

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
JUNE 21, 2012
4:00 P.M.

- I. ROLL CALL
- II. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF MAY 17, 2012
- III. REPORTS BY THE CO-DIRECTORS
 - A. FINANCIAL REPORT
 - B. SYSTEM REPORTS
 - C. OTHER REPORTS
- IV. OLD BUSINESS
 - A. UPDATE ON STATUS OF DIRECTOR SALARY RANGE – AD HOC COMMITTEE
 - B. UPDATE ON STATUS OF LOUISIANA STATUTE CONCERNING CERTIFICATION OF LIBRARY DIRECTORS - AD HOC COMMITTEE
 - C. UPDATE ON CONTRACT WITH WASHER, HILL, LIPSCOMB, CABANISS ARCHITECTURE – SCHWARTZ/SILVER A JOINT VENTURE FOR ARCHITECTURAL DESIGN SERVICES FOR THE RIVER CENTER BRANCH LIBRARY – MS. PATRICIA HUSBAND AND MS. MARY STEIN
 - D. UPDATE ON CONTRACT WITH LOONEY RICKS KISS ARCHTECTS, LLC FOR DESIGN SERVICES TO ADMINISTER THE CONSTRUCTION OF THE ROUZAN BRANCH LIBRARY - MS. PATRICIA HUSBAND AND MS. MARY STEIN
- V. NEW BUSINESS
 - A. INTRODUCTION OF NEW LIBRARY BOARD MEMBERS, MS. MELANIE WAY AND MR. TRAVIS WOODARD – MS. KIZZY PAYTON
 - B. TO VOTE TO ELECT LIBRARY BOARD TREASURER – MS. KIZZY PAYTON
- 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

June 21, 2012

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 June 21, 2012. Ms. Kizzy Payton, President of the Board called the meeting to order at 4:05 p.m. Members of the Board present were Mr. Stanford O. Bardwell, Jr., Ms. Tanya Freeman, and Mr. Jason Jacob, Ms. Melanie Way and Mr. Travis Woodard. Mr. Derek Gordon and Ms. Patricia Husband, Assistant Library Director of Branch Services and Co-Director were absent from the meeting. Also in attendance were Ms. Mary Stein, Assistant Library Director of Administration and Co-Director; Ms. Rhonda Pinsonat, Library Business Manager; Mr. Ronnie Pierce, Assistant Library Business Manager; Ms. Liz Zozulin, Executive Assistant to the Library Director; Mr. Brian Thornhill, Library LAN Administrator; Mr. Brandon Trent, Library Computer Operator III, and Captain Blair Nicholson of the East Baton Rouge Parish Sheriff's Office. Mr. Rip Manint of the Parish Attorney's Office; and Mr. Mike Sullivan, architect with Looney, Ricks, Kiss/LRK, LLC were also present. Mr. Faimon Roberts, III, reporter with *The Advocate*; and Mr. Frank Hillyard, videographer with Metro 21 also attended along with several people from the community.

Ms. Payton asked Ms. Zozulin to take a roll call which she did.

Ms. Payton said she wished to welcome two new Board members, Ms. Melanie Way, and Mr. Travis Woodward. She asked them to say a few words if they wished. Ms. Way said that she is happy to serve on the Library Board to support this great library system. Mr. Woodward thanked the Board members and the staff for the welcome and he also thanked them for all of the information that was given to them to educate them about the business side of the Library that is not so apparent to the public. Ms. Payton thanked both new members for their willingness to serve and she said they look forward to working with them.

Ms. Payton then asked for the approval of the minutes of the regular meeting of the Library Board on May 17, 2012. The minutes were unanimously approved on a motion by Mr. Bardwell seconded by Ms. Freeman.

Reports by the Co-Directors

A. Financial Reports

Ms. Payton said they will have all of the reports given by the staff and then they will ask for public comments. She asked Ms. Pinsonat to present the financial reports. Ms. Pinsonat said that the Statement of Revenues, Expenditures, and Encumbrances as of May 31, 2012 show operating expenditures of \$10,268,532.45 or 30.8% of the operating budget. Through May the Library should have spent no more than 41.67% of the 2012 operating budget. Cash collections

from property taxes for 2012 remained positive as the Library is approximately \$965,000 and 2.76% ahead of the same period last year.

B. System Reports

Ms. Payton asked Ms. Stein to present the system reports. Ms. Stein reported that they received some statistical reports. She mentioned that next month she would have quarterly reports of statistics for reference and programming.

Ms. Stein said she wanted to thank the media including *The Advocate*, other daily publications and weeklies including television and radio for promoting Library programs such as the Summer Reading Program. She cited as an example the article in *The Advocate* about archiving and the Baton Rouge Room in the River Center Branch. Ms. Stein also mentioned the *City Stats* report by the Baton Rouge Area Foundation which is available on-line. She noted that the Library received a very favorable rating in this report. Ms. Stein mentioned that the number of those signing up for the Summer Reading Program is equal to the number who participated last year. She added that Glenn “Big Baby” Davis is coming back to the Library in July.

She said she was happy to report that they now have a replacement engine for the large bookmobile. The authorized dealer doing the installation has given them a completion date of June 29th. As was mentioned at prior meetings, Outreach Services has continued to visit children by using the other Library vehicles. Ms. Stein said that they started conducting “Mommy and Me” visits at the Mall of Louisiana on Monday mornings and will continue this program through the end of the summer.

