

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**  
MARCH 15, 2012  
**4:00 P.M.**

- I. ROLL CALL
- II. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF FEBRUARY 16, 2012 AND THE SPECIAL MEETING OF MARCH 6, 2012
- III. REPORTS BY THE CO-DIRECTORS
  - A. FINANCIAL REPORT
  - B. SYSTEM REPORTS
  - C. OTHER REPORTS
- IV. OLD BUSINESS
  - A. AUTHORIZE LIBRARY STAFF TO SECURE A PROFESSIONAL SERVICES AGREEMENT WITH MR. MIKE SULLIVAN, ARCHITECT WITH LOONEY RICKS KISS, LLC NOT TO EXCEED \$50,000 TO PROVIDE CONSTRUCTION ADMINISTRATION FOR THE ROUZAN BRANCH LIBRARY - MR. STAN BARDWELL AND MS. BETH TOMLINSON
  - B. UPDATE REPORT ON DIRECTOR RECRUITMENT PROCESS – AD HOC COMMITTEE
- V. NEW BUSINESS
  - A. RESOLVED: FINES FOR LATE RETURNS OF LIBRARY MATERIALS FROM PATRONS AGED 55 YEARS AND OVER ARE ELIMINATED - MS. PATRICIA HUSBAND AND MS. MARY STEIN
- VI. COMMENTS BY THE LIBRARY BOARD OF CONTROL

**ALL MEETINGS ARE OPEN TO THE PUBLIC**

**THE PUBLIC IS ALLOWED TO MAKE COMMENTS RELATIVE TO AN AGENDA ITEM AT THE DISCRETION OF THE LIBRARY BOARD PRESIDENT. ANY COMMENTS NOT RELATED TO AN AGENDA ITEM MAY BE RECEIVED AND DISCUSSED OR DEFERRED TO A FUTURE MEETING UNDER PROCEDURES DIRECTED BY THE LIBRARY BOARD PRESIDENT.**

Revised Minutes of the Meeting of the  
East Baton Rouge Parish Library Board of Control

March 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 March 15, 2012. Ms. Kizzy Payton, President of the Board called the meeting to order at 4:08 p.m. Members of the Board present were Mr. Stanford O. Bardwell, Jr., Ms. Tanya Freeman; Mr. Derek Gordon; Mr. Jason Jacob; Mr. Chip Mills and Ms. Beth Tomlinson. Also in attendance were 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; and Captain Blair Nicholson of the East Baton Rouge Parish Sheriff's Office. Ms. Patricia Husband, Assistant Library Director of Branch Services and Co-Director was absent from the meeting. Mr. Rip Manint of the Parish Attorney's Office; Mr. Jim Frey, Special Projects Architect with the City-Parish Department of Public Works (DPW); Mr. Joseph T. Spinosa, Jr.; and Mr. Joseph T. Spinosa, III, both of 2590 Associates, and Mr. Mike Sullivan, architect with Looney, Ricks, Kiss/LRK, LLC were also present. Mr. Faimon A. Roberts, III, reporter, and Mr. Arthur Lauck, photographer, both with *The Advocate*; and Mr. Frank Hillyard, videographer with 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 February 16, 2012 and the special Board meeting on March 6, 2012. The minutes of the February 16, 2012 meeting were unanimously approved on a motion by Ms. Freeman seconded by Mr. Jacob with no corrections. The minutes of the special meeting on March 6, 2012 were unanimously approved on a motion by Ms. Freeman seconded by Mr. Jacob with one correction.

Ms. Tomlinson arrived at 4:10 p.m.

### **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 February 29, 2012 show operating expenditures of \$3,526,416.76 or 10.35% of the operating budget. Through February the Library should have spent no more than 16.67% of the 2012 operating budget. Expenditures for 2011 are being finalized, and a final Statement of Revenues, Expenditures, and Encumbrances for 2011 will be provided at the next Board meeting. The totals, including the change in Fund Balance, will not be official until the Finance Department's Comprehensive Annual Financial Report is issued in May or June. Cash collections from property taxes for 2012 continue their upward trend, as the Library is at \$619,000 or 3.48% ahead of collections for the same period in 2011.

Mr. Gordon arrived at 4:20 p.m.

## B. System Reports

Ms. Payton asked Ms. Stein to present the system and other reports. Ms. Stein noted that Ms. Husband was absent because she was attending the Public Library Association (PLA) Conference in Philadelphia, Pennsylvania with several other staff members. Ms. Stein presented the 2011 Annual Report with a PowerPoint slideshow. The following were some of the highlights:

- 425,540 EBRPL card holders compared to 436,265 residents of the parish
- 6,164 daily visits; 2,175,796 annual visits to EBRPL
- Over 1,856,240 total items in EBRPL collection
- 2,340,208 items checked out
- 971,205 reference questions asked
- Over 4,000 programs attended by 114,000 people
- 19,872 children, teens and adults participated in the Summer Reading Program
- Meeting rooms used 2,442 times by non-profit and community groups
- 448 new public computers with 878,944 logins
- 856 visits to 50,609 patrons by Outreach Services
- Early literacy workstations (AWE) used 50,886 times
- 1,106,549 logins to the Library's website
- 1,400 people attended 503 computer classes
- Free Wi-Fi at all 13 Library locations
- 6,414,387 searches in the online databases
- 1,406 job-seekers assisted at the Career Center
- 280 people attended programs and classes in the Genealogy Department
- 3,225 Tweets, 639 Followers, 1,200 Like Us on Facebook with 260,725 total interactions
- 1,258,879 hits to the Baton Rouge Digital Archive Collection

