

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
AUGUST 16, 2012
4:00 P.M.

I. ROLL CALL

II. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JULY 19, 2012 AND
THE AD HOC SEARCH COMMITTEE MEETING OF AUGUST 4, 2012

III. REPORTS BY THE CO-DIRECTORS

- A. FINANCIAL REPORT
- B. SYSTEM REPORTS
- C. OTHER REPORTS

IV. OLD BUSINESS

- A. UPDATE ON DIRECTOR FINALIST SELECTION AND INTERVIEW PROCESS
AD HOC COMMITTEE
- B. UPDATE ON STATUS OF DIRECTOR SALARY RANGE – AD HOC COMMITTEE

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

August 16, 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 August 16, 2012. Mr. Jason Jacob, Treasurer of the Board called the meeting to order at 4:15 p.m. Members of the Board present were Mr. Stanford O. Bardwell, Jr., Ms. Kizzy Payton, Ms. Melanie Way and Mr. Travis Woodard. Board members Mr. Derek Gordon and Ms. Tanya Freeman 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. 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. Ms. Lea Anne Batson of the Parish Attorney's Office; and Mr. Mike Sullivan, architect with Looney Ricks Kiss, LLC were also present. Mr. Faimon Roberts, III, reporter with *The Advocate*; and Mr. Mike Davis videographer for 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 July 19, 2012, and the special Ad Hoc Search Committee meeting on August 4, 2012. The minutes of the July 19th meeting were unanimously approved on a motion by Mr. Bardwell seconded by Mr. Woodard. The minutes of the August 4th meeting were unanimously approved on a motion by Mr. Woodard seconded by Mr. Bardwell.

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 July 31, 2012 show operating expenditures of \$14,955,012.58 or 44.85% of the operating budget. Through July the Library should have spent no more than 58.3% of the 2012 operating budget. Cash collections from property taxes for 2012 remained positive as the Library is approximately \$751,000 and 2.11% ahead of the same period last year.

Ms. Payton arrived at 4:23 p.m.

B. System Reports

Mr. Jacob asked Ms. Stein to present the system reports.

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

- Glenn “Big Baby” Davis teamed again with the Library to promote reading along with other partners to promote good health.
- “Big Baby” joined the Library Outreach staff at the Mall of Louisiana, at parks and day care centers.
- Karen Spears Zacharias, the author of *A Silence of Mockingbirds: The Memoir of a Murder* talked about her book on July 26th at LSU’s Cox Communications Academic Center for Student Athletes. A panel of experts in the field of child abuse led a discussion with Channel 9 news anchor, Donna Britt, as moderator.
- The Library geeks Summer Reading and the end of the summer program with many parties!
- The Library geeks back to school expos and our community partners who love to read.
- Teen Digital Media Challenge winners were Maura D. and Arrica M. for video and Sydney M. and Olivea B. for audio. The Library’s Teen YouTube Channel is www.youtube.com/user/ebrplteens.
- The Library Board’s Ad Hoc Search Committee interviewed via Skype five candidates for the position of Library Director in an open meeting on August 4th. Finalist, Mr. Spencer Watts, will make a public presentation on August 17th and be interviewed in a public meeting on August 18th at the Jones Creek Regional Branch Library.
- More foundation pours occurred at the site of the new Main Library on Goodwood Boulevard. Activities continue at the site of the Fairwood Branch Library including walls in the Children’s Room and ceiling work inside the front entrance.

Ms. Stein then noted two upcoming events which are very well received by the community. She said that the September Library newsletter, *The Source* will have details about these programs. *Attic Treasures* will be held at the Greenwell Springs Road Regional Branch Library on September 22nd. She encouraged the Board members and the public to search their attics for old or unusual items to be evaluated by the experts on that day.

Ms. Stein then announced that Avi will be present for the Library’s annual *Author/Illustrator* program on October 4th and 5th at the Bluebonnet Regional Branch Library. Avi, who does not use a last name, is an internationally known author and has written books for both children and teens. Ms. Stein said that the Friday workshop is the only program for which the Library charges a fee.

