

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

MINUTES

The meeting was called to order by Becky Taylor, President. Kelly LaRocca, Director, called the roll and declared that a quorum was present.

Present: Dr. Argiro Morgan, Mary Reneau, Ann Shaw, Becky Taylor

Absent: Bill Allin, Carmen Butler

K. LaRocca stated that public comments can be made by calling 985-871-1219 extension 2007 or by commenting on the Facebook Live stream.

1. NEW BUSINESS

A. Potential purchase of new Annex building

K. LaRocca explained that the current Annex building has housed our Technical Services and Maintenance departments since 2002. The space is very small and does not have a handicap-accessible restroom. Library administration has been working to locate an ideal replacement that is large enough to include the I.T. department (Information Technology). The I.T. department is currently housed in the Administration building. Since we do not own the building, we do not have a backup generator to run the technology necessary to serve our patrons in the event of a power outage. Owning a building rather than renting will enable us to install a generator, which will ensure business continuity during a disaster or extended period of time without electricity.

Library administration has found a location with office and warehouse space large enough to adequately house Technical Services, Maintenance, and I.T. It is located at 68361 S. Commercial Way Unit 3, Mandeville, LA 70471 in the Alamosa Office & Industrial Park. It is one mile north of Koop Drive, which is a central location in the Parish with easy access to I-12. There is enough office space for additional services that may result from the strategic planning process. All unit owners contribute to the outside maintenance and building insurance. It is exceptionally well-maintained. We will have an opportunity to expand if one of the other units becomes available.

The list price is \$498,500, which is within the estimated amount in the capital plan. We would offer the list price contingent upon appraisal. The Parish Department of Finance tells us we need to budget 5% of the purchase price (\$25,000) for appraisal, inspections, and closing costs. If the Board decides to purchase the building, the total funds needed are \$523,500.

Some renovations to the layout of the offices are needed to accommodate the workflow of Technical Services. Other needs are the addition of an elevator, new paint, and new flooring. There are enough capital funds to cover the renovations based on rough estimates from our Maintenance department. We will work with an architect selected by the Parish to get firm cost estimates. We will have a proposal for Board approval at a future meeting. Kelly referenced floor plans and a map that was included in each board packet. A resolution of the Board is required to designate the capital funds for this purchase.

B. Taylor asked how many people work at the Annex building. Kelly stated that there are around 22 people who would be working at the new building based on the combined departments. Kelly referenced a map of the property and noted that there is ample parking available for staff. B. Taylor commented that she toured the building recently and agreed that it is centrally-located, easily accessible, well-maintained, practical, serviceable, and efficient.

M. Reneau asked for clarification on whether this is a facility just for staff or for the public. Kelly confirmed that it is just for staff. M. Reneau asked about replacing the carpet and tile floor. Kelly explained that the downstairs flooring needs to be replaced with something that is seamless and level in height throughout the workspace for the purposes of pushing book carts and other items around the building. Kelly suggested vinyl planks for their durability. Upstairs flooring would be replaced with carpet tile. The ceramic tile would stay in the kitchen and bathrooms. B. Taylor asked if there would be space for vendors to visit. Kelly confirmed that there would be space for vendors to visit, which is not possible at the current Annex building.

B. Taylor asked for a two-minute public comment period. There was no public comment. B. Taylor read the resolution aloud. M. Reneau moved to adopt the resolution for the purchase of 68361 S. Commercial Way Unit 3, Mandeville, LA 70471. It was seconded by A. Shaw. All were in favor, none were opposed, and two were absent. Motion carried.

Kelly will submit the resolution to the Parish for approval. Pending the appraisal and approval process, Kelly expects the purchase to be complete by January 31, 2022. A. Shaw asked about an approximate move-in date. Kelly stated that the goal is to be able to move in by April 30, 2022 when the current Annex lease expires. Depending on how long the renovation of the new building takes, we may need to ask for a short-term renewal of the current Annex for a couple of months. M. Reneau asked if the owner would allow renting for a short time. Kelly will ask the

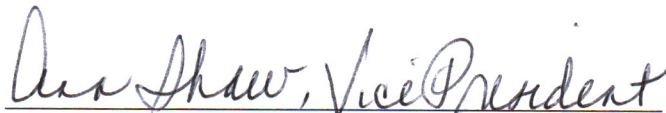
owner about this. Kelly noted that the renovation process could be done in stages so that the downstairs renovations are complete by April 30, 2022 for the Technical Services staff to move in. The upstairs renovations are not as time-sensitive because those staff members are currently working in the Administration building and can stay as long as needed. A. Shaw asked if the work will need to go out to bid. Kelly stated that due to the anticipated cost, we will only need to get three quotes. A. Shaw asked if the elevator will be added now or in the future. Kelly stated that it will depend on the total cost of the downstairs renovation. The elevator install is estimated to be \$80,000.

2. Public Comment

There was no public comment.

3. Adjournment

There being no further business, a motion to adjourn was made by A. Shaw and seconded by M. Reneau. The motion carried.

A. Shaw, Vice President

Mary Reneau, Secretary