

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
DECEMBER 19, 2013
4:00 P.M.

I. ROLL CALL

II. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF NOVEMBER 21, 2013

III. REPORTS BY THE DIRECTOR

- A. FINANCIAL REPORT
- B. SYSTEM REPORTS
- C. OTHER REPORTS
 - 1. GOODWOOD MAIN LIBRARY
 - 2. RIVER CENTER BRANCH LIBRARY

IV. OLD BUSINESS

- A. UPDATE REGARDING SITE FOR SOUTH BRANCH LIBRARY
- B. REVIEW AND ACCEPTANCE OF AGREEMENT WITH BATON ROUGE METROPOLITAN AIRPORT FOR WIND SHEAR MONITORING DEVICE TO BE LOCATED AT THE SCOTLANDVILLE BRANCH LIBRARY SITE - MR. SPENCER WATTS; MR. RALPH HENNESSY, ASSISTANT DIRECTOR OF AVIATION; MR. MICHAEL TAFFARO, ASSISTANT PARISH ATTORNEY, AIRPORT

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

December 19, 2013

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 Thursday, December 19, 2013. Ms. Tanya Freeman, Vice President of the Board called the meeting to order at 4:05 p.m. Members of the Board present were Mr. Stanford O. Bardwell, Jr., Mr. Charles P. "Chip" Boyles, II, Mr. Jason Jacob, Mr. Logan Leger, and Ms. Kizzy Payton. Absent from the meeting was Mr. Travis Woodard. Also in attendance were Mr. Spencer Watts, Library Director; Ms. Patricia Husband, Assistant Library Director of Branch Services; Ms. Mary Stein, Assistant Library Director of Administration; 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; Ms. Kelli Bonin, Library Network Technician I. Mr. Anthony Marino; Director of Aviation, Baton Rouge Airport; Mr. Davis Rhorer, Director of the Downtown Development District; Mr. Leo D'Aubin of the Parish Attorney's Office; Mr. Ralph Hennessy, Assistant Director of Aviation, Baton Rouge Airport; Mr. Michael Taffaro, of the Parish Attorney's Office, Baton Rouge Airport; and Captain Blair Nicholson of the East Baton Rouge Parish Sheriff's Office also attended. Ms. Elizabeth Crisp, reporter with *The Advocate*; Mr. Quincy Hodges, reporter with *Nola.com*; Mr. Frank Hillyard, videographer for Metro 21; and about five people from the community were also present.

Ms. Freeman asked Ms. Zozulin to take the roll which she did. Ms. Freeman then asked for the approval of the minutes of the regular Library Board meeting on November 21, 2013. The minutes were unanimously approved on a motion by Ms. Payton, and seconded by Mr. Jacob.

Reports by the Director

A. Financial Reports

Ms. Freeman asked Mr. Watts to make his reports. Mr. Watts then asked Ms. Pinsonat to present the financial reports. Ms. Pinsonat said that the Statement of Revenues, Expenditures, and Encumbrances as of November 30, 2013 show operating expenditures of \$26,773,990.82 or 66.45% of the operating budget. Through November, the Library should have spent no more than 92% of the operating budget. Cash collections from property taxes for 2013 are up slightly, as the Library is now at \$722,000 or about 1.98% ahead of the same twelve months in 2012.

Ms. Pinsonat asked if there were any questions. Ms. Payton asked why the Library had only spent 66.45% of the operating budget. Ms. Pinsonat replied that this was due to salary and benefits savings and that there would be more expenses before the end of the year, so that the percentage spent will increase.

A. System Reports

Mr. Watts asked Ms. Stein to present the system reports. She gave her PowerPoint presentation, *Around the Parish in 90 Seconds* which included the months of November and December.

The following were some of the highlights:

- Mrs. Claus visited the Main Library and each branch during December.
- The holiday clowns were able to come to the Library through the assistance of our booking agent, the Arts Council of Greater Baton Rouge.
- The Quality Group, a local moving company that moved Woman's Hospital and has had experience moving libraries, began their work at the Main Library on December 17th.
- Gondolas that hold 10 book shelves are loaded and encased in shrink wrap for the move to the New Main Library.
- New niche databases are available through the Library. These are very specific databases for a targeted audience.
- ProQuest is featuring *The Vogue Archive* which is a searchable database from *Vogue* starting with the first issue in 1892. Among others, it is of interest to costume designers and the film industry.
- The *Legal Forms Library* is a database for Louisiana citizens containing forms on a variety of topics such as divorce, wills and estates, and bankruptcy.
- *Atomic Training* is a new on-line learning resource on subjects such as software applications like Microsoft. These are video resources.

