

REVISED 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
November 15, 2012
4:00 P.M.

I. ROLL CALL

II. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF OCTOBER 18, 2012

III. REPORTS BY THE CO-DIRECTORS

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

IV. OLD BUSINESS

- A. UPDATE ON COOPERATIVE ENDEAVOR AGREEMENT (CEA) FOR ROUZAN BRANCH LIBRARY – MR. STAN BARDWELL AND MR. TRAVIS WOODARD
- B. TO VOTE TO ADJUST THE START DATE FOR LIBRARY DIRECTOR SPENCER WATTS FROM JANUARY 7, 2013 TO JANUARY 14, 2013 – MR. STAN BARDWELL

V. NEW BUSINESS

- A. DISCUSSION OF THE DRAFT OF THE MANDATORY SEX OFFENDER POLICY – MS. PATRICIA HUSBAND AND MS. MARY STEIN

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

November 15, 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 November 15, 2012. Ms. Kizzy Payton, President of the Board called the meeting to order at 4:04 p.m. Members of the Board present were Mr. Jason Jacob, Ms. Melanie Way and Mr. Travis Woodard. Absent from the meeting were Mr. Stanford O. Bardwell, Jr., and Ms. Tanya Freeman. 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, and Captain Blair Nicholson of the East Baton Rouge Parish Sheriff's Office. Mr. Leo D'Aubin of the Parish Attorney's Office; Mr. Ken Tipton, Ms. Lisa Hargrave and Mr. Benjamin Bradford, architects with The Library Design Collaborative; Mr. Mike Sullivan, architect with Looney, Ricks, Kiss, LLC; and Mr. Tommy Spinosa, Jr., with 2590 Associates, LLC were also present. Mr. Faimon Roberts, III, reporter with *The Advocate*, and Mr. Frank Hillyard, videographer for Metro 21 also attended along with several people from the community.

Ms. Payton asked for the approval of the minutes of the regular meeting of the Library Board on October 18, 2012. The minutes of the meeting were unanimously approved on a motion by Mr. Woodard, seconded by Mr. Jacob.

Reports by the Co-Directors

A. Financial Reports

Ms. Payton asked Ms. Pinsonat to present the financial reports. Ms. Pinsonat said that the Statement of Revenues, Expenditures, and Encumbrances as of October 31, 2012 show operating expenditures of \$22,275,226.66 or 66.81% of the operating budget. Through October the Library should have spent no more than 83.3% of the 2012 operating budget. Cash collections from property taxes for 2012 remained steady as the Library is approximately \$754,000 and 2.11% ahead of the same period last year.

B. System Reports

Ms. Payton 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 October

and November. The following were some of the highlights:

- The Library's archivist at the River Center Branch is adding to the digital collection from the Baton Rouge Fire Dept. and from the Baton Rouge High School Band Scrapbooks.
- On October 20th the Pride-Chaneyville Branch held its largest ever Pride Community History Fest complete with a cake walk.
- The Patrons of the Public Library (POPL) held their annual membership meeting on October 21st.
- The *Louisiana Book Festival* was held on October 27th. The Library geeked POEtry at the festival.
- The Library finds patrons wherever patrons go.
- During the festival children, teens and adults were found leaving their marks on the "Geek" wall.
- People read their favorite Poe selections during the festival at "Big Blue", the Library's outreach bookmobile.
- The Fairwood Branch Library is almost completely built. It features a water distribution system which drains water away from the building.
- The construction of the Goodwood Main Library is on schedule with steady progress visible.

Ms. Payton asked Ms. Stein if the staff videotaped people reading Poe selections at the Book Festival to which Ms. Stein said yes.

Ms. Stein then noted that for December they will again feature Season's Readings. There will be visits with Mrs. Claus again this year. A new event at all the branches will be the Louisiana Arts and Science Museum's (LASM) Discovery Dome. Using the planetarium's mobile digital star field they will re-create the sky of 2,000 years ago in the Holy Land.

Then Ms. Stein showed the Board the current issue of *Library Journal*. The main article in this issue is the Index of Public Library Service. This is the fifth annual index and The East Baton Rouge Parish Library for the first time has been designated as a Star Library. Ms. Stein noted that three vendors of our Library system have congratulated us. She added that the congratulations are really due to the Library Board and the staff for allowing us to envision the services and make them a reality.

