

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**  
JULY 19, 2012  
**4:00 P.M.**

- I. ROLL CALL
- II. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JUNE 21, 2012 AND THE SPECIAL MEETING OF JULY 10, 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 CONCERNING PROVISIONAL CERTIFICATION OF LIBRARY DIRECTOR - AD HOC COMMITTEE
  - C. TO VOTE TO ADOPT PROPOSED 2013 LIBRARY BUDGET
- V. COMMENTS BY THE LIBRARY BOARD OF CONTROL

**ALL MEETINGS ARE OPEN TO THE PUBLIC**

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

## Minutes of the Meeting of the

### East Baton Rouge Parish Library Board of Control

July 19, 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 July 19, 2012. Mr. Jason Jacob, Treasurer of the Board called the meeting to order at 4:10 p.m. Members of the Board present were Mr. Stanford O. Bardwell, Jr., Ms. Tanya Freeman, Ms. Kizzy Payton, and Ms. Melanie Way. Board members Mr. Derek Gordon and Mr. Travis Woodard were absent from the meeting. Also in attendance were Ms. Patricia Husband, Assistant Library Director of Branch Services and Co-Director; 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. Brandon Trent, Library Computer Operator III, and Captain Blair Nicholson of the East Baton Rouge Parish Sheriff's Office. Ms. Lea Anne Batson of the Parish Attorney's Office; Mr. Davis Rhorer, Director of the Downtown Development District, and Mr. Ben Bradford, architect with The Library Design Collaborative were also present. Mr. Faimon Roberts, III, reporter with *The Advocate*; and Mr. Frank Hillyard, and Mr. Dirk Graeser both videographers with Metro 21 also attended along with several people from the community.

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

Mr. Jacob then asked for the approval of the minutes of the regular meeting of the Library Board on June 21, 2012, and the special meeting on July 10, 2012. The minutes of the June 21<sup>st</sup> meeting were unanimously approved on a motion by Mr. Bardwell seconded by Ms. Freeman. The minutes of the July 10<sup>th</sup> meeting were unanimously approved on a motion by Ms. Freeman seconded by Ms. Way.

### **Reports by the Co-Directors**

#### **A. Financial Reports**

Mr. Jacob asked Ms. Pinsonat to present the financial reports. Ms. Pinsonat said that the Statement of Revenues, Expenditures, and Encumbrances as of June 30, 2012 show operating expenditures of \$12,625,439.24 or 37.87% of the operating budget. Through June the Library should have spent no more than 50% of the 2012 operating budget. Cash collections from property taxes for 2012 remained positive as the Library is approximately \$645,000 and 1.81% ahead of the same period last year.

## B. System Reports

Mr. Jacob asked Ms. Stein to present the system reports. She said the Board has seen the statistical reports and many articles from *The Advocate* about programs at the Library. She noted the events at the Library are well attended and everyone is leaving happy. Ms. Stein added that attendance is higher than last year. She said that all of the adult book logs for the Adult Reading program have been distributed. Children and Teens may still sign up for the reading programs through July 31<sup>st</sup>. Book logs will be accepted through August 15th and even later as long as the incentives and prizes are available. The incentives are small items from area merchants and the prizes are larger items from area merchants, or from staff who attended conferences, or from a group to whom the staff made a presentation. Also the Patrons of the Public Library (POPL) purchase a large quantity of gift cards to give to the top readers at the various branches.

Ms. Stein informed the Board that they received a notice from one of the three janitorial services that clean our facilities. This service withdrew from the contract with only a two-week notice. Ms. Pinsonat and her staff took action so that the buildings cleaned by this company would continue to have janitorial services. The two remaining services agreed to assume the work of the terminating vendor.

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

- Glenn “Big Baby” Davis rides on the bookmobile again to share the importance of reading.
- Karen Spears Zacharias, the author of *A Silence of Mockingbirds: The Memoir of a Murder* will discuss her book on July 26<sup>th</sup> at LSU’s Cox Communications Academic Center for Student Athletes. The panel discussion will be moderated by Channel 9 anchor, Donna Brit.
- Summer Reading Program is about reading, learning, doing and sharing.
- Children post their names on a wall as they complete their summer reading book logs.
- Teens took on the digital media challenge. Vote until July 23<sup>rd</sup> for our teens at [www.youtube.com/user/ebrplteens](http://www.youtube.com/user/ebrplteens)
- On July 11<sup>th</sup> the topping off of the new Main Library structure with an evergreen tree signifies the completion of a major milestone-erecting the structural steel for the building.
- Library Board members, Kizzy Payton, Jason Jacob, Tanya Freeman and Travis Woodard and BREC Superintendent, Carolyn McKnight attended the topping off ceremony.
- The three stories of the new Main Library are visible from Goodwood Boulevard.

