

TENTATIVE AGENDA
FOR REGULAR MEETING OF THE
EAST BATON ROUGE PARISH LIBRARY BOARD OF CONTROL
BREC ADMINISTRATION BUILDING
BOARD ROOM
6201 FLORIDA BOULEVARD
BATON ROUGE, LA 70806
MARCH 21, 2013
4:00 P.M.

I. ROLL CALL

II. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF FEBRUARY 21, 2013

III. REPORTS BY THE DIRECTOR

A. FINANCIAL REPORT

B. SYSTEM REPORTS

C. OTHER REPORTS

1. GOODWOOD MAIN LIBRARY
2. FAIRWOOD BRANCH LIBRARY

IV. OLD BUSINESS

A. TO VOTE ON WHETHER OR NOT TO CONTINUE WITH THE COOPERATIVE ENDEAVOR AGREEMENT (CEA) FOR THE BRANCH LIBRARY IN THE ROUZAN DEVELOPMENT – MR. TRAVIS WOODARD AND MR. SPENCER WATTS

B. UPDATE ON RIVER CENTER BRANCH LIBRARY – MR. SPENCER WATTS

V. NEW BUSINESS

A. CONSIDERATION OF AMENDING THE PUBLIC COMMENT POLICY – MR. TRAVIS WOODARD

VI. 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

March 21, 2013

The regular meeting of the East Baton Rouge Parish Library Board of Control was held in the Board Room of the BREC Administration Building at 6201 Florida Boulevard on Mar. 21, 2013. Mr. Travis Woodard, President of the Board called the meeting to order at 4:05 p.m. Members of the Board present were Mr. Charles P. "Chip" Boyles, II, Ms. Tanya Freeman, Mr. Jason Jacob, Ms. Kizzy Payton, and Ms. Melanie Way. Absent from the meeting was Board member Mr. Stanford O. Bardwell, Jr. 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; Ms. Rhonda Pinsonat, Library Business Manager; Mr. Ronnie Pierce, Assistant Library Business Manager; Ms. Liz Zozulin, Executive Assistant to the Library Director; and Mr. Brandon Trent, Library PC LAN Specialist. Mr. Davis Rhorer, Director of the Downtown Development District; Captain Blair Nicholson of the East Baton Rouge Parish Sheriff's Office; Mr. Leo D'Aubin, of the Parish Attorney's Office; Mr. Tommy Spinosa, Jr. of 2590 Associates, LLC; Mr. Mike Sullivan, architect with Looney, Ricks, Kiss, LLC; and Mr. Rex Cabaniss, architect with Washer, Hill, Lipscomb, Cabaniss Architects were also present. Mr. Faimon Roberts, III, reporter, and Mr. Arthur Lauck, photographer both with *The Advocate*, and Mr. Frank Hillyard, videographer for Metro 21 also attended along with several people from the community.

Mr. Woodard asked Ms. Zozulin to take the roll which she did. He then asked for the approval of the minutes of the regular meeting of the Library Board on February 21, 2013. The minutes of the meeting were unanimously approved on a motion by Ms. Payton, seconded by Ms. Freeman.

Reports by the Director

A. Financial Reports

Mr. Woodard asked Mr. Watts to make his reports. Mr. Watts then asked Ms. Pinsonat to present the financial reports. Ms. Pinsonat said that the Statement of Revenues, Expenditures, and Encumbrances as of February 28, 2013 show operating expenditures of \$3,892,493.57 or about 9.76% of the operating budget. Through February, the Library should have spent no more than 16.67% of the operating budget. Cash collections from property taxes for 2013 have remained positive, as the Library is now \$718,000 and 2.05% above the same three months in 2012.

B. System Reports

Ms. Stein then presented the system reports. She gave her PowerPoint presentation, *Around the Parish in 90 Seconds* which included the months of February and March. The following were some of the highlights:

- Zohar and the Free Spirit Stilt Walkers, a new group to the Library, performed throughout the parish, teaching children about African culture and life.
- *The Creole Identity and Experience in Louisiana Literature and History*, a Louisiana Endowment for the Humanities (LEH) reading and discussion series will be featured at the Fairwood Branch Library starting April 18th.
- The Fairwood Branch Library Grand Opening was held on March 20th.
- After the ribbon cutting, Fairwood patrons toured the bright and airy building
- The Fairwood Branch features welcoming spaces, patron computers, and study and group collaboration rooms.
- Attendees at the annual Louisiana Library Association (LLA) Conference had the opportunity to tour the new Main Library construction site.

Ms. Stein then reminded everyone that the Downtown Poe Party at Town Square would be held tomorrow starting at 6:00 p.m. Edgar Allen Poe will make an appearance for the *One Book/One Community* program featuring his works. Mr. Poe will be strolling in the Town Square and making some presentations. The Library Bookmobile will also be at the event. Music will be provided by the Dunham Jazz Ensemble led by John Gray, by the Michael Foster Project, and by Another Star Band. Food will include “POE” boys, “POE” slaw, and “POE”tato chips.

Ms. Stein noted that in April they will celebrate National Library Week (April 14-20). Author’s Row will be held on Saturday, April 27th at the Jones Creek Regional Branch Library. The event will feature a variety of Louisiana authors.

Ms. Stein then said that the Library has a new database offering called IndieFlix. This database contains independent films that stream through this database. She also said the Library is offering videos on demand containing documentaries which are not available on TV or through sources such as Netflix.