Ms. Stein mentioned that this week the Library staff completed another session on EEO training with Ms. Micheline Millender of the City-Parish Human Resources Department. This mandatory training was provided for new staff and those who missed the training last year.

Ms. Stein noted that the Board was sent an e-mail to inform them that the Library received an honorable mention from Salem Press for our InfoBlog.

Ms. Stein announced that the Library will be replacing the old copiers with new ones. They are scheduled to arrive starting tomorrow and will be placed in all thirteen locations. The new contract for the copiers and the print management service is being implemented now. She said that the new print management service will enable the Library to have reasonable control over how many prints are made which will lessen the waste of resources. One new feature of these multi-functional devices (MFDs) is the capability for patrons to scan documents through a USB port. Patrons will be able to insert a thumb drive into the port to save scans they create on the MFD. Patrons have asked for this capability for a variety of reasons such as for employment searches, school work and sharing of photos and pictures.

Then Ms. Stein gave her PowerPoint presentation, *Around the Parish in 90 Seconds* which included the months of May and June. The following were some of the highlights:

- *Building Common Ground*, 12 Steps to a Compassionate Life program continues.
- Red, Write and Blue Letter Campaign to write to the troops
- *One Book/One Community* selection, *A Silence of Mockingbirds: The Memoir of a Murder* by Karen Spears Zacharias
- Karen Spears Zacharias, will discuss her book on July 26th at 7:00 p.m. at LSU's Cox Communications Academic Center for Student Athletes.
- 146 patrons have already signed up on-line for Ed2Go for life-long learning.
- Teen Summer Reading Program includes video games, arts and crafts workshops, steam punk, and required summer reading counts toward prizes and incentives.
- Children's Summer Reading Program includes games, crafts, performances and concerts and reading.
- Check the Library's website and *The Source* for all the performances for children such as the Baton Rouge Ballot Youth Corps.
- We geek the dozens of cement mixers pouring the slab for the new Main Library.
- Work progresses at the Fairwood Branch Library site.

Ms. Payton asked if the staff is tweeting some of these photos and information. She said she received the e-mail about the InfoBlog contest, but then she saw a reminder to vote on Twitter. Ms. Payton added that she has also seen photos on Facebook. Ms. Stein replied that Facebook is easier to use for the photos than Twitter, but that they are using social media including blogs. She said that the teens have their own Facebook page. She added that the Library uses various means to push information out and that could be a full-time job. Ms. Stein added that social media is an important resource for the Library.

Ms. Freeman asked how they are marketing the *One Book* author discussion. Ms. Stein replied that the Library is not the sole sponsor of this event. There is a committee involved, so they are teaming with other partners. They had a kick-off event with the Mayor at the Arts Market. They have also been at Barnes & Noble for several events. *One Book* has a Facebook page, and *Read One Book* has its own webpage. The Library has also publicized it in an InfoBlog. They have been in touch with social workers, teachers and other people of goodwill who are supporting children. There are also large ads in *The Advocate*, *Country Roads* and on Louisiana Public Broadcasting (LPB).

Ms. Freeman then said in regard to the Outreach program, she likes the way the Library is reaching all areas of the parish. She said that the information in the statistical report illustrates the vision that the Board had in establishing this program. Ms. Freeman added that she could see that they focus on the pre-school and senior populations. She said she'd like to focus on the

number of checked out items for seniors. She asked if next summer they could focus on children ages 8-12 because that's an age group in which we want to promote literacy. Ms. Stein replied that in the July statistical report it will show that Outreach visited some of the older children in June who are in school during other months. They respond to the large bookmobile. She added that they will stop at centers like the BREC centers and the Big Buddy Program as they did last year.

Ms. Freeman asked if the large bookmobile is the one with the screen on the side that has been in the shop to which Ms. Stein replied affirmatively.

Mr. Woodard asked Ms. Stein if they were on schedule with the construction of the new Main Library and the Fairwood Branch Library. Ms. Stein said they are doing very well on both projects. They have regular leadership meetings and they are on schedule for both projects at this time. However, she noted that rainy weather could delay a project. Ms. Stein said that the construction of the Fairwood Branch should be completed by the end of the year with a move-in date in the spring of 2013. The Main Library is scheduled for completion on October 31, 2013 with a move-in date in the spring of 2014.

C. Other Reports

Ms. Stein also gave the maintenance and construction reports. Ms. Stein said that in regard to maintenance, preventive maintenance on lighting at the Baker Branch Library was completed.

At the Bluebonnet Regional Branch, our facilities maintenance staff under the direction of Mr. Tim Bankston, Library Facilities Manager have completed the dusting of the high beams, cleaned the HVAC grills and some of the duct work. They have ordered replacement grills where necessary. The staff has also cleaned the air handlers and completed work on the energy management system. They also completed touch-up painting throughout the building. The City-Parish Department of Public Works (DPW) conducted a pre-bid walk through for pressure washing, painting sealing and re-glazing of the windows for this branch.

At the Carver Branch Library the Library's new employees, Electrician, Mr. Billy Ray and Mechanical Supervisor, Mr. Ted Hernandez, traced a problem with an electrical circuit that had been an issue for several months and repaired it.

At the Central Branch Library the staff repaired one of the variable frequency drives which controls the speed of the air handler. This repair was necessary because of brown outs. They also completed some preventive maintenance on the lighting at this branch.

A back flow preventer on the irrigation system at the Delmont Gardens Branch Library was repaired.

