

TENTATIVE AGENDA
FOR REGULAR MEETING OF THE
EAST BATON ROUGE PARISH LIBRARY BOARD OF CONTROL
FAIRWOOD BRANCH LIBRARY
MEETING ROOM
12910 OLD HAMMOND HIGHWAY
BATON ROUGE, LA 70815
SEPTEMBER 19, 2013
4:00 P.M.

- I. ROLL CALL
- II. APPROVAL OF THE MINUTES OF THE SPECIAL MEETING OF AUGUST 10, 2013, THE REGULAR MEETING OF AUGUST 15, 2013 AND THE SPECIAL MEETING OF SEPTEMBER 5, 2013
- III. REPORTS BY THE DIRECTOR
 - A. FINANCIAL REPORT
 - B. SYSTEM REPORTS
 - C. OTHER REPORTS
 - 1. GOODWOOD MAIN LIBRARY
 - 2. RIVER CENTER BRANCH LIBRARY
 - 3. MAINTENANCE REPORTS
- IV. OLD BUSINESS
 - A. REPORT ON RESEARCH OF PROCESS TO ENTER INTO AN OPTION OR PURCHASE AGREEMENT FOR SITES # 2 AND # 8 FOR A SOUTH BRANCH LIBRARY – MR. LEO D’AUBIN
 - B. REPORT ON MEETING WITH PENNINGTON OFFICIALS REGARDING SITE # 8 FOR A SOUTH BRANCH LIBRARY – MR. SPENCER WATTS
 - C. DISCUSSION AND DECISION REGARDING ALTERNATE SITES FOR THE SOUTH BRANCH LIBRARY AND COURSE OF ACTION REGARDING THE SITE IN THE ROUZAN DEVELOPMENT
 - D. REVIEW AND ACCEPTANCE OF AGREEMENT WITH BATON ROUGE METROPOLITAN AIRPORT FOR WIND SHEAR MONITORING DEVICE TO BE LOCATED AT THE SCOTLANDVILLE BRANCH LIBRARY SITE – MR. SPENCER WATTS
- V. COMMENTS BY THE LIBRARY BOARD OF CONTROL

ALL MEETINGS ARE OPEN TO THE PUBLIC

IN ACCORDANCE WITH THE BOARD’S PUBLIC COMMENT POLICY, ALL ITEMS ON WHICH ACTION IS TO BE TAKEN ARE OPEN FOR PUBLIC COMMENT, AND COMMENTS AND QUESTIONS MAY BE RECEIVED ON OTHER TOPICS REPORTED AT SUCH TIME AS THE OPPORTUNITY IS ANNOUNCED BY THE PRESIDENT OF THE BOARD OR THE PERSON CONDUCTING THE MEETING.

Minutes of the Meeting of the

East Baton Rouge Parish Library Board of Control

September 19, 2013

The regular meeting of the East Baton Rouge Parish Library Board of Control was held in the Meeting Room of the Fairwood Branch Library at 12910 Old Hammond Highway on Thursday, September 19, 2013. Mr. Travis Woodard, President of the Board called the meeting to order at 4:02 p.m. Members of the Board present were Mr. Stanford O. Bardwell, Jr., Mr. Charles P. “Chip” Boyles, II, Ms. Tanya Freeman, Mr. Jason Jacob, and Ms. Kizzy Payton. Also in attendance were Mr. Spencer Watts, Library Director; Ms. Patricia Husband, Assistant Library Director of Branch Services; Ms. Mary Stein, Assistant Library Director of Administration; Mr. Ronnie Pierce, Assistant Library Business Manager; Ms. Mechelle Whitney, Librarian II; Ms. Liz Zozulin, Executive Assistant to the Library Director; and Mr. Brandon Trent, Library Network Technician. Captain Blair Nicholson of the East Baton Rouge Parish Sheriff’s Office; Mr. Leo D’Aubin of the Parish Attorney’s Office; and Mr. Michael Taffaro of the Baton Rouge Metropolitan Airport also attended. Mr. Steve Ward reporter with *The Advocate*; Mr. Frank Hillyard, and Mr. Dirk Graeser, videographers for Metro 21; and several people from the community were also present.

Mr. Woodard asked Ms. Zozulin to take the roll which she did. Mr. Woodard then asked for the approval of the minutes of the special Library Board meeting on August 10, 2013, the regular meeting of the Library Board on August 15, 2013, and the special Library Board meeting of September 5, 2013. All of the minutes were unanimously approved on a motion by Ms. Payton, and seconded by Ms. Freeman.

Reports by the Director

A. Financial Reports

Ms. Woodard asked Mr. Watts to make his reports. Mr. Watts then asked Mr. Pierce to present the financial reports. Mr. Pierce said that the Statement of Revenues, Expenditures, and Encumbrances as of August 31, 2013 show operating expenditures of \$19,470,041.85 or 48.92% of the operating budget. Through August, the Library should have spent no more than 66.67% of the operating budget. Cash collections from property taxes for 2013 continue to remain consistent, as the Library is now 1.88% above the same nine months in 2012.

A. System Reports

Mr. Watts asked Ms. Stein to present the system reports. She gave her PowerPoint presentation, *Around the Parish in 90 Seconds* which included the months of August and September.

