

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
SEPTEMBER 20, 2012
4:00 P.M.

- I. ROLL CALL
- II. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF AUGUST 16, 2012 AND THE SPECIAL MEETING OF AUGUST 18, 2012
- III. REPORTS BY THE CO-DIRECTORS
 - A. FINANCIAL REPORT
 - B. SYSTEM REPORTS
 - C. OTHER REPORTS
- IV. OLD BUSINESS
 - A. UPDATE ON DIRECTOR HIRING PROCESS – MS. KIZZY PAYTON
 - B. UPDATE ON STATUS OF DIRECTOR SALARY RANGE – MR. STAN BARDWELL
 - C. TO VOTE TO ALLOT REIMBURSABLE EXPENSES UP TO THE SUM OF \$10,000 FOR THE INCOMING LIBRARY DIRECTOR, MR. SPENCER WATTS – KIZZY PAYTON
- V. NEW BUSINESS
 - A. RESOLUTION TO COMMEMORATE THE SERVICE OF MR. DEREK GORDON, VICE-PRESIDENT OF THE LIBRARY BOARD AND VOTE ON THE RESOLUTION TO COMMEMORATE THE SERVICE OF MR. DEREK GORDON – MS. KIZZY PAYTON
 - B. UPDATE ON RIVER CENTER BRANCH FOCUS GROUPS FOR THE PUBLIC – MS. PATRICIA HUSBAND AND MS. MARY STEIN
 - C. UPDATE ON LIBRARY SYSTEM DURING HURRICANE ISAAC – 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.

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

September 20, 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 September 20, 2012. Ms. Kizzy Payton, President of the Board called the meeting to order at 4:03 p.m. Members of the Board present were Mr. Stanford O. Bardwell, Jr., Ms. Tanya Freeman, Mr. Jason Jacob, Ms. Melanie Way and Mr. Travis Woodard. 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. Brandon Trent, Library Computer Operator III, and Captain Blair Nicholson of the East Baton Rouge Parish Sheriff's Office. Ms. Lea Anne Batson of the Parish Attorney's Office; Mr. Rex Cabaniss, architect with Washer, Hill, Lipscomb, Cabaniss Architects; and Mr. Mike Sullivan, architect with Looney Ricks Kiss, LLC were also present. Mr. Faimon Roberts, III, reporter with *The Advocate*; and Mr. Mike Davis videographer for Metro 21 also attended along with several people from the community.

Ms. Payton asked for the approval of the minutes of the regular meeting of the Library Board on August 16, 2012, and the special meeting of the Library Board on August 18, 2012. The minutes of both meetings were unanimously approved on a motion by Ms. Freeman seconded by Mr. Woodard.

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 August 31, 2012 show operating expenditures of \$18,045,889.09 or 54.12% of the operating budget. Through August the Library should have spent no more than 66.67% of the 2012 operating budget. Cash collections from property taxes for 2012 remained consistent as the Library is approximately \$739,000 and 2.07% ahead of the same period last year.

B. System Reports

Ms. Payton asked Ms. Stein to present the system reports.

Ms. Stein gave her PowerPoint presentation, *Around the Parish in 90 Seconds* which included

the months of August and September. The following were some of the highlights:

- Mr. Spencer Watts, our new Library Director, shared his top three library trends to watch during his presentation to the public on August 17, 2012.
- Taylor Gorman, Outreach staff member, reads and sings to preschoolers.
- A new page on the Library website maps where Outreach Services travels to children and seniors.
- LearnSurge Genealogy Webinars are live at the Bluebonnet Regional Branch Library or “on demand” as archived webinars in the Genealogy Infoguide.
- Zachary teens geeked out on September 18th at a focus group led by a teen who is working toward his Eagle Scout award.
- This year’s *Attic Treasures* will be held on September 22nd from 9:00 to 1:00 at the Greenwell Springs Road Regional Branch Library.
- The 35th annual *Author – Illustrator* program, featuring Avi, will be held on October 4th and 5th at the Bluebonnet Regional Branch Library.
- *Zinio* is the Library’s new on-line magazine portal featuring over 100 titles. This free service can be accessed remotely and magazines can be downloaded to devices such as PCs, Macs, iPhones, and the Kindle Fire.
- Windows and beams are visible at the Fairwood Branch Library construction site.
- At the Goodwood Main Library preparations were made to weld the deck to the butterfly roof.

Ms. Stein then noted that the Library has a big presence during *Women’s Week* (September 28 – October 7th). They are hosting several programs which will be listed in the October edition of *The Source*.

Library staff also go out to make presentations to various organizations on topics that the public request. Examples would be a talk by the Library’s genealogist, the archivist or the Reference Department’s Computer Services. Ms. Stein added that they have built these relationships over the years.

She said that the Library is offering many new databases. *Zinio* will be available in October.