Ms. Stein discussed the activities of the Outreach staff using the bookmobile. They are making their usual rounds. But they have added events on the weekend. They were present at the Zachary Farmers’ Market which is a new event for them. They will also be involved with some other mobile markets this spring such as the mobile market at the Scotlandville Branch Library on May 2nd. A schedule for these mobile markets with bookmobile participation is being finalized.

C. Other Reports

Ms. Husband discussed the maintenance projects at the Library. Ms. Husband gave the following report:

At the Baker Branch Library the facilities staff performed preventive maintenance on the cooling tower. In addition last week the Metropolitan Council approved the acceptance of the low bid for the exterior painting of the Baker Branch and the Pride-Chaneyville Branch Libraries.

At the Bluebonnet Regional Branch Library the facilities staff also performed preventive maintenance on the cooling tower. Computer Services staff completed a recabling project along with moving servers and switches within the building for more efficient access.

At the Carver Branch Library the staff completed preventive maintenance on the exterior fountain.

Flooring installation at the Delmont Gardens Branch Library is almost completed. The front of the building is open for patrons and Children's Services should be ready for use in the next few days. The Library facilities staff performed preventive maintenance on the air handler.

At the Greenwell Springs Road Regional Branch Library the staff replaced the air handler blower motor. At the Jones Creek Regional Branch Library the facilities staff made some repairs to minor roof leaks and completed maintenance on exit door alarms.

At the River Center Branch Library the staff repaired the stairwell runners. At the Scotlandville Branch Library preventive maintenance was completed for the lighting. At the Zachary Branch Library exterior doors were painted and some general preventive maintenance was completed. At the Main Library the facilities staff completed lighting preventive maintenance and some maintenance on the front doors. In summary Ms. Husband noted that lighting upkeep is performed frequently.

Ms. Husband then reported on the construction projects. She said they had a very successful Grand Opening of the Fairwood Branch Library yesterday. Patrons were impressed with the new building and were very complimentary. One patron commented that he liked the new powered tables which contain outlets in the center of the table so that a laptop can be plugged in while working and using the Library wireless service. Other patrons commented on the furniture, the collection of materials and the various areas and study rooms. Ms. Lauren Tomlin, Branch Manager, reported that children were using the special AWE Early Literacy Workstations and that 27 children completed a make and take project. A large number of teens also visited the new branch. The opening day gate count was recorded at 571 visitors.

Ms. Husband then discussed the Goodwood Main Library project. She said more and more of the exterior walls are covered with brick. The masonry is complete on the building except for the east elevation and the meeting room. The curtain wall framing and glass installation are nearly finished on the north elevation. Supports for the zinc panels are also being installed along

the south side of the building. The zinc panel installation has been completed on the northwest corner with the south side scheduled for next week.

Ms. Husband said that in the interior of the building the first floor walls are nearly finished with sheetrock installation almost 50% complete on that floor. Taping and floating of the sheetrock has started. Wall and sheetrock installation is proceeding on the second and third floors. She added that the two center elevators are being installed.

Ms. Husband then referred to the Main Library Construction Status Report. She said that the first chart illustrates that approximately 79% of the allowable days for Phase I construction have elapsed, and almost two thirds of the time has elapsed for the entire project. The project has been allotted a total of 759 construction days. Due to inclement weather an additional three weeks for construction is under consideration. The project timeline would be adjusted if additional inclement weather days are granted.

Mr. Watts said he would like to make some additional comments. In regard to the Main Library construction project, the curtain wall on the north side of the building is almost completed. He encouraged the Board members to drive down Independence Boulevard to get a good view of this side of the building. It is quite impressive and is one of the outstanding features of the building. Also on that side of the building the installation of the zinc panels can be seen. It is interesting to see how they put the panels together to form the wall.

Mr. Watts also mentioned that they had a keying meeting to review every lock in the building. He wanted to compliment the architects as this was the best keying meeting he had ever attended. Properly keying the building is a large undertaking. Each area has to be studied for correct access levels in order to ensure security for patrons and staff.

Mr. Watts added that they have reviewed all of the millwork submittals and shop drawings, and they have been approved.

He said they looked at the signage submittals. He noted there was some confusion as to how the name would be arranged on the building; whether it would be Goodwood Main Library or The Main Library at Goodwood. For various business purposes it would be best if it were The Main Library at Goodwood.

Ms. Payton said she thought this was the name they voted on. Mr. Watts said they voted to ensure that Goodwood was in the name. Ms. Freeman replied that was the spirit of the vote; that Goodwood was mentioned. Mr. Watts said there were other names being used in the community at that time, so the name they chose helped to avoid any misconceptions. He said they want to clarify this issue and that The Main Library at Goodwood would be the best fit for the building. Ms. Freeman then asked if they needed to vote on the name. Mr. Watts responded that they would just like a confirmation that the Board agrees with the name, The Main Library at Goodwood, so that he can proceed with the shop drawing approval. Mr. Woodard then asked Ms. Zozulin to check the minutes to see if the Board voted on a name. She said they did vote, and Ms. Freeman and Ms. Payton agreed. Ms. Freeman said the emphasis was that this is the main library and that it is on Goodwood. Ms. Freeman asked if the Board is in agreement. Ms.

Way asked if the main entrance would be on Goodwood to which Mr. Watts replied affirmatively. The entrance and parking lot will be off Goodwood Boulevard. The Board then agreed to the name The Main Library at Goodwood.