The following were some of the highlights:

- The Library is a democratic partner by serving as a town hall for governmental meetings. Senator David Vitter used the Jones Creek Regional Branch while Representative Ted James used the Greenwell Springs Road Regional Branch to meet with their constituents.
- The Library continues to make the news with TV appearances such as Mr. Watts on the *Around Town Show* and on Channel 9's *Morning Show* touring and discussing the new Main Library.
- The Library is teaming with City officials such as the representatives from the Mayor's Healthy Baton Rouge and Open Cities projects.
- *225 Magazine* featured the River Center Branch Library and the schematic design process for the new building.
- The American Library Association (ALA) has announced that libraries will assist citizens to obtain information in order to navigate through the Affordable Care Act. EBRPL has been partnering with the State Library, Blue Cross/Blue Shield, and the Mayor's Office to gather materials.
- Runnels School promoted EBRPL at its first car show. The price of admission was to present an EBRPL card. Runnels is encouraging students to get a library card in order to access the Library's online resources at school and at home.
- EBRPL has posted an InfoGuide on the Affordable Care Act, and as more information is gathered the guide will be updated.
- The Baton Rouge Astrological Society (BRAS) donated a telescope to the Library. The telescope can be checked out by adults at the Main Library for one week. A 15 minute training session is required before borrowing the telescope. BRAS has been a partner with the Library for many years.
- *The City Key* is an open cities project. This database contains community assets, neighborhood forums, demographic information, local events and data overlays which are updated regularly. This resource will be fully functional by January.
- Author Linda Sue Park will be featured at the 36th Annual Author/Illustrator program on October 3rd and 4th at the Bluebonnet Regional Branch Library. Ms. Park is a Newbery medalist, a winner of ALA's best book for youth.

Ms. Stein then reminded everyone that the popular program *Attic Treasures* will be held on Saturday, October 5th from 9:00 a.m. to 1:00 p.m. at the Jones Creek Regional Branch Library. Patrons are encouraged to bring their collectibles and other items to be evaluated by volunteer appraisers. This event is fun and informative for participants and observers.

On Saturday, October 19th the Pride-Chaneyville Branch Library will host its 5th Annual Community History Day. The theme this year will be home town heroes.

Ms. Freeman asked what LPHI is, noting that it was mentioned in *The City Key* handout Ms. Stein distributed. Ms. Payton replied that it stands for the Louisiana Public Health Institute. Ms. Stein added that this organization gathered information on resources after Hurricane Katrina, and they are assisting with data gathering for *The City Key* project.

Ms. Payton said beside the article with Mr. Watts in the *225 Magazine* there was also one featuring Mary Stein's book favorites.

Mr. Woodard then said he wanted to be sure the Library is distributing vetted information about the Affordable Care Act. Ms. Stein replied that this is why it is taking so much time and that libraries are noted for providing reliable, correct information. She added that they are waiting for official materials and not just hearsay. She said she hoped that within the next two weeks more information will be available to place in the InfoGuide. Ms. Stein noted that the Info Guides will eventually have links to reliable information from other authoritative organizations. She said they will also be careful regarding which groups will be allowed to present programs at the Library. Mr. Woodard said they should only be providing the information. Patrons can then make their own decisions and choices.

Ms. Freeman then said she has heard that in some places the library hosts a health care specialist. She asked if our Library system would be part of such a service. Ms. Stein said they would need to be sure the specialist was coming from the most highly vetted organization.

Mr. Watts then said he wanted to re-emphasize that they are gathering good, reliable and helpful information for the public in response to the many questions that are being asked. He noted that there is a lot of anxiety over the volume of the information on this topic and its reliability, and also about the requirement of obtaining health insurance. Mr. Watts added that they will screen those that wish to present programs to ensure that they are presenting to assist the public and not primarily to make a profit themselves.

C. Other Reports

Mr. Watts then gave an update on the new Main Library construction project. He said construction is moving at a quick pace with more evidence of the project coming to completion. He added that the Board did not receive a Construction Status Report this month because they are technically at the end of the project. On September 11th Library and DPW staff along with the architects met to discuss target dates for the completion of the Main Library. DPW approved the following target milestone dates:

- October 21, 2013 – Flooring complete and furniture arrives on site.
- December 5, 2013 – Furniture installation complete and owner begins move-in.
- December 17, 2013 – Asbestos abatement begins in the old building prior to demolition.
- January 2, 2014 – Soft opening of the new Main Library to the public.
- April 9, 2014 – Formal grand opening.

Mr. Watts noted that the grand opening cannot occur until the new parking lot is completed. However, the construction of the parking lot cannot begin until the old building is demolished starting on January 17th. By April 9th all work should be completed with full service available at the Main Library.

Mr. Watts said that there has been a discussion about moving up the date for the asbestos removal in order to complete the project sooner. The asbestos is located in limited maintenance areas, so it may be possible. This would enable them to begin work on the new parking lot earlier than the target date.

Mr. Watts added that patrons should be able to use the new Main Library by January 2nd because the transitional parking and sidewalks will be in place. The Library staff have met with BREC staff to coordinate this aspect of the project. If BREC can complete some of the paving at the end of the service yard by mid-November, this would expedite the installation of furniture and the moving of materials into the new building.

Mr. Bardwell asked when they would close the old building to the public, and begin moving materials from the old building into the new. Mr. Watts replied that the Main Library would be closed to the public from December 17th to January 2nd. He added they will stay open until the asbestos abatement begins. Mr. Bardwell asked when all of the items in the old building are going to be moved into the new building. Mr. Watts replied that they have issued an RFP for a professional library mover to handle the actual relocation of materials. He noted that they have a large number of vendors who have responded to the RFP. The movers will use large carts and will move thousands of items an hour. He added the move-in will begin on December 5th.

