

St. Tammany Parish Library
Board of Control Meeting
Thursday, November 4th, 2021
1112 W. 21st Avenue
Covington, LA 70433
Zoom meeting streaming on Facebook Live
2:30 p.m.

Consistent with State of Louisiana Executive Department Proclamation Numbers 182 JBE 2021, the St. Tammany Parish Library will hold a special meeting on November 4th, 2:30 pm via video conference and certifies that it will otherwise be unable to operate due to an inability to meet in-person quorum requirements as a result of the ongoing COVID-19 pandemic. The meeting will be streamed on Facebook Live on the St. Tammany Parish Library's official Facebook page. The public is encouraged to participate through that medium, which will also allow for submission of questions or comments to the Board on agenda items. Questions or comments from the public on any agenda item for this meeting may be submitted via e-mail by 1:30 pm on November 4th, 2021, to meeting@stpl.us. Any such questions or comments will be presented at the meeting when the agenda item is brought up. Anyone without Internet access will be able to watch and participate using a computer at one of the following library locations: Causeway, Covington, Madisonville, Mandeville, Slidell, or South Slidell. The Library Board of Control is also making available a meeting call-in number of 985-871-1219 ext. 2007.

AGENDA

Call to order by President and Roll Call by Director

1. NEW BUSINESS
 - A. Potential purchase of new Annex building
 - Discussion
 - Public Comment
 - Vote
2. Public Comment
3. Adjournment

Proposed purchase of a new Annex Building

The Annex houses our technical services and maintenance departments. We have rented the Annex building since 2002. Unfortunately, the space is very small and does not have a handicap-accessible restroom. Library administration has been working over the last few weeks to locate an ideal replacement.

We have found a location that can house technical services, the maintenance department, the IT department and provide office space for additional services that may come about due to strategic planning. In addition, owning the building rather than renting will allow us to add a generator to ensure business continuity during a situation where power may be out long term, such as in the event of a hurricane.

The building is at 68361 S. Commercial Way Unit 3, Mandeville, LA 70471. It is located in the Alamosa office/industrial park about a mile north of Koop Drive. This is a central location for our Parish with easy access to I-12. It is a unit of an office/warehouse condo. The owners all contribute to the outside maintenance and building insurance. It is exceptionally well maintained. The location also gives us the opportunity to expand if one of the other units becomes available.