Mr. Woodard then asked what the results were of the furniture bid process for the Main Library. Mr. Watts replied that there was a meeting this morning and for clarity's sake the furniture bids will be re-issued and be resubmitted on April 25th. The same bid is being re-released. Mr. Woodard asked if they are re-advertising to which Mr. Watts said yes. Mr. Woodard then asked how this would impact the occupancy date for the building. Mr. Watts said City-Parish Purchasing is expediting this process, so there would be about a month's delay in ordering the furniture. He added that factoring in the extra rain days could mean that they would still be on time with the furniture delivery. A longer delay could have a negative impact on the occupancy date. Mr. Watts said he is hoping that this second bid process would proceed with no issues. He noted that DPW, Purchasing and the architects met today to review any potential problems with the process and to make sure that all the vendors understand all the regulations and requirements.

Mr. Woodard asked if there were any public comments on the Director's reports. Mr. John Berry, a member of the public, asked to speak. He said he would like to suggest that on the financial report the exact dollar amount of all expenses and all income be given. There were no further comments.

Mr. Woodard then asked the Board if they would be agreeable to discussing the item under New Business ahead of the items under Old Business. There were no objections.

New Business

A. Consideration of Amending the Public Comment Policy – Mr. Travis Woodard

Mr. Woodard read Item A. He said there was a request by the public to amend the public comment policy dated April 19, 2012. Mr. Woodard added that the policy the Board has currently is fairly consistent with the policy that other boards and agencies of the City and State have. He added that some members of the public feel that the Library Board's policy should be loosened further to allow the public to make longer comments. Mr. Woodard asked for comments from the public on this item.

Mr. John Berry thanked the Board for considering a change to the length of time for each comment. He noted he and others have had difficulty in making comments within the three minute limit. He said that sometimes the comments are addressing items to be voted on with long lasting effects and millions of dollars involved. Sometimes the comments are made before the discussions of the Board are completed. Mr. Berry said he is requesting that public comments be increased to five minutes. He said a former Library Board member would say that the Metropolitan Council only allows three minutes for comments. He noted that at those meetings many more public comments are made than at the Library Board meetings. At times their meetings go on for several hours. So the three minute limit for comments is not out of line

for the Council. But at the Library Board meetings there are few comments, so increasing the time limit for comments would be helpful.

Ms. Kathy Wascom, a member of the public, said the Library Board has done a very good job of letting the public speak. She said she has worked with many environmental groups and has attended meetings with hostile groups. To keep order there are certain rules and regulations such as the open meetings law that must be followed. Items for discussion need to be posted on the agenda so that everyone has the opportunity to be informed and can attend the meeting to speak. Ms. Wascom said the Library Board has the ability to either increase the time limit or leave it as is. She thanked the Library Board for bringing order to these meetings from what was at times in the past a chaotic situation.

There were no further public comments, so Mr. Woodard asked the Board to discuss the issue. Ms. Freeman said that she was on the Board when they had 2½ hour meetings which were very long. Ms. Freeman said that Mr. Bardwell is absent from this meeting. However, he asked her to read his suggestion for amending the time limit in the public comment policy. Mr. Bardwell said they could adjust the policy slightly to accommodate officially what the practice is already. He witnessed the Planning and Zoning Commission do something a few weeks ago similar to what he is proposing. Ms. Freeman then said they could add the following to paragraph 2 E, calling it vi. She read the following:

“The President of the Board or whoever chairs a meeting may extend the time of any speaker for an additional period of up to three minutes if to do so would allow a complete expression and understanding of the proffered remarks, would not jeopardize the management of the agenda, and no objection is made by any other Board member.”

She added that they do allow people to complete their statements, but this amendment would formalize it. She said allowing someone to complete a comment may take an additional minute. But anything longer than that opens up the possibility of a prepared statement that may not really pertain to the agenda item under discussion. Ms. Freeman said they are under time constraints. She said she agrees with Mr. Berry that everyone needs to be heard, but she said they need to keep order during the public comment period. People need to know the Board will take care of business in an effective, organized manner.

Mr. Jacob asked if the amendment is proposing adding an additional three minutes to the comment limit. Ms. Freeman replied that the proposal is three minutes for comments, but at the discretion of the President or Chair of the meeting, additional time up to three minutes can be granted.

Mr. Woodard then said the purpose of the public comment period is to allow the public to address the Board with their thoughts. This is desirable and the members of the Board want this input. However, Mr. Woodard said much of the exchange he has seen is that members of the public want to have a dialogue with the Board. He added that is healthy and encouraged, but the Board meeting is not the proper forum for that. Mr. Woodard said he would advise the public to approach Library Board members much like he approaches his Metropolitan Councilman, or any

elected official with whom he wishes to have a dialogue; that is in a less formal setting than a public meeting. Mr. Woodard added he is willing to meet with members of the public as his schedule allows and he welcomes such exchanges.

Ms. Freeman agreed with Mr. Woodard. The public is not to ask questions, but to simply give a statement on the item under consideration. Ms. Freeman added that the Board may respond to a statement, but that is not required. Most of the time, the Board will make a reply.