Mr. Woodard said they understand that there will be some downtime. They are asking about the operation of the Library during this time. Mr. Watts said they are looking at operating from the bookmobile to collect book returns and provide a small collection. Of course, the bookmobile cannot replace the services of the 500,000 items in the collection at Main. The new building will not be ready for the public to use until January 2nd. He added that the slowest time of the year for library use is actually starting around Dec. 17th. People are busy with holiday activities leading up to Christmas Day. He then said that the day after Christmas usually is busy as patrons are looking for another outlet for activities. Mr. Watts said this time of the year is preferable to the busy times at the Library during the summer.

Ms. Freeman said they are fortunate that they have several other branches that will be open. Mr. Watts said as the date for the move draws near, the staff will communicate to the public about the move, the closure of the old building and the soft opening of the new building. He added that the patrons who have already been asking about the new building are very excited and understand about the inconveniences when moving to the new facility. Ms. Freeman asked if materials could be returned to Main during the move. Mr. Watts replied affirmatively; that they may utilize an external book drop for this purpose. He said he hoped to make available, items that are in high demand even during the transition period.

Mr. Watts said real progress is visible at the site. At night it is very apparent that more and more interior lighting is being completed. The millwork installation and painting is in process. The

HVAC system will be turned on in the meeting rooms within the next day or so. Permanent gas lines were installed, and the gas was turned on this week. The terrazzo floor mockups will start this week which is one of the last big projects.

Mr. Watts then discussed the River Center Branch construction project. He said the architects completed an initial cost projection which was about 8% over the budget. The architects reviewed the plans and removed items to bring the cost down to the budgeted amount. The Library staff was not happy with some of the changes, so the architects reworked their projections. Then on September 11th the Library and DPW staff met with Mr. Cabaniss. At this meeting they discussed the revisions. The full scale emergency generator was deleted; saving about \$200,000. There will be a smaller generator installed to provide some lighting and prevent short term power outages. There is also a glazing reduction plan for the south side of the building reducing the number of windows. Mr. Watts said they are also looking at design alternates which could become bid alternates. He said there were some duplicate amounts on some contingency funds, so correcting these lowered the cost. He added that there were issues with the furniture and equipment budget. They noticed that some of the recommendations by the technology consultants were highly priced. They are confident they can purchase some of the technology items at a lower cost. Mr. Watts said they will work on these over the next few weeks. He noted that since they want a high level of technology, they will look at external sources of funding to supplement the technology plan.

Mr. Woodard asked if the architects understand the Library Board will not support an increase in the budgeted amount for this branch. Mr. Watts replied that the Library staff and DPW have communicated that to the architects. He added that architects do understand the budget limit. He added that this type of budget process usually occurs in most construction projects. When the percentage over the budget is small, items can easily be reconsidered without having to redesign the facility. He said he is confident we can build a branch within the budget and also provide the technology that the public needs.

Ms. Freeman asked if they could find an external source to fund the full scale emergency generator because of where we live, and because of recent power outages. Mr. Watts replied that it is his hope that they can plan to install generators in several branches in the future in light of the history of hurricanes here. He added that patrons need the library's services, computers and a building with air conditioning after hurricanes, especially when there are wide spread power outages for many days. Mr. Watts also said not only residents, but also the displaced population fleeing from the storm comes to the library. Mr. Woodard said that a generator can be easily added to a building after construction. Mr. Watts agreed that they can plan that in the infrastructure for a generator and add it later. He added that they might be able to apply for a grant for this need.

Mr. Watts asked if there were other questions. There being none, he asked Ms. Husband to present the maintenance report. She said that interior lighting preventive maintenance was performed at the Baker, Eden Park, Jones Creek Regional, and River Center Branches and at the Main Library. Lighting repairs were also completed at the Bluebonnet Regional Branch. Exterior lighting preventive maintenance was completed at the Zachary Branch.

A replacement variable speed drive was ordered for the Baker Branch Library. At the Carver Branch the Library Facilities staff completed preventive maintenance on the chiller, while at the Delmont Gardens Branch they changed some sensors on the chiller. They also completed chiller repairs at the Scotlandville Branch.

The monument sign has been replaced at the Greenwell Springs Road Regional Branch. At the Jones Creek Regional Branch some ceiling tiles were replaced and the flat roof area was cleaned. At the Pride-Chaneyville Branch several external electric outlets were repaired along with general building maintenance in preparation for the Community History Day event. Ms. Husband remarked that the event is like a fair and is very well attended.

She concluded her report telling the Board members that Mr. Tim Bankston, Library Facilities Manager, has submitted specifications to DPW Architectural Services for boiler replacement at the Baker and Jones Creek Regional Branches.

Ms. Freeman then asked why the gate count at the Delmont Gardens and Bluebonnet Regional Branches was down. Ms. Stein replied that this was due to the closing of those branches earlier this year when new flooring was installed. Mr. Watts said they learned from this process that it is best not to close an entire branch for an extended length of time during these types of maintenance projects. He said the Main Library is experiencing a decrease also because of the construction of the new building. The number of parking spaces has been reduced, and so people are finding it difficult to park. Ms. Husband added that the gate count is down at the Greenwell Springs Road Regional Branch because of the opening of the new Fairwood Branch. Historically we notice a decrease in gate count at surrounding branches whenever a new branch opens as patrons want to experience the new facility and what it has to offer. The gate count does eventually return to normal levels at the surrounding branches. Ms. Freeman noted that the Fairwood Branch is always busy. Ms. Husband said that Fairwood will retain many of their patrons because this library is closer to their residences than Greenwell Springs.

Mr. Woodard asked if there were any public comments on the Director's reports. There being no comments, Mr. Woodard proceeded to Old Business.