For parents and students the Library will feature *Read the Books*. Ms. Stein said the Library is a public, not a school library, so our system tries to compliment what the schools provide. She added that many children use accelerated readers and parents have requested that the readers for a particular school be available in one section of our Library which would not be feasible because of the number of schools. However, *Read the Books* contains a list of the public schools with their readers noting which books are in our collection.

Ms. Stein said that *Muzzy* is a children's language learning database that is on-line starting today. *Mango Languages* for adults and teens has been featured by the Library for several years. Today is *Talk like a Pirate Day*, so the teens are using *Mango* to speak "pirate", since it has a pirate language module in it.

Ms. Stein noted that the Library now has a graphical edition of *National Geographic*. This database contains back issues of the magazine and looks exactly like the printed edition. Those interested in history will enjoy the addition of historical and African-American newspapers from cities such as Baltimore, Pittsburgh and Atlanta through the database provided by *ProQuest Historical Magazines Graphical Edition*. These African-American newspapers would be helpful in conducting genealogical research.

Ms. Stein then said that a new iPad app for the *Reference USA* databases is coming soon. This database is useful to businesses. She added that changes are going on inside the Library's catalog which would be apparent if one uses the catalog regularly.

Ms. Freeman thanked Ms. Stein for her report and then asked a question about the Outreach Services statistical reports. She wanted to know what the calendar totals in the report represented. Ms. Stein replied that "Number of Staff" is the number of Library employees present at each event; and "Number of Events" is the number of activities. Ms. Freeman then asked if this report is about the use of the bookmobile. Ms. Stein said the report lists all the Outreach vehicles including the bookmobile. Ms. Freeman replied that this report is not what she had asked for. She also referred to the report listing the facilities visited. She said she wants to be sure that they are visiting the early childhood centers. She said she wants to know how the visits by the Outreach vehicles and staff are affecting early literacy. Ms. Payton then noted that the back of the calendar report does give the total information because the last row summarizes the number of staff, events, story times and patrons for the month. Ms. Stein replied that the report listing the facilities visited is divided into pre-school, adult and senior along with a community event chart indicating the number of children, teens and adults at each event. Ms. Freeman asked if the Library collaborates with each of the facilities that are visited. Ms. Stein answered yes and that the Library leaves materials at each learning center and pre-school. Ms. Freeman said she noticed that the same number of books is left at each pre-school each time. Ms. Stein replied that they leave the same number each time because it is the easiest way for the pre-school facility staff to account for the Library materials. Ms. Freeman then concluded that the numbers in these reports do not change month to month to which Ms. Stein agreed.

Ms. Freeman then asked if the Library could present a certificate to the teenager in Zachary who facilitated the "geek" focus group. Ms. Stein said they would do that along with a letter to the Scout leader of his troop. Ms. Freeman said that was an excellent example of leadership and showed great initiative on his part. Ms. Stein said he has been working on the whole project himself since January.

C. Other Reports

Ms. Husband gave the maintenance report. At the Bluebonnet Regional Branch Library pressure washing, sealing, waterproofing and painting are scheduled to begin today. This work will seal the building protecting it from window leaks and will freshen the exterior appearance. Later this year new floors will be installed.

Last week at the Carver Branch Library new sliding glass doors were installed at both entrances. These doors are ADA friendly and are popular in all the branches where they have already been installed. These sliding doors will also be placed at the Baker and the Delmont Gardens Branch Libraries.

At the Central Branch Library the maintenance staff completed some chiller repairs and finished the energy management work. Some chiller repairs have also completed at the Delmont Gardens Branch. Later this year new flooring will be installed at the Delmont Gardens Branch.

Windows have been cleaned and some fence repairs have been made at the Eden Park Branch Library. The Library maintenance staff are also completing laminate repairs in one of the restrooms.

At the Greenwell Springs Road Regional Branch Library the maintenance staff is upgrading the energy management system. At the Jones Creek Regional Branch the exterior of the building and the sidewalks were pressure washed and cleaned, and they installed a trash receptacle to match the benches.

Some of the windows were re-glazed and sealed at the Zachary Branch Library. The Library maintenance staff also made some repairs to the energy management system. Ms. Husband added that the maintenance staff is proactive in regard to ensuring that the buildings are kept in good working order. She again thanked the Board for approving additional staff last year which has allowed the Library to respond to maintenance concerns in a timely manner. She added that Mr. Tim Bankston and Mr. Claude Lindsey are particularly appreciative of the additional staff.

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

Goodwood Main Library Site

1. The review of furniture for the staff has been completed.
2. On September 13th a concrete pour was completed on the first floor of the building.
3. A third concrete pour on the second floor was also completed.
4. Interior walls are starting to be laid out and fireproofing is being installed.
5. Drain lines from the roof drains are being installed.
6. Electrical conduits and mechanical ducts are being placed under the concrete floor slabs.
7. All metal floor decking has been completed.
8. Miscellaneous steel framing and detailing is being installed.