At the Greenwell Springs Road Regional Branch Library the staff is ordering light bulbs and lifts to replace bulbs throughout the building. The project will begin on June 25th and take approximately two weeks to finish.

At the Jones Creek Regional Branch Library the upgrading of the exterior parking lot lights has been completed. This work has resulted in increased security for patrons and staff because the entrance to the building and the middle of the parking lot are brighter.

Ms. Stein noted that there was a new maintenance issue this afternoon at the Main Library. A sewer line was broken. Mr. Bankston and Mr. Claude Lindsey, Operations Manager worked with Central Plumbing to repair the line.

Ms. Stein then addressed the Library's building construction projects. She said that in regard to the new Main Library, on June 6th the contractor poured the first portion of the concrete slab for the first floor. This occurred at 2:00 a.m. and continued until 6:00 a.m. Ms. Stein said that they did this work at night because the concrete sets better than in the heat of daylight. She noted that she and Ms. Husband observed the process. The pouring for the second floor was initially postponed due to rain, but was rescheduled and completed last night. The contractor continues to erect steel and to install the floor decking and electrical conduits. They are now also working on constructing the east side of the building.

At the Fairwood Branch Library site approximately 95% of the roofing underlay has been installed. Crews continue to work on the HVAC and electrical rough ins along with installing the sprinkler piping. The skylight was delivered this week and is scheduled to be installed which will enclose the roof area and help to dry the inside of the building. Stucco on the upper exterior of the building has been installed to minimize traffic on the roof once the roof installation is finished. The fascia metal wrap is currently being installed.

In regard to the Rouzan Branch Library construction, Ms. Husband and Ms. Stein met with Mr. Tommy Spinosa, Jr. and his representatives along with staff from DPW and the Parish Attorney's Office to update the Cooperative Endeavor Agreement (CEA) and to determine where the construction access point on Perkins Road will be placed.

Ms. Stein then reported on the River Center Branch project. She said that the architectural contract has been signed. She and Ms. Husband met with Mr. Rex Cabaniss, architect with WHLC Architects for an initial discussion of the programming features for this library. Ms. Angela Hyatt and Mr. Warren Schwartz, architects with Schwartz Silver Architects were also involved in this discussion. As a result of the meeting they will begin to schedule stakeholder meetings to obtain input and ideas for this branch.

Ms. Payton then opened up the meeting for public comments. Mr. John Berry, a member of the community, said he had several comments. Mr. Berry said since Mr. Woodard asked about the construction of Fairwood and Main, he would ask about the starting date for the construction of the Rouzan Branch Library. He also asked if DOTD was present for the Rouzan meeting that Ms. Stein reported about to which she said no. Mr. Berry asked if the construction driveway would be on Perkins Road and Ms. Stein said yes. She also said they do not have a starting date for construction at Rouzan. Mr. Berry said he wanted to note for those present including the new Board members that they are in year seven of this process with Rouzan.

Mr. Berry then asked if there were any contingency funds set aside in the Library's financial system in regard to the ethics violations made by Mr. David Farrar, former Library Director against Mr. Bardwell, Ms. Freeman, and Mr. Gordon. He added that they have been waiting to hear the results of the investigation by the Ethics Board and the Parish Attorney and he asked for the status of the investigation. Ms. Payton replied that Ms. Celia Cangelosi, outside counsel for the Library Board, has advised them that they may not speak on the ethics matter; that it is confidential. Mr. Berry then asked if these Board members are found to be in violation, does the Library System have the financial capability to defend the Board members if so requested by those Board members?

Mr. Rip Manint, of the Parish Attorney's Office, responded that in regard to Mr. Berry's question, besides not being able to discuss the ethics violations, this topic is not within the scope of the agenda items discussed thus far, and so Mr. Berry is out of order. Mr. Berry then said that there is no answer to either of his questions. Ms. Payton again said they cannot comment on that issue. Mr. Berry told Mr. Manint that his comment was out of order because he was not asked to comment and he is not a member of the Board. Ms. Payton replied that Mr. Manint represents the Board. Mr. Berry argued that he was not asked to comment and made a response on his own.

Mr. Berry then said his third comment was about a request that he made to the Library Board members asking that an item be placed on the agenda. He said nobody replied to him. Mr. Bardwell said he did reply the next day and he copied his reply to all of the Board members. He added that he sent a long answer and that he will send it again. Mr. Berry added that he has had this problem in the past with this Board and that he would expect an answer from the President of the Board. Ms. Payton asked when he sent the e-mail to which Mr. Berry replied the day after the last Board meeting. Mr. Berry asked how the public can ask a question of the Board about the Library System for which they are paying. Ms. Payton said that Mr. Berry can e-mail a request or speak to a Board member about adding an item to the agenda. Ms. Payton also said she did not receive his e-mail. She asked Mr. Bardwell to again send the reply to Mr. Berry and the Board. Ms. Payton noted that recently Mr. Berry asked a Board member to place a request to change the public comment policy on the agenda. The Board member agreed, the Board discussed the topic and revised the public comment policy. She then told Mr. Berry that his time was up for speaking.

