

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
OCTOBER 18, 2012
4:00 P.M.

I. ROLL CALL

II. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF SEPTEMBER 20, 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

V. NEW BUSINESS

- A. TO VOTE TO ELECT LIBRARY BOARD VICE PRESIDENT – MS. KIZZY PAYTON
- B. TO VOTE TO SEND COMMENTS TO CITY-PARISH ADMINISTRATION CONCERNING TAX ABATEMENT PROPOSAL – 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

October 18, 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 October 18, 2012. Mr. Jason Jacob, Treasurer of the Board called the meeting to order at 4:05 p.m. Members of the Board present were Mr. Stanford O. Bardwell, Jr., Ms. Tanya Freeman, Ms. Melanie Way and Mr. Travis Woodard. Absent from the meeting was Ms. Kizzy Payton, President of the Board. 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 Sgt. Patricia Carr of the East Baton Rouge Parish Sheriff's Office. Mr. Leo D'Aubin of the Parish Attorney's Office; Mr. Jim Frey, Special Projects Architect with the City-Parish Department of Public Works (DPW); Mr. Tommy Spinosa, Jr., with 2590 Associates, 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 the roll which she did. He then asked for the approval of the minutes of the regular meeting of the Library Board on September 20, 2012. The minutes of the meeting were unanimously approved with one correction on a motion by Ms. Freeman 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 September 30, 2012 show operating expenditures of \$20,089,904.66 or 60.25% of the operating budget. Through September the Library should have spent no more than 75% of the 2012 operating budget. Cash collections from property taxes for 2012 remained steady as the Library is approximately \$705,000 and 1.98% ahead of the same period last year.

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 September and

October. The following were some of the highlights:

- A mayoral debate was held at the Jones Creek Regional Branch Library.
- Our libraries are places for democracy. The Bluebonnet Regional and Jones Creek Regional are polling places.
- The Greenwell Springs Road Regional Branch Library was the site for *Attic Treasures* with many special items like a vintage Gibson guitar.
- *The Advocate* columnist and author, Smiley Anders was a guest speaker at the Zachary Branch Library.
- The 35th annual *Author-Illustrator* program with Avi was a huge success. After the workshop he even rode the pig which may become an annual tradition at this event.
- Children walked to the River Center Branch Library on September 27th to participate in the *Read for the Record Day*. 335 children read and received books.
- *Prime Time Family Reading Time* which is a family literacy program is meeting weekly at the Carver Branch Library. The pilot for this program was conducted at East Baton Rouge Parish Library in the 1991.
- The 4th annual Community History Festival will be held at the Pride-Chaneyville Branch Library on October 20th from 10:00 a.m. to 2:00 p.m.
- The Louisiana Book Festival will be held downtown on October 27th. Our Library will participate as we geek POEtry!
- Millwork and copper inlay is visible at the Fairwood Branch Library. At the Goodwood Main Library site gypsum board sheathing is filling in the west walls.

Ms. Stein then noted that they are completing book ordering for this year as quickly as they can because they will be reaching a deadline at which time they cannot encumber any more orders and get those invoices paid before the end of the year. The payment process not only involves the Library's Technical Services Division and the Library's Business Office, but also the City-Parish Purchasing and Finance Departments. She noted that because of some changes they made in the ordering process in the Technical Services Division, the Library can now order until the end of November rather than the beginning of October. Ms. Stein also said that they have shortened the time it takes from the delivery of the books to the placement on the shelves to about two weeks.

Ms. Stein said they were very pleased with the media work that has touched on the passing of Mr. Derek Gordon and his contribution to our community. She added that private foundations have also expressed the impact he has had on the local area.

C. Other Reports

Ms. Husband gave the maintenance report. At the Baker Branch Library new sliding glass doors are being installed at the entrance. The Library facilities staff has pressure washed the building.

At the Bluebonnet Regional Branch Library the contractor has finished the waterproofing, pressure washing, and painting. They continue to work on re-glazing the windows. The contract for re-flooring the building has been awarded and will be presented at the full Metropolitan Council meeting for their approval next week.

At the Carver Branch Library the contractors are completing repairs to the roof. At the Delmont Gardens Branch Library new sliding glass doors will be installed next week. The building has been pressure washed. The contract for re-flooring the building has also been awarded and will be presented at the full Metropolitan Council meeting for their approval next week.