Ms. Stein then made her PowerPoint presentation, *Around the Parish in 90 Seconds* which included the months of February and March with some projections of events in April. The following were some of the highlights:

- All ages "geeking" at EBRPL
- National Library Week (April 8-14) activities in the planning
- Celebrating Library Snapshot Day, National Bookmobile Day and National Preservation Week in April
- Still "geeking" Dickens' *Oliver Twist*
- Writing Your Family History class on April 12<sup>th</sup>
- LA Bicentennial Birthday Bash on April 30<sup>th</sup>
- Kicked off *Building Common Ground: Discussions of Community, Civility and Compassion* program
- Library at Blues Festival on April 14<sup>th</sup>
- AARP Tax-Aide helped 350 people thus far
- Jones Creek Regional Branch had new lighting installed
- Pile driving completed at the site of new Main Library
- Concrete work is beginning at Main
- Construction of Fairwood Branch moving forward

After Ms. Stein's presentation, Ms. Freeman congratulated her on the annual report. Ms. Freeman said that she would like her to include in the annual report, the number of people the bookmobiles serves.

### **C. Other Reports**

Ms. Stein gave an update on the maintenance projects. She said that the lighting retrofit at the Jones Creek Regional Branch Library has been completed. All of the interior globes have been changed and all fluorescent lighting has been upgraded to a more efficient system. The gallery lighting has been replaced with more efficient LED lighting. New lighting control panels are being installed which enable the Library to control the lighting schedule; thereby saving money. Also at this branch a new UPS system for emergency lighting is being installed.

Ms. Stein noted that thanks to the Mayor's Office, the Library was included in a grant submission to replace eight refrigerators in branches located outside the city limits. The branches that received new Energy Star units are the Bluebonnet Regional Branch, the Jones Creek Regional Branch, the Baker Branch, the Zachary Branch, the Pride-Chaneyville Branch, the Central Branch, the Greenwell Springs Road Regional Branch, and the old Recycled Reads facility in Central. This former Recycled Reads facility will house the Library's maintenance staff.

DPW has posted the bids and held a pre-bid meeting for the new sliding entrance doors for the Baker Branch and the Delmont Gardens Branch. All push entrance doors at the library building are being replaced with sliding doors which are easier to use.

Ms. Stein told the Board that on April 1, 2012, the Library will begin new janitorial contracts at each of the facilities. Today the Library staff met with one of the three vendors who will provide services to the Library.

Ms. Stein also said that the new Librarian I positions in the Teens and Children's Departments that the Board approved for 2012 are being processed by the City-Parish Department of Human Resources. Once interested Library staff members have been considered, the remaining positions will be posted outside the Library.

In regard to the Goodwood Main Library, Ms. Stein said that the following activities are occurring:

1. On March 12<sup>th</sup> the contractor completed the installation of approximately 400 pilings in spite of some rainy weather.
2. With the completion of the pilings installation, a major milestone for the building has been met.
3. Wood has been delivered to the site for the construction of forms.

At the Fairwood Branch Library, Ms. Stein said that the following activities are occurring:

1. The framing of the building and the pouring of the parking lot have both been completed.
2. During the week of February 29<sup>th</sup> the framing of the building took shape so that the outline of the building became apparent.

In regard to the Rouzan Branch Library, Ms. Stein stated that Mr. Mike Sullivan, architect with Looney Ricks Kiss/LRK LLC reported that the City-Parish DPW has completed the review of the architectural construction documents. Today Benchmark Engineering has turned in their corrected documents for the infrastructure.

Ms. Payton thanked Ms. Stein and all of the Library staff members who are dedicated and committed to their work every day.

### **Old Business**

**A. Authorize Library Staff to Secure a Professional Services Agreement with Mr. Mike Sullivan, Architect with Looney Ricks Kiss, LLC Not to Exceed \$50,000 to Provide Construction Administration for the Rouzan Branch Library - Mr. Stan Bardwell and Ms. Beth Tomlinson**

Ms. Payton read item A under Old Business. She asked if there were any public comments on item A. Mr. John Berry, a member of the community, asked to speak. He said that he wished to make a comment on the report that Ms. Stein made regarding the multi-cultural event at the Greenwell Springs Regional Branch. Ms. Payton said she did not see that Mr. Berry had wanted to make a comment during Ms. Stein's report, so she allowed him to comment at this time. Mr. Berry said there are other events going on of a multi-cultural nature. He noted that the Blues Festival and the Blues "geek" shirts are fine, but by definition multi-cultural means inclusiveness and diversity. So it should include all cultures. The Acadian culture or Cajuns have been in Louisiana for over 200 years and they are a separate culture with a distinct language, food and music which pervades our parish and state. Mr. Berry said that the Cajun culture has not been included in the Library program and he is wondering why. He said the Library should consider including the Cajun culture. He added that public money is being used to run the Library and the programs it provides. In the name of diversity and inclusiveness, the Cajun culture should be part of the Library's programs along with other cultures that are located in this parish. If the Cajun culture is not presented, the public is missing out on a large part of the heritage here.