Ms. Payton then invited the Board members to drive by the Fairwood Branch construction site to see the progress being made on the building. She noted it was impressive to see.

C. Other Reports

Ms. Husband gave the maintenance report. At the Baker Branch the Library facilities maintenance staff realigned all of the windows. New sliding glass doors for the front entrance were ordered. At the Carver Branch Library the maintenance staff completed major lighting preventative maintenance. They also made some chiller repairs. New sliding glass doors have also been ordered for Carver.

At the Central Branch Library the energy management system upgrade has been completed. The maintenance staff also installed an awning at the staff entrance. Lighting preventive maintenance has begun at the Delmont Gardens Branch. A chair railing has been installed in the meeting rooms to protect the walls. New sliding glass doors for the front entrance were also ordered.

At the Eden Park Branch the maintenance staff repainted the meeting rooms and began lighting preventive maintenance. The main air handler variable speed drive was repaired at the Greenwell Springs Road Regional Branch.

At the Jones Creek Regional Branch the exterior of the building was pressure washed and cleaned, and the exterior benches were repainted. Numerous clocks that were broken were replaced at the River Center Branch.

At the Scotlandville Branch repairs were made to the air conditioner. The partition walls in the meeting rooms are being repaired. At the Zachary Branch the valve on the backflow preventer was changed.

Ms. Husband noted that the maintenance staff now routinely visits each branch on Friday to check on any potential maintenance issues so that they can be addressed to avoid problems over the weekend. Ms. Husband thanked the Board for approving additional staff last year which has allowed the Library to respond to maintenance concerns in a timely manner.

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

Goodwood Main Library Site

1. Interior and exterior metal studs are being installed.
2. Another concrete foundation pour is scheduled.
3. Installation of air conditioning ductwork on the first and second floor has begun.

Fairwood Branch Library

1. Sheetrock is being installed. They will start to paint once they have finished floating and taping the sheetrock.
2. The ceiling and some of the rooms have been painted.
3. The rough-ins for the air conditioning work are approximately 90% complete.
4. They continue to install glass throughout the building.
5. Masons have laid brick on about 90% of the exterior walls and the ground face block at the entrance is currently being placed.
6. They are continuing to have issues in the parking lot because of the recent rain storms.

Rouzan Branch Library

1. Library staff is continuing to meet with the Department of Public Works (DPW), the architect and the Parish Attorney to revise the Cooperative Endeavor Agreement (CEA).

River Center Branch Library

1. The two Co-Directors have continued to have conversations with the architect regarding the basic service areas, some ideas for services and features and the collection.
2. Focus group meetings for the Library Board members will begin next week.

Ms. Payton asked if there were any comments from the public on the system reports. Mr. John Berry, a member of the public asked about the Rouzan Branch Library project. He wanted to know who beside DPW was involved in the meetings that Ms. Husband talked about. She replied the Parish Attorney, Mr. Spinosa, Ms. Stein, Mr. Bardwell, and she met about the CEA. Mr. Berry said the last deadline he heard regarding this project was last February. Ms. Husband added that they are also working on the final permitting. Once that is completed, they can review the construction documents to get ready for the contractor bidding process. Mr. Berry asked what permits she was referring to. She noted that Mr. Mike Sullivan, the architect for the project is present and he could give them a more detailed update. Mr. Sullivan replied that it is the DOTD access permit for the curb cut. Mr. Berry asked if that access would be on Perkins Road to which Ms. Husband replied yes. Mr. Berry then asked about the infrastructure such as drainage, sewers, electricity and water. Mr. Sullivan replied that these are currently on Perkins Road. They are also working on the Library's parking lot which ties in with the DOTD permit.

Mr. Berry said he had another comment about Rouzan. He said three of the recent appointees to the Board probably do not know the history of this project which has gone on for over seven years with many delays. He added that in yesterday's *Advocate* there was an article about Mr. Spinosa's Perkins Rowe project. The bank has begun foreclosure proceedings against Mr. Spinosa. He signed personally for the loans with the bank for the construction of Perkins Rowe, and will now be liable for millions of dollars. Mr. Berry concluded that because of this incident, Mr. Spinosa will not be able to honor his commitment to the Library at Rouzan.

