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.
Unit 2
Alamosa Park

WAREHOUSE
UNIT 2
2500 SQ. FT. OFFICE SPACE - DOWN
2250 SQ. FT. OFFICE SPACE - UP
2331 SQ. FT. WAREHOUSE
7081 SQ. FT. TOTAL

2500 sq.ft. Office Space Down
2250 sq.ft. Office Space Up
2331 sq.ft. Warehouse
7081 sq.ft. Total
upstairs office plan
Building is in Zone C
## WEIXEL CENTER CONDO ASSOCIATION OWNERSHIP

**BUDGET AND EXPENSES ARE PROPORTIONATE**

<table>
<thead>
<tr>
<th>Owner Commitment/Contribution</th>
<th>Sq Ftg</th>
<th>Percentage</th>
<th>$30,000</th>
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<tr>
<td>Mid South Sales</td>
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<td>6.674%</td>
<td>$2,002.20</td>
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<tr>
<td>Omni Imaging Service</td>
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<td>T Bergeron</td>
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<td><strong>Total</strong></td>
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<td>100.00%</td>
<td></td>
</tr>
</tbody>
</table>

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Cost for insurance & upkeep of Parking & trash pickup 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