Mr. Woodard asked for any additional comments from the Board. There being none, he asked Ms. Freeman to make a motion from the statement she read. She made the motion which was seconded by Ms. Way. Mr. Woodard noted that his understanding of Mr. Bardwell's proposal is that the public comment would allow for an additional three minutes above the initial three minute limit. Mr. Boyles agreed with Mr. Woodard. Ms. Payton added that the key words are at the discretion of the President or Chair of the meeting, and that it could be up to three additional minutes, but could also be less than three. Mr. Woodard noted that the end of Mr. Bardwell's proposal also states that any other Board member could object to additional time being given. Mr. Woodard asked for a vote. The motion passed unanimously; thereby amending the public comment policy. Ms. Freeman noted that the change is effective immediately to which Mr. Woodard agreed.

Old Business

A. To Vote on Whether or Not to Continue with the Cooperative Endeavor Agreement (CEA) for the Branch Library in the Rouzan Development – Mr. Travis Woodard and Mr. Spencer Watts

Mr. Woodard then said they would continue with Old Business. He read Item A. Mr. Woodard asked Mr. Leo D'Aubin of the Parish Attorney's Office to give an update on the activities since last month's Board meeting. Mr. D'Aubin summarized the agreement in the CEA regarding the infrastructure for the library. It had been agreed that 2590 Associates would build the infrastructure and the Library would begin construction of the branch building. If 2590 Associates were unable to complete the infrastructure, a subdivision bond that they would have obtained would enable the Library to complete the infrastructure at no cost to the City. He added that at the last Board meeting the Board voted to defer a vote on continuing with the CEA so that 2590 Associates and the Parish Attorney's Office could determine if the \$209,000 bond would be sufficient to build the infrastructure, and if in fact, the performance bond would protect the City if 2590 Associates defaulted.

Mr. D'Aubin then referred to Exhibit E of the CEA which is a map of the Rouzan Branch Library site. This map shows Perkins Road with an entrance into the Rouzan Traditional Neighborhood Development (TND) from Perkins. He said they worked with 2590 Associates for three weeks about what it would take to bond the infrastructure, and how the Library would access those funds if necessary. About a week ago it was decided that the best course of action for the Library would be that once the infrastructure is built the Library would begin building the branch. The Library would specify what it required including a timeline for the completion of

the infrastructure. Mr. D'Aubin added that many were involved in the discussion including City-Parish Architectural Services, Planning and Zoning, and the DPW Inspection Division.

He showed another view of the map. They are proposing now that 2590 would add turn lanes on Perkins, and a signal light on Perkins at the entrance to Rouzan, a parking lot and roads around the proposed library site along with all drainage, sewage, gas and other utilities for the library. Mr. D'Aubin said 2590 has also agreed that after the branch library is built, they will provide a road to access Glasgow Avenue along with sidewalks, gutters and parallel parking. These would need to be built after the library construction is completed as heavy equipment used in building the branch could damage these structures if they were installed prior to construction of the building. There would also be a turn lane on Glasgow. The items to be built after the construction of the library would be the only items that would need to be bonded. He added that they are requiring that a connection be provided to a lift station to which 2590 has agreed. Mr. D'Aubin explained that the library would be connected to the sewer line near Perkins Road initially with the possibility of connecting to the lift station within the subdivision once it comes on line.

He then pointed out on the map the parking area that had been agreed upon in the second amendment of the CEA. Upon further discussion it had been ascertained that this temporary parking had not been approved by the Planning Commission as a final portion of the TND. 2590 has further agreed that it will be a permanent lot and although not exclusively for the Library's use, will be provided. It will be an appropriately constructed concrete lot, instead of a 4-inch concrete slab that would easily deteriorate. Permanent parking would be provided for the Library.

Mr. D'Aubin said that they agreed that the Library could start construction before the final infrastructure is completed. However, the Library would not be obligated to begin construction until the infrastructure is completed. He said the construction timeline in the CEA will need to be amended. The infrastructure timeline is now 270 days. The Library would be required to begin construction within 120 days after the approval and inspection of the infrastructure.

Mr. Woodard asked if there were any public comments before the Board proceeded with the vote on continuing with the Rouzan project. Mr. Berry asked what the Board voted on regarding the public comment policy. Ms. Freeman replied that an additional three minutes could be given. Mr. Woodard asked Mr. Berry if he wanted to know what the public comment policy was amended to read. Mr. Woodard said that the President of the Board or whoever is chairing the meeting can give an additional three minutes for comments.

Mr. Berry then made his comment about the Rouzan project. He said there have been many deadlines over the last seven years on this project. A motion was proposed by a former Board member, Mr. Laurence Lambert, an engineer like Mr. Woodard. The deadline Mr. Lambert proposed for the construction of Rouzan was February 2011. Mr. Berry added that in January 2010 Ms. Freeman asked if there was a time table for Rouzan. Mr. Spinosa replied that they had distributed a time table to the Board members. The time table showed that the library construction would begin in November 2010 and end in September 2011. Mr. Berry told the Board that all this information can be found in the minutes of the Board meetings. He said now

they have another deadline for this project. He said these delays affect three neighborhoods that have waited for seven years for a library. He told the Board they might not consider it their problem, but as a public Board they should be concerned. Mr. Woodard thanked Mr. Berry for his comments. He asked if there were any other comments. There being, none, he asked for comments from the Board.