Ms. Payton arrived at 4:25 p.m.

Mr. Bardwell asked if the large bookmobile was back in service, and if so where has it visited. Ms. Stein was happy to report that the big blue bookmobile is operational again and will make its first stop in Councilman Bourgeois' district at one of the regularly scheduled sites. Mr. Bardwell said he received a phone call from one of the Council members requesting to tour the bookmobile. Ms. Stein replied that they would be pleased to give a tour. Ms. Stein mentioned that they have four appointments scheduled on August 4<sup>th</sup> and will use several of the outreach vehicles.

### **C. Other Reports**

Ms. Husband gave the maintenance report. At the Main Library Mr. Tim Bankston, Library Facilities Manager, and his staff have sealed the roof at the back of the building to prevent leaks in the area over the 600s. During the recent rains the building remained dry inside. The staff has also completed some lighting preventative maintenance on the first floor.

At the Carver Branch Library the staff is also completing some lighting preventative maintenance. The boiler has been repaired and some energy management controls are on order for needed repairs at the Central Branch Library. The staff replaced 1,024 light bulbs at the Greenwell Springs Road Regional Branch Library. They also changed ten motor starters that control the air conditioner. This repair was necessary because of a partial power failure (brown out).

At the Pride-Chaneyville Branch Library the maintenance staff replaced a low pressure switch and a contactor which controls the running of the compressors. The staff replaced some emergency lighting fixtures at the Scotlandville Branch, and repaired three of the six fans on the chiller at the Zachary Branch. They have also ordered a compressor for the chiller at this branch. At the outreach building the maintenance staff added two light fixtures in the hallway.

Ms. Husband then reported on the Library's building construction projects as follows:

#### *Goodwood Main Library Site*

1. The topping off ceremony was held last week marking the completion of the steel installation. An evergreen tree and a U.S. flag are now visible on the top of the third floor. The contractors celebrated with a jambalaya lunch for all in attendance.
2. The third floor roof concrete slab pour has been completed.
3. Weather permitting, the next first floor concrete slab pour is scheduled for next week. The contractor is continuing the installation of the concrete foundation.
4. They are continuing to install the concrete foundation grade beams and pedestals. August 2<sup>nd</sup> is the anticipated date for completion of the concrete foundation work.
5. Under the floor deck electrical conduits are being installed.
6. The contractor is continuing to install the metal floor-decking.

### *Fairwood Branch Library*

1. The building interior is dry in spite of the heavy rains. The window frames are covered with visqueen to protect them from the rain.
2. Crews continue to work on the HVAC and electrical rough ins.
3. Masons have laid bricks on about 25% of the exterior walls.
4. The contractor is hanging gypsum board and sound insulation blankets on various walls around the building. The shape of the various rooms is now more visible.
5. The exterior front entrance canopy trusses and beams have been painted, and steel work is being done on the rear porch.
6. Stucco is being applied at the soffits and columns.
7. Roofing crews have installed metal panels on about 15% of the roof and are working on the northwest slope above the circulation workroom.
8. About 75% of the curtain wall frames have been installed, and glass should arrive shortly.

### *Rouzan Branch Library*

1. Library staff have met with the architect and the Parish Attorney regarding the Cooperative Endeavor Agreement (CEA). The Parish Attorney is working on the proposed changes to the CEA.

### *River Center Branch Library*

1. The two Co-Directors have had some preliminary conversations with the architect regarding the basic service areas, ideas for services and features and the collection.
2. Focus group meetings for stakeholders will be scheduled in the near future.

Mr. Jacob asked if there were any comments from the public on the system reports. Mr. John Berry, a member of the public asked if he could have three minutes for each subject he wished to address. Mr. Jacob said he could as long as each topic was on a different subject of the reports.

The first topic Mr. Berry wished to speak about was the proposed 2013 budget. Mr. Jacob told him that this was a topic on the agenda and had not yet been discussed. He suggested that Mr. Berry make his comment when the topic was brought up for Board discussion. Mr. Berry agreed.