Ms. Stein reported that the final results of the Food for Fines Campaign are not yet in. However, she noted that it appears that the Food Bank has collected approximately 12,000 pounds of food from the branches and the Main Library. Our patrons are very generous and many contributed even though they did not owe fines.

She also said that the Library is continuing to work on the Open Cities portal with our community partners. Ms. Stein said she hopes to show the Board how the portal works at the January Board meeting.

Ms. Stein explained that staff have been distributing information to patrons about the closing of the old Main Library and the opening of the new building. She said they have distributed book marks alerting people on where to park and enter the new building until the new parking lot is completed. There is also information in *The Source* newsletter. Ms. Freeman said she liked the book marks and the information provided to the public about the relocation.

Ms. Stein ended her presentation by reminding everyone that 2014 will mark the 75th anniversary of the East Baton Rouge Parish Library. She showed the Board the special logos that will commemorate the anniversary.

Ms. Payton then asked Ms. Stein if the Library is sharing the information about the new on-line learning resource, *Atomic Training* with the Louisiana Workforce Commission. Ms. Stein replied affirmatively. She also said the Career Center will share this information. It will be featured in the January newsletter.

C. Other Reports

Mr. Watts then spoke. He said the Library's database usage last year was about 1.2 million. The staff publicizes these resources to help patrons get the information they need.

1. Goodwood Main Library

Mr. Watts then gave an update on the Goodwood Main Library. He said that as of this afternoon over 112,700 of the 500,000 items have been moved to the new Main Library. Moving began on December 17th with measures being taken to protect the items being moved and the furnishings in the new facility. The overall schedule includes moving through January 6th or 7th. The last day of service in the old building will be December 23rd. The large bookmobile will be on site from 9:00 a.m. to 6:00 p.m. daily. The large capacity exterior book drop will remain through early January.

Mr. Watts highlighted the following items regarding the new Main Library:

- A soft opening for the public is planned for January 11, 2014.
- Issues have arisen regarding the surplus furniture sale which will require items to remain in the old Main Library until January 15, 2014.
- The janitorial services bidding process for the new Main Library has been held for the issuing of addenda clarifying questions, some costing provisions, and technical questions.
- Temporary cleaning services have been procured for the new Main Library from a vendor listed on state contract.
- Temporary security services are being provided by additional Sheriff's Deputies; security services bid is in process.
- Floor cleanliness including issues with mud, dust and debris have been addressed with walk-off mats, and full steam cleaning of carpets on December 14th. Mold in one area has been abated. Shelf cleaning and dusting has been done.
- Vendor started installing roller shades on December 18th.
- Children's Services program floor will probably be rejected for tile gaps, tile shading, and insufficient flush edges.
- Change order # 6 was approved.
- The stained glass window was installed on the west side of the building.
- Light programming in Children's Services has been set up.
- Teen Services entry lights have been ordered.
- Roof and exterior punch list items were completed on December 18th. Exterior masonry was scrubbed today.

- A temporary concrete walk extension from the drive-through area of the new building to the shipping entry of the old building was poured on December 13th to expedite passage between the two buildings.
- Critical timeline work on northern walks, seat walls/planters for the north courtyard is progressing. Rain delays have been an issue.
- 350 shelving end panels from one vendor have not arrived. End panels for Children's Services and some for Teen Services will be delivered by December 30th. The remainder will arrive on February 7, 2014. Safety concerns have been addressed with temporary panels in Children's Services which will be installed before the soft opening.
- Luca light fixtures in the stacks extend too far into the aisles. The alternative is to replace all canopies in the central adult non-fiction collection. A light measurement test was completed on December 4th. Results indicated that additional light fixtures are not required. A credit will be issued for the luca light fixtures.
- Furniture punch lists were finished on December 10th and 11th resulting in the need for numerous touch-ups and corrections.
- The furniture layout in the Circulation workroom must be redesigned due to an alignment issue with electrical/data floor ports. A plan has been devised; waiting for clearance on lines at the south wall column.
- Training is being coordinated for over 45 different sessions on boilers, security systems, and lighting controls to name a few. These sessions are necessary to fulfill the requirements for LEED certification, and to also ensure the efficient, safe operation of the building. For example, a wide range of staff will need to know how to operate the lighting.

Ms. Payton asked if rain days are factored into the schedule in regard to the north courtyard delays in pouring the sidewalks, to which Mr. Watts replied affirmatively.