Mr. Jim George, a member of the public, said he would like to comment on the subject Mr. Berry just brought up. He said the first time he attended a Board meeting was in March of last year. He said it ended unceremoniously. Mr. George said he tried to get an item on the agenda just as Mr. Berry has stated. He said the request went nowhere except for a courteous response from Mr. Bardwell. He requested several more times and Mr. Bardwell replied that he would not comply with his request. Mr. George said he was totally ignored by the Board. This is a public body governed by the Bill of Rights. He said he sees that Mr. Bardwell is smiling, but he takes the Bill of Rights very seriously. But it is a hollow right if one ignores citizens and their reasonable requests. Mr. George added that he joins Mr. Berry in asking the Board to at least respond to the public when they make reasonable requests of the Board.

Ms. Payton asked if there were any other public comments. There being none, Ms. Payton proceeded to Item A under Old Business.

Old Business

A. Update Report on Status of Director Salary Range – Ad Hoc Committee

Mr. Bardwell said the request to change the director salary range is now in the process of being considered by the Metropolitan Council. Yesterday the request was heard by the Finance and Executive (F&E) Committee of the Council. At first there was a motion to approve the request. Then there was a substitute motion to refer it to the full Council without a comment or recommendation. The substitute motion passed. The request will now be placed on the Council agenda for the June 27th meeting without an action by F&E. Mr. Bardwell noted that the Council could approve the request, modify it or not approve it. He said they are doing their best to inform the Council of why they are making this request so that it will be approved. Ms. Payton asked if there were any comments from the public. There being none, she asked if there were any comments from the Board. There being none, she proceeded to Item B under Old Business.

B. Update on Status of Louisiana Statute Concerning Certification of Library Directors - Ad Hoc Committee

Mr. Bardwell said the bill to change the Louisiana statute concerning the certification of library directors was introduced by Representative Hunter Green and assigned to a committee in the first week of the session. The bill would have added a twelve month grace period in which a new hire from out of state could take the test to become certified in Louisiana. The session ended before the committee could even hear the request, and so the legislation did not go forward.

Mr. Bardwell said they are working on alternate plans with the State Librarian, Ms. Rebecca Hamilton. He noted that the staff at the State Library has just finished the work it does when the Legislature is in session. Currently Ms. Hamilton is in California at the American Library Association's Annual Conference. However, when she returns next week Mr. Bardwell said he hopes to work with her on an alternate short term certification for a candidate who is offered the job as director. He added that he hopes to be able to give a report on the results of their discussions at next month's Board meeting.

Ms. Payton asked if there were any comments from the public. There being none, she asked if the Board had any comments. Mr. Jacob asked if there would be a request to reintroduce the change of the State statute regarding the certification of the director at the next Legislative session to which Mr. Bardwell answered affirmatively. He added that they are hoping that the legislation would provide for a short term certification in light of the fact that the candidate would have a Master's degree with several years of experience. The candidate could then be hired and study to take the test to become certified in Louisiana.

Ms. Payton then complimented Mr. Bardwell for all of the effort and work he has done. She said that since Ms. Beth Tomlinson is no longer on the Library Board and was the other search committee member, Ms. Payton asked if Ms. Freeman and Mr. Woodard would be willing to become part of the ad hoc committee to assist Mr. Bardwell. Ms. Payton noted that they are

entering a critical stage in the search process and want to be sure that all necessary processes are completed well with due diligence. Both Ms. Freeman and Mr. Woodard agreed to join the committee and Ms. Payton thanked them.

Ms. Freeman said they have discovered through this process that a wage and salary study needs to be done at least every five years to be sure that the Library is really remaining competitive. She added that our Library System as a Department of the City-Parish has more employees with Master's degrees than any other, and that says a lot about the people employed by the Library who are doing a phenomenal job. They are highly educated and highly capable. So finding a leader who can motivate, inspire and direct the staff is going to be a huge task.

Mr. Bardwell said they have 105 employees with Master's degrees which is a large percentage of the staff, and that needs to be recognized. He added that historically the Library has operated under the framework of the City-Parish Department of Human Resources (H.R.). Mr. Bardwell said H.R. has realized they need to conduct a salary study. One is under way across all City-Parish Departments by a consulting firm. However, the study will not be completed until early next year. He added that the Library Board has in effect pulled the Library Director salary out of the study by requesting this salary change for the position now since the Library has the vacancy and needs to recruit properly. Mr. Bardwell noted that the Library is not the only Department that sees the need for salary changes. The Board is getting questioned by the Council about the request for a salary change and the fact that others will want a salary increase, too. He added that now the Council is aware of this city-wide study. Mr. Bardwell said it is an awkward situation because the Library is asking for this ahead of the study.

Ms. Payton said that the Council understands the predicament in which the Library Board finds itself. She added that she believes they understand that to attract the best candidates to Baton Rouge to grow this Library System, a salary increase is a critical step that must be taken. This is necessary as the Board tries to attract better talent to run the best library system in the state and to remain the best.

Ms. Freeman said that Mr. Bardwell made a good observation that although the Library Director is an employee of the City, the position is different from other department heads. A new Superintendent of BREC, the School Board and the Arts Council have recently been hired, and their salaries are very high. The Library Board has studied these local salaries along with those across the south. Ms. Freeman added that the Library Director is more than an employee of the City.

Ms. Payton said as the ad hoc committee continues its work on this salary change, the rest of the Board will join them when they enter into the interview process of the candidates. The choosing of a candidate to become the new Director will be one made by the entire Board.