Ms. Stein then said she wanted to tell the Board about the on-line learning service, *Ed2Go* that the Library provides to patrons. She noted that 1,000 patrons have already taken classes since August. She added that the vendor of this product told her that the East Baton Rouge Parish Library is second in the number of people using it, with Los Angeles Public Library being first. She said she can access the comments patrons are making after completing the course. Ms. Stein

said they received some feedback from a patron who had taken a class on **Empowering Students with Disabilities**. She read the patron's comment as follows:

“I took this course to learn how to help my son who was born with Down's Syndrome. I was able to use the information from the lessons to help with his November IEP meetings. The class helped me formulate questions to ask his teacher and therapists about his disabilities and development as he grows older.”

Ms. Stein said this comment proves that libraries change lives. Ms. Payton thanked Ms. Stein for her report. Ms. Payton asked for a copy of the *Library Journal* article

C. Other Reports

Ms. Husband gave the maintenance report. At the Baker, Central, and Greenwell Springs Road Regional Branch Libraries keyless entry access controls are being installed.

At the Bluebonnet Regional Branch and the Delmont Gardens Branch Libraries they have run new conduits for data and power so that additional computers can be added in the future. The Library facilities staff is awaiting a signed contract and a notice to proceed with the flooring projects.

At the Carver Branch Library they have completed some preventive maintenance on some of the mechanical equipment. At the Central Branch Library the boiler is being repaired.

At the Jones Creek Regional Branch Library some preventive maintenance has been done on the energy management system.

Ms. Husband added that they have been working with Mr. Brian Thornhill to upgrade wireless connectivity for the Library's patron computers.

Ms. Husband then reported on the Library's building construction projects noting that there are two new reports showing the status of construction on each building project in the form of a pie chart. She pointed out that each graphic shows the percentage of days elapsed and the percentage of days of construction remaining. These numbers are subject to change due to weather conditions, unforeseen issues and changes in the project. Extensions to the original contract time are determined by the Architectural Services Division of the Department of Public Works (DPW).

Ms. Husband noted that the original number of days given for the construction of Fairwood was 471 days. The current number of constructions days is now listed as 515 days. These additional days are not unusual, so the project is considered on schedule with an opening date in early 2013.

Fairwood Branch Library Site:

1. The monument sign has been installed.

2. They are continuing to install lighting.
3. Most of the resilient flooring in the meeting rooms, the staff break room, and the children's area has been installed.
4. The carpet is being installed in the staff work areas.
5. Most of the millwork has been installed.

Ms. Husband then discussed the Goodwood Main Library construction project. She said that 608 days were allotted for the building construction phase of the project. As of October 17, 2012 the estimated date of construction completion is July 1, 2013. The second phase of the project includes moving into the new building, demolishing the old building and constructing the parking lot where the old building was located. A "soft" opening can occur after the building demolition, but the official grand opening will not occur until the new parking lot is completed.

Ms. Husband then asked Mr. Ken Tipton, architect with The Library Design Collaborative to provide additional information about the project. Mr. Tipton concurred with Ms. Husband's report on the timeline for the project. He said that thirty days have been added to the project because of weather making the completion date August 1, 2013. He noted that the skeletal system of the building is about 95% finished; 75% of the AC/HVAC, 60% of the plumbing, 40% of the sprinkler system and 50% of the power are finished. The skin and the interiors are only about 10% completed. In the next 90 days the purple exterior will change significantly approaching 80-90% complete. The exterior will be enclosed and then work will mainly occur in the interior. Mr. Tipton noted that in the next thirty days the meeting room skeleton and foundation will be finished. They will begin to install the glass framing and roofers will start their work. The interior of the building will then be protected from the rain so the construction inside can proceed without getting wet.

Mr. Tipton added that they are trying to schedule a walk-through for the Board members in the next thirty days so that they can see the progress and ask any questions they have. He also said he understands that the Board wants a little more robust monthly reports in the way of statistics. So they will provide photos that will show more detail of how the site actually appears rather than just parts of systems in the building.

Mr. Tipton said he would be glad to answer any questions they might have. Ms. Payton thanked Mr. Tipton for his report. She said they are all excited about the walk-through and look forward to it.

Ms. Payton then asked for any public comments on the reports of the Co-Directors. There being none, she proceeded to Old Business.