In preparation for the Community History Festival at the Pride-Chaneyville Branch Library the building has been pressure washed. At the River Center Branch Library the Library facilities staff has been working on interior lighting preventive maintenance. At all of the branches maintenance on the exterior lights is being completed with the Main Library scheduled for next week.

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

Goodwood Main Library Site

1. The exterior walls are going up on the west side of the building.
2. Part of the monument stairs has been installed.
3. Some air conditioning ducts have been installed and pressure tested.
4. Electricians continue to run conduits for the fiber optic cables that will connect technology throughout the building.
5. The second floor concrete pours have been completed. Additional concrete pours are occurring on other floors.
6. Photos of the project are in the construction report and on the Library's website.

Fairwood Branch Library

1. The chiller and air handlers have been turned on.
2. The sheet rocking has been completed.
3. The painting is 90% completed.
4. The front doors have been installed.
5. The millwork has also been installed.
6. The Library Administration has reviewed and approved the signage package.
7. The furniture packages have been awarded and the vendors are ordering the furnishings for delivery at the end of the year.

Ms. Husband noted that the Rouzan Branch Library will be discussed under Old Business, Item A. She then said that Ms. Stein, Mr. Rex Cabaniss, architect with Washer, Hill, Lipscomb and Cabaniss Architects and she met with several groups to gather their input and suggestions for the new downtown library. She added that they have more meetings scheduled over the next few weeks. Mr. Cabaniss will summarize the notes from these meetings and share them with the Board once the focus groups have all met.

Mr. Bardwell asked what the percentage of completion is for the Goodwood Main Library to which Ms. Husband replied that she is not tracking the progress in that way. But she deferred the question to Mr. Jim Frey, Special Projects Architect with DPW. Mr. Frey replied that he did not have the exact percentage of completion with him at this meeting, but he guessed it was a little less than 50%. He said they still need to produce a Fixtures, Furniture and Equipment (FF&E) package. They also need to have a meeting with the contractor over some rain day delays at the beginning of the job. Mr. Frey noted that the project is progressing well because they have not had any delays recently. He added that he can easily get the completion percentage for the Board. Ms. Freeman then asked about the completion date for the project to which Mr. Frey answered about 30 to 45 days past the original completion date. Ms. Freeman answered that the original date was July 2013. Mr. Bardwell said he would like this information each month as part of the construction report. He added that information is more useful to him than the color pictures. Mr. Frey said they can produce a data sheet with the information Mr. Bardwell would like. Ms. Freeman noted that they want to build momentum and excitement. It appears that they are going to be timely on the completion, so they should publicize this rather than just make a big publicity push for the grand opening. People can drive by and see the progress right now. Ms. Stein agreed and noted that the media is watching and focusing on the building. Mr. Jacob requested that a pie chart showing the percentage of completion on the project be added to the Library's website. Ms. Husband replied that they can post the chart and update it from the payout report as the construction proceeds. Ms. Stein said they will work on this with Mr. Frey.

Mr. Bardwell said he would like to add the Fairwood project for percentage completion with a pie chart. Ms. Husband said they have air conditioning and have started the mechanical systems. She noted that the furniture for the Fairwood Branch should arrive by the end of the year. She added that they are anticipating a move-in date this December, so the completion is very close. Ms. Husband guessed the building is approximately 80-85% finished.

Mr. Jacob asked if there were any comments from the public on the Co-Directors' reports. There being none, he moved on to Old Business, Item A.

Old Business

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

Mr. Woodard began the discussion of this item. He said for the last couple of months the report to the Board has been that there have been ongoing meetings regarding amendments to the CEA, and that drawings were being updated in order to build the library. However, there has not been much visible movement on the project. Mr. Woodard added that Mr. Bardwell has attended several working meetings with the various entities involved in the project to be sure that the Board understands what is going on with this project.

He said the last meeting occurred on October 5th with representatives present from the Rouzan project, Mr. Frey, the Library staff, the Parish Attorney's Office, Mr. Bardwell and himself. Mr. Woodard reported that they wanted to get a status on the plans and the permits. He said they learned that the plans and the permits are not going to be their problems. There have even been

pre-permit reviews. As far as the plans are concerned they can begin to advertise for the contractor to construct the building.