Old Business

A. Report on Research of Process to Enter into an Option or Purchase Agreement for Sites # 2 and # 8 for South Branch Library – Mr. Leo D'Aubin

Mr. Woodard read Item A and asked Mr. D'Aubin to present his research. Mr. D'Aubin explained that there are two predominant methods to begin the process of purchasing property. One way is through a purchase agreement in which the buyer submits a written proposal to purchase and the seller has the option to accept the proposal. Once the seller signs the proposal, the purchase agreement obligates both the seller and buyer to proceed with the transaction. Title work is done and the sale usually occurs four to six weeks later.

Mr. D'Aubin then said the other method is to enter into an option agreement in which the buyer would not be obligated to purchase the property. However, the seller would be obligated to sell the property to the buyer. He noted that typically the option agreement is paid for by the buyer, and that money that is paid is not a down payment. It's a portion of the purchase price for the option; buying the right to hold that property for the buyer, and potentially for the buyer to purchase the property at a certain price. The price for the option increases as the time frame for holding the property gets longer.

Mr. D'Aubin added that the Library Board has discussed an option agreement without having to pay anything to the seller for the agreement. He recommended that the Board pay something so that there is a legitimate legal consideration. He advised the Board that they pay the lowest amount that they can negotiate.

Mr. Woodard then asked Mr. D'Aubin if the option agreement would be the type of agreement needed in this case. Mr. D'Aubin said yes, and added that the Library Board does have the authority to enter into an option agreement that does not obligate the Board to purchase. If the Board wishes to enter an agreement that obligates the Board, then Metropolitan Council approval would be necessary. Mr. Bardwell then commented that this would be a purchase agreement and Mr. D'Aubin affirmed that.

Mr. Woodard asked for public comments on Mr. D'Aubin's report. Mr. Henry Hopkins, a member of the public, said he lives in Pollard Estates and uses the existing library branch on Kenilworth. He said he wondered why the Board is considering another site near Perkins Road. After a clarification question to Mr. Hopkins, Mr. Hopkins said he meant he uses the branch on Bluebonnet Road. Mr. Bardwell replied that the planning boundary for the Bluebonnet Branch is Essen Lane/Staring Lane. The Kenilworth site is within the planning boundary for a new branch. Ms. Freeman agreed that the Kenilworth site is close to the boundary line. However, they are trying to provide library service to an underserved area of the parish. She added that the Kenilworth site is one of the two locations they are considering. She said she realizes that the Bluebonnet Branch is only about six minutes from the Kenilworth site. Mr. Woodard and Mr. Bardwell added that this depends on the time of day because of the heavy traffic. Ms. Freeman noted that Mr. Hopkins is considering the demographics and not the travel time. Mr. Watts then said that both locations are on the edge of a boundary, but the new branch would serve patrons all the way to LSU. Mr. Woodard thanked Mr. Hopkins for his comments and stated the Board wants the public to have accurate information.

Ms. Kathy Wascom, another member of the public, said that since the Pennington site is state property, she wondered if the sale would have to go through the legislative process similar to what state lands go through. Mr. D'Aubin answered no. She said in her experience with the transfer of property by the Natural Resources Department, the Legislature is involved. Mr. Woodard thanked Ms. Wascom for her comment noting it was a comment well taken. Ms. Payton said she thought that only the Pennington Board would be involved, and Mr. Bardwell agreed. There were no further comments from the public.

Mr. Woodard began the discussion by the Board. He said that if the Board is contemplating an agreement with another governmental entity such as Pennington, LSU and the State that they

would not need to spend the time and money to procure an option agreement. If the Board voted to pursue the Pennington site, a purchase agreement would be a more suitable instrument. Mr. Woodard also said that an option agreement seems unnecessary since the Pennington property is not being offered for sale in the foreseeable future. He asked Mr. D'Aubin for his opinion. Mr. D'Aubin replied that his understanding of entering into an option agreement was that the Board would lock in a price while they pursued investigating the suitability of the site for a branch library. Mr. Woodard then asked whether the Library Board and Pennington would be restricted on the asking price based on the appraised value. Negotiating a price would not be a consideration because the property is not privately owned. Mr. D'Aubin agreed with Mr. Woodard.

Mr. Woodard then said to clarify for everyone, Site # 2 is the property on Perkins Road east of the existing Rouzan site, but part of the Rouzan development. This would be the acquisition of an out parcel belonging to 2590 Associates or Mr. Spinosa. Site # 8 is on Kenilworth, south of Perkins Road and Dawson Creek, and adjacent to the entrance to Walden subdivision. Mr. Woodard said these sites plus the donated site in the Rouzan development are the three sites that they discussed at the special Board meeting.

Ms. Freeman said as they proceed, she would like not to call the sites by their location names and not as Options # 2 and # 8. In this way the public will know which sites they are referring to.

Mr. Bardwell then said he agreed with Mr. Woodard. He noted that it is premature to choose either site because they do not have enough information. He added that after hearing about the meeting with Pennington officials under Item B, they may be able to make a choice. Item A simply gave the Board information about how to proceed with a purchase. There were no further comments, so Mr. Woodard read Item B.

B. Report on Meeting with Pennington Officials regarding Site # 8 for South Branch Library – Mr. Spencer Watts

Mr. Woodard read Item B and asked Mr. Watts to make his report. Mr. Watts said that he and his staff met with Pennington officials who said they would be willing to sell the Library a piece of land from 2 to 5 acres on the higher ground within their property. They felt a library on that site would be compatible with Pennington's mission and goals. The land is located on Kenilworth Parkway across the street from the Walden Estates subdivision and south of Dawson Creek. Mr. Watts noted that the Pennington representatives have ordered an appraisal. Once the appraisal is completed several departments at LSU must review and approve it. Like the Library, Pennington must use the appraised value as the price for the land. Mr. Watts noted that this is in agreement with Mr. Woodard's and Mr. Bardwell's comments about being restricted on price negotiations.