Old Business

- A. Update on Cooperative Endeavor Agreement (CEA) for Rouzan Branch Library – Mr. Stan Bardwell and Mr. Travis Woodard**

Ms. Payton read Item A under Old Business. She then asked Mr. Woodard to speak to the Board about the revised CEA. She added that after Mr. Woodard made his comments she would allow public comments. Mr. Woodard began by thanking Mr. Leo D'Aubin of the Parish Attorney's Office for the incredible amount of work he has done regarding the CEA. He made sure that both the Library's and the City's interests were well represented. Mr. Woodard referred the Board to a document titled "Second Amendment to Cooperative Endeavor Agreement". While this agreement does not require any action by the Library Board or the Metropolitan Council, he said they felt it was very important that the Board have the opportunity to review this revised agreement before the Parish Attorney presents it to the Mayor for his signature.

Mr. Woodard noted that the document contains a great deal of information, but he wished to point out the highlights so that everyone understands what the agreement says. He wanted to be sure that the Board understands what they are agreeing to and what 2590 Associates, LLC is agreeing to do. Mr. Woodard said the first seven items are a legal description of the tract of land. He added that when they began to work with DPW, it was agreed that the Library needed a slightly expanded footprint for construction because of a building path. He said the physical boundaries were expanded by a couple of feet. Therefore, several of the legal descriptions had to be changed to accommodate this additional land.

Mr. Woodard said that in Item # 8 the key words are "buildable parcel" which refers to the City's Unified Development Code and means the parcel must have sewers. He said Item # 9 refers to the utilities that must be installed, and to the temporary servitude that will be given back to 2590 Associates after the construction is completed. He said all this language was in the original CEA, but they added the specific utilities that must be installed to protect the Library's interests. He added that Items # 10 and 11 clarify the Parking and Pedestrian Servitude.

Mr. Woodard then said that the most important amendment in the whole document is Item # 12. He added that he would like some feedback from the Board members on this item. He said they spent the most time discussing this item among themselves and with DPW. It specifies that 2590 Associates and the City agree that if the infrastructure for a defined exhibit in this agreement is not either installed or a subdivision bond is not posted by February 15, 2013, the Library has the clear ability and authority to walk away from all dealings with the Rouzan development. Mr. Woodard added that Mr. Spinosa has agreed to this date and is confident that he and his team can meet this deadline. He added that this is one of the first times that a clear definitive date has been established and that everyone understands what is expected and what the obligations are. There is a provision to extend the date 30 days if it appears that things are close to complete, but that some additional time is necessary. The Library would have the option to do that, but it is not mandatory that the Library extend the time. Mr. Woodard also said that the Library and the City will retain all of the architectural drawings and plans that have been done if 2590 Associates defaults on its obligations. This represents a significant investment.

He said he feels that February 15, 2013 is the key date they have been working to establish for quite a while. He added that it gives a very finite end to this project with the ability of the Library to legally walk away with no questions asked if the deadline is not met. Mr. Woodard said he is personally excited about this revision because it's the first time he has seen a clear path to completion of the Rouzan Branch Library. He noted that they worked with Mr. Jim Frey,

Special Projects Architect with DPW and the permit office on the Library's permits and Rouzan's permits. He said once the infrastructure is built or bonded the Library can begin constructing the building.

Mr. Woodard added that Item # 13 refers to the joint use of the porch and stairs which they had agreed upon previously. The agreement also contains a provision about landscaping and trees on the property. Mr. Woodard asked the Board members for their feedback on this revised agreement.

Ms. Payton thanked Mr. Woodard and Mr. Bardwell for working so diligently on this amendment to the CEA. She then asked for comments from the public before the Board discussed the document. Mr. John Berry, a member of the public, asked to speak. He thanked Mr. Woodard and all who worked on this revised document. He said it was time they had some action toward building the branch library, and the citizens are now cautiously optimistic. He asked for a copy of the amendment to the CEA. Ms. Payton asked if the amendment was included in the packets for the public to which Ms. Zozulin said yes.

Mr. Berry said last week he sent the Board a four page summary of why they should withdraw from building a branch library in the Rouzan development following six years of discussions with Mr. Spinosa. He added that the public has run out of patience over the delays with this project.