Ms. Payton then told Mr. Berry that he had one minute left to conclude his remarks.

Mr. Berry noted that another concern at the Rouzan development is the residents who currently live in the middle of the property. These people were left property by Mrs. Ford, the prior owner of the land. In the will they were granted a right of way which Mr. Spinosa will not honor. The

Planning Commission approved Mr. Spinosa's plans for the Rouzan project without the right of way. A suit was filed by the landowners and Judge Janice Clark ruled in favor of Mr. Spinosa. That ruling has been overturned this week by the First Circuit Court of Appeal.

Mr. Berry advised the Board to carefully look at this seven year project for a branch library and consider what other options they have.

Ms. Payton asked if there were any more comments on the Co-Directors' reports. There being none, she continued with Item A under Old Business.

Old Business

A. Update on Director Finalist Selection and Interview Process – Ad Hoc Committee

Ms. Payton said two of the committee members, Mr. Bardwell and Mr. Woodard, are present and can give an update on the Director finalist and the interview process. Mr. Bardwell replied that because of *The Advocate's* excellent reporting style, people are aware of the process the Board is using to select a new Director. He noted that on August 4th, the Ad Hoc Search Committee interviewed five candidates via Skype. The committee voted unanimously to invite Mr. Spencer Watts of Mobile, Alabama to come to Baton Rouge to interview for the Director position. Mr. Bardwell added that Mr. Watts will arrive in Baton Rouge this evening for two days of meetings, tours and a formal interview. Tomorrow he will meet Library staff, tour some branches and tour the City in general. Friday evening at the Jones Creek Regional Branch Library he will make a formal presentation to the public followed by a question and answer session. The evening will conclude with an opportunity to meet and greet Mr. Watts. Mr. Bardwell added that the interview by the full Board will occur on Saturday at 9:30 a.m. at the Jones Creek Regional Branch. The interview will be open to the public.

Mr. Woodard said he did not have anything further to add on this item. Ms. Payton asked for public comments. There being none, she thanked Mr. Bardwell, Ms. Freeman and Mr. Woodard for all of the work they did to ensure that this process is done as close to perfect as they can to protect the Library. There were no comments by the other Library Board members.

B. Update on Status of Director Salary Range - Ad Hoc Committee

Mr. Bardwell said following the Metropolitan Council meeting on July 25th, where they failed to adopt the Library Board's salary range for the Director, the sentiment by the Council seemed to be that the consultant who is currently conducting a salary study for all City-Parish employees should expedite the review of the Library Director's salary. To assist in the timely review of the Director salary range, Mr. Bardwell said he spoke to the consultant overseeing the work several times and her firm has agreed to expedite the Library's request. He added that he gave the consultant the same information they provided to the Metropolitan Council. She said the material would be very helpful. Ms. Stein also sent her links to other public sources on library director salaries to aid in her analysis. Mr. Bardwell noted that he has not been able to speak with her this week to get an approximate timeline for this process to be completed.

Mr. Bardwell said he wanted to comment on another phase of the recruiting process. He said he mentioned at last month's meeting that they were working on trying to adjust the Louisiana certification requirement by requesting a provisional certification that the candidate could be given if certain qualifications such as a Master's degree in Library Science were met. The law states that a candidate for library director can only be hired if the candidate is certified from day one of employment. In this law there is a prohibition to the Library Board about hiring anyone who is not certified. This temporary certification would enable the Board to hire a candidate who is not certified in order to give the new director time to study the Louisiana laws governing libraries and to take the test for permanent certification.

Mr. Bardwell noted that they had attempted to get the law changed this spring during the legislative session. However, the bill never got out of committee so now they are attempting to deal with this issue administratively. He added that the State Librarian said the members of the State Board of Library Examiners were in agreement with offering a temporary certificate. In order to accomplish this, they must adhere to administrative regulations which include a request initiated by the State Library, and sent to the Division of Administration. Ultimately the request will need to be published in the Louisiana Register for public comment. Mr. Bardwell said that Ms. Rebecca Hamilton, the State Librarian, does not believe this request will be published until December.

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.