Ms. Freeman asked if the cleaning contract was just for the new Main Library to which Ms. Pinsonat replied affirmatively. Mr. Watts added that they needed a special contract for the new Main building because it is double the size of the old building and LEED certification requirements specify certain cleaning products and procedures.

2. River Center Branch Library

Mr. Watts then discussed the River Center Branch construction project. He said that Mr. Rex Cabaniss, one of the architects for the project, has contacted the Library and DPW about moving forward on the project. He is aware that the priority for the Library staff and DPW is to successfully complete the moving and opening of the new Main Library. Once this is accomplished, work will proceed on the River Center Branch.

Ms. Husband then presented the maintenance report. Exterior lighting preventive maintenance was completed at the Baker, Carver, Delmont Gardens, Greenwell Springs Road Regional, Pride-Chaneyville, Scotlandville, and Zachary Branch Libraries. Interior lighting preventive maintenance was also done at the Eden Park Branch Library.

Ms. Husband noted that at the Bluebonnet Regional Branch the Facilities staff repaired a water line and performed maintenance on all of the flush valves. Two new VFD drives were installed on air handlers 1 and 2 at the Central Branch. Boiler repairs were completed at the Greenwell Springs Regional and Jones Creek Regional Branch Libraries. At the Jones Creek Regional Branch and the Scotlandville Branch Libraries air handler preventive maintenance was performed.

The Facilities staff also installed a bulletin board at the Fairwood Branch Library.

Ms. Husband also said that the Facilities staff have assisted with the relocation of the Main Library as follows:

- Installed temporary lighting for work on the old Main Library.
- Cleared out mechanical rooms.
- Relocated lockers and cabinets to branch libraries.
- Assisted in moving tables and other furniture to the new Main Library.
- Assisted in assembling learning stations for Children's Services.
- Participated in training for boiler, chiller and electrical systems in the new Main Library.

Ms. Husband then announced that Tipton Associates was chosen by the Architectural Selection Committee to renovate the space at the Bluebonnet Regional Branch Library occupied by the Genealogy Department after that Department moves to the new Main Library.

Ms. Husband asked if there were any questions. There being none from the Board, then Ms. Freeman asked if there were any public comments on the Director's reports.

Mr. Harvey Landry, a member of the public, asked what is next under the capital improvements plan for the Library after the branch library is built for the southern portion of the parish. Mr. Watts replied that there are no other large scale projects in the plan at this time. However, based on the Library's Strategic Plan, different concepts for bringing library service to the underserved will be a high priority.

There were no other public comments.

Old Business

A. Update regarding Site for South Branch Library

Ms. Freeman read Item A. Mr. Watts summarized the discussions at the special Library Board meeting on December 14, 2103. He said as a staff member, he appreciated the Board coming out on a Saturday morning for this special meeting. He noted that they discussed the importance of providing a facility for Library service in that portion of the parish because it was promised and was needed. The Board members agreed that they needed a branch with full service. In order to accomplish this goal the Board decided to engage the services of a site selection firm to assist them to find a location for the branch.

Mr. Bardwell then said he was frustrated by the end of the meeting because they did not arrive at an approach for this area from the small number of sites they felt were available. He added that they talked about a multi-story branch on a small lot at Perkins Road and Quail Run Drive. Mr. Bardwell noted that at the end of the meeting, Ms. Kathy Wascom, a member of the public, commented about a site that they had not discussed.

He said that there is another approach to consider. They have been concentrating on building a 12,000 to 15,000 square foot building. He added that the residents of the Southdowns area do not want the branch to be located on Burbank Drive. He wondered if they could build two branches; one in the Southdowns area and one in the Burbank area. Mr. Bardwell said this concept would assist with the public relations. He felt the site Ms. Wascom pointed out could be interesting.

Ms. Freeman asked if Mr. Bardwell wished to make a recommendation. Mr. Watts replied that he mentioned this option months ago. He said when you build a small branch, you cannot stock it adequately. He added that the public in this area would not be pleased with a branch that is not the size of the other community branches in the System. Ms. Freeman agreed that they had discussed this issue.

Ms. Payton then said she did not leave the meeting frustrated. She said they agreed they need to build a branch in that part of the parish. However, the configuration of the building may need to be different than other branches. She added that the Board came to the consensus that the Library staff and Board cannot identify a property for the branch. Therefore, they need the assistance of a site selection firm. After the staff gives the Board some firms to consider, they could add the site that Mr. Bardwell has mentioned.