Mr. Berry said for those who may not know the history of the attempts to build a branch in the southern part of the parish, he would give a summary of events. Mr. John Richard, the former Director began looking for land in 2002. At the end of 2002, two doctors offered to donate six acres of land on Burbank Drive for a library. In December of 2004 the City-Parish accepted this donated land. However, in early 2006 Mr. Spinosa offered to donate land in Rouzan. Mr. Berry said this traditional neighborhood development requires a civic building, so Mr. Spinosa offered to donate land for the library to meet this requirement. He noted that in July of 2006 a letter was sent to Mr. Spinosa by three civic associations surrounding the Rouzan development. The letter cited major inconsistencies and discrepancies in what Mr. Spinosa had told them. They were concerned about traffic, sewers, drainage and parking. He said all of these concerns still remain today.

Mr. Berry added that there were at least four contracts with Mr. Spinosa; an agreement to donate property to build a library in December, 2008, a cooperative endeavor agreement for parking and a pedestrian servitude, and a temporary construction servitude agreement. The last three agreements were signed in September of 2010. Mr. Berry said that in the CEA there is an exhibit entitled Rouzan Library infrastructure schedule. He noted that the building of the infrastructure was to begin in October of 2010. So it has been two years since the infrastructure should have been installed. He said a beginning and ending date for the construction of the library is not even mentioned.

Ms. Payton then asked Mr. Berry to begin wrapping up his comments. Mr. Berry said it is well past time to cancel these contracts with Mr. Spinosa and start over in a suitable location and with a contractor that is into construction rather than deception.

Ms. Payton thanked Mr. Berry and then asked the Board members for their comments on Mr. Woodard's presentation of the second amendment to the CEA. She again thanked Mr. Woodard, Mr. Bardwell and Mr. D'Aubin for their work on the CEA so that the Board can now see how they can move forward on this project. Ms. Payton asked Mr. Spinosa if he wished to speak since he had played a part in this revised document.

Mr. Spinosa said he did not have any comments on Mr. Berry's comments because as usual Mr. Berry gets many of his facts wrong. Mr. Spinosa said he wanted to mention the positive things that are occurring at Rouzan. He noted that everyone worked hard on this revised agreement so that the Library Board could feel comfortable moving forward with the library construction. He added that he and his team also have what they need to proceed. Mr. Spinosa thanked everyone for their efforts in resolving the issues surrounding this project.

He summarized the progress at the Rouzan development. He said Phase I started in the summer of 2011 with twenty-six custom home sites. He added to date they have sold nineteen of them, three houses have been completed, seven are under construction, and three are under permit. Mr. Spinosa noted that by Thanksgiving four families will be living at Rouzan. He also said they have begun Phase II and the construction of infrastructure is currently underway. He said that phase has thirty-seven home sites which will be constructed by a local builder along with an additional eleven custom lots. Mr. Spinosa mentioned that four of the home sites and three of the custom lots have been pre-sold already. He said as of today they have created seventy-four home sites in Rouzan since October of 2011. He noted that things are going well at Rouzan and that they are excited to have the Library as part of this community. Ms. Payton thanked Mr. Spinosa for his comments.

Then she asked if there were any further comments from the Board. Mr. Woodard replied that he had an additional comment. He said Mr. Berry mentioned the suitability of the development and the Library being part of Rouzan and the neighborhood. Mr. Woodard emphasized that he wanted to make it abundantly clear that these are decisions are not part of the scope of the Library Board. The City-Parish has a Planning Commission and a permit office that make these determinations. That is their mission and job. He added as a Library Board member he is not going to get involved in planning. It is not something he has expertise in. So if the people who do have the education and experience in planning, say this development is good for the community, then the Board needs to support that.

Mr. Woodard added that he wanted to point out one more item in the revised agreement so that the Board is perfectly clear about what they are doing. He referred them to page 15 of the agreement. He said this is the exhibit for the infrastructure. This is part of the amended Section 6 of the agreement. He noted that they can see in this drawing that the infrastructure to be bonded or installed by February 15, 2013 contains the primary entrance driveway, the main driveway and the sidewalks on the north side of the library, the access to the library's parking lot and the sidewalks to the western entrance to the library building. Mr. Woodard said that this is the infrastructure that they need in order to get the permits to construct the branch library. He added that the utilities are currently available in the public right-of-way. He noted that the Library owns a strip of land from the building site to the public right-of-way called a

construction servitude. However, Mr. Woodard said the Library owns this construction servitude which Mr. D'Aubin confirmed. This is what the Library needs to proceed with construction regardless of what might happen to the Rouzan development. So again Mr. Woodard noted that the Library can begin construction as soon as the infrastructure is in place or is bonded.