Mr. Watts said they talked about wetlands and flooding on the property. One of the officials said there were no wetlands on the site. This person admitted that they had minor flooding problems at one small oxbow along a few yards of the Dawson Creek bed during heavy rains. The creek was dredged several years ago and so has had few issues. Mr. Watts said Pennington had no

objections with the Library having engineering and geotechnical testing done. He spoke to DPW and they will make a site inspection.

Mr. Watts noted that Pennington said no restrictions or conditions of use would be imposed on the use of the property by the Library. Once the Library purchases the property the Library would have independence regarding how they use the land.

Mr. Watts noted that he did not get a date on which the appraisal would be available to the Library. He said part of the unknown is how long it would take LSU to review the completed appraisal. Mr. Watts asked the Board if they had any questions. Ms. Freeman said all of her questions have been answered. Mr. Woodard thanked Mr. Watts for his information.

Mr. Woodard asked for any public comments. There being none, he asked for comments from the Board. Mr. Bardwell said it is good news that there are no wetlands or flooding issues. Mr. Woodard replied it may be premature to say there are no wetlands there. He said a survey would be necessary to confirm that. Mr. Bardwell then said he is very interested in the site.

C. Discussion and Decision regarding Alternate Sites for the South Branch Library and Course of Action regarding the Site in the Rouzan Development

Mr. Woodard then read Item C. He asked for public comments. Mr. Harvey Landry, a member of the community, said he looked within the boundaries for a south branch library and concluded that Kenilworth Parkway had the best north/south access for a branch. It is also centrally located for most of the population.

Mr. Woodard asked for Board comments. He said the Pennington site is a very favorable alternative, pending the results of the surveys. But he is concerned about the indefinite timeline. He asked Mr. D'Aubin and Mr. Watts how they could remove some of the uncertainty and what could be done to expedite the process without taking any undue risk.

Mr. Watts replied that they need to wait for the results of the appraisal and for the initial inspection by DPW. He added that looking at the flood maps they had, is inconclusive regarding the flood zone of the land. He thought that DPW would have access to more detailed flood information. Mr. Watts said the surveys and flood information are critical to making a good decision. He also said he does not know how long it will take for the appraisal, but he offered to call Pennington to see if they now have a timeline.

Ms. Payton said it is encouraging that they have already moved forward with requesting the appraisal. Mr. Watts replied that the meeting with Pennington was very positive, collegial and they supported the Library's proposal. That is very important if they move forward with this site. He said they would have a more traditional process for acquiring and building at this location. Mr. Watts said once they get all of the data, then they will need to work with the City-Parish government agencies. He added that the Library should have enough money in reserve to buy the land without taking money from the budget for building the facility. Of course, the Metropolitan Council and the Mayor's Office would have to review and approve the purchase.

Ms. Payton asked Mr. Watts about the steps that Pennington must take after the appraisal is completed. Mr. Watts said they have a process they must follow including external approval outside of Pennington, but it appears to have fewer steps than the Library's process.

Mr. Bardwell asked if Pennington has received permission to have an appraisal done and if an appraiser has been hired to which Mr. Watts said yes. Ms. Freeman said the Library Board knew all along that they would have a long process and this is why they had some special meetings. She concluded that they just need to let the process play out. They cannot make a decision now.

Mr. Bardwell asked if the Board would move the decision along by rejecting Site # 2 from consideration. He asked if Site # 2 is still viable especially with the asking price for it. Mr. Woodard said he felt no action on Site # 2 would be appropriate as they pursue the site at Pennington. Ms. Freeman asked if they need to take a vote on this. Mr. Woodard asked if she meant a vote of no action on Site # 2. Ms. Freeman replied that they would leave the meeting with the same position as when the meeting began if they did not vote.

Mr. Woodard then said he is not ready to leave the discussion on Pennington. He added that he does not believe that there is nothing they can do to move the process along. Mr. Woodard also said that the public is expecting the Library Board to move as hastily as possible while proceeding with diligence.

Mr. Woodard said he had two questions for Mr. D'Aubin. The first was whether the appraisal by Pennington would be acceptable by the City-Parish, or would the Library need to get its own appraisal. He said the second question has to do with the due diligence that needs to be done. They do not know how much land they need to buy. That would require a site plan. Mr. Woodard asked why they wouldn't work on that while they are waiting for the appraisal.

Mr. D'Aubin replied that the appraisal from Pennington might be acceptable. That would be determined by who wrote it, and how logical and consistent it is. If the City had some issues with it, they might require an appraisal of its own. Mr. Woodard then said if the appraisal from Pennington followed the appraisal standards in State law, then the City might very well accept the appraisal. Mr. D'Aubin agreed. He said the answer to the second question is that they should do as much as they can to move the process along.

Mr. Bardwell asked if that was an expenditure question. Mr. Woodard wondered if City-Parish Architectural Services could do that on the Library's behalf. Mr. Watts said they want DPW to give them flood map information and a preliminary evaluation of the site. He added there may be some internal charges for this and also whether DPW can fit this in their schedule.