Mr. Ben Strong, a member of the community, asked if he could make a comment. Ms. Payton said that she had already asked for public comments. But in light of the fact that Mr. Strong rarely makes a comment, she would allow him to speak. He said his comment will stress the importance of changing the State law requiring the certification. He said he was confused by the

law that he had never heard of until it was brought up at a Board meeting last year when accusations were made about the then sitting Librarian who was not certified.

Mr. Strong checked into this statute and discovered it was a long standing law. He added he has a library degree from Louisiana State University, so he called the State Library to find out if he was certified as part of his degree. He was told he is not, and that one could not even take the test unless one has five years of administrative experience. Mr. Strong then asked how one could study for the test to which the reply was that the test is based on Louisiana standards, not library standards. He could not get a copy of the standards from the State Library. They suggested contacting the local public library. He added the test is given once a year and in fact, it was given today. He said he was told if there were enough candidates wishing to take the test in another part of the state, the committee might travel to that area to give the test.

Mr. Strong said in reading the law it states the Board cannot hire a new Director who is not certified. He added that the Board could have many qualified candidates from other states that wouldn't even know about this law and could not be hired without the certification. He emphasized the need to get this law changed to give a candidate who is hired a period of time to take the certification test.

Ms. Payton thanked Mr. Strong for his comments and agreed that this is the dilemma they find themselves in. Ms. Freeman said the Board members were surprised when they read this law and this is why Mr. Bardwell agreed to try to get it changed. She added that in a lot of the smaller library systems, their Librarians are not certified. But in our large system located in the capital city, we need a certified Librarian.

Mr. Berry asked to make a comment. He said he was the one that brought this up to the Board's attention last December when Mr. Farrar's annual evaluation was being conducted. He added that Mr. Farrar had waited three years and had still not taken the test. Mr. Berry said at the time he reviewed the entire law and he thinks that a grace period is given to take the test; that someone coming to Louisiana can be hired without the certification because they need to have time to study. He noted that he spoke to two people at the State Library before he brought it to the Board's attention and he wanted the Board to know this. However, Mr. Berry agreed that the law probably needs to be changed.

Mr. Bardwell agreed that Mr. Berry did raise this issue to the Board. He added that he learned recently that there is a report that our Library System must submit to the State Library in the spring stating whether our Director is certified. Mr. Farrar got letters from the State Library about getting certified, but he ignored them. Mr. Bardwell said the Board did not know this. Ms. Lydia Acosta, the Director prior to Mr. Farrar, had been employed for a year when Ms. Stein needed to submit the report. Ms. Stein informed Ms. Acosta who then took the test and got certified. Mr. Bardwell noted that they are very aware of the situation they are in. But there is hope that Ms. Hamilton and the certification committee will be reasonable because the statute gives them the administrative authority to make rules. He said they can make a rule that if someone comes from out of state, and they have the qualifications, they have a period of time to take the test.

Mr. Berry then asked if they are informing applicants of this certification test requirement to which Mr. Bardwell said yes. He added that up until two weeks ago they were told that there was pending legislation regarding taking the test. Now they are working with the State Library on the process of adding this rule.

C. Update on Contract with Washer, Hill, Lipscomb and Cabaniss Architecture – Schwartz/Silver a Joint Venture for Architectural Design Services for the River Center Branch Library – Ms. Patricia Husband and Ms. Mary Stein

Ms. Payton read Item C and asked Ms. Stein to give the report followed by public comments. Ms. Stein reported that the contract for architectural services has been signed and executed and that an introductory meeting was held this week.

Ms. Payton asked for public comments. Mr. Berry asked what the total dollar amount of the contract was to which Ms. Stein replied \$1,516,847.00.

Ms. Payton asked if there were any comments or questions by the Board. Ms. Freeman asked when the Board would be given the opportunity for their input on this project. Ms. Stein replied that that will be the next phase when comments are taken from stakeholders which includes the Library Board, the patrons and the staff. Ms. Freeman asked about the time frame to which Ms. Stein replied within the next sixty days.

Ms. Payton asked if there were any other comments. Mr. Berry said he wished to speak. Ms. Payton reminded him that he had already spoken. Mr. Berry argued about not being able to comment. Ms. Payton replied that they had gone back and forth about the public comment policy. She added that they have gotten to an acceptable level of dialog. She said she has been very gracious to him during this meeting. Ms. Payton said she knows Mr. Berry is ready to comment on Rouzan, the next item on the agenda. Mr. Berry continued to ask to speak. Ms. Payton replied that the public comment policy was revised after Mr. Berry lobbied so hard for changes and that they would proceed to the next item.

D. Update on Contract with Looney Ricks Kiss Architects, LLC for Design Services to Administer the Construction of the Rouzan Branch Library – Ms. Patricia Husband and Ms. Mary Stein

Ms. Payton read Item D. She asked Ms. Stein to give her report followed by public comments and then comments by the Board. Ms. Stein said the contract has been signed by the architectural services firm and now the contract will be taken to the Mayor's Office for his signature, after which the contract will be executed.

Ms. Payton asked for public comments. Mr. Berry began to make a comment and Ms. Freeman told him to come up to the microphone to make his comment. He then asked what the total dollar amount of the contract was to which Ms. Pinsonat replied \$49,800. Mr. Berry said that is just under the amount that would require the contract to go out for bid.