He added that in terms of a timeline, once the infrastructure is in place or is bonded, the Board can work with Mr. Frey to get the permit he needs to advertise for a contractor to begin construction of the branch library. Ms. Payton again thanked Mr. Woodard.

Mr. Berry wished to make an additional comment. Ms. Payton said she would not allow him to speak since the public comment period had closed.

B. To Vote to Adjust the Start Date for Library Director Spencer Watts from January 7, 2013 to January 14, 2013 – Mr. Stan Bardwell

Ms. Payton read Item B. Since Mr. Bardwell was not present today, Ms. Payton spoke and said this item is simply a motion to vote to change the start date for Mr. Spencer Watts as Library Director from January 7, 2013 to January 14, 2013. She said this is a change from the original motion when they voted to hire Mr. Watts. This change of start date is necessary to be in alignment with the State Library as they grant provisional certification to Mr. Watts. Provisional certification goes into effect on January 12, 2013. So therefore, the Library Board needs to revise Mr. Watts start date to January 14th.

Ms. Payton asked for a motion to change the start date. Mr. Woodard made the motion to change the start date to January 14th. The motion was seconded by Mr. Jacob and passed unanimously.

New Business

A. Discussion of the Draft of the Mandatory Sex Offender Policy – Ms. Patricia Husband and Ms Mary Stein

Ms. Payton read Item A and asked Ms. Husband and Ms. Stein to explain the need for a sex offender policy for the East Baton rouge Parish Library. Ms. Stein said that the Board has been given a copy of the draft Sex Offender Policy. The Library Board has until December 31, 2012 to vote to approve this policy for dealing with sex offenders in our library. She noted that this policy is necessary because Act 693 of the 2012 Regular Session of the Louisiana Legislature amended and re-enacted R.S. 14.91.2. Ms. Stein said this is a statutory requirement and the policy becomes a State law on January 1, 2013. So they must have a stated policy for our library system in order to be in compliance with the State law. She noted that the wording of the policy was created by the State Library under the guidance of legal counsel from the State Department of Culture, Recreation and Tourism. The State Library has provided this wording for public libraries in Louisiana with the understanding that each library system will customize it for their particular system.

Ms. Stein noted that there is no expectation that Library staff will be required to enforce the policy. Compliance with the policy rests with the sex offender. The Library policy will only state which branches will be accessible to sex offenders. The sex offender will be responsible for complying with the law. However, Ms. Stein said Library employees do watch the conduct of all patrons in the library especially those in our Children's Departments. Ms. Stein then pointed out that in the draft policy under Item I, Item A and Item B have been modified for our Library system. She added that under Item A they omitted access to the branches in the system where adults had to travel through children's areas to get to meeting rooms or rest rooms. She said that is why not all 14 branches are listed as accessible. Under Item B the branches that are within 1,000 feet of a school are listed as not accessible to sex offenders. She noted that the Carver Branch shares a parking lot with the Freeman-Matthews Head Start building, and the Eden Park Branch is across the street from the Capital Middle School. She said they added remote electronic access as a way for those restricted from entering certain branches to be able to use Library resources. She added that they inserted the name of the Library Director in Item IV. Ms. Stein requested that the Board review this draft policy in order to vote on it at the December Board meeting.

Mr. Woodard asked if the Parish Attorney's Office could review this draft policy before the next meeting. Ms. Stein said they sent a copy to the Parish Attorney and are waiting for comments. Ms. Payton asked if there were any comments. There were none, so she thanked Ms. Husband and Ms. Stein and continued with the last item on the agenda.

Comments by the Library Board of Control

Ms. Payton if there were any comments by the members of the Board. There were no further comments. Ms. Payton wished everyone a Happy Thanksgiving, and so with no further business, the meeting was adjourned on a motion by Ms. Way, seconded by Mr. Jacob at 4:50 p.m.

Kizzy Payton, President

Patricia Husband, Co-Director

Mary Stein, Co-Director

DATE: November 8, 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 November 6, 2012 for The Library Design Collaborative on the Goodwood Main Library.