Mr. Watts asked the Board what else they wanted him to do. Mr. Woodard replied that they need to do all the preliminary activities so that if the Pennington appraisal is acceptable, they can proceed with the purchase. Mr. Watts said they will talk to DPW about the other requirements and have them start the process. This may not occur quickly as they would like because DPW will need to draw up the specifications, ask for proposals and ultimately be issued a requisition. Mr. Woodard clarified that if the Board asked the staff to begin this process now that by the next Board meeting, the process might not have started. Mr. Woodard added that if the process

begins and then the Board does not pursue this site, they can halt the work. Mr. Watts agreed with Mr. Woodard's evaluation of the situation.

Mr. Boyles agreed with Mr. Woodard. He said they should begin now to work on a preliminary design. He added that a design team will give them information that DPW cannot provide because they are not specialists in library design. They should initiate this work and produce a professional services agreement that will enable them to begin the due diligence work on the property. Mr. Bardwell said Mr. Boyles did not want someone to design the building. Mr. Boyles replied he wanted a firm to advise them on the size of the site they would need for building the branch, and give them preliminary information so that they can do their due diligence of the property. Mr. Bardwell asked if this would include getting the site surveyed and a plat drawn. Mr. Boyles replied they should definitely get a survey done.

Mr. Woodard then said he is fairly sure that a topographical and a boundary survey has already been commissioned by Pennington. He thought that would be an expense they could omit. Mr. Bardwell asked how they would get this information. Mr. Watts replied that Pennington had already shared some information about the boundaries. Ms. Freeman was asking about the location within the 21 acres of Pennington. Mr. Bardwell wondered about actually visiting the site to see a possible location. Mr. Watts said they would want to get some advice on the placement of the building, where they would want entrances and exits from the property, and where the median cuts could occur on Kenilworth. Mr. Bardwell then said he thinks they all desire the same types of information.

Mr. D'Aubin then asked what the Pennington appraisal will cover to which Mr. Watts answered the entire 21 acres. Mr. Bardwell said he thought they would get either a square footage price or a road frontage price. Mr. Woodard said it includes everything south of Dawson Creek. Mr. D'Aubin replied he did not see how that would help them to decide on the price because the high ground has got to be more expensive than the low ground. Mr. Woodard said there could be a useable and non-useable price in the appraisal. Mr. Woodard said he thought they should tell Pennington what they need and ask them to have the appraiser do an addendum for the price of the piece of land the Library wants.

Mr. Boyles made a motion that the Library staff engage in a professional services agreement for preliminary design in order to perform the due diligence of the Kenilworth site. Mr. Jacob seconded the motion. Mr. Woodard asked if there were any other questions. Mr. D'Aubin asked them to define preliminary design and what would be included in the scope of work. Mr. Boyles said he would like an estimate of the size, and the location, and to do the due diligence for wetlands, environmental and any other types of conditions that might be present on the site, review access points, and ensure water and sewer availability.

Mr. Woodard then offered an amendment to the motion. He said he like to change preliminary design to usual and customary due diligence. That would tell them what they need to do and would include everything Mr. Boyles stated. Mr. Boyles accepted the amendment. The motion was passed unanimously.

Mr. Woodard asked if there were any other motions or comments regarding Item C. Mr. Woodard said he would like to discuss the site in the Rouzan development. The Board has been dealing with that site for a long time, and it is clear to him that the site is not a preferable one. He made a motion that the Board recommend to the City-Parish that they take all the steps to terminate and abandon the Cooperative Endeavor Agreement with 2590 Associates for that site. Mr. Jacob seconded the motion. Ms. Freeman said that before they abandon the site, they need to have an alternate site. She added that they have donated land now and until they are certain of purchasing another site, they don't need to move forward with this motion. Mr. Woodard said he respected her opinion, but he felt they learned over the last several years that there are different definitions of donated. The terms of this donation have come with a price that is too steep for the Library to pay.

Mr. D'Aubin said he can contact 2590 Associates about their urgency to have a decision from the Library Board regarding the donated site in Rouzan. If 2590 needs a response quickly, then the Board should take action to release the property. If there is no urgency on the part of 2590, then there is no reason to release it at this time. If there are problems at Kenilworth that cannot be overcome, then they would still have that option. Mr. Woodard said he appreciated Mr. D'Aubin's advice, but in his mind this is not being driven by the urgency of 2590. He said he doesn't believe the Rouzan site is something they want to develop regardless of what happens with the other sites. Over many years the Library has not made progress at this site. Mr. Woodard added that if the Pennington site does not work out, they should just continue to search for property. If they don't find a site, then they will need to evaluate alternative ways to provide library services in that area of the parish.

Mr. Boyles said he thinks they need to wait and see. They have not had any communication with 2590 for some time. He felt they should speak with 2590 and let them know what the Board's intention will be at the next meeting. Waiting another month to decide will not cause a problem. However, Mr. Boyles said he felt they were beyond using that site. He also said he opposes considering Site # 2, the other Rouzan site. He added that he respected Mr. Woodard's ideas, but waiting is his preferred path.

Mr. Bardwell said he is sympathetic with the decision to abandon the Rouzan site. But he said there is some prudence to waiting. He didn't think there was pressure on the Library Board by 2590 to abandon the site. If they abandon the site, they would actually be doing 2590 a favor. Mr. Bardwell said he didn't want to deliberately hurt 2590, but he also did not want to release the site too early and hurt the Library. He said he agreed with Mr. Boyles.

Ms. Freeman said that if the Library does not release the donation now, then they are helping 2590. Once the donation is released 2590 there could possibly be a tax implication. Mr. Woodard then said in light of Mr. D'Aubin's advice and the comments of the other Board members, he suggested they table the motion until the next regular Board meeting. Mr. Bardwell said he'd table the motion because he did not think Mr. Woodard could table his own motion. The motion was seconded and passed unanimously.