Mr. Leger said he agreed with Ms. Payton and he left Saturday's meeting with a new sense of direction. He said there are a lot of variables and options for this branch. They decided to engage in professional services to locate an appropriate site. He then asked Mr. Watts if he would caution against building two separate facilities. Mr. Watts replied that it would be one of the least desirable solutions unless one of the buildings could have some of the services we are providing in our other branches like the collaborative study rooms and the technology for patrons. In a branch of 5,000 to 6,000 square feet, these are the services patrons will miss along with the space for programming. Mr. Watts said he could see having a "grab and go" branch to just get popular materials. This type of branch would be a convenience store type of facility. But a branch of at least 9,000 to 10,000 square feet is needed for the collaborative rooms, the technology and the quiet study areas that patrons want.

Mr. Jacob said he thought they arrived at a conclusion at the special Board meeting, and that was to use the services of a site selection firm. Mr. Bardwell replied that they need to know what to ask the selectors to find. Ms. Payton said the Board is not at that point yet. They'll need to have many more special meetings. They are seeing that they cannot provide service in exactly the same way they have for other branches. Ms. Freeman said they understand now that the price of property in that part of the parish is going to be expensive. This was an eye opener several months ago when they learned the value of the property they had.

Ms. Freeman asked if there were any public comments. Ms. Wascom said she asked the Board of the Southside Civic Association where they would want a branch facility located. She said many in the community do not understand that the Lee High School site, the BREC site, and the Pennington site are off the list of consideration. She said there is a property at the corner of Stuart Avenue and a property at Quail Run Drive. Ms. Wascom said they are trying to suggest sites in order to keep the branch in their area that is within the south branch boundaries. She added that when they ask the Metropolitan Council for funds for a site selection firm, they should visit with the members of the Metropolitan Council to inform them of the difficulty in finding a site for a branch library. Ms. Freeman noted she had written down that very suggestion.

Mr. Davis Rhorer, Director of the Downtown Development District, said he understands how difficult it can be to find a site. He said that the Louisiana Lottery struggled when they looked for property downtown for their headquarters. But they did find a wonderful location after much work. Mr. Rhorer suggested the board conduct a demographic survey. He added that he could assist with this process.

There being no other comments, Ms. Freeman moved on to Item B.

B. Review and Acceptance of Agreement with Baton Rouge Metropolitan Airport for Wind Shear Monitoring Device to be Located at the Scotlandville Branch Library Site – Mr. Spencer Watts; Mr. Ralph Hennessy, Assistant Director of Aviation; Mr. Michael Taffaro, Assistant Parish Attorney, Airport

Ms. Freeman read Item B. Mr. Ralph Hennessy, Assistant Director of Aviation, showed a PowerPoint presentation regarding the Airport's request to place a low level wind alert system (wind shear monitoring device) at the Scotlandville Branch Library. He said that several years ago the Airport extended a runway, and the FAA is now requiring the installation of an additional monitoring device to be located in the north Baton Rouge area. They have performed a site selection survey, and have determined that the Scotlandville Branch Library property is where they would like the device placed.

Mr. Hennessy said they have been talking with Mr. Watts for several months. He said the tower is approximately 150 feet tall on a 20' x 20' site. Mr. Hennessy pointed out a map of locations in the area with devices installed. He also showed a map of the Scotlandville Branch and where on the site the device would be installed.

He then said that Mr. Michael Taffaro, Assistant Parish Attorney for the Airport, will discuss the details of the inter-governmental agreement between the Library and the Airport. Mr. Taffaro said he has worked with Mr. D'Aubin of the Parish Attorney's Office as well as other members of the Parish Attorney's Office in drafting the inter-governmental agreement. The agreement is essentially a lease for 30 years with a fee for the use of the property which will be paid over the next five years. Mr. Taffaro said there is a construction servitude for them to use to install the device. The actual construction process occurs quickly because all that is involved is the placing

of the concrete pad and then the mounting of the device. He asked the Board if they had any questions.

Mr. Bardwell asked Mr. Taffaro to explain the rent stream so that the entire Board will understand the process. Mr. Taffaro said they will pay the Library \$300.00 over five years since the total rental fee is only \$1,500.00. They arrived at this amount because they researched what rentals were in that area and figured the amount based on the size of the area to be used. He added that the Airport will also help the Library with some programming. Mr. Watts added that the entire fee is paid in five years rather than thirty because the amount paid each year is so small. Therefore, administratively it is more cost effective. He noted that the fee was also based on the location in the extreme southwest corner of the site which will have a minimal impact on the future use of the rest of the property by the Library. The Parish Attorney's Office believes this is a fair rental fee.