Ms. Stein asked Ms. Payton for permission to reply to Mr. Berry. She said that two years ago the *One Book/One Community* selection was the book, *Poor Man's Provence*. The Library is currently celebrating Louisiana's bicentennial. As part of that event the Library will have activities all year long including a birthday party, displays of historic photos, exhibits, and documentaries. The Library has featured the Cajun culture in the past and revisits this topic periodically. Mr. Gordon asked Ms. Stein if the Library partners with non-profits to present information to the public about Louisiana to which Ms. Stein answered affirmatively. Mr.

Gordon said that if there are some Cajun organizations in the Baton Rouge area, the Library should partner with them. This would enrich the Library's programs to the public.

Ms. Payton thanked Mr. Berry for his comments. She then resumed the discussion of Item A on the agenda.

Ms. Payton asked if there were any public comments on Item A. Ms. Gayle Braud Smith, a member of the community, said she too is proud of her Cajun heritage. She also said she had three comments regarding the Rouzan Branch Library. She wondered where the infrastructure is for the Town Center. She said in observing other construction projects, the roads, drainage and lighting are placed first and then the buildings are constructed. She asked if the Library Board will be responsible for the infrastructure if construction of the branch begins before the infrastructure is in place. Ms. Smith noted that the last plans for the building that she saw contained two commercial units on either side of the library. She said she is opposed to her tax dollars being spent on a commercial enterprise. She wanted to know who would be responsible for these two units, who would lease them and who would benefit. She also questioned if any restrictions would be placed on the commercial units. She said that the public cannot ask questions at the Board meetings, and therefore, cannot get answers. Ms. Smith said these concerns are never spoken about at a public meeting and therefore, must be spoken about behind closed doors. Ms. Smith added that she lives in the Kenilworth subdivision and drives on Perkins Road frequently. She said that nobody on the Planning Commission must live near the Rouzan site because if they did, they would never allow more traffic on Perkins Road and College Drive. She said that traffic is dense in this area all day long. She wondered where the additional traffic from Rouzan would go. She noted that getting to this branch library would be a challenge, but no Board member has addressed this concern in public. Ms. Payton thanked Ms. Smith for her comments.

Mr. Berry then made some comments. He said he spoke to a City-Parish employee about this contract. He said he was told that the City follows Title 38 of the State no-bid limit if there is not sufficient competition. Mr. Berry asked how one would know if there is sufficient competition if the bid is never advertised. He added why LRK is being allowed a contract of the maximum amount for a no-bid contract. He said it appears that the Library Board does not know how much this contract is worth and is just making it for the maximum amount. He asked what the stipulations of the contract were, what are the requirements of the contractor, what are the deliverables that the Library Board is to expect. Mr. Berry also wondered what the timeline is and what connections the architect has with the developer, Mr. Spinosa. He also asked about the penalties for non-performance, or for not meeting all the requirements of the contract. Mr. Berry asked why this contract is specifying Mr. Mike Sullivan and not the firm Looney Ricks Kiss. He asked if Mr. Sullivan will be personally responsible or would the firm Looney Ricks Kiss, be the responsible entity. The over 6½ year history of the Library dealing with Mr. Tommy Spinosa, Rouzan and the branch library there is proof that the Library Board has been snookered. He said he felt this construction management contract could become another entanglement in the Spinosa shell game and the public will end up the victim.

Ms. Payton thanked Mr. Berry for his comments. There were no further comments, so Ms. Payton turned this item over to Ms. Tomlinson and Mr. Bardwell.

Ms. Tomlinson said for the sake of clarity that the professional services agreement has nothing to do with Mr. Spinosa. It is between the architect and Looney Ricks Kiss and the City. She added that a new architect would not administer another architect's drawings. She also said it is completing the last step of the design process and necessary to have an architect of record to administer the plans during construction of the building. Ms. Tomlinson noted that it will be necessary to get the drawings through the permitting process and have a professional oversee the construction. She said there are several people present at this meeting who can expound on this process.

Mr. Bardwell said he would add that the \$50,000 cost is not set to avoid any purchasing authority that the Metropolitan Council would have. He said they were advised that an amount over \$50,000 would require the approval of an architect by the City-Parish Architectural Selection Board. He said Mr. Sullivan has been the lead architect on the project from the beginning and this would simply allow him to provide oversight of the general contractor who will be chosen to construct the building. He noted that the contract terms and provisions are handled by City Parish DPW and the Board does not have any input on this. Mr. Bardwell said that Mr. Jim Frey, Special Projects Architect with DPW can speak about that aspect.

Mr. Frey said that they respect the process and the duties of the Architectural Selection Board. He added that they are working on this agreement at the end of the process. It is the cheapest part of the process. He agreed that they need an architect of record and it must be the same architect who designed the building. The architect will coordinate the work of all the subcontractors. He said Mr. Sullivan has a contract, but Mr. Frey is required to take that contract and produce a contract with the proper verbiage as specified by the City. This is what Mr. Sullivan will follow.

Mr. Bardwell added that the architect's fee to design the building was paid for by Mr. Spinosa as a condition of the donation. This part of the project was free to the Library. He added that Mr. Spinosa's company, 2590 has completed this obligation. The Library must now pay for the oversight of the construction of the building. The Board needed a contract in order proceed with this project.

Ms. Payton asked if there was any additional discussion by the Board members. Mr. Jacob said he would like to know if Mr. Berry's and Ms. Smith's questions have been answered and if they are satisfied. He asked Mr. Frey if he could answer any of the questions that they asked. Ms. Payton replied that she believed that Mr. Frey answered their questions. Mr. Frey said for clarification, the selection of a contractor will be subject to the competitive bid process under Title 30 as they do with any other project.