Mr. Watts said there was one item discussed at the last Board meeting that he wanted to get direction from the Board at this point. They had discussed engaging the services of a realtor.

Mr. Watts said he learned the Library would need to work under a professional services agreement for a set price and not on commission. Mr. Watts said several realtors had given him information on what they would charge. He had told them they would have a limited amount of time to work on finding property. He asked if the Board wanted him to pursue this action. Mr. Bardwell said he did not think that was necessary at this time. Mr. Woodard agreed that they should see what the outcome of the Pennington site is.

Mr. Boyles left the meeting at 5:23 p.m.

D. Review and Acceptance of Agreement with Baton Rouge Metropolitan Airport for Wind Shear Monitoring Device to be Located at the Scotlandville Branch Library Site – Mr. Spencer Watts

Mr. Woodard read Item D and stated that it would be deferred. Mr. Watts informed the Board that an agreement has not been forwarded to the Library. He added that they will need the agreement before they can proceed. The Board members agreed.

Comments by the Library Board of Control

Mr. Woodard asked for any comments by the Board members. There were no further comments from the Board.

So with no further business, the meeting was adjourned at 5:25 p.m. on a motion by Ms. Payton, seconded by Ms. Freeman.

Mr. Travis Woodard, President

Mr. Spencer Watts, Library Director

DATE: September 12, 2013
TO: Library Board of Control
FROM: Spencer Watts
Library Director
SUBJECT: Construction Report

Goodwood Main Library

Steve Jackson, architect with Cockfield Jackson Architects reported the following on September 10, 2013 for The Library Design Collaborative on the Goodwood Main Library.



CONSTRUCTION REPORT

DATE: September 10, 2013

PROJECT: Independence Park Main Library
REPORTED BY: Stephen P. Jackson, The Library Design Collaborative

OBSERVATIONS:

- 1) The Monthly Owner's Meeting was held on August 29, 2013.
- 1) Air Conditioning is on!
- 2) The natural gas lines are being bored under the existing parking lot and park area.
- 3) Northern sun shades are being installed.
- 4) In the Service yard, the area is being prepared for the concrete pour.
- 5) CMU work on the Service Yard wall continues.
- 6) The steel framing of the loading dock canopy has been painted.
- 7) The stage grade beam outside of the Meeting Room is being formed.
- 8) The exterior metal soffit panels are being installed at the butterfly roof.
- 9) The green terrace (roof) material is on site.
- 10) The floors in the Lobby, connector, and Meeting Room are being prepared for terrazzo flooring.
- 11) The acoustical plaster installation appears to be complete in the two-story Reading Room.
- 12) The tracks have been installed for the high density filing on the first floor.
- 13) The folding partition installation is complete in the Children's craft room.
- 14) Storefront frames & glass continue to be installed.
- 15) Ceiling tiles are being installed.
- 16) Painting is continuing in all areas.
- 17) Millwork continues to be installed.
- 18) Light fixtures continue to be installed.

UPCOMING WORK:

- 1) The green terrace (roof) insulation installation should begin next week.
- 2) Carpet & resilient flooring installation will begin within the next couple of weeks.
- 3) The Service Yard concrete drive should be poured next week.



Looking toward the Library from the Plaza.



Looking toward the southwest corner of the building.



Looking toward the northwest corner of the building.



Looking west toward the Service Yard entry.



Looking east in the two-story Reading Room.



Looking toward the Lobby in the Meeting Room Corridor.



Looking west in Outreach.



Looking toward the folding partitions in Children's Craft Room.

John E. Thomspn P.E.

25291 Lorin Wall Rd.
Holden, LA 70744
(225) 294-3061

Electrical Commissioning Site Visit

Date: July 24, 2013

Project: Independence Park Main Library Baton Rouge, Louisiana

Date Visited: July 24, 2013

OBSERVATIONS

1. All "in-wall" conduit is installed in the meeting room.
2. All "in-wall" conduit are in on the first floor.
3. The permanent lighting is on in the first floor mechanical room.
4. We noted that the lighting controls are installed in several first floor rooms.
5. Some fire alarm devices are installed.
6. As of August 1st, 2013 electrical commissioning will begin, and site visits will end.

Observations made by John E. Thomspn P.E.



FIELD REPORT

DATE: August 8, 2013
PROJECT: Independence Park Main Library
WEATHER CONDITIONS: Scattered Clouds - 90°
SITE CONDITIONS: Dry
WORKERS: +/- 170
REPORTED BY: Benjamin R. Bradford, The Library Design Collaborative

IN ATTENDANCE: Benjamin R. Bradford

OBSERVATIONS:

- 1) The exterior metal panels are being installed at the butterfly roof.
- 2) The green terrace (roof) material is on site.
- 3) The CMU work at the Service Yard is about 40% complete.
- 4) The steel framing of the loading dock canopy has been painted.
- 5) The meeting room roof has been installed.
- 6) The metal louvers are installed at the staff stair.
- 7) The meeting room ceiling is being primed.
- 8) Millwork is being installed in the bathrooms, circulation, Children's Workroom, Receiving, and Outreach.
- 9) The lockers are on site and
- 10) The metal ceiling work in the two story reading room continues with panel and ceiling devices installations.
- 11) The tracks have been installed for the high density filing in Outreach.
- 12) The reveals in the acoustical plaster are being installed.
- 13) The ceramic tile work is ongoing in all restrooms and at all elevators.
- 14) The bottom track has been placed for the all glass window at the third floor monumental stair.
- 15) The third floor framing is almost complete.
- 16) Painting continues on all floors.