Mr. Berry then mentioned the River Center Branch. He said at the April 19<sup>th</sup> Board meeting Mr. Derek Gordon stated that there were other stakeholders interested in the River Center Branch including the Baton Rouge Area Chamber (BRAC), the Baton Rouge Area Foundation (BRAAF) and the Downtown Development District (DDD). He added that Mayor Holden would like a restaurant on the top floor of the building. Mr. Berry said that Ms. Stein announced that there would be a meeting with stakeholders within sixty days. He asked why the staff and the Board are the only ones allowed to make comments. He added that the public has had no voice in this project regarding the cost and whether to renovate the building or tear it down. Ms. Stein replied that patrons of all ages from children to teens and adults along with members of organizations will have the opportunity to be involved in a focus group. They will be similar to the focus groups that commented on the new Main Library which included patrons, BREC and community groups. She added that BRAC, BRAAF, the Administration, and the Arts Council will be involved in focus groups as users of the downtown library.

Mr. Berry cited the public meeting about the River Center Branch that was held downtown. He said they were not allowed to speak at the meeting. Ms. Stein replied that in a focus group everyone has the opportunity to express their thoughts. She noted that a true focus group is small and led by the designers. She said the meeting downtown was in the form of a charette in which there were displays at various locations in the room.

Ms. Freeman said she agrees with and hears what Mr. Berry is saying. She added that individual Board members will meet with the architect, but not all of them at the same time. Mr. Berry told the Board that they would be watching and complaining about the downtown groups that are interested in the River Center Branch for its acreage rather than an interest in it as a library. Ms. Freeman said she is in this for the library also.

Ms. Payton then resumed her job as President of the Board. Mr. Berry wanted to comment on another topic which was not on the agenda. Ms. Payton denied his request. He said public speech is being denied. He said he was told by Ms. Payton to e-mail his requests to the Board. He asked if she had received his e-mail. Ms. Payton said they would be moving ahead with the Board agenda. Mr. Berry said he has not received a response to an e-mail he sent to the Board. Ms. Payton said that obviously nobody on the Board wished to place his topic on the agenda.

Ms. Freeman said Mr. Berry requested information about Rouzan through an e-mail and that information was e-mailed to Mr. Berry. Mr. Berry said that Ms. Payton was quite arrogant treating a member of the public in this way.

Ms. Payton proceeded to Item A under Old Business.

## **Old Business**

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

Mr. Bardwell said the request to change the director salary range was deferred by the Metropolitan Council at its last meeting on June 27<sup>th</sup>. The request will come up again at the next meeting scheduled for July 25<sup>th</sup>. He said they are continuing to talk to Council members about their concerns and what the Board can do to address their concerns. Ms. Payton asked if any Board members had questions or comments for Mr. Bardwell. There were none, so she asked for any public comments. There being none, she proceeded to Item B under Old Business.

### **B. Update Concerning Provisional Certification of Library Director - Ad Hoc Committee**

Mr. Bardwell said he had some positive news on this item. Since the last Board meeting, he has been in contact with the State Librarian, Ms. Rebecca Hamilton. He proposed to her a provisional certification if the candidate they select is not certified in Louisiana. The provisional certification would require that the candidate has met certain qualifications including a Master's

degree in Library Science. He noted that this is one of the requirements in their job description. The State Board of Library Examiners would issue a temporary certification for a period of time which has not been determined yet. This temporary certification would give the new director time to study the Louisiana laws governing libraries and to take the test for permanent certification. Mr. Bardwell added that all members of the State Board of Library Examiners were in agreement with offering a temporary certificate. He said he is very encouraged by this news. Ms. Payton then asked if there any public comments. There were none. Ms. Payton then asked if there were any comments from the Board members. There being none, Ms. Payton thanked Mr. Bardwell for the updates and for all of the hard work he has done on the recruiting process.

### **C. To Vote to Adopt Proposed 2013 Library Budget**

Ms. Payton then read Item C. She said the Board reviewed the budget last week at their special meeting. She said the Board does have some questions and changes on the proposed 2013 Library budget. They will discuss those prior to the public comment period. Mr. Jacob made a motion that under *Travel and Training*, he would like to allow all seven Board members to attend the 2013 Louisiana Library Association (LLA) Conference, especially since it will be held in Baton Rouge. Mr. Bardwell seconded Mr. Jacob's motion.