Mr. Woodard continued by saying that unfortunately the resolution of the CEA amendments is not moving forward as well. He said at this meeting there were some distinct differences of opinion regarding how they would proceed with the Rouzan project. He noted that it was his understanding that the original signed CEA stated that the Rouzan developers would build the infrastructure. The infrastructure would need to be in place before the Library could begin constructing the building. Now the representatives from Rouzan believe that this was never the intent because the amount of time needed for infrastructure construction would be shorter than the Library's. They said the Library must follow bid laws which require a certain number of days and the actual building construction will take longer than putting in the infrastructure. Mr. Woodard said that after several hours of discussion the representatives for the Rouzan development agreed that they would meet with Mr. Tommy Spinoso, Jr. about what they would be willing and able to do. So no final agreements were reached at this meeting.

Mr. Woodard noted that Mr. Frey agreed to speak to the City-Parish Permitting Division to see what they would be able to do under the Unified Development Code (UDC) of East Baton Rouge Parish. That is, if the Library wanted to begin building before the infrastructure is in place, would that be possible. Mr. Woodard then asked Mr. Frey for a status on discussions with the permitting staff and a timeline for them to release the Library's building permits. Mr. Frey replied that there are two timelines; one of which is with subdivision engineering which precedes the second timeline for the building permit. The subdivision engineering permit has to do with Mr. Spinoso's plans for the development itself.

Mr. Frey said he spoke to Mr. Shannon DuPont from the City-Parish Division of Permits and Inspections about the Library's plans. They are reviewing the plans submitted by Benchmark Engineering. They will be requiring a master development plan before they will issue any permits on the development because there are several filings involved. Mr. Woodard then said he was not concerned about Rouzan's plans, but rather with the building of the infrastructure verses the building of the library. Which comes first? Mr. Frey replied that they must have infrastructure underway and street names there in order to obtain the permits for construction of the building. This will be required by the City before the library project can even go out for bids. Mr. Frey added that he spoke with Mr. Spinoso earlier today about a timeline. Mr. Frey also said based on the City's end of the year cut-off date which is in about three weeks, they will not be able to put the plans out for bid. Bidding cannot begin until 2013.

Mr. Woodard said he spoke with the permitting office this morning and several aspects of this project are problematic. He said he was told that the infrastructure must either be in place or a subdivision bond must be posted before they can issue a permit. He noted that is a UDC requirement and not a policy decision. Mr. Woodard added that if the Library wanted to pursue waiving this it would need to be voted upon by the full Metropolitan Council which would be very time-consuming. Mr. Woodard said even more problematic is the sewer issue. There is no provision for sewer lines to be bonded. The sewer lines must actually be in place. He asked Mr. Frey to confirm that in order to get a building permit the sewer line must be in place before they can advertise for a contractor. Mr. Frey replied that he did not know what the timeline is once

the final development plans are completed. That portion would be between subdivision engineering for the City and Mr. Spinosa's engineers.

Mr. Woodard noted there is a third issue that came up which is the parking. The parking lot is not on the same tract of land as the building, so it's considered off-premise parking. That will require a waiver from the Planning Commission, and perhaps the Metropolitan Council. Mr. Frey said that must have been a conversation with Mr. Carey Chauvin from the City-Parish Division of Permits and Inspections to which Mr. Woodard agreed. Mr. Frey said he thought the parking issues could be addressed in the CEA. He added that there were several ideas discussed about resolving the parking as they worked on the CEA details. Mr. Woodard then asked Mr. Frey if he was confident that they could address the parking under the CEA without having to involve the Planning Commission and the Council. Mr. Frey said he could not give an opinion on that. Mr. Woodard then asked Mr. Leo D'Aubin of the Parish Attorney's Office for his opinion on the parking issue. Mr. Frey reminded Mr. D'Aubin that the issue had been that the temporary parking is across the street. Mr. D'Aubin said he did not know what would be involved and the timeline for resolving the parking problem.