Mr. Bardwell responded to Mr. Berry. He noted that the City-Parish rule is that if the contract is over \$50,000 the Architectural Selection Board must decide on the firm. He said they are at the phase of the project where they need to hire an architect to manage the contractor. The design phase has been completed by Mr. Mike Sullivan of Looney Ricks Kiss Architects. They have learned that if the Board had chosen another architectural firm, a new architect would not wish to administer the plans made by a different firm. The Library would have lost more time, so they decided to negotiate with the firm who designed the building for the administration of the contractor. Mr. Bardwell added that this was the right thing to do under the circumstances and that it is not uncommon to follow this process. Mr. Berry replied that the Board wants to save a couple of months over a seven year period. Mr. Bardwell refuted that it has been seven years.

Ms. Payton then asked if there were any other public comments. Mr. George asked to make a comment, but said it was not about the Rouzan project, so he stated that he is technically out of order. He said he would like to say something positive about something this Board has done; and that is the amendment to the public comment policy. Mr. George added that it is a very forward looking amendment because it encourages much more public comment than in the past. He said that Mr. Jacob had something to do with it and he praised him because he thought the previous policy was ridiculous. Mr. George then asked Ms. Payton if they could work in the future on what appears to be an adversarial relationship between the Board and members of the public who do not agree with the Board. Mr. George said the Board accepts comments that agree with their views, but they don't accept very well those with criticisms. He would like to see more flexibility. Ms. Payton thanked him for his comments.

Ms. Payton then said she does not agree with Mr. George's comment about the Board being adversarial. She noted that she allowed Mr. Strong to speak after the public comment period was closed and that Mr. Berry also had several opportunities to speak after the comment period was over. She said that if then at the next opportunity she does not allow a comment she does not see that as adversarial. She is following the revised written public comment policy. Ms. Payton said she appreciated Mr. Jacob proposing the change, and to the Board who unanimously voted for the revision.

Ms. Freeman said she had a comment to make. She said that the Board has been very patient. She noted that when the public comes up to make their comments and ask their questions, then the Board responds. It is not to be a back and forth, and she said that may have been confusing because the Board was trying to be accommodating. Ms. Freeman noted they want the comments and the questions so the correct answers can be given by the proper persons so that it does not seem like an argument.

Mr. George then said that a little back and forth may benefit this Board. He said they have seen some comments by the public that have been very beneficial in the long run. He said he asked for a little flexibility because a little back and forth may be a good thing as long as it is not abused. He said as a practicing attorney, nobody appreciates rules like he does, but a little more flexibility goes a long way. Ms. Payton thanked him for his comment.

Ms. Payton asked if there were any more comments by the Board. There being none, they moved to New Business.

New Business

A. Introduction of New Library Board Members, Ms. Melanie Way and Mr. Travis Woodard – Ms. Kizzy Payton

Ms. Payton said she has already introduced the two new Board members, but she welcomed them again. She then proceeded to Item B on the agenda.

B. To Vote to Elect Library Board Treasurer – Ms. Kizzy Payton

Ms. Payton said that the Board needs to elect a new Treasurer as Ms. Tomlinson who was the Treasurer is no longer on the Board. She said they will miss Ms. Tomlinson. Ms. Payton opened the floor for nominations. Mr. Bardwell nominated Mr. Jacob. The nomination was seconded by Ms. Freeman and the Board unanimously elected Mr. Jacob. Ms. Payton congratulated Mr. Jacob.

Comments by the Library Board of Control

Ms. Payton said that she would like to remind the Board members that they have scheduled a special workshop on Tuesday, July 10th at 4:00 p.m. to review the proposed 2013 Library budget. The workshop will be held in the Board Room of the Main Library.

Mr. Bardwell said he would like to remind the new members of the search committee that their next meeting is on July 20th in the Board Room at the Main Library with a time to be announced. He noted that they would be meeting with the recruiting firm.

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

Kizzy Payton, President

Patricia Husband, Co-Director

Mary Stein, Co-Director

MEMORANDUM

DATE: May 17, 2012
TO: Library Board of Control
FROM: Patricia P. Husband
Mary H. Stein
Co-Directors
SUBJECT: Construction Report

Goodwood Main Library

Steve Jackson, architect with Cockfield Jackson Architects reported the following on March 6, 2012 for The Library Design Collaborative on the Goodwood Main Library.



CONSTRUCTION REPORT

DATE: June 5, 2012

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

OBSERVATIONS:

- 1) The brick, concrete block, and white concrete mock-ups are on site.
- 2) Structural steel erection has proceeded eastward to column line A13.
- 3) The granular fill material, vapor retarder, electrical floor boxes and plumbing lines are being installed on the first floor.
- 4) The condensation line for the chillers is being installed.
- 5) The concrete foundation (pile caps, grade beams and pedestals) are continuing to be installed.
- 6) The monthly Owner's Meeting was held May 31st.

UPCOMING WORK:

- 1) The first floor concrete slab pour from column line A01 to A06 is scheduled for June 6th at 2:00am.
- 2) The last four pile caps should be poured this week.
- 3) Continue the installation of the concrete grade beams.
- 4) Continue erecting the structural steel. Completion is scheduled for August 2012. However due to the dry weather the past few weeks, they are currently ahead of schedule.
- 5) Continue installing the steel floor-decking.
- 6) The stairs in stairwell #4 should be installed in the upcoming weeks.

ATTACHMENTS:

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







CONSTRUCTION REPORT

DATE: May 8, 2012

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

OBSERVATIONS:

- 1) The subsurface drainage system is complete from the existing 72" pipe to catch basin A-15.
- 2) Conduits for the building telephone, cable, and internet services have been installed from Independence Boulevard and the backfilling is complete.
- 3) The concrete foundation (pile caps, grade beams and pedestals) are continuing to be installed.
- 4) Structural steel erection has proceeded eastward to column line A08.
- 5) The monthly Owner's Meeting was held April 26th.