CONSTRUCTION REPORT

DATE: November 6, 2012

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

OBSERVATIONS:

- 1) The Monthly Owner's Meeting was rescheduled and held on October 25, 2012.
- 2) The first floor concrete slab is almost complete. The only areas remaining to be poured are the Lobby and Meeting Room.
- 3) The third floor concrete slab is complete.
- 4) The concrete slab pour for the third floor roof was on November 5th.
- 5) The structural steel is being installed for the Meeting Room.
- 6) The structural steel for Stair 2 has been installed.
- 7) The elevator steel has been installed.
- 8) The revised brick mockup has been completed.
- 9) The HVAC equipment is being placed.
- 10) The following work is being installed:
 - a. Exterior gypsum board sheathing
 - b. Metal studs
 - c. Fireproofing
 - d. Plumbing piping
 - e. Mechanical ductwork
 - f. Sprinkler system piping
 - g. Electrical conduits and junction boxes

CONSTRUCTION SCHEDULE:

- 1) Masonry veneer is expected to start within the next couple of weeks.
- 2) Curtainwall framing and glazing is expected to start within the next couple of weeks.

ATTACHMENTS:

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





Thompson Building Energy Solutions, LLC

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

Commissioning Site Visit

Date: September 27, 2012

Project: Independence Park Main Library Baton Rouge, Louisiana

Date Visited: September 20, 2012 and September 27, 2012

OBSERVATIONS

1. HVAC piping and ductwork installation is continuing, including duct insulation. There is to be a pressure test on two runs and is scheduled for Wednesday, October 3, 1012.
2. Not all pipe taps and ends of piping on HVAC, Plumbing, and Sprinkler piping is being protected.
3. Various stored materials such as valves, piping, etc. are not being protected.
4. Mechanical equipment concrete housekeeping pads have been installed on the 2nd floor.
5. Refer to pictures attached.

Picture 1



Thompson Building Energy Solutions, LLC

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

Picture 2



Picture 3



Picture 4



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Picture 5



Picture 6



Picture 7



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Picture 8



Picture 9



Picture 10



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Picture 11



Picture 12



Picture 13



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

Picture 14



Picture 15



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



FIELD REPORT

DATE: October 11, 2012
PROJECT: Independence Park Main Library
WEATHER CONDITIONS: Clear - 82°
SITE CONDITIONS: Dry
WORKERS: +/- 42
REPORTED BY: Benjamin R. Bradford, The Library Design Collaborative

IN ATTENDANCE: Benjamin R. Bradford and Vic Todd

OBSERVATIONS:

- 1) The second floor concrete slab is complete.
- 2) Preparations for the third floor concrete slab pours for the green roofs are continuing.
- 3) Formwork was being installed for the grade beam pour tomorrow.
- 4) Mechanical yard equipment conduits are being installed.
- 5) The Contractor indicated the concrete third floor housekeeping pads were being formed by the mechanical subcontractor (Airtrol).
- 6) Mechanical equipment is being installed on the second floor housekeeping pads.
- 7) The following work is being installed:
 - a. Exterior gypsum board sheathing
 - b. Exterior metal studs
 - c. Interior metal studs
 - d. Fireproofing
 - e. Roof drain piping
 - f. Mechanical duct
 - g. Sprinkler system piping
 - h. Electrical conduits

CONSTRUCTION SCHEDULE:

- 1) The air handlers will be placed in the mechanical rooms within the next week.
- 2) The third floor concrete slab pours for the green roofs are scheduled for Friday, October 12th @ 2am (tonight).
- 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.







FIELD REPORT

DATE: October 18, 2012
PROJECT: Independence Park Main Library
WEATHER CONDITIONS: Clear - 79°
SITE CONDITIONS: Dry
WORKERS: +/- 55
REPORTED BY: Benjamin R. Bradford, The Library Design Collaborative

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

OBSERVATIONS:

- 1) The Landscape Subcontractor was on site to discuss the routing of the irrigation pipes. He will be sending a submittal to indicate the routing of the irrigation piping.
- 2) I indicated to the Contractor the location of the north green roof irrigation pipe stub-out for the concrete pour tonight.
- 3) I indicated to the Contractor to confirm the floor box locations in the Library Director's Office are correct per ASI #055. The Contractor indicated he would confirm this and adjust their locations if necessary.
- 4) The third floor concrete slab pours for the green roofs are complete.
- 5) Preparations for the third floor concrete slab pour are continuing. This pour will complete the third floor.
- 6) The excavation for the next grade beam pour at the southwest end of the meeting room has begun.
- 7) The elevator steel has been installed.
- 8) The plumbing stacks are being installed.
- 9) Junction boxes and conduits are being installed.
- 10) The following work is being installed:
 - a. Exterior gypsum board sheathing
 - b. Exterior metal studs
 - c. Interior metal studs
 - d. Fireproofing
 - e. Plumbing piping
 - f. Roof drain piping
 - g. Mechanical duct
 - h. Sprinkler system piping
 - i. Electrical conduits and junction boxes

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.



CONSTRUCTION SCHEDULE:

- 1) The third floor concrete slab pour is scheduled for Friday, October 19th @ 2am (tonight).
- 2) The third floor roof slab pour is scheduled for Friday, October 26th @ 2am.
- 3) Continue the installation of the concrete foundation.

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: October 25, 2012

Project: Independence Park Main Library Baton Rouge, Louisiana

Date Visited: October 25, 2012

OBSERVATIONS

1. HVAC piping and ductwork including duct insulation, Plumbing and Sprinkler piping installation is continuing.
2. Three air handling units on the 2nd floor are not protected. Supply air and return air opening are to be protected at all time. Protect air unit cabinets from overspray during fire proof material application phase.
3. Not all pipe taps and ends of piping on HVAC, Plumbing, and Sprinkler piping are being protected.
4. Various stored materials are not being protected.
5. Styrofoam drink cup inserted in a sewer vent line is not an approved method for protecting open pipe ends. Provide approved temporary methods to protect open end of pipe.
6. Plug or cap connection openings on the expansion tanks.
7. Refer to pictures attached.

Picture 1



Thompson Building Energy Solutions, LLC

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

Picture 2



Picture 3



Picture 4



Thompson Building Energy Solutions, LLC

3071 Teddy Drive, Baton Rouge, LA 70809
Phone 225-490-8583 Fax 225-293-4171

Picture 5



Picture 6



Picture 7



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Picture 8



Picture 9



Picture 10



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Picture 11



Picture 12



Picture 13



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Picture 14



Picture 15



Picture 16



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Picture 17



Picture 18



Picture 19



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Picture 20



Picture 21



Picture 22



Observations made by Michael Perkins – Thompson Building Energy Solutions, LLC



FIELD REPORT

DATE: October 25, 2012
PROJECT: Independence Park Main Library
WEATHER CONDITIONS: Clear - 79°
SITE CONDITIONS: Dry
WORKERS: +/- 55
REPORTED BY: Benjamin R. Bradford, The Library Design Collaborative

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

OBSERVATIONS:

- 1) The Monthly Owner's Meeting was held today.
- 2) The third floor concrete slab pour has been poured.
- 3) The motors for the folding partitions have been installed.
- 4) The structural steel for Stair 2 has been installed.
- 5) I indicated to the contractor to remove the wall between STOR (211) and STOR (229) per ASI #049. The Contractor indicated he would coordinate this work.
- 6) I indicated to the Contractor to adjust the header height for Door S307A to 7'-10" and build a 2'-0" wall under it. Door S307A has a height of 5'-10". This is to allow the door to not interfere with the roofing insulation. I also indicated for the Contractor to verify door E317A has a similar condition. The Contractor indicated he would coordinate this work.
- 7) The plumbing stacks are being installed.
- 8) The following work is being installed:
 - a. Exterior gypsum board sheathing
 - b. Metal studs
 - c. Fireproofing
 - d. Plumbing piping
 - e. Mechanical duct
 - f. Sprinkler system piping
 - g. Electrical conduits and junction boxes

CONSTRUCTION SCHEDULE:

- 1) The concrete slab pour for the third floor roof is scheduled for Tuesday, November 6th @ 3am.
- 2) 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.