Comments by the Library Board of Control

Ms. Payton asked if there were any comments by the members of the Board. Ms. Payton invited the public to attend the next two days of activities in the interview process involving the Director finalist, Mr. Spencer Watts.

Mr. Bardwell gave each Board member a copy of a letter he received from Mr. Watts thanking him for the finalist interview and praising the structure of the recruitment process. Mr. Bardwell noted that these comments were a reflection on the search firm the Board hired who suggested the methods to use in the process. The compliment belongs to the search firm. Ms. Payton agreed that they have a wonderful firm assisting them.

There were no further comments, and so with no further business, the meeting was adjourned on a motion by Mr. Jacob, seconded by Mr. Bardwell at 4:47 p.m.

Kizzy Payton, President

Patricia Husband, Co-Director

Mary Stein, Co-Director

MEMORANDUM

DATE: August 9, 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 August 7, 2012 for The Library Design Collaborative on the Goodwood Main Library.



CONSTRUCTION REPORT

DATE: August 7, 2012

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

OBSERVATIONS:

- 1) Gravel is being installed at the ground level for the next concrete slab pour.
- 2) The vapor retarder (under slab) is being installed for the next concrete pour.
- 3) Fireproofing of the steel under the completed concrete floor slabs is being installed on the first, second and third floors.
- 4) The drain lines from the roof drains are being installed.
- 5) Electrical conduits are being installed under the floor decks.
- 6) The lighting protection system is being installed.
- 7) Mechanical ducts are being installed under the completed concrete floor slabs.
- 8) Metal floor decking has been completed on the second floor. The third floor decking has been completed to column line A14.
- 9) Miscellaneous steel framing and detailing is being installed.
- 10) The monthly Owner's Meeting was held July 26th.

UPCOMING WORK:

- 1) The first floor concrete slab pour from column line A06 to A12 is tentatively scheduled for Friday, August 10th.
- 2) The concrete foundation work is anticipated to be complete August 23rd.
- 3) Continue the installation of the concrete foundation at the Meeting Room.
- 4) Continue erecting the structural steel at the Meeting Room.
- 5) Continue installing the metal floor decking.

ATTACHMENTS:

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







FIELD REPORT

DATE: July 12, 2012
PROJECT: Independence Park Main Library
WEATHER CONDITIONS: Mostly Cloudy - 83°
SITE CONDITIONS: Muddy
WORKERS: +/- 20
REPORTED BY: Benjamin R. Bradford, The Library Design Collaborative

IN ATTENDANCE: Benjamin R. Bradford, Mike Thompson, Vic Todd, and Pierce Langridge

OBSERVATIONS:

- 1) Efforts to dry the site are underway.
- 2) Electrical conduits are being installed under the floor deck.
- 3) Mechanical ducts are in the building being unpacked.
- 4) The "Z" clips are being welded to the steel structure for the metal studs to attach to without interrupting the fireproofing.
- 5) The third floor roof concrete slab pour from column line A01 to A06 has been completed.
- 6) Structural steel erection has proceeded eastward to column line A19.
- 7) The concrete foundation (grade beams and pedestals) are continuing to be installed.
- 8) Miscellaneous steel supports are being installed.

CONSTRUCTION SCHEDULE:

- 1) The Contractor shall clean the catch basins and replace the erosion control as necessary.
- 2) The first floor concrete slab pour from column line A06 to A12 is tentatively scheduled for the week of July 23rd.
- 3) The concrete foundation work is anticipated to be complete August 2nd.
- 4) Fireproofing of the steel under the completed concrete slabs is anticipated to begin July 20th.
- 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

DATE: July 19, 2012
PROJECT: Independence Park Main Library
WEATHER CONDITIONS: Mostly Cloudy - 85°
SITE CONDITIONS: Muddy
WORKERS: +/- 14
REPORTED BY: Benjamin R. Bradford, The Library Design Collaborative

IN ATTENDANCE: Benjamin R. Bradford, Mike Thompson, Vic Todd, and George Griffon

OBSERVATIONS:

- 1) Efforts to dry the site are underway.
- 2) Fireproofing of the steel under the completed concrete slabs is being installed on the first floor.
- 3) The Contractor is reviewing the erosion control of the site and correcting deficient areas where necessary.
- 4) The monumental stair framing is being installed.
- 5) The gravel and vapor retarder was started in the first floor mechanical room.
- 6) Electrical conduits are being installed under the floor deck.
- 7) The mechanical penetrations through the second floor between the mechanical rooms have been completed.
- 8) Mechanical ducts are being installed.
- 9) The "Z" clips are being welded to the steel structure for the metal studs to attach to without interrupting the fireproofing.
- 10) Metal floor decking has proceeded eastward to column line A14.
- 11) The concrete foundation (grade beams and pedestals) are continuing to be installed.
- 12) Miscellaneous steel framing is being installed.

CONSTRUCTION SCHEDULE:

- 1) The first floor concrete slab pour from column line A06 to A12 is tentatively scheduled for the week of July 30th.
- 2) The concrete foundation work is anticipated to be complete August 16th.
- 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.

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FIELD REPORT

DATE: July 26, 2012
PROJECT: Independence Park Main Library
WEATHER CONDITIONS: Partly Cloudy - 90°
SITE CONDITIONS: Muddy
WORKERS: +/- 33
REPORTED BY: Benjamin R. Bradford, The Library Design Collaborative

IN ATTENDANCE: Benjamin R. Bradford and Mike Thompson

OBSERVATIONS:

- 1) Sand is being added the building pad in an effort to dry the pad.
- 2) Fireproofing of the steel under the completed concrete slabs is being installed on the second floor.
- 3) The following questions were posed to the contractor concerning the installation of the fireproofing conditions:
 - a. Ensure the fireproofing that has been exposed to draining water from the upper floors is not permanently damaged. He responded that it will be replaced and tested.
 - b. Ensure the electrical conduits installed prior to the fireproofing were installed such that the required fireproofing thickness can be met. He responded that the conduits were installed with enough space between the conduit and structural steel that the fireproofing thickness will be met.
- 4) Electrical conduits are being installed under the floor deck.
- 5) The lighting protection system is being installed.
- 6) All roof penetrations for the lighting protection system west of column line A06 were installed above the concrete slab. The submittal detail indicates a sleeve should have been installed prior to the concrete pour.
- 7) Mechanical ducts are being installed.
- 8) The "Z" clips are being welded to the steel structure for the metal studs to attach to without interrupting the fireproofing.
- 9) Metal floor decking does not appear to have proceeded since last week.
- 10) The concrete foundation has not proceeded and several formworks are being replaced due the damage from the rain.
- 11) Miscellaneous steel framing and detailing is being installed.

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CONSTRUCTION SCHEDULE:

- 1) The first floor concrete slab pour from column line A06 to A12 is tentatively scheduled for Friday, August 3rd.
- 2) The concrete foundation work is anticipated to be complete August 23rd.
- 3) Continue the installation of the concrete foundation.
- 4) Continue erecting the structural steel.
- 5) Continue installing the metal floor-decking.
- 6) Continue to fireproof the structural steel.

ATTACHMENTS:

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

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Thompson Building Energy Solutions, LLC

3071 Teddy Drive, Baton Rouge, LA 70809
Phone 225-490-9583 Fax 225-293-4171

Commissioning Site Visit

Date: July 26, 2012

Project: Independence Park Main Library Baton Rouge, Louisiana

Date Visited: July 26, 2012

OBSERVATIONS

1. HVAC ductwork is being installed and in preparation for pressure testing on some sections.
2. HVAC ductwork is being protected. There are a few (stored) ducts that have splits in the plastic film covers and some have worked loose from the edges. The sheet metal contractor will make the repairs as needed. See Pictures attached.
3. There was one location where a PVC plumbing line was left open and not protected. See pictures
4. The open ends of the cast iron pipe shall be protected. See pictures