Ms. Freeman said she had asked what else they could do in partnership with the Airport to benefit the Library. Mr. Watts replied that they have always had a good relationship with the Airport, and they have sponsored programs in the past. The theme of the Summer Reading program in 2014 will be science and encouraging children to be interested in science. Since the Airport is about aviation, meteorology, engineering, electronics, and science, this will be a good opportunity for collaboration. Ms. Freeman said that Mr. Anthony Marino, the Director of Aviation, is present and can discuss ways to collaborate. She noted that the Library has always been interested in partnerships. She would like solid action taken.

Ms. Payton then asked if the \$1,500.00 fee is comparable to what was paid for the location of the other monitoring devices in the area. Mr. Taffaro replied that he did not think there were lease agreements for the other sites. He said they try to keep the devices on Airport property as much as possible. He noted that there may have been agreements between the FAA and the property owners. They may have purchased a site rather than leasing. He added that there is a radar device off Plank Road and the FAA actually purchased that property.

Mr. Marino then spoke about partnerships with the Library. He said they had discussed putting a kiosk at the Airport. He said they would like to see that because it helps to keep people occupied while they wait. He added that they would provide space in the terminal for a kiosk. Mr. Marino said airports are looking for new ways to entertain their customers. Ms. Payton asked if the Library would need to contract with the firm that provides advertising for the Airport, or could they work directly with Airport staff. Mr. Marino replied that the Airport staff would work directly with the Library. He added that they have billboards in the baggage claim area, so if the Library has any messages they wish to display, they should let them know. The Board members were pleased with this offer. Ms. Payton said she knows that Ms. Stein will call him tomorrow. Ms. Freeman said Ms. Stein will work this out with no cost to the Library.

Ms. Freeman thanked Mr. Marino for his comments. She asked if there were any public comments. There, being no public comments, Mr. Bardwell moved that the Library accept the Inter-governmental Agreement with the Baton Rouge Metropolitan Airport for a Wind Shear Monitoring Device to be located at the Scotlandville Branch Library Site. Mr. Boyles seconded the motion which passed unanimously.

Comments by the Library Board of Control

Ms. Payton wished everyone a Merry Christmas, Happy Holidays and a wonderful New Year. She said she looked forward to working with everyone in 2014.

Ms. Freeman told the Board members that they have some homework to do involving speaking with their Metropolitan Council members. The Board needs to inform them about the Board's efforts to find a site for the branch library in the southern portion of the parish and the Library's need to purchase the former Ethan Allen Furniture Showroom for outreach services. She said she felt the problem was that it was not clear to them why the Library needed this building. She added that she is very excited about the celebration of the 75th anniversary of the Library, and the new logo.

So with no further business, the meeting was adjourned at 5:15 p.m. on a motion by Mr. Jacob, seconded by Ms. Payton.

Mr. Travis Woodard, President

Mr. Spencer Watts, Library Director

DATE: December 10, 2013
TO: Library Board of Control
FROM: Spencer Watts
Library Director
SUBJECT: Construction Report

Goodwood Main Library

Steve Jackson, architect with Cockfield Jackson Architects reported the following on December 10, 2013 for The Library Design Collaborative on the Goodwood Main Library.



CONSTRUCTION REPORT

DATE: December 10, 2013

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

OBSERVATIONS:

- 1) The Monthly Owner's Meeting was held on November 21, 2013.
- 2) The book drop drive is poured.
- 3) The southern sidewalk is poured.
- 4) The reflecting pool in the plaza is being poured.
- 5) The seatwalls in the Plaza are being formed and poured.
- 6) The limestone yard has been installed on the south side of the Service Yard.
- 7) Some of the plants are on site for the roof terraces.
- 8) The reflecting pool equipment is being installed.
- 9) The Teen Entry is almost complete.
- 10) The Children's entry is complete.
- 11) The art wall at the monumental stair is installed.
- 12) The monumental stair is complete.
- 13) Trim and wall finishes are being installed in Genealogy.
- 14) The furniture installation is almost complete.

UPCOMING WORK:

- 1) The Library's move will occur in late December.
- 2) The completion of the northern seatwalls and sidewalks should happen in the next couple weeks.
- 3) The terrazzo floor should be polished and finished in the next two weeks.
- 4) The North Courtyard work should be completed by the beginning of the year.



Looking east at the southern sidewalk.



Looking east at the book drop driveway.



Looking west toward the library entry from the Plaza.



Looking toward the Teen Entry.



Looking into one of Teen study rooms.



Looking toward the Children's entry.



Looking into the Genealogy Collection.



Looking out to the Roof Terrace from the Staff Lounge.