Fairwood Branch Library

1. The furniture package has gone out for bid.
2. Ninety percent of the painting has been completed.
3. Light fixtures are being installed.
4. All windows have been installed.
5. Copper sheathing on the back of the circulation desk is in place.
6. Glass walls are in place in the study rooms.
7. The staff is waiting the completed signage package for their review.

Ms. Payton asked if there were any other questions or comments from the Board. Mr. Woodard asked for an update on the Rouzan project. Ms. Husband replied that they are working on the Cooperative Endeavor Agreement (CEA) and have made some changes to it. She added that Mr. Mike Sullivan, architect on the project is working on some drawings and can answer his questions. Mr. Sullivan said they are resubmitting the documents containing the dedicated parking lot with the engineering and lighting details to the Department of Public Works (DPW) this week. He said once that is approved Mr. Jim Frey, project architect at DPW, will be able to produce the bid package for contractor services. Mr. Woodard then asked if DPW is proceeding with the bid documents to which Mr. Sullivan replied yes as soon as he submits the documents on the parking lot. Mr. Woodard asked when they would advertise for the project. Mr. Sullivan answered that this is up to DPW. Mr. Woodward then asked if Mr. Frey was present at this meeting. He was not, but Ms. Husband said they can ask Mr. Frey when he will advertise. Mr. Woodard said as he understands it, Mr. Frey will not advertise the project until the infrastructure is in place. Mr. Sullivan replied that he does not think that is correct. He added that the advertisement will contain the infrastructure information that he has submitted and that this will be sufficient for the bidding process. It also contains information on the access parking and the building pad that the Library controls and that is a full package.

Mr. Woodard asked if the package they submit will contain enough parking to enable them to get approval on the permits they will need for the Library to operate as a stand-alone facility. Mr. Sullivan answered affirmatively. He added that the required 150 dedicated parking spaces was the issue and they will be in the package.

Mr. Woodard then said that the Library is negotiating the CEA. He said the property owner's counsel has resigned. So he asked if the owner has alternate counsel in place to which Mr. Sullivan said he is not involved in those negotiations and therefore, cannot answer that question. Mr. Woodard asked Ms. Lea Anne Batson if she could answer his question to which she replied that the owner does have counsel. Mr. Woodard asked for a timeline on getting the CEA completed. Ms. Batson said she did not have that information, but Mr. Bardwell replied that the work should be done in about a week as soon as they resolve one issue about the type of material on the porches. Mr. Bardwell said the Parish Attorney has already approved the wording in the CEA. Mr. Woodard asked if this is a request from the developer for the Library to use a more expensive material even though he has failed to meet his obligation to build the infrastructure. Mr. Bardwell replied that he does not know if it is more expensive, but it is a request for a specific type of material. Mr. Woodard then asked Mr. Sullivan to reply to which he said it is an alternate material and may be more expensive.

Mr. Woodard then asked Ms. Payton if the Board will have the opportunity to review and approve the revised CEA. Ms. Payton said that Mr. Bardwell is working on the CEA with the staff and that the Board will be able to review it. Mr. Woodard asked if the Board would vote to authorize her to execute the CEA. Mr. Bardwell replied that the Board does not approve it because the agreement is between the property donor and the City. Therefore, the CEA is signed by the Mayor as the City's legal representative. Mr. Woodard then asked if the Metropolitan Council would need to approve the revised CEA. Mr. Bardwell said that the Parish Attorney had said no. Ms. Payton added that the Board will see the revised CEA. Mr. Bardwell said the CEA will not be submitted for the Mayor's signature until the Library is satisfied with the document.

Ms. Payton then asked if there were any other comments from the Board members about the Co-Directors' reports. There being none, she asked if there were any comments from the public. Mrs. Gayle Smith, a member of the public, asked who would be paying for the infrastructure such as driveways, and utility services at Rouzan. She also asked how one would get the building materials to the site of the construction. Ms. Payton replied that this is the developer's responsibility. Mrs. Smith then said that the plans for the Rouzan Branch Library show two buildings appended to the library. She asked if these buildings would be commercial and whether tax payer dollars would be used to build them. Ms. Husband replied that those two buildings are not in the construction contract. Ms. Smith asked who would be renting out those buildings. Ms. Husband noted that those buildings are not attached to the library building and do not belong to the Library. Mr. Bardwell added that they are close to the library, but not attached, and that they will be privately owned. Ms. Freeman said the Board had the same questions as Ms. Smith when they reviewed the plans for the site.

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

Old Business

A. Update on Director Hiring Process – Ms. Kizzy Payton

Ms. Payton said that much has occurred since the last Board meeting and in fact, during the week following the Board meeting. Mr. Spencer Watts of Mobile Public Library in Mobile, Alabama came to Baton Rouge to interview for the position of Director. He was involved in two days of activities on August 17th and 18th which included meeting Library staff, touring some branches, touring the City, making a public presentation, and participating in a public interview conducted by the Library Board. The Board unanimously voted to offer Mr. Watts the position of Director and he accepted. He will assume the position of Library Director on January 7, 2013. The Board had a thorough background check performed on Mr. Watts which included his credentials, his driving record, criminal, and civil court records, and financial standing. Ms. Payton said they are happy to report that he passed in all of these important areas and they are excited about his coming in January. She added that they are pleased with the process they used to select the candidates and the finalist for the position.