UPCOMING WORK:

- 1) Continue the installation of the concrete foundation. The concrete foundation work is anticipated to be complete mid-May.
- 2) Continue erecting the structural steel. Completion is anticipated to be August 2012.
- 3) Metal floor-decking from column A01-A08 should start the week of May 14th.

ATTACHMENTS:

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







FIELD REPORT

DATE: Monday, May 21, 2012
PROJECT: Independence Park Main Library
WEATHER CONDITIONS: Sunny 89°
SITE CONDITIONS: Dry
NUMBER OF WORKERS: 25-30
REPORTED BY: Lisa C. Hargrave, AIA - The Library Design Collaborative
IN ATTENDANCE: Lisa Hargrave, Josh Peak, and Robbie Posey

OBSERVATIONS:

1. The architect observed the form and rebar for the gradebeam along column line A19 from 03 to 52. In some locations the rebar cage was closer to the form than the 3" minimum indicated on the drawings. The general contractor was notified and this was modified.
2. The architect observed part of the grade beam pour (Col. Line A19/ 03-52). A slump test was taken from the front of the first truck. The pour progressed concurrent with test, which came out at 6" of slump. The tolerable range was stated to be between 4 and 6".
3. Robbie Posey was laying out the grid for the "connector" (Vestibule 107, Corridor 106) and the Meeting room. The architect pointed out that C01 should extend to the west to Columnline B17 and that C01, B17, and 56 should meet at the same point as shown. If not, the architect should be notified.
4. Steel was being erected west of columnline 11.

ATTACHMENTS:

1 page of photos

This correspondence 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 these minutes.

Page 1 of 1





FIELD REPORT

DATE: May 31, 2012
PROJECT: Independence Park Main Library
WEATHER CONDITIONS: Partly Cloudy - 84°
SITE CONDITIONS: Dry
WORKERS: +/- 18
REPORTED BY: Benjamin R. Bradford, The Library Design Collaborative
IN ATTENDANCE: Benjamin R. Bradford

OBSERVATIONS:

- 1) The Monthly Owner's Meeting was held today. MJW will issue the meeting minutes.
- 2) The brick mock-up was reviewed.
- 3) The CMU mock-up will be recreated to include the concrete mix that matches the samples provided in the submittal in two finishes.
- 4) The white architectural concrete mockup will be recreated as indicated in the specifications and with a mix to eliminate the "honeycombing" of the pour.
- 5) Structural steel erection has proceeded eastward to column line A13.
- 6) The drainable fill material, vapor retarder, electrical floor boxes and plumbing lines are being installed on the first floor.
- 7) The chill water line is being installed.
- 8) The concrete foundation (pile caps, grade beams and pedestals) are continuing to be installed.

CONSTRUCTION SCHEDULE:

- 1) The first floor concrete slab pour from column line A01 to A06 is scheduled for June 6th at 2:30am.
- 2) The last four pile caps should be poured next week.
- 3) Continue the installation of the concrete foundation.
- 4) Continue erecting the structural steel.
- 5) Continue installing the metal floor-decking.

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: June 6, 2012
PROJECT: Independence Park Main Library
WEATHER CONDITIONS: Partly Cloudy - 85°
SITE CONDITIONS: Dry
WORKERS: +/- 18
REPORTED BY: Benjamin R. Bradford, The Library Design Collaborative

IN ATTENDANCE: Benjamin R. Bradford, Lisa Hargrave, and Josh Peak

OBSERVATIONS:

- 1) The first floor concrete slab pour from column line A01 to A06 was poured last night at 2:00am.
- 2) Walking and riding concrete trowels were on site.
- 3) Structural steel erection has proceeded eastward to column line A14.
- 4) The condenser lines from the mechanical room to the cooling towers are being installed.
- 5) The concrete foundation (pile caps, grade beams and pedestals) are continuing to be installed.

CONSTRUCTION SCHEDULE:

- 1) The second floor concrete slab pour from column line A01 to A06 is scheduled for June 13th at 2:00am.
- 2) Stair 4 is tentatively scheduled to be installed the end of this week.
- 3) Continue the installation of the concrete foundation.
- 4) Continue erecting the structural steel.
- 5) Continue installing the metal floor-decking.

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.





Fairwood Branch Library

Mr. Richard Brown, architect with Bani, Carville & Brown reported the following from the job site:

	3718 Government St. Baton Rouge, LA 70806 Phone: 225-343-2267 Data/Fax: 225-343-8929 Email: info@bcbaia.com
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Construction Report for week #41

Job Name: Fairwood Branch Library	Inspector: n/a
Date: May 17, 2012	Time: 10:00 am
Weather Condition: Clear – 80°	Contractor: Stuart & Company
Job Superintendent: Darren Thibodeaux	Report prepared by: Matt Daigrepoint - Bani, Carville & Brown Architects

1. The site was observed to be dry and workable. Crews were observed working on-site.
2. A large portion of the parking area has been poured with additional areas being poured this week. All areas have been tested with very good compaction rates.
3. A meeting was held with the Dupont flashing specialist and flashing techniques were reviewed and approved for both storefront windows and exterior doors.
4. Electrical outlet locations have been roughed in and are 95% complete.
5. Roof decking is nearing completion and roofing will begin Monday (May 21).
6. Most of the exterior substrate has been placed and brick ties are being installed with insulation board to follow.



