

TENTATIVE AGENDA  
FOR STRATEGIC PLANNING WORKSHOP OF THE  
EAST BATON ROUGE PARISH LIBRARY BOARD OF CONTROL  
**MAIN LIBRARY  
BOARD ROOM**  
**7711 GOODWOOD BOULEVARD  
BATON ROUGE, LA 70806**  
MARCH 7, 2009  
9:00 - 1:00 P.M.

- I. CALL TO ORDER
- II. ROLL CALL
- III. APPROVAL OF THE MINUTES OF THE MEETING OF JANUARY 31, 2009
- IV. STRATEGIC PLANNING WORKSHOP
  - A. LIBRARY DIRECTOR EVALUATIONS
  - B. ANNUAL STRATEGIC PLANNING MEETING
  - C. QUARTERLY OR ANNUAL REPORT TO COUNCIL FROM BOARD
  - D. MEETING ROOM USE AND FEES
  - E. PUBLIC COMMENT SECTION ON BOARD AGENDA
  - F. PROPOSED AMENDMENT TO BYLAWS TO READ: "A MAJORITY OF THE VOTES OF ALL BOARD MEMBERS PRESENT SHALL BE NECESSARY FOR THE ADOPTION OR PASSAGE OF ANY RESOLUTION OR ORDER. *NOTE THAT NO TRANSACTION OF BUSINESS CAN OCCUR WITHOUT A QUORUM PRESENT IN PERSON.*"
  - G. BOARD REIMBURSEMENT FOR PROFESSIONAL LIBRARY ACTIVITIES, TRAVEL, CONFERENCES
  - H. STANDING AND/OR SUB COMMITTEE CONSIDERATIONS
    - FINANCE AND BUDGET
    - OPERATIONS AND MAINTENANCE
    - CONSTRUCTION/CAPITAL IMPROVEMENTS
    - SERVICES AND PROGRAMS
    - PUBLIC RELATIONS
    - SPECIAL FUNDING MANAGEMENT
    - ADVOCACY
  - I. PURCHASING AND OPERATING A NEW BOOKMOBILE
  - J. AUDIO RECORDING OF ALL MEETINGS
  - K. ESTABLISH A FOUNDATION
  - L. COORDINATED PUBLIC RELATIONS ACTIVITIES FOR BOARD MEMBERS

M. POLICY OF ATTENDANCE FOR BOARD MEMBERS AT LIBRARY CONFERENCES

N. DISCUSS DISCREPANCIES AMONG OUR PROCEDURES, BYLAWS, AND ETHICS LAWS

THESE PLANNING TOPICS ARE RECOMMENDATIONS FROM BOARD MEMBERS FOR THE STRATEGIC PLANNING SESSION.

V. 12:00 P.M. – WORKING LUNCH

VI. ADJOURNMENT

**ALL MEETINGS ARE OPEN TO THE PUBLIC**

Revised Minutes of the Strategic Planning Workshop of the  
East Baton Rouge Parish Library Board of Control

March 7, 2009

The second strategic planning meeting of the East Baton Rouge Parish Library Board of Control was held at the Main Library on Saturday, March 7, 2009. Mr. Dan Reed, President of the Board, called the meeting to order at 9:08 a.m. Members of the Board present were Mrs. Katherine Auer, Mr. Stanford O. Bardwell, Jr., Mr. Donald Browning, Ms. Tanya Freeman, Mr. Jamie Griffin and Mrs. Elizabeth Tomlinson. Also in attendance were Mr. David Farrar, Library Director; Mrs. Mary Stein, Assistant Library Director of Administration; Mrs. Patricia Husband, Assistant Library Director of Branch Services; Mrs. Brenda Lovett, Library Business Manager; and Ms. Liz Zozulin, Executive Assistant to the Library Director. Also at the meeting were Ms. Nikki Essix of the Parish Attorney's Office, and Mr. Scott Dyer, reporter with *The Advocate*, and two members of the community. Ms. Patsy Wilkerson, a strategic planning facilitator, was the facilitator of the meeting.

The minutes of the minutes of the strategic planning workshop of the Library Board on January 31, 2009 was unanimously approved on a motion by Mr. Browning, and seconded by Mrs. Auer.