Ms. Payton thanked the ad hoc search committee for the work they did to formulate the process. She again noted that they are happy to have found a great candidate who can lead this Library system. Ms. Payton asked if any other Board members wished to add any other comments. Ms. Freeman said that she and Mr. Woodard worked with Mr. Bardwell on the ad hoc committee. But she noted that Mr. Bardwell did a fantastic job leading the committee. By the time they joined the committee, so much of the groundwork had been done by Mr. Bardwell. She thanked him for all his hard work, and the entire Board applauded him.

Ms. Payton asked for public comments. There being none, she moved on to Item B.

B. Update on Status of Director Salary Range – Mr. Stan Bardwell

Ms. Payton said that there is one aspect of the recruitment effort with which Mr. Bardwell is still working. She said that is a change in the salary range for the Director. She asked Mr. Bardwell to provide an update. Mr. Bardwell said in July the Metropolitan Council failed to adopt the Library Board's salary range for the Director. There was an unofficial comment by the Council that the consultant who is currently conducting a salary study for all City-Parish employees might be able to isolate and expedite the review of the Library Director's salary. Mr. Bardwell noted that the City's Human Resources (HR) Department asked the consultant to expedite the Library's request. He spoke to the consultant and her firm agreed to look at the proposed range. He had hoped that this would result in the acceptance of the higher salary range before the end of the year. However, he said he has been told that they cannot review the Director's salary separately. No specific reason has been given, but Mr. Bardwell said he thinks that they probably must coordinate with other director salary ranges in the City and cannot isolate one position. He added that HR has told him the report of the salary consultants is to be submitted to them in December. He said he believes HR would review it, then submit it to the City Administration, and ultimately to the Metropolitan Council for their approval. So it would be several more months before the new range would be effective.

Mr. Bardwell said there is one other item still outstanding and that is the certification of the Director. He reviewed the current situation regarding state certification. The law requires that a candidate for library director can only be hired if the candidate is certified from day one of employment. In this law there is a prohibition to the Library Board about hiring anyone who is not certified. Mr. Bardwell noted that they had attempted to get the law changed this spring during the legislative session. However, the bill never got out of committee so they have attempted to deal with this issue administratively. He added that the State Librarian and the members of the State Board of Library Examiners were in agreement with offering a temporary certificate based on qualifications and a population threshold. They voted in favor of this request on September 13th and submitted the request today to the Division of Administration. The request will need to be published in the Louisiana Register for public comment. Mr. Bardwell said they thought the request would be published in December. But Ms. Rebecca Hamilton, the State Librarian, has informed him that the publication of the rule will be January 20, 2013. He added that Mr. Watts would not be able to rely on this provision on January 7th.

Mr. Bardwell also said they have been expecting that the State Board of Library Examiners will offer a testing date for certification in early December and that Mr. Watts is planning to take the test then. However, the State Board has not set the date at this time. Mr. Bardwell added that he was told they will take a phone vote on setting the date in early December. In order to administer the test, there must be at least three candidates signed up for the test. At this time there are only two interested parties. Mr. Bardwell said that either Ms. Husband or Ms. Stein may need to sign up to take the test.

Ms. Freeman said that in some employment situations, when a person gets a certification they are entitled to a salary increase. She asked if this would be possible for the Library Director. Mr. Bardwell replied that he had checked into this matter. The answer he received is that it is frowned upon because it is a requirement of the job and part of the qualifications.

Ms. Payton asked if there were any other questions or comments from the Board members. There were none. She then asked if there were any comments from the public. There being none, Ms. Payton thanked Mr. Bardwell for the update and proceeded to Item C.

C. To Vote to Allot Reimbursable Expenses Up to the Sum of \$10,000 for the Incoming Library Director, Mr. Spencer Watts – Kizzy Payton

Ms. Payton said that the Board will need to officially vote to allot reimbursable expenses up to the sum of \$10,000 for Mr. Spencer Watts. She added that at the special Board meeting on August 18th they voted to offer him the position with a package which included reimbursable relocation expenses up to the maximum allowable amount. Ms. Payton said they must now vote for a specific amount. Ms. Payton asked for a motion. Mr. Bardwell made the motion to allot reimbursable moving expenses up to the sum of \$10,000 for Mr. Watts. Mr. Bardwell noted that these funds were originally approved this past February in the total \$35,000 package. This allotment is not an additional amount. Ms. Freeman seconded the motion.

She then asked if there is an allocation for temporary housing or is this amount part of it. Mr. Bardwell replied that this amount does not include temporary housing. Ms. Payton added that temporary housing was not part of the package they offered. Ms. Freeman asked if this were something they could consider to which Mr. Bardwell said probably not. Ms. Pinsonat agreed with Mr. Bardwell's response. Ms. Freeman said she just wondered since sometimes there is a temporary need during relocation.