Ms. Freeman asked if they would start on the process of the selection of the contractor, after they vote on the professional services agreement with Mr. Sullivan to which the answer was yes.

Mr. Jacob pointed out to Ms. Payton that Mr. Berry had a question. Mr. Berry asked if he could reply to Mr. Jacob to which Mr. Jacob replied yes. Mr. Berry said he has had many complaints about Rouzan for years. He asked when the groundbreaking would take place. He told Mr.

Jacob that since he has not been on the Library Board very long, he may not know the history of the project. He added that six deadlines have not been met so far. He also said that Mr. Spinosa has been pushing off the actual groundbreaking. Mr. Berry said that the former Library Board member, Mr. Laurence Lambert, had said in November that groundbreaking would occur in three months. Mr. Berry said he wants a firm groundbreaking deadline from Mr. Spinosa or they should get another developer to do the work or find another piece of property for the branch. He said he is glad that Mr. Jacob asked him the question.

Ms. Payton thanked Mr. Berry for his comment. Ms. Tomlinson said that Mr. Spinosa's work is completed. They are now in the contract administration portion of the project. She also said that when the Library Board approves this authorization, then a contract can be signed by the architect. Next the City will request bids from contractors. She added that a groundbreaking date cannot be set until all these steps have been completed and a contractor has been selected.

Ms. Payton said that Mr. Tommy Spinosa, Jr. is present at this meeting. She asked him to make any comments that he wished to in regard to this project. Mr. Spinosa said about ten days ago, Mr. Frey, Mr. Sullivan, civil engineers, representatives of the Library Board and he met to get all of the logistics in order. Mr. Frey told Mr. Spinosa's team that everything he needed from them to complete his work has been delivered. Mr. Spinosa then repeated that as he has said in the past, when the Library begins construction, they will begin building the infrastructure simultaneously. The plans for the infrastructure were completed a year ago and are in the hands of the City-Parish ready to be used. He added that they are ready and are waiting for the Library to get started with construction.

Mr. Gordon asked Mr. Spinosa about the construction access right of way that had been discussed at an earlier Board meeting. He asked if all the concerns about the permits to access the right of way had been addressed. Mr. Spinosa replied that they have addressed all of the requirements including the impact reports made by the City and the State Department of Transportation and Development (DOTD). Their traffic engineers, Urban Systems recently responded to some questions. Mr. Spinosa said he believes that this work is progressing properly. He said that DOTD is now reviewing their submissions.

Ms. Payton asked if there were any other questions or concerns by the Board. Then Mr. Bardwell made a motion to authorize the Library staff to secure a professional services agreement with Mr. Mike Sullivan not to exceed \$50,000 for the construction administration of the Rouzan Branch Library. Mr. Gordon seconded the motion which passed unanimously.

## **B. Update Report on Director Recruitment Process – Ad Hoc Committee**

Ms. Payton read Item B on the agenda and said that on March 6, 2012 the Library Board held a special meeting at the Main Library. The Board interviewed two search firms as they moved forward in the hiring process for a new library director. Ms. Payton turned the meeting over to Mr. Bardwell and Ms. Tomlinson to give an update on the recruitment process.



Ms. Tomlinson said the first update is about the advertisements for the position of director. Ms. Tomlinson asked Ms. Stein to report on this. Ms. Stein replied that the job has been advertised on the most important lists. A free ad has been posted at the Urban Libraries Council (ULC) site. There is also a short paid ad which directs people to the Library's website for the long ad. The paid ads are also at the American Library Association (ALA) job list which is an on-line posting. The ad will also appear in print in the next issue of *American Libraries* and will appear each month until the Board decides to stop the ad. The ad will also appear in *Library Journal's Hotline*. These are the places where the type of candidate that the Library wants to recruit will look for employment opportunities. These candidates are on these list serves. These are the three main sites along with some free postings in a variety of places. Within the state the Louisiana Library Association (LLA) and other library associations have received the ad.

Mr. Bardwell then spoke about three parts of the recruitment package that the Library Board approved and that are being addressed. He said that in regard to a change in the salary range for the position, preliminary data about comparative salaries has been given to the City-Parish Department of Human Resources (H.R.). He added that a formal justification letter is being prepared. Mr. Bardwell noted that H.R. will analyze the information and come to a conclusion. H.R. and the Library will request that an item be placed on the Metropolitan Council agenda for the Council's approval of a change in the salary range for the library director.

Mr. Bardwell said the second part of the recruitment package to be addressed is the State statute that specifies that an applicant for the position of library director must be certified by the State Board of Library Examiners in order to be considered for the position. Mr. Bardwell noted that this requirement severely limits the Board's ability to consider many highly qualified candidates. So they are working with the State Librarian to amend this requirement so that an uncertified applicant could be hired subject to passing the exam within a year of being employed. State Representative Hunter Green has authored the bill and has submitted it to be reviewed by the Committee of Municipal and Parochial Affairs.