### **Strategic Planning Workshop**

Mr. Reed opened the meeting and said the Library has a long range plan which was devised before most of the current Board members were appointed to the Board. It is beneficial to discuss where the Library's direction should be. The agenda contains a list of items that the Board submitted to Mr. Farrar for discussion today. However, some of the items are not long range planning topics. All of the items on the agenda will be discussed. Mrs. Tomlinson made a motion to amend the agenda to add an item to review the current long range plan and determine the direction the Library should take. Mr. Griffin seconded the motion which passed unanimously.

Mr. Farrar introduced Ms. Patsy Wilkerson who was hired to facilitate the meeting today. Ms. Wilkerson gave some information about her background. She said that she was an educator at St. Joseph's Academy in Baton Rouge. Upon leaving her teaching career in the classroom, she was employed by *The Advocate* to foster the use of the newspaper as an educational tool for children. She was also employed by the *Oakland Tribune* in Oakland, California and by the *Los Angeles Times* in Los Angeles, California. She has conducted training sessions locally for CC's Coffee and at the Baton Rouge Community College. She added that she is also a facilitator and used today's agenda to formulate her approach for this meeting. She noted that Mr. Reed talked about the direction for the Library. Ms. Wilkerson said she will help the Board work toward a direction together. She asked each person in attendance to introduce themselves.

### **A. Library Director Evaluations**

Mr. Farrar referred the Board to a binder containing sample documents for the evaluation of the library director. Some are 6-month and others are annual reviews. The source of these documents is cited. At a Board meeting in the fall of 2008, the Board agreed that Ms. Freeman and Mr. Griffin would form a committee to draft a performance evaluation method. Therefore, the Library Board asked Ms. Freeman and Mr. Griffin to review the binder and report their recommendations to the Board at the April 16, 2009 Board meeting. Mr. Bardwell made the motion that Ms. Freeman and Mr. Griffin review the binder and report their recommendations. The motion was seconded by Ms. Tomlinson and passed unanimously.

### **B. Annual Strategic Planning Meeting**

The Board members agreed that an annual strategic planning meeting by the Library Board is necessary. A discussion of the best time of the year and whether the meeting needs to be incorporated into the bylaws followed. The members of the Board agreed that August is a good time for the meeting and that the requirement for the meeting does not need to be part of the bylaws. Mr. Griffin said that they should not place controversial topics on the annual strategic planning agenda lest they be perceived as slowing down the progress of Library projects. He also added that the Board should not micro-manage the Library staff. Ms. Tomlinson said that they need to obtain input from the staff. Mr. Farrar said that the Library annually submits an in-house strategic plan to the State Library of Louisiana. Mr. Griffin made a motion that the Board hold a strategic planning meeting in August of 2010 with staff input. The motion was seconded by Ms. Freeman and was unanimously passed.

### **C. Quarterly or Annual Report to Council from Board**

Mr. Farrar told the Board members that the Library annually submits a summary statement about the Library outlining the accomplishments of the past year and the goals for the coming year. This report is part of the budget submission process. Mrs. Tomlinson replied that she wants a stronger relationship with the members of the Metropolitan Council and the public. The purpose of a regular report every quarter would be to inform the Council of the Library's activities. Mr. Reed said that the Library staff regularly attends the Metropolitan Council meetings. Mrs. Tomlinson added that they could request to be on the Council agenda. Mrs. Lovett added that she makes the request for the Library to be placed on the Council agenda. Mr. Farrar noted that in the past when the Library spoke at a Council meeting they were asked to be brief with their remarks. He added that other library systems inform their city councils of their activities through events such as a breakfast with the director.

Mr. Bardwell made a motion to institute a semi-annual written report and offer it live to the Metropolitan Council. Ms. Freeman agreed with Mrs. Tomlinson that the Board needs a short report and something that the public can see. Mr. Bardwell noted that the majority of the

Council members are new and, therefore they are learning about their duties and their roles as Council members. Mr. Reed said he agrees with Mr. Farrar that the Board can instruct the Council in informal ways.