Picture 1



Thompson Building Energy Solutions, LLC

3071 Teddy Drive, Baton Rouge, LA 70809
Phone 225-490-0583 Fax 225-293-4171

Picture 2



Picture 3



Picture 4



Thompson Building Energy Solutions, LLC

3071 Teddy Drive, Baton Rouge, LA 70809
Phone 225-490-9583 Fax 225-293-4171

Picture 5



Picture 6



Picture 8



Observations made by Michael Perkins and recorded by John P. Thompson – Thompson Building Energy Solutions, LLC



FIELD REPORT

DATE: August 2, 2012
PROJECT: Independence Park Main Library
WEATHER CONDITIONS: Mostly Cloudy - 89°
SITE CONDITIONS: Dry
WORKERS: +/- 42
REPORTED BY: Benjamin R. Bradford, The Library Design Collaborative

IN ATTENDANCE: Benjamin R. Bradford, Robbie Posey, Vic Todd, and Mike Thompson

OBSERVATIONS:

- 1) Gravel is being installed for the next concrete pour.
- 2) The vapor retarder (under slab) is installed around approximately 75% of the perimeter of the next pour.
- 3) Fireproofing of the steel under the completed concrete slabs is being installed on the third floor.
- 4) The drain lines from the roof drains are being installed.
- 5) Electrical conduits are being installed under the floor deck.
- 6) The lighting protection system is being installed.
- 7) Mechanical ducts are being installed under the completed concrete slabs.
- 8) Metal floor decking has been completed on the second floor. The third floor decking has been complete to column line A14.
- 9) Miscellaneous steel framing and detailing is being installed.
- 10) Water damage to the cementitious fireproofing has been identified.
- 11) The following questions were posed to the contractor:
 - a. Confirm the testing of the compaction of the pad (fill) has occurred prior to the installation of the gravel. Robbie indicated the testing occurred on August 1st.
 - b. Confirm the method of installation of the vapor retarder (under slab) around the plumbing piping and electrical conduits on column line A06 between column lines 03 & 04. Robbie confirmed the vapor retarder would be cut around the conduits and the vapor retarder would be installed under the plumbing pipe.

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CONSTRUCTION SCHEDULE:

- 1) The first floor concrete slab pour from column line A06 to A12 is tentatively scheduled for Friday, August 10th.
- 2) The concrete foundation work is anticipated to be complete August 23rd.
- 3) Continue the installation of the concrete foundation.

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.

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Fairwood Branch Library

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



Construction Report for week #49

Job Name: Fairwood Branch Library	Inspector: n/a
Date: July 13, 2012	Time: 8:30 am
Weather Condition: Lt Rain – 85°	Contractor: Stuart & Company
Job Superintendent: Max McCray	Report prepared by: Richard Brown - Bani, Carville & Brown Architects

1. The site is very muddy from frequent rains this last week. Crews were observed working on-site on Tuesday and Friday. Building interior is dry and window frames are being protected with visqueen to keep rain from blowing in.
2. Crews continue to work on HVAC and electrical rough ins.
3. The weekly jobsite meeting took place on Tuesday and DPW and Library personnel were in attendance.
4. Masons have laid brick on about 25% of the exterior walls.
5. Gypsum board is being hung and sound insulation blankets installed on various walls around the building.
6. The exterior front entrance canopy trusses and beams have been painted, and rear porch steel is being worked on.
7. Stucco continues to be placed at soffits and columns.
8. Roof panel manufacture's rep made an inspection this week at the start of the metal roofing installation on the lower roof – awaiting written report.
9. Roofing crews have installed metal panels on about 15% of the roof and are working on the Northwest slope above the Circulation Work room.
10. About 75% of the curtainwall frames have been installed, and glass should arrive shortly.



Construction Report for week #50

Job Name: Fairwood Branch Library	Inspector: n/a
Date: July 20, 2012	Time: 8:30 am
Weather Condition: Lt. Rain – 85°	Contractor: Stuart & Company
Job Superintendent: Max McCray	Report prepared by: Matt Daigrepoint - Bani, Carville & Brown Architects

1. The site is very muddy from frequent rains this last week. Crews were observed working on-site on Tuesday and Friday. Building interior is dry and window frames are being protected with visqueen to keep rain from blowing in.
2. Crews continue to work on HVAC and electrical rough ins.
3. The weekly jobsite meeting took place on Tuesday and DPW and Library personnel were in attendance.
4. Masons have laid brick on about 30% of the exterior walls.
5. Gypsum board is being hung and sound insulation blankets installed on various walls around the building including the high spaces. Direction was given on where different R values are assigned to walls. Existing batts were verified as the correct R value.
6. The exterior front entrance canopy trusses and beams have been painted, and rear porch steel is being worked on.
7. Color samples have been painted inside the building on the ceiling, duct, and sample board. A meeting will be held next week with appropriate officials to approve the colors.



