Preparations at the Main Library
September 12, 2008**



Covered Louisiana Books Collection 9/12/08



Covered Books in 900s 9/12/08



Bottom Shelves Removed in 900s 9/12/08



Bottom Shelves Set Aside 9/12/08



Dehumidifiers Running in Periodicals Storage Room 9/12/08



Wet Vacuum and Leaf Blower Readied for Use 9/12/08



Periodicals Removed from Harm's Way 9/12/08



Sand Bags in Periodicals Storage Room 9/12/08



Sand Bags along Book Cases 9/12/08



Sand Bags in 600s to Contain Possible Water Intrusion 9/12/08



Area Cordoned Off in Preparation for Ike 9/12/08



Wind from Ike Blowing Tarp on Corner of Building 9/12/08



Blue Tarp from Roof 9/12/08



Sand Bags and Cinder Blocks Holding Down Blue Tarp on Roof 9/12/08



Another View of Blue Tarp 9/12/08