Ms. Freeman asked Mr. D'Aubin if the 120 days would begin after the approval by the Planning Commission. Mr. D'Aubin said the 120 days referred to the number of days after the completion of the approved infrastructure in which the Library would be required to begin construction of the branch. Ms. Freeman thanked everyone for finally coming together as a team to get the details worked out. She added that now it is recognized that this is a City project. She appreciated the collaboration that has occurred. Ms. Freeman asked if an amendment to the CEA was needed or would a new CEA need to be created. Mr. D'Aubin replied an amendment. She asked if the Board would get copies of the benchmarks so that they would be informed of the progress on this project. Mr. D'Aubin said the Board would be kept informed.

Mr. Woodard noted that the contract for 2590 to build the infrastructure is 270 days. He asked if that timeline had already begun. Mr. Tommy Spinoso came forward to answer the question. He replied that the notice to proceed was let and the contractor commenced construction. One of the old houses on the property was demolished. The other two houses cannot be taken down until Entergy disconnects the gas. Mr. Spinoso said they did not anticipate that Entergy would not be able to turn off the gas for 45 days. The scheduled date for this is April 16th. Mr. Spinoso said that Mr. D'Aubin is aware of this situation. The contractor has ordered the supplies they need, but until the gas is turned off they cannot proceed any further. He added that the contract timeline has begun, but the contractor would be asking for an additional 45 days to accommodate the delay by Entergy.

Ms. Freeman thanked Mr. Spinoso for the update. She said this keeps the Board informed so that they can address questions and concerns by the public. Mr. Woodard asked if there were any other comments. Ms. Freeman said she never wants it to appear that Board members are not empathic to the needs of the patrons. She added that the Library Board is just an advisory Board. There are members of the Metropolitan Council that want the library in the Rouzan development. Ultimately, the Council votes on these projects. The Board simply advises them. Ms. Freeman reminded everyone that the land in Rouzan was donated to the Library. She added that they conducted several studies to be sure that part of town would be served. She said they continue to build libraries such as the Fairwood Branch Library. That construction did not have the issues that Rouzan has had. Ms. Freeman said it's not that the Board did not know how to proceed with this project, but rather that unforeseen issues arose. She added that now the Board is working with others who are willing to assist them to complete this new branch. The City must have control of the project.

Mr. Woodard said he would add to Ms. Freeman's remarks. While the Library Board is an advisory board, they do have an obligation to the citizens and tax payers that when they build this facility that it will be used for its intended purpose. He said what Mr. D'Aubin has stated is that they have removed any risk to the Library. Mr. Woodard then asked Mr. D'Aubin to confirm that all of the issues that he mentioned today have not been worked into an agreement

yet. Mr. D'Aubin said that was correct, and that they are waiting for the Library Board to vote to proceed with the project. Mr. Woodard replied that the Board is being asked to vote to allow additional time for an agreement to be drawn which would encompass 270 days for construction of the infrastructure, plus the delays that have been discussed, and the 120 day deadline for the Library to begin construction of the branch.

Ms. Way asked if the Library could begin construction while the infrastructure is being built to which Mr. D'Aubin said yes. Mr. D'Aubin said that is one of the provisions that the Library will have if they wish. Ms. Way asked if that is something the Board would want to do. Mr. D'Aubin replied that this would depend on how things were proceeding. If it appeared that the infrastructure construction was on schedule without problems, the Library Board might want to begin construction of the branch. Someone in DPW would advise the Board on whether beginning construction is advisable. Mr. Woodard asked Mr. D'Aubin to confirm that the ultimate decision to advertise and accept bids to construct the building is under the control of DPW and not the Library Board. Mr. D'Aubin replied affirmatively. Ms. Freeman then said that after today the Board does not make any decisions on this project. Mr. D'Aubin said the Parish Attorney will draw up the amendment and move forward.

Ms. Freeman then asked Mr. D'Aubin if the amendment could be completed within the next 30 days. She asked if the Board would see the amendment to which Mr. D'Aubin said he would show the amendment to the Board if they wished, but it would not require any action by them. Ms. Freeman said they would like to see a copy of the amendment.

Mr. Watts said he wanted to point out that the infrastructure requirements are very well defined and specific. This is an advantage for the Library because everyone is in agreement and because some additional provisions like the road work for the Library are included. Mr. D'Aubin agreed.

Then Mr. Woodard asked Mr. Spinosa if he is in agreement with what Mr. D'Aubin has described to the Board. Mr. Spinosa said he agrees with Mr. D'Aubin and that he has given Mr. D'Aubin a memo outlining those items that were discussed.

Mr. Woodard asked if there is a motion. Ms. Freeman said she moved that they continue with the Cooperative Agreement (CEA) for the branch library in the Rouzan development for the next 30 days until they can draft an amendment to the CEA. Ms. Payton seconded the motion which passed unanimously.

B. Update on River Center Branch Library – Mr. Spencer Watts

Mr. Woodard asked Mr. Watts to give an update on the River Center Branch Library. Mr. Watts said he and the staff have worked with the architects to complete the building program. Now they are involved in the schematic portion of the project. They have been communicating with the architects through teleconferencing since some of the architectural team is located in Boston. The Library is planning an open house for the public on Wednesday, April 3rd from 4:00 p.m. – 7:00 p.m. at the Louisiana Arts and Science Museum (LASM). This open house will be similar to the one they had for the Main Library project. The public will see different aspects

of the schematic design and will be able to interact with the design team and the Library staff. It will give people a good idea of what the building will look like and what its form will be. At this open house the architects and staff will gather input from the public to assist them as they proceed with the completion of the schematic design.