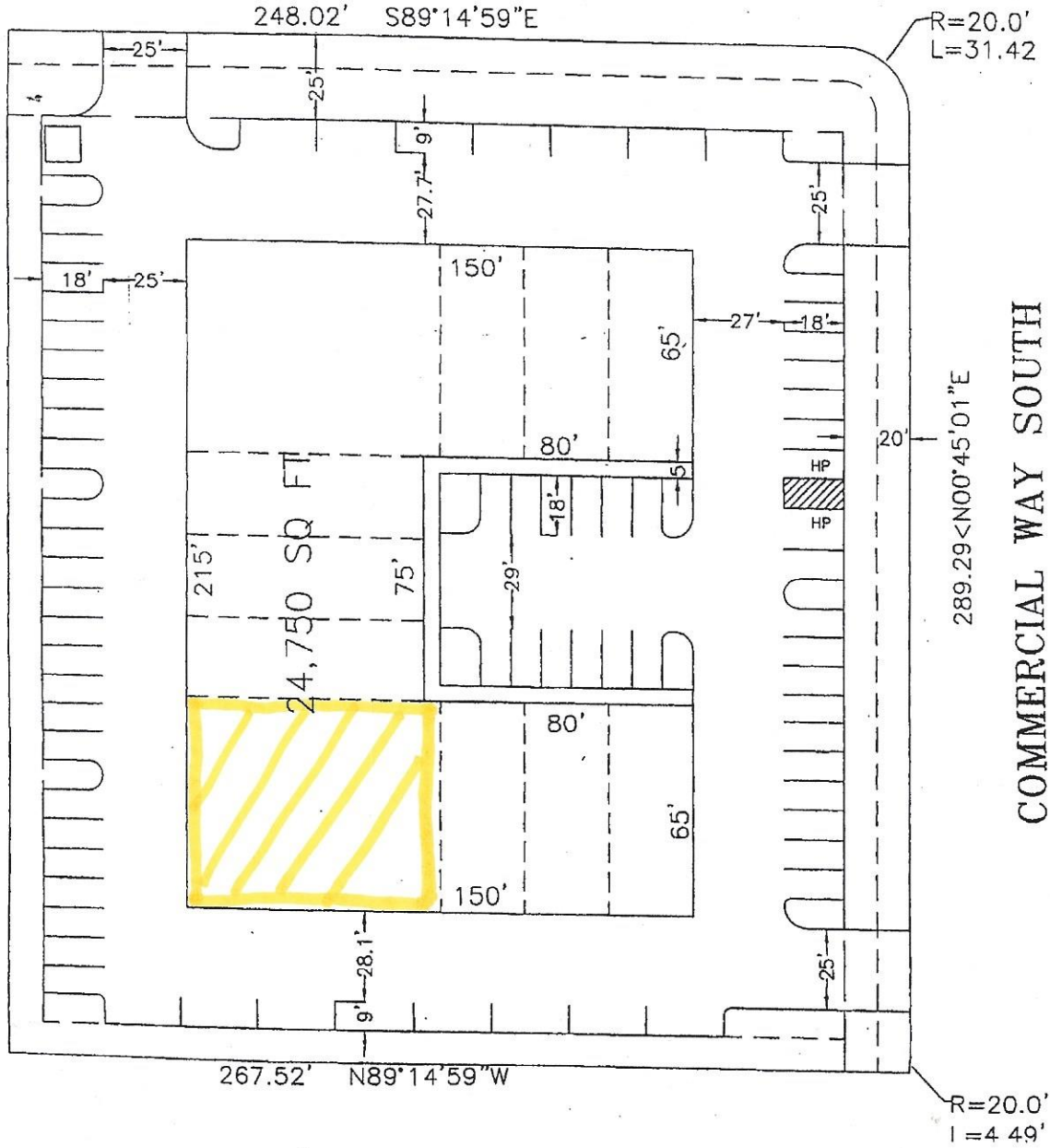
The list price is \$498,500 - well within the estimated amount in the capital plan. We would be offering the list price contingent upon the appraisal. The Parish Department of Finance tells us that we need to budget 5% of the purchase price (\$25,000) for appraisal, inspections, and closing costs. Therefore, should the Board decide to purchase the property, the total funds needed would be \$523,500.

The work needed to get the location ready for move-in includes changing how the offices downstairs are laid out to facilitate technical services workflow, adding an elevator to get materials to the second floor, paint, and flooring. We have enough capital funding to cover the costs associated with renovation based on rough estimates from our maintenance department. We will be working with an architect selected by the Parish to get firm cost estimates, and we will have a proposal for your approval at a future meeting.

Included for your review is a layout of the building with unit 3 highlighted in yellow, the upstairs and downstairs floor plans, information on the flood elevation (it is flood zone C), and information on the yearly upkeep of the outside. A sample resolution is also included for your consideration.