Mr. Tom DuBos, a member of the community and the Chairman of the Library Committee of the Federation of Greater Baton Rouge Civic Associations, said he disagrees with Mrs. Tomlinson and Mr. Bardwell. He asked if other City-Parish departments regularly make presentations at Council meetings. He said he feels the less the Library presents at Council meetings the better. Mr. Griffin said that they do not have enough information to make a decision on this item now. He suggested forming a subcommittee to comprehensively study how to approach this topic. Ms. Freeman seconded the motion which passed unanimously.

#### **D. Meeting Room Use and Fees**

Mr. Farrar distributed packets to the Board members containing information about the use of Library meeting rooms by the public. Mr. Farrar asked Mrs. Stein, who administers the meeting room process for the Library system, to summarize the program. Mrs. Stein said that in order to use a meeting room, the applicant must have a library card, be a non-profit organization, charge no fees to attend a meeting and hold meetings that are open to the public. The Library does not charge the public for the use of the meeting room, nor does the Library provide any special equipment or accommodations except for tables and seating. The meeting rooms are reserved first for use by the Library for library programs, and then for use by the public. The availability of the meeting rooms for organizations such as civic associations and scouting groups is a wonderful community service.

Mr. Browning said that the meeting rooms are for the public and not for the Library because the public pays for the facilities through taxes. Mrs. Tomlinson asked why for profit businesses cannot use the meeting rooms. Mrs. Stein replied that in the 1980s financial services companies began booking meeting rooms to such an extent that non-profit organizations were unable to use the rooms. These financial companies were also marketing their products to those attending their meetings at the Library with the result that many patrons thought the Library was endorsing these companies. In order to stop this perception and to enable non-profits who do not have resources to rent public meeting space, the Library administration decided to limit use of the meeting rooms to non-profit organizations.

Mrs. Tomlinson said that she feels all of the public should be allowed to use the meeting rooms. Mr. Griffin said businesses could meet at the Library with the understanding that they may not sell their products during the meeting. He added that the Library should not be in the business of running meeting rooms with special equipment and services like those available through a hotel or conference center. Mrs. Tomlinson agreed that the Library staff should not be expected to provide more service, but that businesses should be allowed to meet in the Library. Mr. Farrar and Mrs. Stein noted that some libraries do allow for profit organizations to meet in their buildings. Mrs. Husband added that in the Terrebonne Parish Public Library they provide video-conferencing. Mrs. Auer said that applicants should be considered individually and Mrs.

Tomlinson added that meeting room use should be discussed with the group on an individual basis. Mr. Reed concluded this topic by saying that they can look at this policy as needed.

#### **E. Public Comment Section on Board Agenda**

Mr. Bardwell said that about a year ago he asked the Board to revise the bylaws. At that time the Board decided that the public could comment at any time during a Board meeting as long as the comments were not disruptive to conducting the meeting, and were relevant to an item on the agenda. Mr. Reed allows the public to speak when they ask to do so. Mr. Bardwell pointed out that the Metropolitan Council has a very structured method for recognizing comments from the public. Mr. Reed responded that in the past the Library Board has adopted a similar procedure when they held a meeting with a large group of citizens who wished to make comments.

Mr. DuBos complimented Mr. Reed and the members of the Board for allowing time for public comment and for recognizing public comments at the time the agenda item is brought up by the Board. Mr. Browning said that the Louisiana sunshine laws mandate that comments must be allowed, but that there can be imposed a time limit for public comment and that the comment must be about an agenda item.

Mrs. Auer added that the Board members leave the decision to recognize a citizen who wants to make a comment to the Board president, and therefore, does not need to be incorporated into the bylaws. Mr. Reed said that the sunshine law allows for the setting of a time limit. Mr. Griffin added that the Board is not going to respond to every comment made by the public. Mrs. Tomlinson made a motion that on the agenda there be written a statement that says the public is allowed to make comments relative to an agenda item. (Ms. Nikki Essix arrived at 10:10 a.m. for this meeting.) She asked the Board if they wish to adopt a statement similar to the one on the Metropolitan Council's agenda. Mr. Bardwell suggested that Mr. Farrar write a statement about public comments to be placed on every Board agenda under the statement, *All meetings are open to the public*. All of the Board members were in favor.