Ms. Payton said they should discuss all the changes they wish to make. Then one member would make a motion to approve the budget with the changes they are requesting.

Mr. Jacob said he would also like to increase the number of Board members attending the trustee workshop from two to three. He said it would be good for new Board members to attend that type of workshop. Ms. Stein noted that they get the agenda three to four weeks before the event. She said it would be easy it adjust the number of attendees based on the interest of Board members for the specific topics to be presented.

Ms. Payton asked if there were any more comments or changes. Ms. Freeman said she wanted to discuss the allotment for parking for the downtown library that Mr. Bardwell proposed. She said she had a concern about providing parking in an urban setting. She felt that people who frequent a downtown library usually walk or ride a bike there. She added that she did not see a need for budgeting for a parking garage.

Mr. Bardwell replied that that this is formalizing something that came up three years ago. There was a meeting to discuss pooling together money from the Sheriff's Department, the District Court, the Mayor's Office and the Library to construct a parking garage for these agencies. Mr. Bardwell said that the former Library Director was either asked to contribute or volunteered to contribute \$2 million. He didn't know which it was. He added that the \$2 million has never been pulled out of the Library's unallocated funds, and put into a line item. This is what Mr. Bardwell was proposing in this budget request.

Ms. Payton asked if there was additional input from the other parties involved. Mr. Bardwell said he checked on the status of the project today and interest is very low. The project is on hold.

He said either leaving it in or deleting it will not cause any problems. He agreed that they could delete it from the budget because the only reason he asked for it to be added in was to stimulate a discussion.

Ms. Freeman said the Board has never voted to approve a parking garage for patrons of the River Center Branch as an action item. She added that the Board never officially discussed that the Library would participate with the other agencies to construct a parking facility. Ms. Freeman said that it was discussed briefly when Mr. Dan Reed was the Board President. She said that putting this item in the budget implies that the Board approves building a garage. She added that it is assuming that the Board wants this garage before any real Board discussions occur. Mr. Bardwell agreed with Ms. Freeman, but he also said he thought it was very obvious that they needed parking downtown.

Mr. Jacob asked Mr. Bardwell if he spoke to anyone downtown. Mr. Bardwell replied that he spoke to some staff at the District Court and to the City Administration. He noted that the Court needed about \$10 million to build the garage for their needs. They would have used bonds to pay for it. Eight out of nine of the judges on the committee did not want to move forward with that process. Mr. Bardwell added that they need to find out if legally they can use money they allocated to construct the building to build the garage. If they decided to use the bonds for the construction, legislation would need to be passed next year to allow this.

Ms. Freeman asked where this garage would be built. Mr. Bardwell answered on the corner of St. Ferdinand Street and North Boulevard at the old Baton Rouge Savings and Loan. The location is one block from the River Center Branch. He added that the City has had the property appraised. They looked at a public/private partnership, but there has been no interest.

Ms. Payton then said it sounds like they are a long way from building this garage. Mr. Bardwell agreed on that, but he noted that he supports the Library getting involved if and when garage construction is certain. The River Center Branch needs parking for its patrons. He added that the Library might be able to negotiate a swap of the spaces they would have in the new garage for parking in the garage at the governmental building next to the library. Ms. Payton said again that they have plenty of time to discuss the parking for the library.

Ms. Payton asked if the Board members were ready to make a motion regarding the approval of the 2013 budget or was there more discussion needed. Ms. Freeman said she wanted Ms. Stein to explain how the proposed RFID system would work. Ms. Stein replied that every item in the collection is tagged. The cost to tag an item is 18 cents and there are 1.76 million items. The system contains tagging stations and special gates to protect items from being stolen. It would replace the barcode system now in use. The advantage of this system is that it is more accurate and enables automated sorting which saves time. A wand system can process items on shelves without handling each item. Ultimately, it also minimizes conversations with patrons who claim that they returned an item, but that it was not checked back into the system.

Ms. Payton then opened the meeting to public comments. Ms. Gayle Smith, a member of the community, asked if the proposed budget contains an additional bookmobile to which Ms. Stein said yes. Ms. Smith said that money should be spent on children's outreach services and not on



parking. She added that she thought parking for the River Center Branch was going to be under the building. Mr. Bardwell said that was incorrect. Mr. Berry then said that it was proposed that there would be 46 parking spaces under the building. Ms. Freeman said that when the motion was restated by Board member, Mr. Laurence Lambert, it was re-worded. The parking garage was omitted. Ms. Freeman asked Ms. Zozulin to research the minutes of the Board meetings to confirm the language in the motion regarding parking.