Mr. Woodard then addressed the Board members. He said he has projected a timeline of about five months. Mr. Frey said they are looking at 2013 to begin the process. Three weeks would be required for the advertisement of the request for bids for a contractor. Then there is the acceptance of the bids, the opening of the bids and two Council meetings for the approval of the low bid. Mr. Woodard said again he thought it would be five months before the process would be completed to which Mr. Frey thought that was a little too long. Mr. Woodard confirmed that twelve months are allocated for the construction and then two to three months for the Library to occupy the building and furnish it for the dedication and grand opening for the public. Ms. Husband noted it would take six weeks to two months to furnish the building. Mr. Woodard concluded it could take about nineteen months from the day they begin to advertise as a reasonable estimate barring any delays such as rain. He also said they are a long way off from advertising for the project and an even longer way off from having a branch library that residents of south Baton Rouge can use. Mr. Woodard said he would like to see a clear path through the issues he just discussed to get them from the present to the completion of the library. He wants a package that they can confidently advertise that will be part of a development that will be in an attractive area for the Library.

Mr. Jacob then recognized Mr. Tommy Spinosa, Jr. of 2590 Associates. Mr. Spinosa said he wanted to answer some of Mr. Woodard's questions. He said after his conversation yesterday with Mr. Woodard he made some calls this morning. In regard to permitting, it is not the City permits, but rather the State; namely DOTD who are holding up the project. Mr. Spinosa said the Mayor signed the CEA in late 2010. Within two to three months they filed with DOTD for the requirements for the traffic impact study. This process has been on-going for eighteen months. Mr. Spinosa said they finally got their approval letter in July of this year. They were required to meet with DOTD to go over some details that needed resolving. He said three weeks ago they met with Ms. Pennington from the City, with officials of DOTD and Urban Systems, their traffic engineering consultants. They now know what the requirements are. Mr. Spinosa said they need to finish the construction documents for the intersection.

The Village Center construction documents have been finished for over a year and have been in the DPW permit office for some time. He said in regard to the comments Mr. Frey mentioned, they have made the required changes and the review process is probably completed now. He said the area of delay has been with DOTD. He noted that Mr. Bardwell has been given copies of the letters they have received, and some of the Board members are up to date on this. Mr. Spinosa added that until he knew when they would receive the DOTD permit, he couldn't make any commitments on what they could do. He added that he spoke to his attorney, Mr. Sam Bacot, and Mr. D'Aubin this morning. He believes their plans will be completed in three weeks, and then it would take thirty days for their bid process which would take them into December. He said they will then proceed with construction and give the Board the assurances they need. Mr. Spinosa said he would like to give the Board an assurance today, but he cannot bond an idea or a contract. He added he has to have a set of plans. He noted that Mr. Murray McCullough, engineer with Benchmark Group has advised him that the State will need two to three weeks to review the plans to give their approval. Mr. Spinosa noted that his timeline fits in with the one Mr. Frey described. He will be able to give the Board what they need whether it is a contract or a bond.

Then Mr. Spinosa discussed the sewer issue. He said there is an existing sewer line that the Library can connect to now. He noted that the Library could also connect to the Village Center infrastructure sewer system or to the line that he was required to provide to the Library in creating a legal lot. So sewer access has been addressed.

Mr. Spinosa then discussed Planning Commission delays. He said he had to submit a final development plan for the Library which was approved. He said this approval was a while ago, but it showed parking off-site. He added that he will confirm this to the Board. But he believes there will not need to be any further approvals for parking.

Ms. Freeman then asked Mr. Spinosa to clarify when the building of the infrastructure would begin. She said she is not clear based on Travis' and his timelines that they are actually in sync. She said it was her understanding that Mr. Spinosa would begin the process and then the Library would begin their building construction. Mr. Spinosa explained it would take thirty days to complete their plans and that by January of 2013 they will be able to let a contract. Then Mr. D'Aubin and Mr. Bacot will draft an agreement for a contract or bond with the Library.

Mr. Spinosa said he was concerned earlier when Mr. Woodard's timeline did not match Mr. Frey's timeline. He said they don't want to build the infrastructure and then it is not utilized immediately. Mr. Frey said he wished to clarify a point. He said his timeline was based on after receiving the bids. Ms. Freeman thanked them for their information.

Mr. Bardwell then wanted to discuss the sewer issue. He said maybe it was reported as Mr. DuPont's requirement that there must be a sewer system for the library in order to issue a permit. Mr. Woodard replied his information came from Mr. Chauvin. Mr. Bardwell said he knows that there is a sewer stub out on the Library's access strip on Perkins Road, and he is assuming that is the one Mr. Spinosa is referring to. Mr. Bardwell asked Mr. Frey if this would satisfy the permit office. Mr. Frey said that is a question for Mr. Chauvin. Mr. Bardwell asked that Mr. Frey get this point clarified and answered so that they know they can advertise for bids. If Mr. Chauvin

cannot approve the tie in to the Perkins Road sewer line, then Mr. Spinosa will need to build the sewer infrastructure before the Library can begin to construct. Mr. Spinosa replied that he felt it would be allowed and would be less costly for the Library since the line already exists. Mr. Frey said the permit must be approved by subdivision engineering first, and then by the permit office. Once the final CEA is agreed upon by all parties, they can advertise for contractor bids.