Ms. Payton said the motion has been made and seconded to provide up to \$10,000 in relocation expenses based on receipts they will receive from Mr. Watts. Before taking a vote she asked if there were any questions from the public. There being none, she asked for a vote. The item passed unanimously.

New Business

A. Resolution to Commemorate the Service of Mr. Derek Gordon, Vice-President of the Library Board and Vote on the Resolution to Commemorate the Service of Mr. Derek Gordon – Ms. Kizzy Payton

Ms. Payton read Item A. She said that Mr. Derek Gordon passed away last week. She said that they lost a great member of the community and a great member of the Library Board of Control. She said he will be greatly missed by the Library Board and the citizens of this parish for whom he worked so diligently. He served on many boards and was a champion of the arts. He loved people, believed in the best, and had a genuine spirit.

Ms. Payton added that the Board wanted to do something to commemorate Mr. Gordon's service to the Library. She said they wrote a resolution in his memory. Ms. Payton added that after she read the resolution, the other Board members could make their comments followed by comments from the public. She then read the resolution which is appended to these minutes. Ms. Payton noted that Mr. Gordon was a great friend to all of them, and he was so kind and had a beautiful heart. She said the resolution is their way of honoring him.

Ms. Payton then asked for comments from the Board. Mr. Bardwell said he would like to make a motion to adopt the resolution. The motion was seconded by Ms. Freeman and unanimously adopted. There were no comments from the public.

B. Update on River Center Branch Focus Groups for the Public – Ms. Patricia Husband and Ms. Mary Stein

Ms. Payton then read Item B and asked Ms. Husband and Ms. Stein to report. Ms. Stein said they are in the pre-design phase of the River Center Branch project. They are not yet designing the building. She added that they are building the program from the inside out. She noted this involved speaking with Library staff and Library Board members. Ms. Stein said they have arranged for several informal meetings to focus in on what the building should provide. She said this enables Mr. Rex Cabaniss, architect for the project, Ms. Husband and her to see what the users of this branch want in this building.

She said some of the groups they will meet with are the Center for Planning Excellence, the Beauregard Town Civic Association, the Downtown Development District, and the Spanish Town Homeowners Association. Ms. Stein added that they already have a commitment from the Greater Baton Rouge Literacy Coalition for a meeting. She said she is waiting to get a reply from Councilwoman Tara Wicker, from the Baton Rouge Area Foundation (BRAAF), the Baton Rouge Area Chamber (BRAC), the Arts Council, the Foundation for Historical Louisiana, the Manship Theatre, the Mentorship Academy, and the Community School for Apprenticeship Learning (CSAL). She said they will also meet with United Way agencies and with the staff of the current River Center Branch for their input. Ms. Stein also emphasized that there are no drawings or pictures to study at this point in the project. They are just discussing what the community wants in the building. Ms. Husband said she did not have much to add. They are

recording the information they receive from those attending the meetings and from individuals with whom they just happen to speak. They are also looking at other library systems who have built a new branch recently for ideas and features through listserves, visits when traveling and through library publications.

Mr. Woodard said it is good that they are doing all of this outreach with the various groups. But he asked when they would put all of the information they have gathered together and begin the actual design of the building. Ms. Stein replied in a month or two. She asked Mr. Cabaniss if he agreed. Mr. Cabaniss added that they are just starting the public phase of the project. They have already met with various groups including the Co-Directors, the Board members and Mr. Jim Frey of DPW. He said he felt they should have five or six of the public meetings and then they could report back to the Board. He thought the programming portion of the project would then take approximately seventy-five days. Ms. Freeman said they want a time table with dates. Mr. Cabaniss responded that their contract with DPW does not give a date deadline for completing the building program; only the number of days in which to complete the work.

Mr. Bardwell then said that some groups like Spanish Town and Beauregard Town are large. He asked if they were going to combine some of these groups. Ms. Stein replied that some similar groups like the Boys and Girls Clubs, Big Buddies, and the Children's Coalition could be combined. She added that when they contact these groups they are ready to meet almost immediately, so there is no delay of time. She also said small groups of people are the best way to gather information for this phase of the project. Mr. Bardwell asked where these meetings are being held to which Ms. Stein said wherever it is convenient for the group to meet. Mr. Bardwell said that when the dates and places are set for these meetings, he would like the Board to be informed because he would like to attend some of them.

Ms. Stein said she would defer that request to Mr. Cabaniss. She wondered if the presence of Board members would skew what the public says. Mr. Bardwell replied that he would not make a comment. Ms. Stein then said she would e-mail the Board the list of appointments with dates and locations. Ms. Freeman said they would like to be present to hear what the public is saying so they can be sure they know what the public wants. Ms. Stein said they want to be very transparent with the Board. Mr. Cabaniss will be taking notes at each meeting and they can share that information with the Board. Ms. Freeman said she'd like to know what was said at the meetings that they have already held. Ms. Stein answered that they can e-mail that information. Mr. Bardwell said he would still like to know when and where they are meeting so that he can attend and take his own notes to which Ms. Stein agreed.