#### **F. Proposed Amendment to Bylaws to Read: "A Majority of the Votes of all Board Members Present Shall Be Necessary for the Adoption or Passage of any Resolution or Order. Note That No Transaction of Business can occur without a Quorum Present in Person.**

Mr. Scott Dyer of *The Advocate* asked why the Board would want to add this proposed amendment to the bylaws. A discussion followed about issues regarding voting on a motion made at a Board meeting. The Board wants to be specific in regard to when a vote can be taken and be valid. Mr. Griffin made a motion to adopt the proposed amendment to read: A majority of the votes of all Board members present shall be necessary for the adoption or passage of any resolution or order. No transaction of business can occur without a quorum present in person. Mrs. Tomlinson seconded the motion which passed unanimously.

## **G. Board Reimbursement for Professional Library Activities, Travel, Conferences**

Members of the Library Board have asked about their ability to attend professional conferences and activities related to the Library. These events may include travel and lodging. Mrs. Lovett checked with the City-Parish and was told that the Library can pay for Board members to attend events such as the annual American Library Association (ALA) Conference, the annual Louisiana Library Association (LLA) Conference and the Public Library (PLA) Conference held every other year. Mr. DuBos asked if there is a process in place for conference attendance. Mrs. Lovett explained that for Library employees, the Library pays for conference attendance fees, airfare and hotel accommodations in advance. Those attending pay for their meals and then submit receipts for reimbursement at the per diem rate. Mr. Griffin said that the Board must be good stewards of the public's money and that the event should have an educational purpose. He added that the Board members who wish to participate in a conference should discuss it with the Board President, the Library Director and the other Board members. Mrs. Lovett suggested that Board members alternate attendance among themselves so that each Board member has an opportunity to participate. Mr. Griffin made a motion that the Library Board members can attend professional conferences with Board approval. The expenses incurred will be paid for in the same matter as for Library employees. Ms. Freeman seconded the motion which passed unanimously.

## **H. Standing and/or Sub Committee Considerations**

**Finance and Budget**

**Operations and Maintenance**

**Construction/Capital Improvements**

**Services and Programs**

**Public Relations**

**Special Funding Management**

**Advocacy**

Mr. Farrar opened the remarks about standing and subcommittees of the Library Board by saying that most recently the Board formed a finance committee to discuss budget projections and construction costs post Hurricane Katrina. Mr. Reed said that finance is the most complicated issue to explain and understand. Mr. Bardwell said he asked for this item on the agenda because he feels two or three Board members with Library staff can study areas of concern, find solutions to problems and advise the rest of the Board on possible courses of action. He cited page 17 of the *Handbook for Louisiana Library Trustees* as the basis for establishing subcommittees. He noted that BREC has eight subcommittees of its Board.

It was noted that a standing committee by definition is a permanent one. The purpose of the standing committee would be to keep Board members up to date and informed in order for them to administer the almost \$40,000,000 Library budget. The Board would be better educated and informed through the work of the subcommittees.

Ms. Freeman said she would like to be more interactive with the Library staff and to be a resource of talent for the staff. Mr. Griffin agreed and added that the Library Board is different

now than it was in the past. Therefore, he made a motion to recommend three standing committees for the Library Board: one being finance and budget; the second being operations, maintenance, construction and capital improvements, and the third being public relations, special funding and advocacy. Ms. Freeman seconded the motion.

Ms. Essix was asked if the standing committee meetings need to be open to the public and if minutes need to be taken to which she answered yes. A discussion followed about the process of notifying the public of a meeting. The sunshine laws specify the public must be notified at least 48 hours prior to a meeting through the posting of a meeting notice on a public bulletin board in the library. The Library also notifies *The Advocate* whose staff makes a decision on whether to publish the announcement in the paper. Mr. Reed reminded the Board that if two Board members are asked to form a committee, they cannot discuss their committee business privately on the phone or in person without breaking the public meetings law. Ms. Essix said that if they are not on a committee, the Board members can gather information and report the information to the Board at a meeting. Ms. Wilkerson asked what the difference is between what Ms. Freeman and Mr. Griffin are doing regarding the Library Director evaluations and the formation of a committee of two members. Mr. Dyer noted that the BREC Board committees include members of the public. Mr. Griffin then withdrew his motion, as did Ms. Freeman. Mr. Bardwell said he was not willing to withdraw this item from consideration.