Mr. Berry then asked about the request to purchase another building for outreach services. Ms. Stein replied that this additional building would be used for the bookmobiles, for the maintenance staff and for deep storage for future growth for archived items from the Baton Rouge Room. Mr. Berry said these functions were all supposed to be part of the new Main Library. The third floor of the building was designed to be built out when necessary. He added that the Board should have voted to build an entire third floor rather than budget for parking at the downtown library.

Ms. Payton asked if there were any other comments. There being none, she asked for a motion to approve the proposed 2103 Library budget. Mr. Jacob made a motion to adopt the proposed 2013 Library budget with the changes that were discussed. Those changes were to increase the number of Board members attending the LLA Conference to seven and to change the number of Board members attending the trustee workshop to three. Ms. Freeman said she would like to recommend they remove \$2 million for a parking garage downtown. Mr. Jacob restated the motion with all three changes. Ms. Freeman seconded the motion which passed unanimously.

### **Comments by the Library Board of Control**

Ms. Freeman said the tree topping ceremony for the Main Library was a memorable event. It was a great day for public relations. Ms. Payton and Mr. Jacob agreed. Those present enjoyed the fellowship with the employees at Womack Construction.

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 5:13 p.m.

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Kizzy Payton, President

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Patricia Husband, Co-Director

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Mary Stein, Co-Director

## MEMORANDUM

**DATE:** July 12, 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

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DATE: July 10, 2012

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

##### OBSERVATIONS:

- 1) The concrete slabs from column line A01 to A06 have been poured for the first, second, and third floors as well as the third floor roof.
- 2) The westernmost stair has been installed and is usable.
- 3) Structural steel erection has proceeded eastward to column line A19.
- 4) The concrete foundation (grade beams and pedestals) is continuing to be installed.
- 5) The condenser lines from the mechanical room to the cooling towers have been installed.
- 6) The monthly Owner's Meeting was held June 28<sup>th</sup>.

##### UPCOMING WORK:

- 1) The concrete foundation work is anticipated to be complete July 18<sup>th</sup>.
- 2) Fireproofing of the steel is anticipated to begin July 16<sup>th</sup>.
- 3) Continue pouring concrete floor slabs.
- 4) Continue the installation of the concrete foundation.
- 5) Continue erecting the structural steel.
- 6) Continue installing the metal floor-decking.

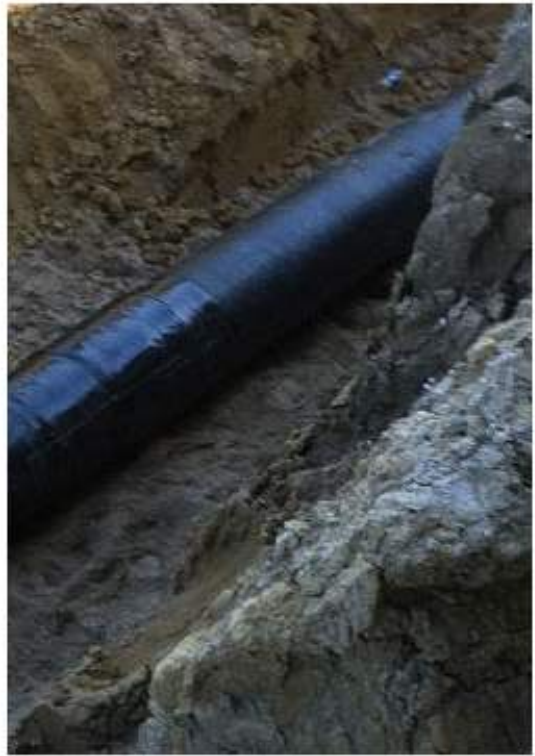
##### ATTACHMENTS:

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











## FIELD REPORT

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**DATE:** Thursday June 28th, 2012