July						
18	19	20	21	22	Today	24
OBSERVED	OBSERVED	OBSERVED	OBSERVED	OBSERVED	☀️	☀️
Hi: 65°F Lo: 74°F	Hi: 81°F Lo: 70°F	Hi: 84°F Lo: 78°F	Hi: 89°F Lo: 78°F	Hi: 90°F Lo: 75°F	Hi: 80°F Lo: 74°F	Hi: 87°F Lo: 74°F
Precip (in): 0.7 in.	Precip (in): 0 in.	Precip (in): 0 in.	Precip (in): 0 in.	Precip (in): 0.35 in.	Precip: 68 %	Precip: 80 %

Construction Report for week #51

Job Name: Fairwood Branch Library	Inspector: n/a
Date: July 27, 2012	Time: 8:30 am
Weather Condition: Lt. Rain – 85°	Contractor: Stuart & Company
Job Superintendent: Max McCray	Report prepared by: Matt Daigrepoint - Bani, Carville & Brown Architects

1. The site is muddy from frequent rains this week. Crews were observed working on site. Building interior is dry and window frames are being protected with visqueen to keep rain from blowing in.
2. Crews continue to work on HVAC and electrical rough ins.
3. Masons have laid brick on about 80% of the exterior walls and the ground face block at the entrance is currently being placed.
4. Gypsum board is being hung and sound insulation blankets installed on various walls around the building including the high spaces. Aluminum reveals have been installed and floating will begin within the next few weeks.
5. The exterior front entrance canopy decorative iron is currently being placed.
6. Color samples have been painted inside the building on the ceiling, duct, and sample board. A meeting was held and additional sample colors were painted. Color decisions will be made early next week.



July						
12	13	14	15	16	Today	28
OBSERVED	OBSERVED	OBSERVED	OBSERVED	OBSERVED		
						
Hi 88°F Lo 74°F	Hi 89°F Lo 75°F	Hi 94°F Lo 74°F	Hi 95°F Lo 77°F	Hi 90°F Lo 75°F	Hi 90°F Lo 75°F Precip 30 %	Hi 92°F Lo 74°F Precip 30 %
Precip (in) 0in	Precip (in) 0in	Precip (in) 0in	Precip (in) 0.04in	Precip (in) 0.06in		

Construction Report for week #52

Job Name: Fairwood Branch Library	Inspector: n/a
Date: August 3rd, 2012	Time: 8:30 am
Weather Condition: Sunny 90 degrees	Contractor: Stuart & Company
Job Superintendent: Max McCray	Report prepared by: Matt Daigrepoint - Bani, Carville & Brown Architects

1. The site is drying up from good weather this week. Crews were observed working on site. Stuart & Company had a meeting with subs and work crews have doubled. Approximately 75 workers were on site Tuesday.
2. Crews continue to work on HVAC and electrical rough ins.
3. Masons have laid brick on about 80% of the exterior walls and the ground face block at the entrance is currently being placed.
4. The exposed ceiling deck painting has begun. Crews will be painting through the weekend.
5. The exterior front entrance canopy decorative iron is currently being placed.
6. Gypsum board continues to be installed, taped, and floated and will receive painting within the next few weeks.



Previous Month		August					Next Month
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
			1	2	Today	4	
			 HI 94°F Lo 79°F Precip: 0%	 HI 90°F Lo 78°F Precip: 0%	 HI 89°F Lo 78°F Precip: 20%	 HI 82°F Lo 74°F Precip: 30%	

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.
2. The Parish Attorney's Office continues to work on the necessary revisions and updates for the Cooperative Endeavor Agreement (CEA).