

Ouachita Parish Public Library

Board of Control

Minutes

November 14, 2024

The Ouachita Parish Public Library Board of Control Meeting was held on Thursday, November 14, 2024, at the Main Branch of the Ouachita Parish Public Library. In attendance were the following members: Ms. Betty Ward- Cooper, President; Mr. Darris Warren, Vice-President; Mr. Larry Bratton, ex-officio member; Ms. Alex Webre; and Mr. LaMario Looney. Ms. Misti Cordell; Mr. Wyman Mardis; and Ms. Kathy Craig were absent. Also attending were Mr. Jay Mitchell, OPPJ Assistant District Attorney; Ms. Nancy Green, OPPL Acting Director; Ms. LaKeisha Bosworth, OPPL Assistant Director; and Ms. Casie Castle, OPPL Business Manager.

President Cooper called the meeting to order at 12:19pm and Mr. Warren gave the invocation.

President Cooper called for any agenda changes and Ms. Green requested one addition be added to New Business/Action which was that the board take action to approve the 4% across-the-board raise for employees of the Ouachita Parish Public Library. The agenda, with change, was approved on a motion by Mr. Warren, seconded by Ms. Webre, with all in favor.

President Cooper welcomed guests Dilcie McDonald Green, Bill Land of Land3 Architect, and Mr. Brad Cammack, former OPPJ Treasurer. There were no public comments.

Mr. Land gave an update on the renovation of the New Main Branch Library building located at 1000 Oliver Road. Mr. Land reviewed the bids for renovation of the new building and noted that the low bid was Triad Builders of Ruston at \$5,145,000. This bid included the renovation of the 48,000 square foot building with 3 alternate additions. He then presented the three alternate additions with the first alternate bid listing the replacing the exterior windows and painting the south elevation of the building which is the portion facing the Affinity clinic next door. The second alternate bid listed was replacing the existing exposed sprinkler heads with ones that are flush with the ceilings. The third alternate bid included fire extinguisher equipment for the Special Collections area using a clean agent fire suppression system which involves a dry agent instead of water to extinguish fires. The total bid from Triad Builders of Ruston came to \$5,386,000 including the addition of all the alternate bids. Mr. Land stated that so far Triad has been responsive, and that the company has done work for Louisiana Tech University.

Mr. Land stated that furniture would be a separate bid and he estimated that furniture for the new building would be around \$1.2 million and he mentioned a vendor called KI Furniture that

he knew of. He also mentioned that the flat-screen televisions for meeting rooms and security cameras and vending machines were not included in the bid price. However, it was noted that Access Control to the doors would be included.

Mr. Land discussed the first floor of the south elevation not having windows and the possibility of adding those, but Ms. Green and Ms. Bosworth stated windows on the lower floor were not necessary as the only view out of them would be the wall of the Affinity clinic building next door. Mr. Land also stated that there was originally planned a sink in the Genealogy area of the new building; however, that was removed from the plans as the location was too far from other plumbing fixtures. He then mentioned the repair of the asphalt in the parking lot using a dump truck to test the lot by driving over it and he stated that only the library property would be repaired. Additional roof repair was also mentioned as being included in the bid, and that some furniture may need to be hardwired for things such as charging stations depending on the location of the furniture.

Mr. Warren asked if Mr. Land had talked with Triad Builders of Ruston since they won the bid. Mr. Land stated only over the phone. Mr. Warren then asked how often Mr. Land would be onsite during the renovation. Mr. Land said at least weekly as it is near his office on Stubbs Avenue. Mr. Warren also questioned if a building committee was needed to periodically check on and update the board as to the progress of the renovation. Mr. Mitchell stated that a committee could be formed but the Police Jury would be the one to answer any questions the contractor may have moving forward since the Police Jury owns the building. Mr. Warren and the board decided not to create a building committee since most questions would go through Ms. Green and Ms. Bosworth concerning any changes. Mr. Land agreed that he would run everything through Ms. Green and Ms. Bosworth concerning things such as carpeting and color schemes. Mr. Mitchell stated that it would be best to have Mr. Land communicate with Ms. Green who could then relay any updates to the board to keep them informed as needed. Mr. Mitchell mentioned that changes in contract prices, however, would require a change order that the Police Jury would need to approve. Mr. Land stated that if any changes fell within the built-in allowance of \$45,000 that the bid has it would not be a problem to have a change order at the end of the project to catch up to any changes made. The estimated total price at the beginning of the project was \$8.5 million to include renovations, furniture, and everything else. Mr. Warren asked what the architect fees would be. Mr. Land stated it was usually 8.5% of the total cost of the renovation. Mr. Cammack estimated the amount to be \$550,000.

Mr. Mitchell stated that the Police Jury will need to award the building contract now that the winning bid has been selected. It was suggested that members of the library board attend the Police Jury meeting, if possible, to show support for the library moving forward with the renovation. Mr. Mitchell said it would be beneficial to emphasize that the bid falls within the budget that was set for the renovation, including furnishings and equipment bids which will come at a future date in the project. Mr. Land stated the bid came in at around \$111 per square foot which is a very good cost.

A motion was made by Mr. Waren and seconded by Ms. Webre for the recommendation that Mr. Land accept the bid from Triad Builders of Ruston with the three alternates for a total of \$5,386,000. All present voted in favor of this. It was noted that there should be few delays for weather since the majority of the work will be on the inside of the building. All present voted in favor.

Next, Ms. Green presented the 4% across-the-board raise to the board to be approved. A motion was made by Ms. Webre, seconded by Mr. Waren, to approve the 4% across-the-board raise for library staff with the raise to go into effect on the first paycheck of the year which would be the December 23, 2024 to January 5, 2025 pay period. All present voted in favor.

The minutes from the previous meeting held on October 10, 2024, were approved on a motion by Mr. Waren, seconded by Ms. Webre, with all present voting in favor of approval.

The Statistical Report for October 2024 was presented and approved on a motion by Ms. Webre, seconded by Mr. Looney, with all present voting in favor of approval.

The Financial Report for October 2024 then presented and approved on a motion by Mr. Waren, seconded by Mr. Bratton, with all present voting in favor of approval.

The Personnel report was presented and approved on a motion by Ms. Webre, seconded by Mr. Waren, with all present voting in favor of approval.

The 2025 Proposed Holiday Schedule and 2025 Proposed Library Board of Control Meeting Dates were presented to the Board and a motion was made by Ms. Webre, seconded by Mr. Looney, to accept the 2025 Proposed Holiday Schedule and 2025 Proposed Library Board of Control Meeting Dates as presented.

The next meeting is scheduled to be held on Thursday, December 12, 2024, at the Main Branch Library. The meeting was adjourned at 1:06pm on a motion by Ms. Webre, seconded by Mr. Looney, with all present voting in favor.

Betty Ward-Cooper, President

Nancy Green. Secretary