Mr. Woodard said he wanted to be sure that the public will have the opportunity to give their input and make their comments. Mr. Watts said that the public would be encouraged to participate in a similar way to what was done for the Main Library. Ms. Freeman asked how the public will be notified of this meeting to which Mr. Watts said there will be ample publicity through the Library website, through *The Source* newsletter, and the local media. Ms. Freeman asked that there be some notice at the public desks in the various branches. Mr. Watts agreed that they can have some type of promotional piece to advertise the event. Mr. Jacob asked if there would be any additional dates for public input as the project moves further along. Mr. Watts replied that they will follow the same process as they did with the Main Library. Mr. Boyles asked if the Downtown Development District (DDD) could help publicize this event. Mr. Davis Rhorer, Director of the Downtown Development District, spoke and said they would be happy to send out a notice to their extensive e-mail list which includes business and residential contacts. He added that people are very excited about this project.

Mr. Woodard asked if there were any comments from the public. Mr. Berry said that at last month's Board meeting Ms. Stein gave the Board the plans for the River Center Branch Library. None of the public had a chance to see this document or make comments. He added that he had to ask for a copy after the meeting. Mr. Berry said that Mr. Watts explained the drawings very quickly. There was no time for an understanding of what was presented.

Mr. Berry then looked toward Ms. Stein and asked how the public input would be collected on April 3rd. Mr. Woodard asked Mr. Berry to direct his comments to him. Mr. Woodard then added they were not going to have a dialogue and that comments were to be directed to him. Mr. Berry said at the last public meeting for this branch project, the public was not allowed to speak. They were given sticky notes to write on and place on a board. He said that this method is not public comment or a forum. He added that the Library is going to show what the design team and the people from downtown have come up with for their use.

Mr. Berry then made his comments on the document that was given to the Board at the last meeting. He said he objected to the café serverly which contains a seating area, and a vending area. He said the Library should not be hiring staff to serve in a café, and this is not appropriate for a library. Mr. Berry noted that the maker room is described as a studio for a variety of teen and hands on activities such as 3-D printing, jewelry making and quilting. He said this is similar to the LSU Arts and Crafts Center and to businesses that provide spaces for projects. He added he thought one was going to be built downtown. These are the appropriate places for these types of rooms, not at a library. He then talked about the Business Pod. Mr. Berry said this space is in the plan because of the input of business people downtown at the meetings this fall. He felt business activities need to be done in offices and not at the library. He then mentioned the "you" media room for teens to explore, use media and geek out. Mr. Woodard told Mr. Berry he had one more minute to conclude his comments. Mr. Berry concluded his comments by saying that teens do this already and they don't need a special room. He felt the media room should be

called the Young Adult section with appropriate furniture and computers. He said parking is a problem and nobody has come up with a solution for this.

Mr. Woodard asked for any additional public comments. Ms. Wascom said she looked forward to the charette downtown using the same method as they did when they were designing the Main Library. She said she looked for certain ideas such as LEED certification which she supports. She said she even spoke at a Metropolitan Council Meeting when some of the ideas presented were going to be deleted. She said the input by the public is very effective and nothing at this point is a definite. Ms. Wascom noted that many teens and pre-teens have used library tables for projects bringing in their scissors, supplies and laminating paper. She said she looks forward to giving her input on the River Center Branch Library, and knows that the Board and the staff will be happy to take the ideas of the public.

Mr. Woodard then asked for comments by the Board. Ms. Payton asked Mr. Watts to explain what format would be used for the public meeting. Mr. Watts said they will use a similar approach to the one used for the Main Library because it was highly effective. They obtained a lot of feedback and ideas. Staff members, Board members and members of the design team will be present to provide ample time for the public to express themselves. They will especially have time to speak to the design team because that is one of the most important aspects of the meeting.

Ms. Freeman suggested that they expand the input method because she said many people were not happy with the format for the Main Library meeting. She received feedback that they could have done a better job. She added that the Library staff is qualified to devise other ways to obtain public information so that the patrons feel they are heard. Mr. Watts asked if the problem was that there were not enough people to take the comments. Ms. Freeman replied that the patrons wanted more dialogue, and that the sticky notes were not effective. Patrons said they were hurt. Many times the Board has to deal with the perception and feelings that the public has about an event. Ms. Freeman said they need to consider other ways that the public want for expressing their ideas.

Mr. Woodard said he would challenge and engage the design team. They do charettes around the country and they understand how to obtain and process public feedback. He said he would encourage them to use their expertise to set up a process to obtain information. Mr. Watts said they have a dynamic team that is skilled at talking about the project. They are very excited about this work.

Ms. Freeman said she is excited for many reasons. She said she was able to visit the downtown Boston Public Library. Some of the design team working on the River Center Branch project are from Boston. Ms. Freeman added that in many large cities there are eating places in the library, and it's done in a very effective manner. She said she didn't know if food service staff are employees of the library, but having a place to eat does serve the needs of the people. She said if it is decided that they will have food service in the library, it will be a way to serve our patrons. She added that they need to think beyond the current need and address the different generations who use the library. Ms. Freeman said her children were excited that they could eat at the Boston Public Library. They also had a tour of the building, and attended some meetings which made for a full day of activities. She said the East Baton Rouge Parish Library is on the cutting

edge and is the largest library system in the State of Louisiana. She said much of what we do in this system will be innovative and new. Ms. Freeman said they need to be open-minded about some of these new ideas which will make the Library more diverse and successful at serving patrons.