Mr. Bardwell said the third item that they addressed was the hiring of a search firm to assist the Library Board with recruiting candidates for the position of library director. The Board interviewed two firms on March 6<sup>th</sup> via Skype. A third firm which was under consideration withdrew prior to the meeting. The Board chose Mr. Dan Bradbury and Ms. Jobeth Bradbury of Bradbury Associates/Gossage Sager Associates because they are librarians with 30 years of library experience. Their firm works solely on executive searches for libraries which gives them the experience and professionalism required to assist the Library Board in the recruitment process. Mr. Bardwell added that Bradbury Associates proposal included a one year guarantee. Once a director is appointed, if he or she leaves the position whether voluntarily or non-voluntarily within the first year of appointment, Bradbury Associates will on a one-time basis reactivate the search to screen at least three finalist candidates with no additional fee. The other firm under consideration did not primarily conduct executive searches, but rather consultation with libraries on operational issues.

Mr. Bardwell noted that in order to begin the search process for the Board, the City requires a contract to be signed by the firm that was chosen. Mr. and Mrs. Bradbury are reviewing the

wording of the City's contract so that it can be integrated with the terms of the Bradbury proposal. They will submit a draft contract for the Parish Attorney and Purchasing to consider.

Ms. Payton asked if the Board members had any questions for Ms. Tomlinson and Mr. Bardwell. Then Ms. Payton asked if there were any public comments. Ms. Kathy Wascom, a member of the community, said that when the Board discussed the certification of the library director this certification means that the candidate knows the laws that govern Louisiana libraries. The candidates for director already have the academic credentials (Masters in Library Science) for the position. Ms. Wascom said she wanted that to be clear to the public so that it is understood that the Board never hired someone who did not have the academic credentials. Ms. Payton thanked Ms. Wascom for her comments.

## **New Business**

### **A. Resolved: Fines for Late Returns of Library Materials from Patrons Aged 55 Years and Over Are Eliminated - Ms. Patricia Husband and Ms. Mary Stein**

Ms. Payton then read Item A under New Business. She asked if there were any public comments on Item A. Mr. Berry said he would like to know how much they will save by this resolution. Ms. Payton replied that Ms. Stein will cover this in her presentation. Ms. Stein then said that the senior library card holders called privileged retired patrons (PRP) which is open to anyone 55 years and older, only account for \$13,000 in fines. She added that these card holders are very good about returning library materials. This is a very small amount considering the volume of total fines. Ms. Stein also said that the Library charges only 5¢ per day and does not charge fines to make money. Ms. Payton asked what was the total amount of fines owed the Library. Ms. Stein replied that it is \$330,000 and that money when collected goes into the book budget.

She then explained why the Library Administration would like this policy changed. In December when the Library had its Fines for Food Drive at which time patrons who owed fines could get \$1.00 off for each can of food they donated to the Food Bank, senior citizens expressed how grateful they were for the chance to "pay off" their fines. Many seniors accrue fines because of a restricted income, illness or lack of transportation. Ms. Stein noted that the cost of postage and employee time to try to collect from these seniors is not cost effective.

Ms. Stein reminded the Board that several years ago, the Board approved fine free for children. Children are not responsible for getting themselves to the library, but rather adults are. Now more children get library cards because parents are not fearful of accruing fines they know they cannot pay. Participation by children in the library has increased.

Ms. Stein said they would like seniors to feel welcome to come to the library and use the materials without concern for fines especially in these hard economic times.

Mr. Berry then said that he owes 35¢ and feels bad about that. He said people 55 years and older are responsible and they want to pay their fines. He noted that the Library could spend the \$13,000 to purchase children's materials.

Mr. Mills left the meeting at 5:25 p.m. and did not return.

Ms. Payton asked if other library systems have this policy to which Ms. Stein said that many libraries do not charge fines at all. She said there is a librarian in the audience from another part of the country who might have some comments to make on this topic. She added that the Library does not charge fines to make money, but as a gentle reminder that an item needs to be returned in a timely manner. Ms. Stein noted that patrons can avoid fines by renewing materials by phone, or on-line, or by coming to the Library.

Ms. Payton asked the librarian in the audience to make a comment. He said he respects the research that the Administration did on this topic. He said he speaks from thirty years of experience in the largest library that the United States supports, the Armed Forces Library. He said they never collected fines in the United States or overseas in their public library program. He added that they did not collect fines in the university systems, the special library systems, or the medical library systems. He said he agreed with Ms. Stein about the time and money spent to collect these fines. He concluded by saying he supports not collecting fines from seniors. Ms. Payton thanked him for his comments.

Ms. Payton then allowed Mr. Berry to make another comment. He said he received a notice in the mail from the Library about his owing 35¢. He said it cost more in postage than the fine and that notices should only be sent to remind patrons to return items. Ms. Stein replied that this is what they do for children who have not returned items. She also said that the staff is encouraging all patrons to give the Library their e-mail addresses so that they can be notified electronically. She said they send overdue notices and fines notices by e-mail first before mailing through the U.S. Postal Service. She mentioned that many e-mail addresses change over time and that only about 45% of the patrons have given the Library e-mail addresses. Ms. Stein said it will be a while before notices by e-mail are the norm, but they are aiming for that goal.