Ms. Payton asked if there were any other comments from the Board. There being none, she asked if there were any comments from the public. Ms. Kathy Wascom, a member of the public, said that she would like to suggest that they add the residents of the Catholic-Presbyterian Apartments and the new apartment complex across from St. Joseph Cathedral downtown to the focus group list. These groups may not be as interested in technology, but rather in traditional books. Ms. Payton asked if there were any additional comments from the public or from Mr. Cabaniss. There being none, Ms. Payton asked for any other Board comments. Ms. Freeman said she enjoyed her focus group. She added that it was exciting to see that they were really starting the process. Ms. Freeman mentioned to Mr. Woodard that the building process is a long

one and that she has seen with the other construction projects that began since she has been on the Board that they are not what she had imagined they would be. It takes a lot of time and sometimes years.

C. Update on Library System during Hurricane Isaac – Ms. Patricia Husband and Ms. Mary Stein

Ms. Payton then read Item C. She thanked Ms. Husband and Ms. Stein for their leadership during Hurricane Isaac and to all of the staff who worked to secure the Library facilities and equipment prior to the storm and who readied the buildings to be open for the public after the hurricane passed.

Ms. Husband said that, as a result of what they had learned from Gustav in 2008, the facilities staff had decided to shut down all mechanical systems prior to a storm to prevent damage to the HVAC systems. In previous storms, some of the HVAC systems had experienced damage when the power was restored, especially in areas that experienced power fluctuations. Therefore, on Tuesday, August 28th, after the buildings were closed to patrons, the Facilities staff shut down the mechanical systems at each branch. Computer Services also powered down all the servers; staff had shut down computers before they left for the day. After the storm passed, on Thursday, August 30th, the Facilities staff inspected the buildings and brought the mechanical systems back up. They adjusted several of the systems, but everything worked. Computer Services staff brought the servers back on-line as well. Because it minimized damage to the systems, they will follow this procedure for future storms.

Ms. Husband added that staff contact lists had been updated prior to the storm and that all Library issued staff cell phones have texting capabilities. So they were able to communicate with staff by phone and texts.

In regard to damage to Library property, there were a few minor roof leaks, and all but one has already been completely repaired. She noted that there was some water in the Carver Branch, but they extracted the water and dried out the carpeting. They also treated the building for indoor air quality.

Each branch building was ready for use as soon as power was restored. The Library staff returned to work on Friday morning, August 31st and prepared the buildings for patrons. All branches opened to the public at noon on Friday. Ms. Husband noted that over all Hurricane Isaac was not a devastating event for the Library.

Mr. Jacob asked if any employees suffered substantial damage to personal property. Ms. Husband replied that no staff members had reported major problems from the hurricane. There were no other comments by the Board or the public.

Comments by the Library Board of Control

Ms. Payton asked if there were any comments by the members of the Board. Mr. Bardwell said he had received an e-mail from Mr. Brian Mayers, the Metropolitan Council Administrator that he would be accepting applications until November 21st from interested parties who wished to serve on the Library Board. This posting is for the vacancy left by Mr. Gordon's passing. The applicants for consideration will be voted upon by the Metropolitan Council on November 28th.

There were no further comments, and so with no further business, the meeting was adjourned on a motion by Ms. Freeman, seconded by Mr. Woodard at 5:12 p.m.

Kizzy Payton, President

Patricia Husband, Co-Director

Mary Stein, Co-Director



7711 Goodwood Boulevard
Baton Rouge, Louisiana 70806

Resolution of the East Baton Rouge Parish Library Board of Control

WHEREAS, Derek Gordon was a highly respected member of the East Baton Rouge Parish Library Board of Control, serving as Vice President from January 19, 2012 and as a member of the Board from May 12, 2010; and

WHEREAS, Derek Gordon was a man of integrity and generosity of heart, who willingly shared his time and talent with the East Baton Rouge Parish Library Board wherever he could be of service; and

WHEREAS, Derek Gordon had a dynamic vision for the arts and found beauty in the world's people and their creations; and

WHEREAS, Derek Gordon was committed to the engagement of all residents in East Baton Rouge Parish in experiencing the power of the arts and believed in its ability to transform lives and communities.

BE IT THEREFORE RESOLVED that we, the Library Board of Control, do hereby commemorate Derek Gordon for his dedication to improving libraries, his steadfast commitment to the citizens of East Baton Rouge Parish, his visionary leadership, and his tireless efforts on behalf of the East Baton Rouge Parish Library System; and be it further


RESOLVED, that in gratitude for his substantive contributions to the East Baton Rouge Parish Library System and its patrons, we honor the memory of Derek Gordon as a Board member and friend; and be it further

RESOLVED, that the East Baton Rouge Parish Library Board of Control adopts this memorial resolution in recognition of the character, contributions and achievements of Derek Gordon and expresses its deepest condolences to the family, friends, and colleagues of Derek Gordon; and be it further

RESOLVED, that a copy of this Resolution be presented to the family of Derek Gordon.