Mr. Woodard said there still appears to be a lot of unanswered questions. He wondered if they submitted an application for their permit, would this force some of these questions to be raised and answered. Mr. Frey said he met with Mr. Chauvin and Mr. DuPont a couple of weeks ago. They are reviewing the drawings. Mr. Woodard said that Mr. Chauvin is not reviewing the drawings, but is waiting on an application from either Mr. Sullivan, architect with Looney Ricks and Kiss Architects, LLC or from Mr. Frey. Mr. Frey said the application has to come from Mr. Sullivan and he will contact him to get one submitted.

Ms. Freeman said she knows everyone is working, but it still appears that everyone is disjointed. She added that she has concerns about the CEA. She asked Mr. D'Aubin when the Board can expect a copy of the CEA that they can review. Mr. D'Aubin replied that he is waiting for a response from Mr. Spinosa's attorney. Ms. Freeman said it's urgent that the CEA be completed. She would like the Board to see a copy of it at the next Board meeting.

Mr. Bardwell then asked where they can get firm answers about the waivers for the off-site parking. Mr. Frey replied that they will come in the form of the items in the review letter. At that point the Board would present that request for a waiver with the Planning Commission, if that is in fact necessary. Mr. Woodard said for clarification they are beginning the formal permit reviews so that these comments come back in a review letter enabling the Library to take whatever actions are needed through the Council or Planning Commission. Mr. Frey replied that this is correct.

Mr. Bardwell asked Mr. D'Aubin if they have the revised servitude and legal description of the new parking lot to which Mr. D'Aubin said no. Mr. Bardwell told Mr. Spinosa that they need this description to which he replied that they have completed that. Mr. Bardwell said that nobody has signed off on the document which outlines the change of the current location of the parking site with the proposed location. Mr. D'Aubin said he believed that the map was completed but they are waiting on receipt of the single page map. Mr. Bardwell noted that it is an attachment to an exhibit on the parking servitude document. Mr. D'Aubin said he believed it was to be attached to the CEA. Mr. Woodard said the document needed to be converted into a survey plat. Mr. Bardwell asked Mr. Spinosa to check with Mr. McCullough on this item.

Mr. Jacob asked if there were any further comments from the Board or any public comments on the Rouzan CEA. There being none, he continued with Item A under New Business.

New Business

A. To Vote to Elect Library Board Vice President – Mr. Jason Jacob

Mr. Jacob said they have a vacancy for Vice President. He asked for nominations for Library Board Vice President. Mr. Woodard nominated Ms. Freeman and Mr. Bardwell seconded the nomination. Mr. Jacob asked if there were any other nominations. There being no other nominations, the Board voted and unanimously elected Ms. Freeman. Mr. Jacob congratulated her.

B. To Vote to Send Comments to City-Parish Administration Concerning Tax Abatement Proposal – Ms. Patricia Husband and Ms. Mary Stein

Mr. Jacob read Item B and asked Ms. Husband and Ms. Stein to begin the discussion. Ms. Stein said there are three applications requesting tax abatements under the Louisiana Restoration Tax Abatement (RTA) Program. As a taxing entity which would be affected by the abatements, the Library Board can make comments for or against the applicants for submission to the City-Parish Administration. If the Board wishes to submit comments the deadline is October 24, 2012.

Mr. Bardwell said he is generally not supportive of these abatements. But he said the buildings on Lafayette Street and Third Street are historic and old, and worth preserving. He added that he is opposed to the application for the Amedisys building which is a publicly traded for profit corporation. Mr. Bardwell noted that this company did a large remodeling when they moved into the former Schwegman's building. He said he is unclear as to whether this renewal request by Amedisys is for further modifications or to pay for the prior renovations. He concluded that this company does not need this abatement benefit. Therefore, he said he will vote against the abatement.