FIELD REPORT

DATE: November 1, 2012
PROJECT: Independence Park Main Library
WEATHER CONDITIONS: Clear - 70°
SITE CONDITIONS: Dry
WORKERS: +/- 55
REPORTED BY: Benjamin R. Bradford, The Library Design Collaborative

IN ATTENDANCE: Benjamin R. Bradford, Lisa Hargrave, Vic Todd, George Griffon, and Rick Berthelot

OBSERVATIONS:

- 1) The revised brick mockup has been completed.
- 2) The structural steel is being installed for the Meeting Room.
- 3) Preparations for the concrete slab pour for the third floor roof are continuing.
- 4) The electrical conduit routing through the column covers for the lighting in the butterfly roof was discussed. The Electrical Subcontractor will ensure the conduits are within the web of the wide flange columns. The Contractor is reviewing the attachment of the column covers for possible conflicts and will coordinate with the Architect. The Architect will also continue to review the condition.
- 5) The following work is being installed:
 - a. Exterior gypsum board sheathing
 - b. Metal studs
 - c. Fireproofing
 - d. Plumbing piping
 - e. Mechanical duct
 - f. Sprinkler system piping
 - g. Electrical conduits and junction boxes

CONSTRUCTION SCHEDULE:

- 1) The concrete slab pour for the third floor roof is scheduled for Tuesday, November 6th @ 3am.
- 2) Curtainwall installation is expected to start in the next couple of weeks.

ATTACHMENTS:

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

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






Fairwood Branch Library

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

No Construction Report for October 12, 2012






3718 Government St.
Baton Rouge, LA 70804
Phone: 225-343-2267
Dial/Fax: 225-343-8929
Email: info@bcbala.com

Construction Report for week #63

Job Name: Fairwood Branch Library	Inspector: n/a
Date: October 19, 2012	Time: 8:30 am
Weather Condition: Sunny 60 degrees	Contractor: Stuart & Company
Job Superintendent: Max McCray	Report prepared by: Matt Daigrepoint - Bani, Carville & Brown Architects

1. The site conditions were dry and crews were observed working on interior and exterior work.
2. Light fixtures continue to be installed.
3. Site drainage continues and catch basins are being placed on the rear side of the library.
4. The building continues to be dried out. Moisture tests on the concrete slab began today. Reports will be issued on the moisture content as they come in.
5. The monumental sign will receive stucco next week.
6. The rear porch grades and planters were staked out and work in this area will continue in the next few weeks.
7. The library officials met on site at the weekly meeting and a new 3M gate was discussed. The 3M tech support manager was placed on conference call and coordination efforts were made between G.C. and electrical sub for wiring and gate layout.
8. The electrical engineer and mechanical engineer were on site to perform "above ceiling" inspections. The G.C. plans on starting ceiling tile installation within the next week.
9. Floor tile installers will be on site Monday, Oct 22, to begin tile at the front lobby.



October						
09	10	11	12	13	14	15
Overcast	Overcast	Overcast	Overcast	Overcast	Overcast	Overcast
Hi: 62° Lo: 50°	Hi: 62° Lo: 50°	Hi: 62° Lo: 50°	Hi: 62° Lo: 50°	Hi: 62° Lo: 50°	Hi: 62° Lo: 50°	Hi: 62° Lo: 50°
Precip: (0) 0.00in	Precip: (0) 0.00in	Precip: (0) 0.00in	Precip: (0) 0.00in	Precip: (0) 0.00in	Precip: (0) 0.00in	Precip: (0) 0.00in

No Construction Report for October 26, 2012

Construction Report for week #65

Job Name: Fairwood Branch Library	Inspector: n/a
Date: November 2, 2012	Time: 8:30 am
Weather Condition: Sunny 65 degrees	Contractor: Stuart & Company
Job Superintendent: Max McCray	Report prepared by: Matt Daigrepoint - Bani, Carville & Brown Architects

1. The site conditions were dry and crews were observed working on interior and exterior work.
2. Light fixtures continue to be installed.
3. The drip line masonry drainage is currently being installed.
4. Some flooring is currently being installed in the meeting rooms.
5. The bicycle rack and seat wall is being installed.
6. More millwork has arrived on site and is currently being stained. A mockup of the column wrap was shown to the architect this week for approval.
7. The underground wiring for the 3m gate will be installed this week.
8. Cleaning and touching up of gypsum walls is currently being performed.
9. A sample of the dry erase paint has been mocked up.
10. Coordination efforts become critical in the last phase of the project. A monthly meeting will be held on November 6th with all parties invited. Critical move in dates and construction timelines will be discussed and coordinated with all parties.



Rouzan Branch Library

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

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