Signed this day, Thursday, September 20, 2012

East Baton Rouge Parish Library Board of Control


Kizzy A. Peyton
President, Library Board of Control

www.ebrpl.com

MEMORANDUM

DATE: September 13, 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 September 11, 2012 for The Library Design Collaborative on the Goodwood Main Library.



CONSTRUCTION REPORT

DATE: September 11, 2012

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

OBSERVATIONS:

- 1) Hurricane Isaac made landfall in Baton Rouge on August 28th.
- 2) The Monthly Meeting was held September 6th. It was rescheduled due to Hurricane Isaac.
- 3) The first floor building pad (soil) is being prepared for a concrete pour on Thursday, September 13, 2012.
- 4) The third floor concrete slab pour from column line A06 to A12 has been completed.
- 5) Interior walls are starting to be laid out.
- 6) The stair run from first to second floors is in place at Stair #3.
- 7) Fireproofing is being installed.
- 8) The drain lines from the roof drains are being installed.
- 9) Electrical conduits are being installed under the floor slabs.
- 10) Mechanical ducts are being installed under the completed concrete floor slabs.
- 11) All metal floor decking has been completed.
- 12) Miscellaneous steel framing and detailing is being installed.
- 13) The monthly Owner's Meeting was held September 6th.

UPCOMING WORK:

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

ATTACHMENTS:

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





FIELD REPORT

DATE: August 9, 2012
PROJECT: Independence Park Main Library
WEATHER CONDITIONS: Mostly Cloudy - 89°
SITE CONDITIONS: Dry at the concrete pour & wet in surrounding areas.
WORKERS: +/- 30
REPORTED BY: Benjamin R. Bradford, The Library Design Collaborative

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

OBSERVATIONS:

- 1) It rained for approximately 15 minutes at 11:50.
- 2) The reinforcement for grade beam DB is in place.
- 3) The vapor retarder was installed for the concrete pour tonight.
- 4) The reinforcement for the 8 inch thick concrete slab has been installed.
- 5) The reinforcement for the typical concrete slab is approximately 15% placed.
- 6) Fireproofing of the steel under the completed concrete slabs is being installed on the outside face of the perimeter steel.
- 7) Exterior metal studs are being installed.
- 8) The drain lines from the roof drains are being installed.
- 9) Electrical conduits are being installed under the floor deck.
- 10) Mechanical ducts are being installed under the completed concrete slabs.
- 11) Metal floor decking has been completed on the third floor.
- 12) Miscellaneous steel framing and detailing is being installed.
- 13) The revised decorative CMU mockup is completed and ready for review.
- 14) The following questions were posed to the contractor concerning the vapor retarder (under slab):
 - a. Confirm single and multiple pipe penetration details are in compliance with the manufacturer's installation details. Robbie indicated he would verify the installed penetrations comply and would correct if necessary.
 - b. Confirm the concrete block-out for the children's entry light fixture is dimensionally correct. Robbie indicated the blocking out is 12 inches wider on all sides than as indicated in the documents.
 - c. Confirm the procedure to correct the creasing and/or separation between the tape and vapor retarder at the tape joints. Robbie confirmed he would review the joints and correct as necessary.
 - d. Confirm the vapor retarder detail at the column pedestal. Currently, the vapor retarder is cut flush around the pedestals with no turndown.

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: August 9, 2012
PROJECT: Independence Park Main Library
WEATHER CONDITIONS: Mostly Cloudy - 89°
SITE CONDITIONS: Dry at the concrete pour & wet in surrounding areas.
WORKERS: +/- 30
REPORTED BY: Benjamin R. Bradford, The Library Design Collaborative

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

OBSERVATIONS:

- 1) It rained for approximately 15 minutes at 11:50.
- 2) The reinforcement for grade beam DB is in place.
- 3) The vapor retarder was installed for the concrete pour tonight.
- 4) The reinforcement for the 8 inch thick concrete slab has been installed.
- 5) The reinforcement for the typical concrete slab is approximately 15% placed.
- 6) Fireproofing of the steel under the completed concrete slabs is being installed on the outside face of the perimeter steel.
- 7) Exterior metal studs are being installed.
- 8) The drain lines from the roof drains are being installed.
- 9) Electrical conduits are being installed under the floor deck.
- 10) Mechanical ducts are being installed under the completed concrete slabs.
- 11) Metal floor decking has been completed on the third floor.
- 12) Miscellaneous steel framing and detailing is being installed.
- 13) The revised decorative CMU mockup is completed and ready for review.
- 14) The following questions were posed to the contractor concerning the vapor retarder (under slab):
 - a. Confirm single and multiple pipe penetration details are in compliance with the manufacturer's installation details. Robbie indicated he would verify the installed penetrations comply and would correct if necessary.
 - b. Confirm the concrete block-out for the children's entry light fixture is dimensionally correct. Robbie indicated the blocking out is 12 inches wider on all sides than as indicated in the documents.
 - c. Confirm the procedure to correct the creasing and/or separation between the tape and vapor retarder at the tape joints. Robbie confirmed he would review the joints and correct as necessary.
 - d. Confirm the vapor retarder detail at the column pedestal. Currently, the vapor retarder is cut flush around the pedestals with no turndown.