Mr. DuBos said that the financial report submitted by Mrs. Lovett each month is not sufficient for the Board to have an in-depth knowledge of the Library's finances. Mr. Browning asked what the members of the Finance and Budget Standing Committee would do. He noted that government accounting is very different from business accounting. Mr. Reed said that Board members who understand finance and budgeting would work on that committee while those who understand strategic planning could be on that committee.

Mr. Bardwell made a motion to authorize the President of the Library Board to appoint three ad hoc (as needed) committees for the three areas discussed. Mrs. Tomlinson seconded the motion which passed unanimously. Mr. Reed said he will call each Board member individually before the regular March Board meeting to discuss serving on an ad hoc committee.

## **I. Purchasing and Operating a Bookmobile**

Mr. Farrar asked Mrs. Husband to summarize the services of the Library's bookmobile. Mrs. Husband said that the Library purchased a bookmobile in 2003 for the purpose of outreach to 45 assisted living and nursing home facilities in the parish. In 2007 the bookmobile circulated 16,323 items and in 2008 the circulation was 15,316. She added that patrons call regularly for materials to be delivered to them by Mrs. Brenda Irvin, the outreach Librarian. Mrs. Husband said that the 6 year old bookmobile cost \$250,000 and does need to be replaced. A bookmobile purchased today ranges in price from \$350,000 to \$400,000.

Mr. Bardwell said he proposed the purchase of a second bookmobile to provide library materials to underserved areas of the community. Mr. Bardwell was asked where this second bookmobile would stop. Mr. Bardwell asked Mrs. Gayle Smith, a member of the community and a volunteer

at the Earl K. Long Medical Pediatric Clinic, to answer this question. Mrs. Smith replied that the parents of the patients at Earl K. Long do not know about the Library's summer reading program. They do not have transportation to the branch libraries. A bookmobile could come to these citizens at community centers and BREC parks. The bookmobile would aid in promoting literacy to this population. Mrs. Smith said that the number of children participating in the summer reading program in 2008 was down 4% from 2007.

Both Mr. Reed and Mr. Bardwell recalled that when they were children, they visited the Library's bookmobile in their neighborhoods. Mr. Reed noted that the reason the bookmobile was used then was because there was only one library building. Once the branches were built throughout the parish, most citizens had a library fairly close to where they lived. Mr. Bardwell said that the anecdotal evidence from Mrs. Smith indicates that the Library is not serving all the citizens of the parish.

Mr. Farrar said that an outreach van which is less expensive than a bookmobile could be used as effectively as a bookmobile. Mrs. Husband said they would need additional staff, additional books and an additional storage space for the materials. Mrs. Lovett added that the Library Board is hoping to obtain a Leadership in Energy and Environmental Design (LEED) certification for the new Main Library, and yet is now considering adding to the carbon footprint with an additional vehicle. Mrs. Tomlinson suggested that a hybrid vehicle could solve the carbon footprint issue.

Mr. Reed said he does not think an additional bookmobile will make the library more accessible to patrons or make patrons more knowledgeable about library services. Mr. Griffin said he believes there is an accessibility issue and that everyone likes the idea of a bookmobile which can address accessibility.

Mr. Farrar said the Library does want young children who don't have access to the library to be able to borrow library materials. Mrs. Tomlinson made a motion that the Library staff research the options available for outreach in the community. Mr. Reed said the report should include the services we provide in places like the Juvenile Detention Center.

Mr. Bardwell said that the Library has the money in its budget to provide this outreach service. He asked how this could be accomplished by this summer. Mrs. Lovett replied that the Library would ask the Metropolitan Council to approve a request for a line item change in order to reallocate money and staff for this purpose. Ms. Freeman asked when the Library could go the Council with this request. Mrs. Husband replied that they can give the Board the results of their research at the regular Board meeting in April after which the Board could vote on a course of action. In conclusion Mrs. Stein said that it would not be possible to have a bookmobile ready for this summer as the vehicle manufacturer custom builds the vehicle which takes many months.