May						
13	14	15	16	Today	18	19
OBSERVED	OBSERVED	OBSERVED	OBSERVED			
Hi 80°F Lo 60°F	Hi 83°F Lo 62°F	Hi 85°F Lo 61°F	Hi 82°F Lo 57°F	Hi 86°F Lo 65°F	Hi 83°F Lo 67°F	Hi 87°F Lo 65°F
Precip (in) 0.00	Precip (in) 0.00	Precip (in) 0.00	Precip (in) 0.00	Precip 10 %	Precip 10 %	Precip 10 %

Construction Report for week #42

Job Name: Fairwood Branch Library	Inspector: n/a
Date: May 25, 2012	Time: 10:00 am
Weather Condition: Clear – 80°	Contractor: Stuart & Company
Job Superintendent: Darren Thibodeaux	Report prepared by: Matt Daigrepoint - Bani, Carville & Brown Architects

1. The site was observed to be dry and workable. Crews were observed working on-site.
2. The roofing insulation is being installed with standing seam roofing soon to follow.
3. Crews continue to work on HVAC and electrical rough ins.
4. Sprinkler piping is beginning to be installed.
5. The parking concrete pours continue in sections with over 50% of the parking complete.
6. The building is beginning to be closed in with windows, doors, and skylight remaining as the only openings.
7. The exterior stucco color was chosen and approval was given to the contractor to proceed with stucco.



May					Today	26
20	21	22	23	24		
OBSERVED	OBSERVED	OBSERVED	OBSERVED	OBSERVED		
Hi 89°F Lo 56°F	Hi 91°F Lo 67°F	Hi 89°F Lo 65°F	Hi 88°F Lo 68°F	Hi 91°F Lo 71°F	Hi 91°F Lo 67°F	Hi 91°F Lo 70°F
Precip (in) 0in.	Precip (in) 0in.	Precip (in) 0in.	Precip (in) 0in.	Precip (in) 0in.	Precip 0%	Precip 0%

Construction Report for week #43

Job Name: Fairwood Branch Library	Inspector: n/a
Date: May 30, 2012	Time: 1:00 pm
Weather Condition: Clear – 80°	Contractor: Stuart & Company
Job Superintendent: Max McCray	Report prepared by: Matt Daigrepoint - Bani, Carville & Brown Architects

1. The site was observed to be very dry and workable. Crews were observed working on-site.
2. The roofing insulation and ice & water shield are complete. Standing seam roofing will begin next week.
3. Crews continue to work on HVAC and electrical rough ins.
4. Sprinkler piping is being installed.
5. BCB and Tim Bankston met with the security camera sub contractor to help identify the correct locations & mounting heights for cameras.
6. Brick and pre-cast have arrived on site and masonry work will begin next week.
7. Densglass at eaves and under canopies continue to be installed in preparation for the stucco application that will begin next week.
8. All pendant light fixture locations were identified and mounting heights were determined in coordination with duct work and trusses.



Construction Report for week #44

Job Name: Fairwood Branch Library	Inspector: n/a
Date: June 8, 2012	Time: 10:30 pm
Weather Condition: Clear – 80°	Contractor: Stuart & Company
Job Superintendent: Max McCray	Report prepared by: Matt Daigrepoint - Bani, Carville & Brown Architects

1. The site was observed to be muddy, but workable. Crews were observed working on-site.
2. Crews continue to work on HVAC and electrical rough ins.
3. Sprinkler piping is being installed.
4. The skylight is expected to be delivered mid-next week, which will enclose the roof area and help dry in the building.
5. Stucco will begin next week followed by masonry in certain areas.
6. The monthly on site meeting took place on 6-5-12.
7. Earthwork will continue next week pending weather conditions.
8. Fascia metal wrap is being installed.



June						
3	4	5	6	7	Today	8
OBSERVED	OBSERVED	OBSERVED	OBSERVED	OBSERVED		
Hi 84°F Lo 70°F	Hi 83°F Lo 75°F	Hi 82°F Lo 75°F	Hi 83°F Lo 72°F	Hi 91°F Lo 70°F	Hi 80°F Lo 71°F	Hi 84°F Lo 72°F
Precip (in) 0in	Precip (in) 0in	Precip (in) 0in	Precip (in) 0.48in	Precip (in) 4.38in	Precip 58%	Precip 86%

Rouzan Branch Library

Mr. Mike Sullivan, architect with Looney Ricks Kiss/LRK LLC reported the following:

Looney Ricks Kiss/LRK L.L.C.

5615 Corporate Blvd, Suite 100B
Baton Rouge, Louisiana 70808
Telephone 225 928 4905

June 12, 2012

Assistant Director
East Baton Rouge Parish Library

Re: June 2012 Construction Report update
Rouzan Branch



Please note the following information to be posted for this month's status on the Rouzan Branch Library Documents:

1. Design team, city and staff working to update CEA regarding the accessibility and maintenance of the building on site.
2. Traffic and parking lot designs are being completed to be released to the city. Awaiting DPW comments.

Please do not hesitate to call with any additional questions or requests.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Mike Sullivan', is written over a light blue horizontal line.

Mike Sullivan, AIA

Baton Rouge Celebration Memphis Princeton