**PROJECT:** Independence Park Main Library

**WEATHER CONDITIONS:** Clear - 66°

**SITE CONDITIONS:** Dry

**REPORTED BY:** Lisa C. Hargrave, AIA - The Library Design Collaborative

**IN ATTENDANCE:** Lisa C. Hargrave, Vic Todd, Pierce Langridge, Robbie Posey, George Griffon

### OBSERVATIONS:

1. The architect reviewed the site conditions in advance of the 3<sup>rd</sup> floor deck pour from 01-06 and the pile cap pour at 15 & A25, A27
2. At the third floor the following was noted and conveyed to the contractor:
  - a. At the north roof area along columnline 57 the architect noted several channel stub-ups that needed to be removed. In this location the parapet wall is beyond column 57 allowing the studs to be cantilevered from below negating the need to steel in this area. (RE: 1AE352)
  - b. In reference to RFI no. 53, Design Change Request by the Contractor of the Parapet Electrical Outlets, the stub ups were placed outside of the parapet on the south roof although the change had not been approved. The architect conveyed to the contractor that these needed to be moved.
  - c. At the slab edge near columnline 52 at columnline A05, the architect noted an offset in the edge angle alignment. The contractor indicated that this mal-alignment would be remedied in the stud wall furring in this area to create a smooth and flush wall.

**ATTACHMENTS:** One page of photographs.

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

Refer to note 2a



Refer to note 2c



Refer to note 2b







## FIELD REPORT

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**DATE:** June 28, 2012  
**PROJECT:** Independence Park Main Library  
**WEATHER CONDITIONS:** Partly Cloudy - 90°  
**SITE CONDITIONS:** Dry  
**WORKERS:** +/- 18  
**REPORTED BY:** Benjamin R. Bradford, The Library Design Collaborative

**IN ATTENDANCE:** Benjamin R. Bradford, Lisa Hargrave, Steve Jackson, Eddie Davis, Denelle Wrightson, and Mike Thompson

### OBSERVATIONS:

- 1) The Monthly Owner's Meeting was held today. MJW will issue the meeting minutes.
- 2) The second floor concrete slab pour from column line A01 to A06 and the stair 4 landings and treads have been poured.
- 3) Structural steel erection has proceeded eastward to column line A17.
- 4) The pile caps for the concrete foundation are complete.
- 5) The concrete foundation (grade beams and pedestals) are continuing to be installed.

### CONSTRUCTION SCHEDULE:

- 1) The third floor concrete slab pour from column line A01 to A06 is scheduled for June 29<sup>th</sup> at 2:00am.
- 2) The concrete roof slab pour above the third floor from column line A01 to A06 is scheduled for July 6<sup>th</sup> at 2:00am.
- 3) The concrete foundation work is anticipated to be complete July 18<sup>th</sup>.
- 4) Fireproofing of the steel is anticipated to begin July 16<sup>th</sup>.
- 5) Continue the installation of the concrete foundation.
- 6) Continue erecting the structural steel.
- 7) 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

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**DATE:** July 5, 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 and Robert Gray (DPW)

### OBSERVATIONS:

- 1) The third floor concrete slab pour from column line A01 to A06 has been poured.
- 2) Structural steel erection has proceeded eastward to column line A19.
- 3) The concrete foundation (grade beams and pedestals) are continuing to be installed.

### CONSTRUCTION SCHEDULE:

- 1) The concrete roof slab pour above the third floor from column line A01 to A06 is scheduled for July 6th<sup>th</sup> at 2:00am.
- 2) The concrete foundation work is anticipated to be complete July 18<sup>th</sup>.
- 3) Fireproofing of the steel is anticipated to begin July 16<sup>th</sup>.
- 4) Continue the installation of the concrete foundation.
- 5) Continue erecting the structural steel.
- 6) 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.







**Tree Topping of Goodwood Main Library Construction  
July 11, 2012 at 10:30 a.m.**

## Fairwood Branch Library

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

### No Construction Report for Week 45

	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 #46

<b>Job Name:</b> Fairwood Branch Library	<b>Inspector:</b> n/a
<b>Date:</b> June 21, 2012	<b>Time:</b> 10:30 pm
<b>Weather Condition:</b> Clear – 80°	<b>Contractor:</b> Stuart & Company
<b>Job Superintendent:</b> Max McCray	<b>Report prepared by:</b> Matt Daigrepoint - Bani, Carville & Brown Architects

1. The site was observed to be dry and workable. Crews were observed working on-site.
2. Crews continue to work on HVAC and electrical rough ins.
3. Mechanical units in mechanical rooms have been set in place.
4. Locations of pendant lighting fixtures have been located on the exposed steel deck and roughed in with junction boxes.
5. Sprinkler piping is being installed.
6. The skylight has been installed.
7. Standing seam roofing is currently being installed.
8. The masonry is being laid and the lower course band is visible along the backside of the building.
9. Fascia metal wrap is being installed.
10. The remaining section of parking is being formed up and is expected to be poured by late next week.