Mr. Gordon asked what the disincentive is for not bringing the book back to the Library. He thought that was the purpose of the fines. He said if there is no penalty or cessation of services, then there is no impetus for getting the materials back. Mr. Gordon asked if they can stop a card holder from use of the library when they have not returned a certain number of items. Ms. Stein replied that the computer system automatically puts a stop on the library card when the dollar amount in borrowed materials owed to the Library reaches \$25.00. Ms. Stein noted that through the computerized *Library Elf* system patrons can be notified electronically of items that are nearing the due date. She said they are trying to get items returned through positive methods rather than negative ones. Ms. Stein said that libraries both large and small who no longer charge fines have discovered that they still have the same percentage of late returns as they did when they collected fines. She added that they know that a percentage of patrons are going to on occasion return items late, but that most people want to follow the rules. People follow the Golden Rule when they return items in a timely manner. They feel that someone else may wish to read the book they are returning as much as they are anticipating reading a book that another has returned on time. Ms. Stein said in our system the removal of fines for children's materials has worked well for several years, and the number of lost items has not increased under this policy.

Ms. Payton thanked Ms. Stein. She recognized Ms. Freeman next. Ms. Freeman said she wanted to make a motion that the Library Board eliminates fines for late returns of library materials from patrons aged 55 years and over. Mr. Bardwell seconded the motion which passed with one opposing vote by Mr. Gordon.

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

Ms. Payton said that she had wanted to recognize Mr. Mills at the meeting today, but she realized he had left the meeting earlier. Ms. Payton announced that this was Mr. Mills last Board meeting. He and his family are relocating out of state. She added that it is bittersweet; bitter that the Board had not had the opportunity to work with him very long, but he had made a positive impression on them and sweet for Mr. Mills and his family as they have a good opportunity with the move. Ms. Payton said they will miss him.

Ms. Payton asked if there were any other comments by the Board. Mr. Bardwell said that since the Board has eliminated fines for children and those over 55 years of age, he would like the staff to report at next month's Board meeting on how fines are collected. He said Ms. Stein had said that patrons owe \$300,000 in fees. He added that he knows that at some point the Parish Attorney's Office gets involved, but he would like a summary of the program including the rate of success. Ms. Stein agreed that after a certain amount of time, the Parish Attorney does get involved. Mr. Bardwell added that he would like to know how many patrons are delinquent, for how long they have been delinquent and what the rate of success is when the Parish Attorney gets involved. Mr. Bardwell said the Board should look at the whole process of fines.

Ms. Freeman then said she wanted to say publicly that Mr. Bardwell and Ms. Tomlinson did an excellent job regarding the recruitment process.

Mr. Gordon said that Mr. Rex Cabaniss, architect with Washer, Hill, Lipscomb, Cabaniss, who has been selected for the design of the River Center Library, has met with Ms. Stein, Ms. Husband and Mr. Frey. He said Mr. Cabaniss was asking for some items in the project for additional support and research. Mr. Gordon asked that Ms. Stein and Ms. Husband give a report to the Library Board at next month's meeting. He added that what Mr. Cabaniss has asked for would certainly be of value even if they had to spend some additional money in terms of adding residential and commercial use on upper floors of the library branch. He also said he would like to meet with Mr. Cabaniss, Ms. Payton, and the Library staff before the next meeting to get a clear idea of what Mr. Cabaniss would like.

Ms. Freeman asked what was meant by additional support. Mr. Gordon replied that there is more research and travel to be done. Ms. Freeman concluded that Mr. Cabaniss was asking for more money. Ms. Freeman asked if this could be brought to the entire Board to which Mr. Gordon replied affirmatively. He added that he wants this request brought to the entire Board before a decision is made not to include this additional support. Mr. Jacob asked if they would make this an agenda item. Mr. Gordon replied that once they got some additional information from Mr. Cabaniss, he would like this brought to the entire Board at the monthly meeting. Ms.

Freeman asked for clarification saying that normally they would ask the parties involved to make a report to the entire Board at a Board meeting. Mr. Gordon said that there was a meeting that he did not know about it, and that some ideas may not have been considered. He added that there are many features that have been discussed for this branch and it is important that the Board know what has to be done if they decide to pursue some of those options. He said he understands that the additional request by Mr. Cabaniss is for the research into these options. Mr. Gordon said he wants to know what Mr. Cabaniss proposed so that the Board can decide whether to vote in favor of the request or not. He added that the Board should make the decision and not the staff exclusively because the Board is ultimately responsible for what happens or doesn't happen with that building.

Ms. Tomlinson said that Mr. Gordon is correct about the Board's responsibility. But she noted the contract is really being brokered by the City and the architect. Ms. Tomlinson added they are limited by the \$19 million that they approved and the Metropolitan Council voted on. She also said she believes that the contract has already been negotiated and agreed upon and that they are just discussing some of the wording in the contract.

Ms. Payton recognized Ms. Pinsonat who wished to speak. Ms. Pinsonat said that Mr. Frey was at that meeting and spoke for the Owner of the building which is the City. She said it was not the Library staff's decision, but rather the City's decision on additional travel and other expenses for which Mr. Cabaniss was asking. Mr. Gordon said he would still like to know about these meetings and what Mr. Cabaniss was requesting. If it was within the contract amount, the Board should make the decision. Ms. Tomlinson said this was not under the contract. Mr. Gordon replied that what he is referring to is outside of the contract and he is talking about an additional \$50,000 that the Board is authorized to approve. He said he would like the Board to know to what they are saying no. Ms. Payton then said that Mr. Cabaniss and Mr. Frey should be invited to the next Board meeting to discuss this issue.