Mr. Woodard then said either the abatement is right for everyone or it is wrong for everyone. He added that developers are for profit even if they are not publicly traded. He noted that unless they are non-profits, they are all the same. He felt they can't pick certain parts of town in which they want to invest their money for redevelopment. Mr. Woodard said he believes each of the applicants is a for profit company.

Mr. Bardwell then said the Amedisys building was redeveloped eight years ago and is not in a blighted area of town. He said he does not understand how they screen these applications for consideration.

Ms. Freeman asked if they could vote for one applicant and against another. Mr. Woodard said they need to understand that they are not voting for or against any of the applicants. They will simply submit feedback on these applications for tax abatements to the City. Ms. Freeman said she wonders why they even place this item on the Board agenda when it doesn't matter what they decide.

Ms. Stein reminded the Board that this is a state program. They share the information with the Library Board because the tax abatement would affect the Library as a taxing body. She added that they can decide not to submit any comments. Ms. Husband said if they wish to comment, it will be presented at the Metropolitan Council meeting on Wednesday.

Mr. Woodard made a motion that the Library Board makes no comments concerning the tax abatement request. Ms. Freeman seconded the motion which passed with one opposing vote by Mr. Bardwell. Mr. Jacob asked if there were any public comments regarding this item. There being none, Mr. Jacob gave Ms. Freeman the floor.

Comments by the Library Board of Control

Ms. Freeman asked if there were any comments by the members of the Board. There were no further comments, and so with no further business, the meeting was adjourned on a motion by Mr. Bardwell, seconded by Mr. Woodard at 5:00 p.m.

Kizzy Payton, President

Patricia Husband, Co-Director

Mary Stein, Co-Director

DATE: October 11, 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 October 9, 2012 for The Library Design Collaborative on the Goodwood Main Library.



CONSTRUCTION REPORT

DATE: October 9, 2012

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

OBSERVATIONS:

- 1) The August Monthly Owner's Meeting was rescheduled and held on September 6, 2012 due to Hurricane Isaac.
- 2) The September Monthly Owner's Meeting was held on September 27, 2012.
- 3) The first floor concrete slab is almost complete. The only areas remaining to be poured are the Lobby and Meeting Room.
- 4) The second floor concrete slab is complete.
- 5) The mechanical pads on the first and second floors have been poured.
- 6) The Contractor indicated all concrete housekeeping pads were formed by the mechanical subcontractor (Airtrol).
- 7) The following work is being installed:
 - a. Exterior metal studs
 - b. Interior metal studs
 - c. Fireproofing
 - d. Roof drain piping
 - e. Mechanical ductwork
 - f. Sprinkler system piping
 - g. Electrical conduits

UPCOMING 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.
- 3) Continue the installation of the concrete foundation.

ATTACHMENTS:

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







FIELD REPORT

DATE: September 13, 2012
PROJECT: Independence Park Main Library
WEATHER CONDITIONS: Partly Cloudy - 80°
SITE CONDITIONS: Dry
WORKERS: +/- 40
REPORTED BY: Benjamin R. Bradford, The Library Design Collaborative

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

OBSERVATIONS:

- 1) Grade Beam DB has been poured.
- 2) Preparations for the first floor concrete slab pour from column line A12 to A14 are continuing.
- 3) I indicated to the Contractor to remove the vapor retarder tape adhered to the vertical concrete face of the previous pour and adhere the vapor retarder to the vapor retarder under the existing concrete slab. The Contractor indicated he would have this work corrected.
- 4) The mockup for the white concrete edge was discussed. The Contractor will proceed with the slab edge mockup using ¾" high density overlay plywood with ¾" butresses @ 16" o.c. The Contractor shall notify the Architect 48 hours in advance of the mockup pour to review the formwork as well as the review of the concrete mockup after the pour. The site seatwall mockup will be created at a later date.
- 5) The drain lines from the roof drains are being installed.
- 6) Electrical conduits are being installed under the floor deck.
- 7) Mechanical ducts are being installed under the completed concrete slabs.
- 8) Mechanical ducts are also being insulated.