Mr. Woodard asked if there were any more comments on this item. There being none, he asked for any general comments by the Board.

Comments by the Library Board of Control

Ms. Payton said she wanted to commend the staff on the Fairwood Branch Library Grand Opening yesterday. It was a wonderful event and everyone was excited. She added that it was a great day for the Library system and the staff worked very hard. It was a long process, but it resulted in a wonderful building. Ms. Freeman said she was very impressed with the selection of the furniture, the colors, the durability of the flooring, the equipment and the collection that was chosen. She said Ms. Lauren Tomlin, Branch Manager and the staff did an awesome job.

Ms. Payton asked Mr. Watts to talk about the Louisiana Library Association Conference held in Baton Rouge on March 6th through March 8th and the role that our Library had. Mr. Watts said it was a highly successful conference. There were 670 attendees with good vendor participation. There were many good programs such as the one on advocacy and building support for the library that Ms. Freeman attended. The programs ranged from different techniques for reference services to programming to planning for buildings. One of the architects on the team that is building the Main Library presented a program, as did many of the staff in our Library system. This conference brought about 1,000 people to Baton Rouge. Ms. Payton said it was great for us to host visitors from around the state. Ms. Freeman added that the luncheon was wonderful and the speaker from New Orleans was phenomenal. She left the conference feeling so proud of what we have in this state. She said this should be emphasized to our young people so that they can believe in their abilities.

There were no further comments from the Board and, so with no further business, the meeting was adjourned on a motion by Ms. Payton, seconded by Ms. Freeman at 5:20 p.m.

Mr. Travis Woodard, President

Mr. Spencer Watts, Library Director



PUBLIC COMMENT POLICY

MARCH 21, 2013

PROCEDURES FOR PUBLIC COMMENT

1. Public comment on any item on the agenda on which a vote may be taken will be received at each of the public meetings of the Board.
 - A. The period of public comment will be immediately following the introduction of an agenda item on which a vote may be taken. The President of the Board or the person conducting the meeting has the authority to end the comment period if it is felt that the comments are not germane to the subject or contrary to good order.
 - B. The agenda for each regular meeting will also include a public comment opportunity just after the sub-reports by the Director. This additional period of public comment is for comments/questions about any item(s) presented/discussed during the course of the sub-reports by the Director.
 - C. The following language shall be added at the bottom of each agenda:

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.

2. Persons wishing to comment must be in attendance at the meeting and shall:
 - A. Speak only when recognized by the President of the Board or the person conducting the meeting.
 - B. Speak only on the agenda item that has been announced or as stated in item 1 B above.
 - C. Rise and state their name prior to any remarks on an agenda item.
 - D. Direct all comments to the Board President or the person conducting the meeting.

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PUBLIC COMMENT POLICY

MARCH 21, 2013

- E. Display proper decorum and conduct at all times.
 - i. There is an absolute prohibition on personal attacks on Board members or others, comments considered profane, frivolous, harassing, and repetitive or are not appropriate for comment.
 - ii. The President of the Board or person conducting the meeting has the right to exclude such comments at his discretion, prohibit further comment for any speaker who violates the rules, and, if necessary, call for the removal from the meeting of any person for misconduct or refusal to obey reasonable orders.
 - iii. If speaking on behalf of a group, provide documentation for approval by the Board President or person conducting the meeting that their presented views are those of the organization. A resolution or official minutes from the organization are acceptable forms of documentation.
 - iv. Speak only once per agenda item and limit comments to three (3) minutes or less.
 - v. If the Board chooses to ask questions of the speaker, the speaker's answers are not considered part of his three (3) minute time limitation.
 - vi. The President of the Board or whoever chairs a meeting may extend the time of any speaker for an additional period of up to three minutes if to do so would allow a complete expression and understanding of the proffered remarks, would not jeopardize the management of the agenda, and no objection is made by any other Board member.

*This Policy supersedes **Public Comment Policy** dated April 19, 2012.*

DATE: March 14, 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 March 12, 2013 for The Library Design Collaborative on the Goodwood Main Library.



CONSTRUCTION REPORT

DATE: March 12, 2013

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

OBSERVATIONS:

- 1) The steel structure is approximately 95% complete.
- 2) The exterior wall systems are approximately 57% complete.
- 3) The roofing is approximately 57% complete.
- 4) The mechanical system is approximately 96% complete.
- 5) The electrical work is approximately 30% complete.
- 6) The Monthly Owner's Meeting was held on February 28, 2013.
- 7) The Vegetated Roof Pre-Installation Meeting was held February 14, 2013.
- 8) The north curtainwall glazing is being installed.
- 9) The clerestory curtainwall framing is being installed.
- 10) Brick masonry appears to be complete on the southwest corner of the building.
- 11) The zinc panels are being installed on the northwest side of the building.
- 12) The zinc panels are installed on the southeast side of the building on the third floor.
- 13) The staff elevator equipment is being installed. The cab appears to be complete.
- 14) The metal ceiling has been started in the two-story reading space.
- 15) The Generator has been placed on its concrete pad.
- 16) The following work is being installed:
 - a. Masonry
 - b. Zinc Wall Panels
 - c. Curtainwall
 - d. Gypsum board sheathing
 - e. Metal studs
 - f. Air barrier
 - g. Fireproofing
 - h. Plumbing piping
 - i. Mechanical duct
 - j. Sprinkler system piping

UPCOMING WORK:

- 1) The green roof is expected to be start installation within the next three weeks.