## **J. Audio Recording of All Meetings**

Mr. Bardwell wished to audio tape all Library Board meetings and to keep these recordings as a record of the meeting for a specified amount of time. Mr. Reed said he does not favor video

recording. He also said audio recording may make it difficult to move meetings to various library facilities. Ms. Essix said that legally it is permissible to audio record a meeting, but the only purpose would be as a back-up for verification of factual information. Mr. Reed said the written minutes will be the final record of the proceedings of a Board meeting. The Library Board asked Ms. Zozulin who takes the minutes for all Board meetings if an audio recording would be helpful when she composes the written minutes. She replied that if the Board wishes to audio record the meeting that is fine, but if the purpose is to assist her in her task, based on prior audio taping events, it will not contribute to a better written report. The Board agreed to continue with the present method of recording the minutes.

### **K. Establish a Foundation**

Mr. Bardwell said that the Library should initiate the formation of a foundation as an ancillary vehicle to raise capital for the Library. Mr. Bardwell referred the Board to page 38 of the *Handbook for Louisiana Library Trustees* for a description of library foundations. Mr. Reed asked how the Library can establish a foundation and the difference between the Library's friends group, Patrons of the Public Library (POPL) and a foundation. Mrs. Stein answered that POPL is a 501(c) organization and not a foundation. POPL can accept donations which specify a purpose for a donation, whereas a donation to the Library cannot be given for a specific purpose. Mrs. Stein said that the Library is a member of Friends of Libraries U.S.A. (FOLUSA).

Mr. Reed said that for the management of large monetary gifts a foundation should be established. Mr. Griffin suggested that the Board talk to the Baton Rouge Area Foundation (BRAAF) for assistance in establishing a foundation and for advice on whom to approach in the community for contributions to the foundation. BRAAF has contact with all the major industries and individuals in the area who would be interested in making a gift to the Library.

Mr. Griffin asked if the Library has a policy on naming rights. Mrs. Stein said that the Library had a non-formal policy in the past of not naming a Library building after an individual. However, when the Finance Committee of the Library Board met in 2007 they felt that this policy should be revisited. Mr. Farrar said the corporations he has spoken to do not want to have a building named after them, but they are interested in having a room in the Library named for them.

Mr. Bardwell said he likes Mr. Griffin's suggestion of contacting BRAAF for assistance. He added that they should not delay in establishing a foundation; that it is important to make the public aware of the establishment of a foundation for our Library. Mr. Bardwell said he is not aware of any public relations efforts by the Library to encourage donations and bequests.

Mr. Griffin added that they need to consider the intent of the foundation and how it will be used. For example, will donations be made to a spend-down account or will the principle be maintained and only the interest spent? Mr. Griffin made a motion that the Board contact BRAAF to learn how to establish a foundation and what services would be available to the Library through BRAAF. Mr. Bardwell seconded the motion which passed unanimously.

#### **L. Coordinated Public Relations Activities for Board Members**

Mr. Bardwell said the Library Board does not have a good public relations image. Mr. Browning agreed that the Library system has a good public image, but the Board does not. Mr. Bardwell suggested that the Board coordinate with the Library's Public Relations Department on ways to improve the Board's image.

#### **M. Policy of Attendance for Board Members at Library Conferences**

Mr. Bardwell said that this topic had already been addressed by item G on the agenda regarding Board reimbursement for professional Library activities, travel, and conferences. No further discussion was necessary.

#### **N. Discuss Discrepancies among our Procedures, Bylaws, and Ethics Laws**

Mrs. Tomlinson said that this topic had already been addressed earlier in this meeting.

#### **O. Review the Current Long Range Plan and Determine the Direction the Board Should Take**

Mr. Reed said that when he was first on the Library Board Mr. John Richard, a former Library Director, always emphasized that one should never lose sight of the tax election. If the tax election fails, the Library system cannot continue to operate as it had. By Louisiana law, the parish must have a library, but in the case of a failed library tax election, the City-Parish government would dictate what that system would be. For each of the tax renewal elections, the Library Board has told the public what they would do with their tax dollars, what they are currently doing with their tax dollars, and what they have done with their tax dollars. Mr. Reed added that the first dedicated tax election was held in 1985. They promised to build three regional branch libraries which they did. In the tax renewal election in 1995 they promised to build new branch libraries or to replace inadequate ones. This promise was kept with the addition of a branch library in Zachary. In the tax renewal election of 2005, they promised to build a new main library, and a branch library for the southern part of the parish and one for the eastern part of the parish. Copies of the brochure that was distributed to the public prior to the election in 2005 were given to the Board members for their reference.