June						
17	18	19	20	21	Today	23
Observed	Observed	Observed	Observed	Observed		
Hi 88°F Lo 69°F	Hi 82°F Lo 71°F	Hi 88°F Lo 73°F	Hi 89°F Lo 69°F	Hi 90°F Lo 70°F	Hi 84°F Lo 73°F	Hi 84°F Lo 74°F
Precip (in) 0.00	Precip (in) 0.56	Precip (in) 0.00	Precip (in) 0.00	Precip (in) 0.00	Precip 20%	Precip 10%
24	25	26	27	28	29	30



## Construction Report for week #47

<b>Job Name:</b> Fairwood Branch Library	<b>Inspector:</b> n/a
<b>Date:</b> June 28, 2012	<b>Time:</b> 10:30 pm
<b>Weather Condition:</b> Clear – 80°	<b>Contractor:</b> Stuart & Company
<b>Job Superintendent:</b> Max McCray	<b>Report prepared by:</b> Matt Daigrepoint - Bani, Carville & Brown Architects

1. The site was observed to be dry and workable. Crews were observed working on-site.
2. Crews continue to work on HVAC and electrical rough ins.
3. Mechanical units in mechanical rooms have been set in place.
4. Brick is being laid along the perimeter base of the building.
5. Cast Stone is present on site and will begin being laid by next week.
6. Sprinkler piping is being installed.
7. Standing seam roofing is currently being installed.
8. The front parking area will be poured next week.
9. Fascia metal wrap is being installed and colors are being chosen for the exposed steel to be painted at the front and rear entrance.
10. Stucco continues to be placed at soffits and columns.



June						
24	25	26	27	28	Today	30
OBSERVED	OBSERVED	OBSERVED	OBSERVED	OBSERVED		
Hi 80°F Lo 74°F	Hi 80°F Lo 70°F	Hi 80°F Lo 77°F	Hi 80°F Lo 74°F	Hi 80°F Lo 70°F	Hi 87°F Lo 73°F	Hi 86°F Lo 74°F
Precip: (in) 0in.	Precip: (in) 0in.	Precip: (in) 0in.	Precip: (in) 0in.	Precip: (in) 0in.	Precip: 0%	Precip: 10%

## Construction Report for week #48

<b>Job Name:</b> Fairwood Branch Library	<b>Inspector:</b> n/a
<b>Date:</b> July 3, 2012	<b>Time:</b> 10:30 pm
<b>Weather Condition:</b> Clear – 85°	<b>Contractor:</b> Stuart & Company
<b>Job Superintendent:</b> Max McCray	<b>Report prepared by:</b> Matt Daigrepoint - Bani, Carville & Brown Architects

1. The site was observed to be dry and workable. Crews were observed working on-site.
2. Crews continue to work on HVAC and electrical rough ins.
3. The monthly jobsite meeting took place on Tuesday and engineers were in attendance.
4. The front parking area will be poured on July 6<sup>th</sup>.
5. Ductwork connections to mechanical rooms are being made.
6. The exterior exposed metal mockup colors were present at the meeting and color selections were made.
7. Stucco continues to be placed at soffits and columns.
8. Masonry and cast stone continues to be laid.
9. Interior wall and ceiling color mockups will be present on site by next week for approval by designers and library officials. All parties will be notified when mockups are available for viewing.



July						
Sun	Mon	Tue	Wed	Thu	FR	Sat
1	2	3 ☁	4	5	Truly	7
OBSERVED	OBSERVED	OBSERVED	OBSERVED	OBSERVED		
Hi 84°F Lo 76°F	Hi 80°F Lo 79°F	Hi 85°F Lo 75°F	Hi 84°F Lo 73°F	Hi 85°F Lo 74°F	Hi 90°F Lo 75°F	Hi 81°F Lo 74°F
Precip: (in) 0in.	Precip: (in) 0.05in.	Precip: (in) 0in.	Precip: (in) 0.35in.	Precip: (in) 0in.	Precip: 40%	Precip: 40%

**Rouzan Branch Library**

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

1. The design team and staff are continuing to work with the master developer on the design and documentation of the library's parking lot in the masterplan development.