CLDh-268

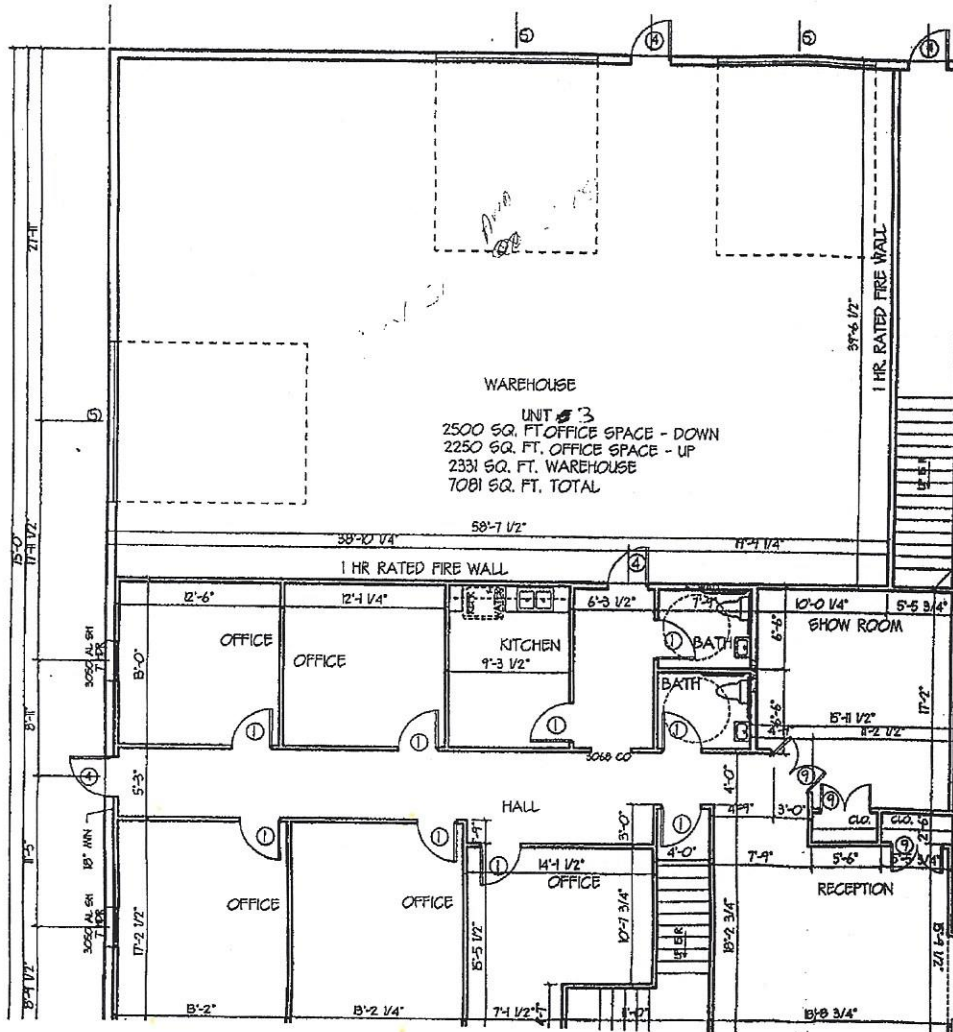
MARION LANE



1" = 40'

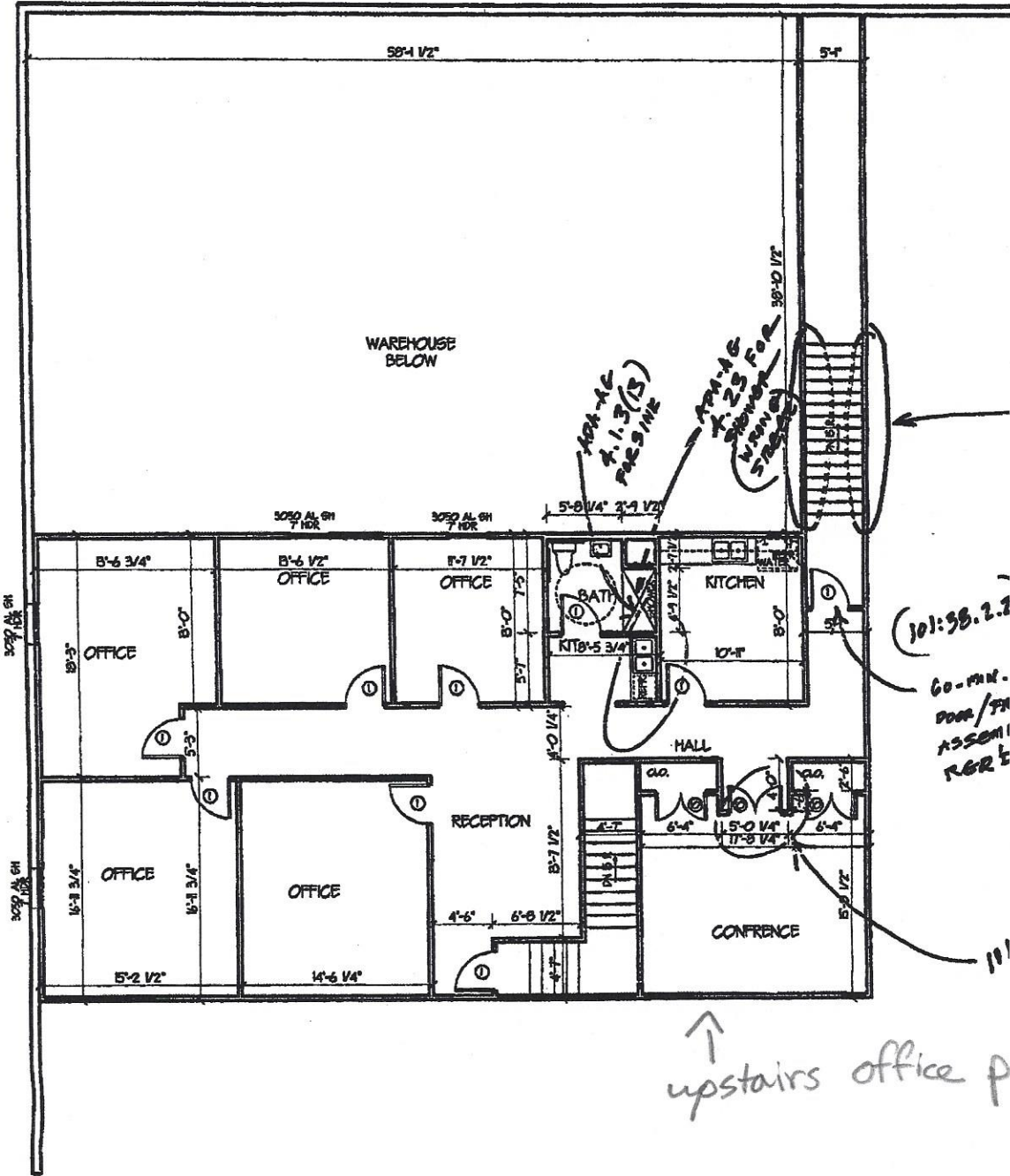
68361 S. Commercial Way Unit 3
 Mandeville 70471 Alamosa office park
 List price \$498,500