CONSTRUCTION SCHEDULE:

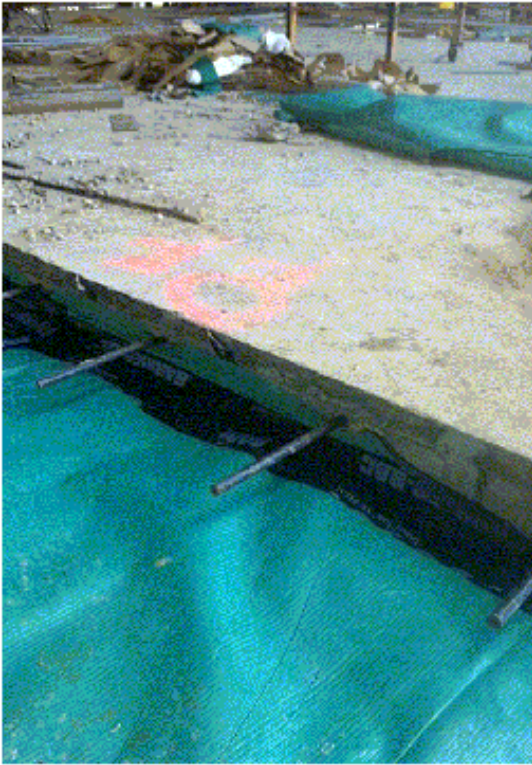
- 1) The first floor concrete slab pour from column line A12 to A14 is scheduled for Thursday, September 13th @ 2am (tonight).
- 2) Continue the installation of the concrete foundation.

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: September 27, 2012
PROJECT: Independence Park Main Library
WEATHER CONDITIONS: Partly Cloudy - 81°
SITE CONDITIONS: Dry
WORKERS: +/- 46
REPORTED BY: Benjamin R. Bradford, The Library Design Collaborative

IN ATTENDANCE: Benjamin R. Bradford, Mike Thompson, and Steve Jackson

OBSERVATIONS:

- 1) The Monthly Owner's Meeting was held today.
- 2) Preparations for the first floor concrete slab pour from column line A14 to A19 are continuing.
- 3) I indicated to the Contractor to verify the location of the plumbing line in CONFERENCE (102) exterior wall. He did and found it was in the incorrect spot. The Contractor indicated he would have this work corrected.
- 4) The following work is being installed:
 - a. Exterior metal studs
 - b. Interior metal studs
 - c. Fireproofing
 - d. Roof drain piping
 - e. Mechanical duct
 - f. Sprinkler system piping
 - g. Electrical conduits

CONSTRUCTION SCHEDULE:

- 1) The first floor concrete slab pour from column line A14 to A19 is scheduled for Friday, September 28th @ 2am (tonight).
- 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: October 4, 2012
PROJECT: Independence Park Main Library
WEATHER CONDITIONS: Partly Cloudy - 76°
SITE CONDITIONS: Muddy
WORKERS: +/- 42
REPORTED BY: Benjamin R. Bradford, The Library Design Collaborative
IN ATTENDANCE: Benjamin R. Bradford, Lisa Hargrave, and Mike Thompson

OBSERVATIONS:

- 1) The first floor concrete slab pour from column line A14 to A19 was poured.
- 2) Preparations for the second floor concrete slab pour from column line A14 to A20 are continuing. This pour will complete the concrete slab pours on the second floor.
- 3) I indicated to the Contractor to clean the mud and debris from the deck. I also pointed out specific areas. The contractor indicated he would use water to remove the mud and debris.
- 4) The mechanical pads on the first floor have been poured.
- 5) The Contractor indicated all concrete housekeeping pads were formed by the mechanical subcontractor (Airtrol).
- 6) The following work is being installed:
 - a. Exterior metal studs
 - b. Interior metal studs
 - c. Fireproofing
 - d. Roof drain piping
 - e. Mechanical duct
 - f. Sprinkler system piping
 - g. 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 Thursday, October 11th @ 2am.
- 3) Continue the installation of the concrete foundation.

ATTACHMENTS:


- 1) One (1) page of photographs from the site visit.