CONSTRUCTION SCHEDULE:

- 1) The A/C should be turned on next weeks.
- 2) The green terrace (roof) installation should begin next week.

ATTACHMENTS:

- 1) Four (4) pages of photographs from the site visit.

This report is not an exact record of discussions held, but a general understanding of topics discussed from the notes taken by the author. If there is an error, omission, or correction required, please contact the Architect in writing within three days of receipt of this report.











FIELD REPORT

DATE: August 16, 2013
PROJECT: Independence Park Main Library
WEATHER CONDITIONS: Partly Clouds - 81°
SITE CONDITIONS: Dry
WORKERS: +/- 170
REPORTED BY: Benjamin R. Bradford, The Library Design Collaborative

IN ATTENDANCE: Benjamin R. Bradford

OBSERVATIONS:

- 1) The loading dock has been poured.
- 2) The CMU work at the Service Yard is about 45% complete.
- 3) Column covers continue to be installed on the first floor.
- 4) Interior storefront openings installation has begun.
- 5) The ceiling between the Lobby and Meeting Room is being installed.
- 6) Light fixtures continue to be installed.
- 7) Painting continues on all floors.
- 8) Millwork continues to be installed.

CONSTRUCTION SCHEDULE:

- 1) The A/C should be turned on next weeks.
- 2) The green terrace (roof) installation should begin next week.

ATTACHMENTS:

- 1) Two (2) pages of photographs from the site visit.

This report is not an exact record of discussions held, but a general understanding of topics discussed from the notes taken by the author. If there is an error, omission, or correction required, please contact the Architect in writing within three days of receipt of this report.







FIELD REPORT

DATE: August 23, 2013
PROJECT: Independence Park Main Library
WEATHER CONDITIONS: Partly Clouds - 91°
SITE CONDITIONS: Dry
WORKERS: +/- 170
REPORTED BY: Benjamin R. Bradford, The Library Design Collaborative

IN ATTENDANCE: Benjamin R. Bradford

OBSERVATIONS:

- 1) Air Conditioning is on!
- 2) The loading dock ramp has been poured.
- 3) Service Yard grading and pavement formwork layout has begun.
- 4) The CMU work at the Service Yard is about 55% complete.
- 5) The zinc mockup is on site at the Meeting Room.
- 6) Parapet corrective work has begun on the south green roof.
- 7) The interior zinc panels are being installed.
- 8) The acoustical plaster installation appears to be complete.
- 9) The glass for the interior storefront openings installation appears to be complete on the first floor.
- 10) Millwork continues to be installed.
- 11) Painting continues on all floors.

CONSTRUCTION SCHEDULE:

- 1) Service Yard grading should be complete in the next couple weeks.

ATTACHMENTS:

- 1) Two (2) pages of photographs from the site visit.

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FIELD REPORT

DATE: August 29, 2013
PROJECT: Independence Park Main Library
WEATHER CONDITIONS: Partly Cloudy - 88°
SITE CONDITIONS: Dry
WORKERS: +/- 80
REPORTED BY: Benjamin R. Bradford, The Library Design Collaborative

IN ATTENDANCE: Benjamin R. Bradford

OBSERVATIONS:

- 1) The Monthly Owners Meeting was held today.
- 2) The green roof parapet work is almost complete.
- 3) The stage grade beam outside of the Meeting Room is being formed.
- 4) The paving base (gravel) is in place in the service yard.
- 5) The loading dock trench drain is being installed.
- 6) The floors in the Lobby, connector, and Meeting Room are being prepared for terrazzo flooring.
- 7) The fire extinguishers are installed.
- 8) The folding partitions are being installed.
- 9) Painting is continuing in all areas.
- 10) Millwork continues to be installed.

CONSTRUCTION SCHEDULE:

- 1) Ceiling tile installation will begin next week.
- 2) Flooring installation will begin within the next couple weeks.
- 3) The natural gas will be turned on next week.

ATTACHMENTS:

- 1) Two (2) pages of photographs from the site visit.

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FIELD REPORT

DATE: September 5, 2013
PROJECT: Independence Park Main Library
WEATHER CONDITIONS: Cloudy - 87°
SITE CONDITIONS: Mildly Muddy
WORKERS: +/- 80
REPORTED BY: Benjamin R. Bradford, The Library Design Collaborative

IN ATTENDANCE: Benjamin R. Bradford

OBSERVATIONS:

- 1) The natural gas lines are being bored.
- 2) Northern sun shades are being installed.
- 3) Zinc caps on green roofs are being installed.
- 4) In the Service yard, the area is being prepared for the concrete pour. Some areas did not pass compaction testing, so some areas had to be excavated and replaced with limestone.
- 5) CMU work on the Service Yard wall continues.
- 6) The folding partitions installation is complete.
- 7) Terrazzo zinc strips are being installed.
- 8) Storefront frames are being installed on the second floor.
- 9) Sprinkler heads are being installed on first and second floors
- 10) Door frames and column covers are being installed on the second & third floors.
- 11) Ceiling tiles are being installed.

CONSTRUCTION SCHEDULE:

- 1) The green terrace (roof) installation should begin next week.
- 2) The natural gas will be turned on next week
- 3) Carpet & resilient flooring installation will begin within the next couple weeks.
- 4) Terrazzo mockup should be complete next week.
- 5) Concrete drive pour next week.
- 6) A/C in Meeting Room next week.

ATTACHMENTS:

- 1) Two (2) pages of photographs from the site visit.

This report is not an exact record of discussions held, but a general understanding of topics discussed from the notes taken by the author. If there is an error, omission, or correction required, please contact the Architect in writing within three days of receipt of this report.