Mr. Bardwell said they always need to keep the goals of what they promised to do and look at what can be done in the future. Mr. DuBos said that the goals are listed on the brochure, but some have changed. Mr. Griffin said they need to do a budget supplement so that the work on Fairwood can be accomplished. He said the Mayor Pro Tem Mike Walker helped the Board with the roll forward of the millage in 2008. They need to work toward building the branch library in the eastern portion of the parish.

Mr. Griffin also said that the Board needs to plan for capital improvements to maintain the current buildings and replace them when necessary. The public needs to hear from the Board that plans for the future are not based on opinion, but rather on a master plan. Mr. Reed noted that in the past the Library Board has been more reactionary on where a branch was built. Mrs. Stein noted that years ago Mr. John Richard worked with the City-Parish Planning Commission to determine the best location for the regional branches. The Zachary Branch, the Fairwood Branch and the branch for the southern portion of the parish were not in the long range plan, but they are realities now.

Ms. Freeman asked if they have goals and dead lines in regard to the construction of buildings. If a dead line is not met she asked if there are consequences. Mr. DuBos said that in 2008 Mr. Jackson gave status reports on the design of the new Main Library. However, the discussions about the new Main Library began in 2005. Mr. Farrar replied that government projects move slowly. He receives two to three e-mails from BREC each day for approvals on small items in regard to the new Main Library. Mr. Griffin added that working with a government entity is different than working in the private sector. He noted that there are delays for various reasons like site selection, donation documents, and cooperative agreements between BREC and the Library. Mr. Griffin said it is unfair to say that the Board is delaying construction. What they are trying to accomplish with the new Main Library is extremely complex. He cited the Carver Branch Library as a case in point. It took three years to complete that branch, but now when one visits there and sees the new bridge over the Mississippi River, one sees how great that branch is and does not dwell on the three years that it took to build. Mr. Griffin also said it was unfair to say they are not moving ahead.

Mr. Reed said when they pursued building a branch in the Rouzan development, the Board knew it would take longer to build than on the Burbank site. But the majority of people wanted the branch to be in the Rouzan development, so they have worked toward that end. Ms. Wilkerson asked if the Board had something to give new Board members to explain this process. Mr. Griffin said he is producing a gant chart built from information provided by the library staff. This should help Board members to understand construction timelines and schedules. Mr. Reed added that part of the construction process includes a bid process, and an architect and contractor selection process. Comments from the public can also affect progress and alter the timeline. Mrs. Lovett offered to meet with any Board members who need more information about construction schedules.

Mr. Farrar told the Board that they have a binder in front of them with documents for the Rouzan Branch from JTS Realty Services. He said JTS Realty has approved these and now the Library Board must review these for their approval. Mr. Bardwell stated that JTS Realty had 90 days from the effective date of the Agreement to Donate in which to provide to the Board a final and complete copy of key documents pertaining to the restrictions for the site, a parking plan, a maintenance plan, and a construction schedule. Most of these documents were furnished within 45 days. The Board has until the 2<sup>nd</sup> day following the second regular monthly meeting following receipt of the documents within which to register either approval or objections. Accordingly, Mr. Bardwell suggested that everyone read over the documents and be prepared to discuss them at the next Board meeting. Mr. Bardwell reminded the Board that they can walk

away from this project if they do not approve without a penalty. Mr. Bardwell added that he will need library staff input in regard to the library building portion of the documents.

Mr. Farrar also told the Board that the Library's Reference Division has begun a new service, *Text a Librarian*. Each Board member received a flier outlining this new way to ask for and receive information.

Mr. Reed asked Ms. Wilkerson how they did with their strategic planning session. Ms. Wilkerson said they received an "A". The Board had good ideas, discussions and resolutions. She said she will type out the notes she took and e-mail them to Mr. Farrar.

There being no further business, the meeting was adjourned at 12:33 p.m. on a motion by Mr. Browning, seconded by Mr. Griffin.

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Dan Reed, President

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David Farrar, Library Director