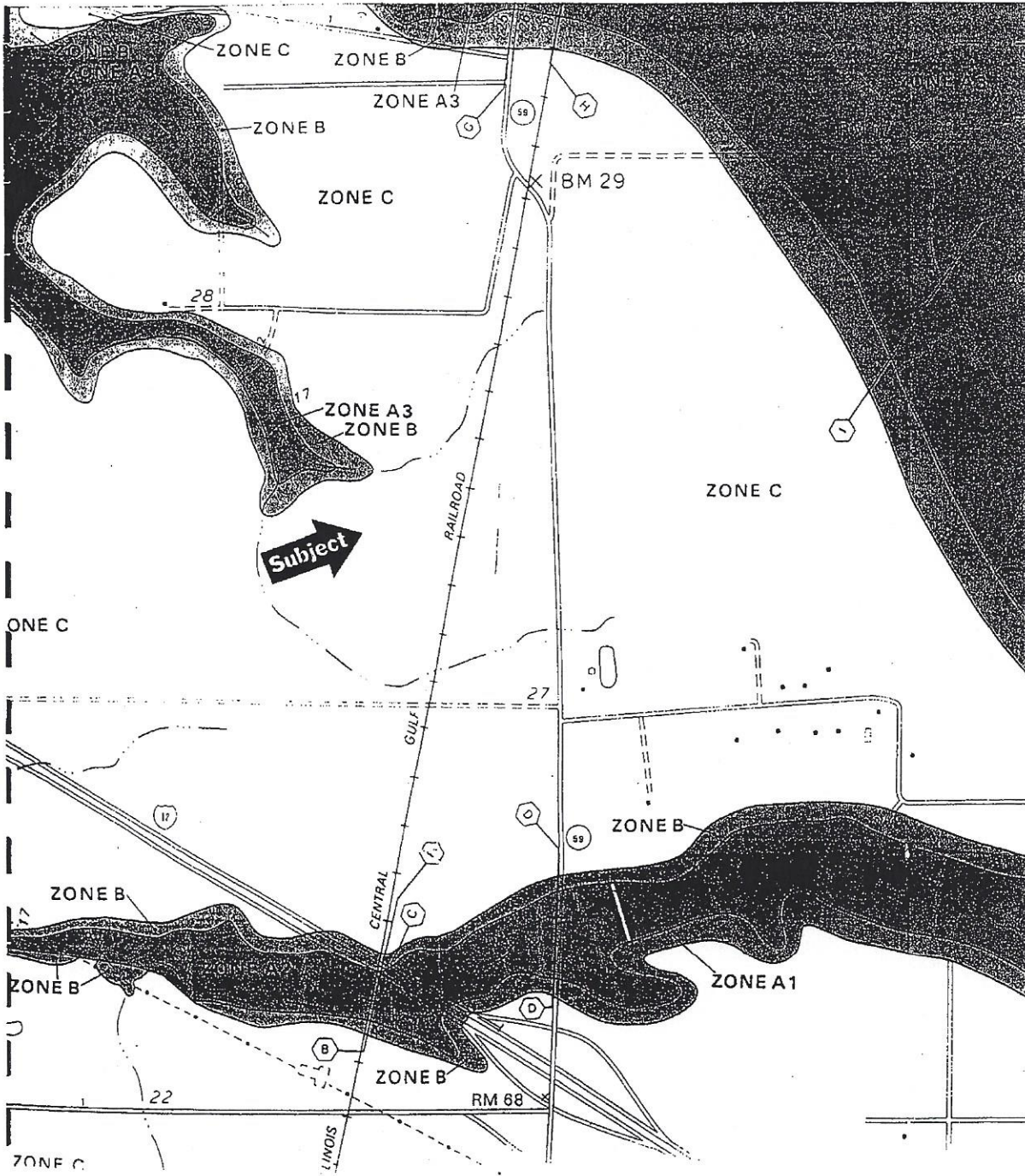
Unit # 3
Alamosa Park



← Down stairs
office
plan

2500 sq.ft. Office Space Down
 2250 sq.ft. Office Space Up
 2331 sq.ft. Warehouse
 7081 sq.ft. Total





Building is in Zone C

WEIXEL CENTER CONDO ASSOCIATION OWNERSHIP

BUDGET AND EXPENSES ARE PROPORTIONATE

Owner Commitment/Contribution				\$30,000
		Sq Ftg	Percentage	
Mid South Sales	Unit 1	1624	6.674%	\$2,002.20
Omni Imaging Sercice	Unit 2	3249	13.352%	\$4,005.60
AXI Education Solutions	<u>Unit 3</u>	4831	<u>19.853%</u>	<u>\$5,955.86</u>
Tom Wright	Unit 4	1678	6.896%	\$2,068.80
T Bergeron	Unit 5	1619	6.653%	\$1,995.90
McCormick Law Firm	Unit 6	1629	6.694%	\$2,008.20
Mighton Enterprises	Unit 7	4831	19.853%	\$5,955.86
Marshall Pearson Properties	Unit 8	1624	6.674%	\$2,002.20
K&L Testing	Unit 9	3249	13.352%	\$4,005.60
	Total	24334	100.00%	

← per year

Cost for insurance & upkeep of parking & trash pick up is split between owners.



St. Tammany Parish Library Board of Control
Purchase of 68361 S. Commercial Way Unit 3
November 4th, 2021

BE IT RESOLVED that the St. Tammany Parish Library Board of Control designates \$523,500 of capital funds for the purchase of 68361 S. Commercial Way Unit 3. The building will be used to house our Technical Services, Maintenance, and IT departments.

WHEREAS, the St. Tammany Parish Library has the capital funds to complete this project.

NOW THEREFORE BE IT RESOLVED, The Library Board of Control asks the Parish of St. Tammany to move forward with this project.

THIS RESOLUTION HAVING BEEN SUBMITTED TO A VOTE, THE VOTE THEREON WAS AS FOLLOWS:

Moved for adoption by _____ and seconded by _____,

YEAS:

NAYS:

ABSENT:

ABSTAIN:

AND THIS RESOLUTION WAS DECLARED DULY ADOPTED ON THIS DAY THE 4th DAY OF NOVEMBER 2021 AT A MEETING OF THE ST. TAMMANY PARISH LIBRARY BOARD OF CONTROL, A QUORUM OF THE MEMBERSHIP BEING PRESENT.

Rebecca Taylor, Board President

ADMINISTRATIVE OFFICE
310 WEST 21ST AVENUE COVINGTON, LA 70433
PH: (985) 871-1219 FAX: (985) 871-1224

ABITA SPRINGS (985) 893-6285

COVINGTON (985) 893-6280

MADISONVILLE (985) 845-4819

BUSINESS RESOURCE CENTER
(985) 626-5314

FOLSOM (985) 796-9728

MANDEVILLE (985) 626-4293

BUSH (985) 886-3588

LACOMBE (985) 882-7858

PEARL RIVER (985) 863-5518

CAUSEWAY (985) 626-9779

LEE RD (985) 893-6284

SLIDELL (985) 646-6470