Ms. Pinsonat then told the Board that Mr. Frey plans to place the contract on the agenda of the Finance and Executive Committee of the Metropolitan Council on April 4, 2012 and on the agenda of the full Council on April 11<sup>th</sup>. Therefore, a vote on the contract will occur before the next Board meeting on April 19<sup>th</sup>. Mr. Gordon replied that they should still invite Mr. Cabaniss and Mr. Frey to the Board meeting to make the presentation because they can authorize a supplemental amount if necessary. Ms. Pinsonat said that the Library Board can only authorize a maximum contract of \$17,500 without Council approval.

Ms. Freeman asked if they would be increasing the cost of the project above \$19 million if they authorize this additional amount presented by Mr. Cabaniss to which Ms. Pinsonat said yes. She added that the architect's fee is at its maximum amount. Ms. Freeman asked why they would even need to consider that. Ms. Payton then said since this issue was brought up and the request was made to ask Mr. Frey and Mr. Cabaniss to make a presentation, then that is what they will do. She noted that they do not have to approve this additional amount, but at least they will be informed about this request and can vote.

Ms. Tomlinson said she believed that the architect had pulled the request and is no longer interested in pursuing it. Mr. Gordon replied that he spoke to the architect during the week and

that he did not indicate that he had withdrawn his request. Ms. Payton again emphasized that they would invite the architect to make a report next month and if he wishes he would have the opportunity.

There were no further comments, and so with no further business, the meeting was adjourned on a motion by Ms. Freeman, seconded by Mr. Jacob at 5:17 p.m.

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Kizzy Payton, President

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Patricia Husband, Co-Director

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Mary Stein, Co-Director

# MEMORANDUM

**DATE:** March 15, 2012

**TO:** Library Board of Control

**FROM:** Patricia P. Husband  
Mary H. Stein  
Co-Directors

**SUBJECT:** Construction Report

## Goodwood Main Library

Steve Jackson, architect with Cockfield Jackson Architects reported the following on March 6, 2012 for The Library Design Collaborative on the Goodwood Main Library.



### CONSTRUCTION REPORT

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DATE: March 6, 2012

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

#### OBSERVATIONS:

- 1) Pile driving is on hold until the existing underground electrical lines are abandoned. Approximately 50 piles remain.
- 2) The subsurface drainage system is almost complete from the existing 72" pipe to catch basin A-11.
- 3) Approximately 18 concrete pile caps have been completed.
- 4) Grade beam excavation has started along column line A01.
- 5) The transformer pad has been installed.
- 6) Only one pile drilling and driving rig is on site.
- 7) BREC's running track has begun construction around Independence Park.
- 8) The work that shut down the existing rear parking lot was completed February 13<sup>th</sup>.
- 9) The monthly Owner's Meeting was held February 16<sup>th</sup>.

#### UPCOMING WORK:

- 1) Power outage of the BREC Theatre, Botanical Gardens, and soccer fields is scheduled for March 5<sup>th</sup> and 6<sup>th</sup> install the new library's transformer and to abandon the existing electrical loop that is under the new building.
- 2) The drilling and driving of the piles will resume Wednesday March 7<sup>th</sup> after completion of the electrical work.
- 3) Continue the installation of the concrete pile caps.
- 4) Continue the grade beam installation.
- 5) Continue the installation of the subsurface drainage system.
- 6) Sequence One Steel Erection is scheduled to start March 28<sup>th</sup>.

#### ATTACHMENTS:

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







## 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: 225-343-8727 Email: info@bcbala.com
	3718 Government St. Baton Rouge, LA 70804 Phone: 225-343-2267 Data/Fax: 225-343-8727 Email: info@bcbala.com

### Construction Report for week #27

Job Name: Fairwood Branch Library	Inspector: n/a
Date: February 7, 2012	Time: 10:30am
Weather Condition: Clear – 55°	Contractor: Stuart & Company
Job Superintendent: Darren Thibodeaux	Report prepared by: James ("Jes") Sanders - Bani, Carville & Brown Architects

1. The structural steel framing has begun to be erected.
2. The large pile of haul-off material is in the process of being removed from the site.
3. The remaining portion of the southern-most drive is formed and will likely be poured later this week.
4. The large concrete columns for the front and rear entry canopies have been completely formed. These are also likely to be poured within the week.
5. Light gauge metal roof truss shop drawings have been produced and are currently under review by the architect and structural engineer.
6. Much of the earth for the parking lot has been cleared. The earth for the parking throughout the site is to be tested and/or proof rolled, and approved by the geotechnical engineers. These areas are expected to be cleared and brought to grade in the next week or two. After this, the concrete parking for the project will all be installed, which will provide the trades with more extensive layout space than what is currently available.



February						
	6	7	8	Today	10	11
 Hi 52°F Lo 43°F	 Hi 63°F Lo 46°F	 Hi 63°F Lo 44°F	 Hi 65°F Lo 48°F	 Hi 69°F Lo 44°F 10% Precip	 Hi 64°F Lo 45°F 70% Precip	 Hi 57°F Lo 38°F 20% Precip

## Construction Report for week #28

<b>Job Name:</b> Fairwood Branch Library	<b>Inspector:</b> n/a
<b>Date:</b> February 14, 2012	<b>Time:</b> 10:30am
<b>Weather Condition:</b> Clear – 55°	<b>Contractor:</b> Stuart & Company
<b>Job Superintendent:</b> Darren Thibodeaux	<b>Report prepared by:</b> James ("Jes") Sanders - Bani, Carville & Brown Architects

1. The site was observed to be quite wet and muddy.
2. Steel continues to be erected. Glu-lam beams are expected to arrive within the next two weeks.
3. Excess dirt is being hauled away. This will clear area for the installation of the parking pad in the front area nearest Old Hammond Highway. This area still requires final grading and may require stable, suitable dirt from off-site.
4. Light gauge metal truss shop drawings have been fully reviewed and submitted for fabrication.
5. The solid concrete columns for both the front and rear canopies have been poured. Formwork is currently being stripped.