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



Fairwood Branch Library

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






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

Construction Report for week #58

| | |
|--|---|
| Job Name: Fairwood Branch Library | Inspector: n/a |
| Date: September 14, 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 monthly meeting was held this week on 9-11-12.
2. Dry conditions have helped site work progress and driveway concrete was poured Thursday and Friday.
3. Matt and Richard pointed out areas where gypsum board needs to be reflated. Once lighting is installed, any areas of work float work will be more evident.
4. Stucco is complete with the exception of exterior entrance columns.
5. Electrical and Mechanical trim outs continue.
6. Landscape irrigation has begun and site fencing will begin shortly.
7. A furniture pre installation meeting was held this week to discuss scheduling.
8. The signage package is currently being updated by ASI, and a review meeting will be held with the Library officials within the next week.
9. The contractor presented an updated construction schedule at the monthly meeting this week which projects completion for 11-19-12.

| September | | | | | | |
|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| 9 | 10 | 11 | 12 | 13 | Today | 14 |
| OBSERVED | OBSERVED | OBSERVED | OBSERVED | OBSERVED | ☀️ | ☀️ |
| H: 82°F L: 53°F | H: 84°F L: 54°F | H: 87°F L: 51°F | H: 88°F L: 55°F | H: 90°F L: 71°F | H: 89°F L: 47°F | H: 91°F L: 69°F |
| Precip: 0% | Precip: 0% | Precip: 0% | Precip: 0% | Precip: 0% | Precip: 10% | Precip: 13% |

No Construction Report for the Week of September 21, 2012

Construction Report for week #60

| | |
|--|---|
| Job Name: Fairwood Branch Library | Inspector: n/a |
| Date: September 28, 2012 | Time: 8:30 am |
| Weather Condition: Sunny 85 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 are being installed throughout the building.
3. Site drainage work has begun and crews are digging drainage lines.
4. Finish grade fill dirt is beginning to be spread on site.
5. Entergy has been contacted and the building should have power by next Tuesday.
All parties have expressed the urgency of getting power to the building with Entergy.
6. Once power is on, the dry in process will begin for flooring and finish coats of paint throughout the building. Some gypsum board areas will be refloated where imperfections exist. Lighting is needed to see any imperfections along walls.
7. Work has begun on the bike rack, seat wall, and monumental sign.



| September | | | | | | |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|---|---|
| 23 | 24 | 25 | 26 | 27 | Today | 29 |
| Clear | Clear | Cloudy | Clear | Cloudy |  |  |
| Hi 92°F Lo 67°F | Hi 92°F Lo 68°F | Hi 88°F Lo 76°F | Hi 87°F Lo 64°F | Hi 82°F Lo 68°F | Hi 88°F Lo 71°F | Hi 80°F Lo 61°F |
| Precip: 0% Wch: 0% | Precip: 0% Wch: 0% | Precip: 0% Wch: 0% | Precip: 0% Wch: 0% | Precip: 0% Wch: 0% | Precip: 20% | Precip: 30% |

Construction Report for week #61

| | |
|--|---|
| Job Name: Fairwood Branch Library | Inspector: n/a |
| Date: October 5, 2012 | Time: 8:30 am |
| Weather Condition: Sunny 75 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 are being installed throughout the building.
3. Site drainage work continues and crews are digging drainage lines. The existing dirt mound at the front of the site is being spread and finish grades are beginning to take shape in some areas.
4. Power to the building was supplied on Tuesday. Air conditioning units have been turned on to begin the dry out process.
5. The monumental sign has been poured and will receive masonry within the next week.
6. The bike rack area is beginning to be formed up.
7. Painting on the interior continues and as lights go up, imperfections in the gyp. bd. will be corrected.
8. The monthly meeting was held this week and all parties were invited. Questions from the general contractor were answered.
9. Trey Eyre met with Tim Bankston this week to review the HVAC system. Trey provided a detailed report that was forwarded to the general contractor.
10. The sign package was reviewed this week by Traci Lamoyne's office and Library Officials. Signage will continue production.
11. Some millwork, such as the circulation and reference desks, have arrived on site.



| October | | | | | | |
|---------|-----------|-----------|-----------|-----------|-----------|-----------|
| Sat | Sun | Tue | Wed | Thu | Fri | Sat |
| | 1 MON | 2 TUE | 3 WED | 4 THU | 5 FRI | 6 SAT |
| | 7 SUN | 8 MON | 9 TUE | 10 WED | 11 THU | 12 FRI |
| | 13 SAT | 14 SUN | 15 MON | 16 TUE | 17 WED | 18 THU |
| | 19 FRI | 20 SAT | 21 SUN | 22 MON | 23 TUE | 24 WED |
| | 25 THU | 26 FRI | 27 SAT | 28 SUN | 29 MON | 30 TUE |
| | 31 WED | | | | | |

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).