Looking west toward the Library's main entry from the Plaza



Looking south on the west side toward the future Library Loading Dock.



Looking at the green generator.



Looking at the underside of the "butterfly" roof.



FIELD REPORT

DATE: February 14, 2013
PROJECT: Independence Park Main Library
WEATHER CONDITIONS: Clear - 50°
SITE CONDITIONS: Muddy
WORKERS: +/- 60
REPORTED BY: Benjamin R. Bradford, The Library Design Collaborative
IN ATTENDANCE: Benjamin R. Bradford

OBSERVATIONS:

- 1) The Vegetated Roof Pre-Installation Meeting was held today.
- 2) Two of the three zinc mockups are on-site.
- 3) The butterfly roof batt insulation appears to be complete.
- 4) The north curtainwall glazing is being installed.
- 5) The clerestory curtainwall is being installed.
- 6) Brick masonry is being installed on the west side.
- 7) The channels for the zinc panels are being installed on the west side.
- 8) The elevator equipment is being installed.
- 9) Blocking is being installed in the restrooms.
- 10) The following work is being installed:
 - a. Masonry
 - b. Zinc Wall Panels
 - c. Curtainwall
 - d. Exterior gypsum board sheathing
 - e. Metal studs
 - f. Air barrier
 - g. Fireproofing
 - h. Plumbing piping
 - i. Mechanical duct
 - j. Sprinkler system piping
 - k. Electrical conduits and junction boxes

CONSTRUCTION SCHEDULE:

- 1) Remaining zinc wall panel mockups are expected to be complete next week.
- 2) Zinc wall panel installation is expected to start within the month.
- 3) The green roof is expected to be start installation within the next three weeks.

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: February 21, 2013
PROJECT: Independence Park Main Library
WEATHER CONDITIONS: Overcast - 58°
SITE CONDITIONS: Partly Muddy
WORKERS: +/- 60
REPORTED BY: Benjamin R. Bradford, The Library Design Collaborative
IN ATTENDANCE: Benjamin R. Bradford

OBSERVATIONS:

- 1) The north curtainwall glazing is being installed.
- 2) The clerestory curtainwall is being installed.
- 3) Brick masonry is being installed on the southwest corner of the building. It is almost complete to the third floor.
- 4) The channels for the zinc panels are being installed on the west side.
- 5) The zinc panels are being installed on the northwest side of the building.
- 6) The elevator equipment is being installed. The cab appears to be complete.
- 7) Blocking is being installed in the restrooms.
- 8) Interior studs are being installed.
- 9) The following work is being installed:
 - a. Masonry
 - b. Zinc Wall Panels
 - c. Curtainwall
 - d. Exterior gypsum board sheathing
 - e. Metal studs
 - f. Air barrier
 - g. Fireproofing
 - h. Plumbing piping
 - i. Mechanical duct
 - j. Sprinkler system piping
 - k. Electrical conduits and junction boxes

CONSTRUCTION SCHEDULE:

- 1) Remaining zinc wall panel mockups are expected to be complete next week.
- 2) The green roof is expected to be start installation within the next three weeks.

ATTACHMENTS:

- 1) One (1) page 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: February 28, 2013
PROJECT: Independence Park Main Library
WEATHER CONDITIONS: Clear - 48°
SITE CONDITIONS: Dry
WORKERS: +/- 60
REPORTED BY: Benjamin R. Bradford, The Library Design Collaborative
IN ATTENDANCE: Benjamin R. Bradford

OBSERVATIONS:

- 1) The clerestory curtainwall is being installed.
- 2) Brick masonry appears to be complete on the southwest corner of the building.
- 3) The channels for the zinc panels are being installed.
- 4) The zinc panels are being installed on the northwest side of the building.
- 5) The zinc panels are installed on the southeast side of the building on the third floor.
- 6) Foam has been replaced for the cistern pour.
- 7) The exterior book drop has been framed out.
- 8) The metal ceiling has been started in the two-story reading space.
- 9) Interior gypsum board is being installed.
- 10) Electrical Conduits are being run to the Meeting Room.
- 11) The Generator has been placed on its concrete pad.
- 12) The following work is being installed:
 - a. Masonry
 - b. Zinc Wall Panels
 - c. Curtainwall
 - d. Exterior gypsum board sheathing
 - e. Metal studs
 - f. Air barrier
 - g. Fireproofing
 - h. Plumbing piping
 - i. Mechanical duct
 - j. Sprinkler system piping

CONSTRUCTION SCHEDULE:

- 1) Remaining zinc wall panel mockups are expected to be complete next week.
- 2) The green roof is expected to be start installation within the next three weeks.

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.





John E. Thomspn P.E.

25292 Lorin Wall Rd.
Holden, LA 70744
(225) 294-3061

Commissioning Site Visit

Date: March 13, 2013

Project: Independence Park Main Library Baton Rouge, Louisiana

Date Visited: March 13, 2013

OBSERVATIONS

1. West exterior wall of the first floor just north of the stairwell. Conduit is separated and needs repair. No other deficiencies were noted this site visit.

Picture 1



Observations made by John E. Thompson P.E.

Rouzan Branch Library

All pertinent information related to this project will be discussed at the Board meeting under Agenda Item 4, A.