February						
12	13	14	15	16	Today	18
HI 48°F LO 28°F	HI 51°F LO 33°F	HI 57°F LO 48°F	HI 72°F LO 60°F	HI 70°F LO 58°F	HI 88°F LO 58°F	HI 87°F LO 47°F
Precip (in) 0.38in.	Precip (in) 0.46in.	Precip (in) 0in.	Precip (in) 1.36in.	Precip (in) 0in.	Precip 40 %	Precip 90 %

## Construction Report for week #29

<b>Job Name:</b> Fairwood Branch Library	<b>Inspector:</b> n/a
<b>Date:</b> February 21, 2012	<b>Time:</b> 10:30am
<b>Weather Condition:</b> Clear – 65°	<b>Contractor:</b> Stuart & Company
<b>Job Superintendent:</b> Darren Thibodeaux	<b>Report prepared by:</b> James ("Jes") Sanders - Bani, Carville & Brown Architects

1. The site was observed to be quite wet and mnddy.
2. The steel building frame continues to be erected. The bearing steel for the front canopy has been attached to the concrete columns.
3. The bar joists for the Mechanical Mezzanine have been installed. These will support a second-floor concrete pad.
4. Footings for the Rear Patio wall footings are currently being excavated.



February						
19	20	Today	22	23	24	25
OBSERVED	OBSERVED					
H: 59°F L: 43°F	H: 63°F L: 38°F	H: 70°F L: 48°F	H: 75°F L: 61°F	H: 75°F L: 58°F	H: 74°F L: 47°F	H: 67°F L: 46°F
Prcp: 0.0in	Prcp: 0.0in	Prcp: 20%	Prcp: 20%	Prcp: 30%	Prcp: 50%	Prcp: 10%

## Construction Report for week #30

<b>Job Name:</b> Fairwood Branch Library	<b>Inspector:</b> n/a
<b>Date:</b> February 29, 2012	<b>Time:</b> 10:30am
<b>Weather Condition:</b> Clear – 60°	<b>Contractor:</b> Stuart & Company
<b>Job Superintendent:</b> Darren Thibodeaux	<b>Report prepared by:</b> James ("Jes") Sanders - Bani, Carville & Brown Architects

1. The site, at the time of the visit, was observed to be dry and workable.
2. The formwork for the front and rear concrete columns for support of the entry canopies has been removed. These columns are currently being bush-hammered and floated with concrete to achieve final finish results.
3. Light gauge metal wall framing has begun to be laid out. No vertical wall framing was observed.
4. Structural steel continues to be erected.
5. The light-gauge trusses are in the process of being reviewed, and final shop drawing mark-ups are to be sent out today.
6. A meeting was held on-site to coordinate the erection of the wood glu-lams and glu-lam trusses. These members will begin arriving within the next week.



March						
26	27	28	29	Thu Today	Fri 2	Sat 3
Observed	Observed	Observed	Observed			
						
Hi 61°F Lo 48°F	Hi 62°F Lo 50°F	Hi 78°F Lo 50°F	Hi 80°F Lo 68°F	Hi 78°F Lo 66°F	Hi 79°F Lo 53°F	Hi 54°F Lo 42°F
Precip (in) 0in	Precip (in) 0.00in	Precip (in) 0.00in	Precip (in) 0in	Precip 50 %	Precip 50 %	Precip 50 %

## Construction Report for week #31

<b>Job Name:</b> Fairwood Branch Library	<b>Inspector:</b> n/a
<b>Date:</b> March 6, 2012	<b>Time:</b> 10:30am
<b>Weather Condition:</b> Clear – 60°	<b>Contractor:</b> Stuart & Company
<b>Job Superintendent:</b> Darren Thibodeaux	<b>Report prepared by:</b> James ("Jes") Sanders - Bani, Carville & Brown Architects

1. The site was observed to be dry and workable.
2. The structural steel continues to be erected. The framing for both front and rear canopies is nearly complete.
3. The bar joist support for the concrete Mechanical Attic slab has been installed.
4. Wood glu-lam framing is currently arriving on site. These members will be assembled into the wood trusses for the structure over the main Collections area, as well as for various glu-lam structure throughout.
5. Light gauge shop drawings have been completed. These trusses should begin arriving on-site by next week.



March						
←	→	Today	T	W	Th	FD
OVERCAST	OVERCAST					
H: 81°F L: 55°F	H: 75°F L: 62°F	H: 73°F L: 58°F	H: 76°F L: 54°F	H: 78°F L: 55°F	H: 75°F L: 61°F	H: 67°F L: 53°F
1%wp (in) 0in	1%wp (in) 0in	1%wp 0%	1%wp 20%	1%wp 40%	1%wp 40%	1%wp 50%

**Rouzan Branch Library**

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

The City-Parish Department of Public Works has completed the review of the construction documents. The next step in the construction process is to secure a professional services agreement for the architect to provide construction administration.