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.

Robbie indicated he would verify the correct detail and adjust as necessary.

- e. Confirm the lap condition of the vapor retarder at the construction joint of the concrete pour tonight. Currently, the vapor retarder is cut flush with the concealed side of the construction joint. Robbie pointed to a worker who was installing a lap sheet to address this. He also confirmed he would verify the condition under the placed reinforcement is installed the same way.

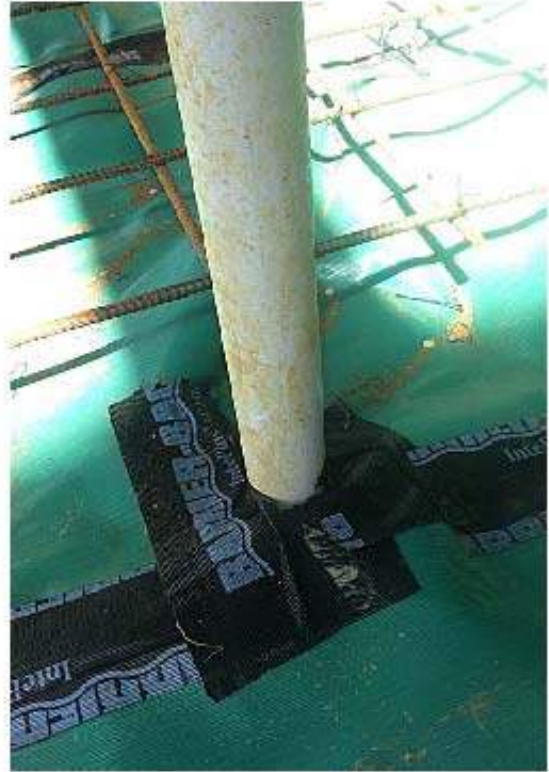
CONSTRUCTION SCHEDULE:

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

ATTACHMENTS:

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







FIELD REPORT

DATE: August 16, 2012
PROJECT: Independence Park Main Library
WEATHER CONDITIONS: Overcast - 85°
SITE CONDITIONS: Dry with muddy areas
WORKERS: +/- 44
REPORTED BY: Benjamin R. Bradford, The Library Design Collaborative

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

OBSERVATIONS:

- 1) The first floor concrete slab pour from column line A06 to A12 has been completed.
- 2) Fireproofing is being installed on the outside face of the perimeter steel.
- 3) Exterior metal studs are being installed.
- 4) The drain lines from the roof drains are being installed.
- 5) Electrical conduits are being installed under the floor deck.
- 6) Mechanical ducts are being installed under the completed concrete slabs.

CONSTRUCTION SCHEDULE:

- 1) The second floor concrete slab pour from column line A06 to A12 is scheduled for Tuesday, August 21st @ 2am.
- 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: August 23, 2012
PROJECT: Independence Park Main Library
WEATHER CONDITIONS: Clear - 79°
SITE CONDITIONS: Dry
WORKERS: +/- 52
REPORTED BY: Benjamin R. Bradford, The Library Design Collaborative
IN ATTENDANCE: Benjamin R. Bradford, Vic Todd, and Robbie Posey

OBSERVATIONS:

- 1) Preparations are finishing up for the concrete pour tonight.
- 2) The second floor concrete slab pour from column line A06 to A12 has been completed.
- 3) Removal of the wet building pad (soil) at the first floor is underway.
- 4) The stair run from first to second floors is in place at Stair #3.
- 5) Exterior metal studs are being installed.
- 6) The drain lines from the roof drains are being installed.
- 7) Electrical conduits are being installed under the floor deck.
- 8) Mechanical ducts are being installed under the completed concrete slabs.

CONSTRUCTION SCHEDULE:

- 1) The third floor concrete slab pour from column line A06 to A12 is scheduled for Thursday, August 23rd @ 2am (tonight).
- 2) The third floor concrete slab pour from column line A12 to A14 is tentatively scheduled for Thursday, August 30th @ 2am.
- 3) Continue the installation of the concrete foundation.

ATTACHMENTS:

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

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





**No Field Report for August 30, 2012
Hurricane Isaac**



FIELD REPORT

DATE: September 6, 2012
PROJECT: Independence Park Main Library
WEATHER CONDITIONS: Partly Cloudy - 88°
SITE CONDITIONS: Dry
WORKERS: +/- 44
REPORTED BY: Benjamin R. Bradford, The Library Design Collaborative
IN ATTENDANCE: Benjamin R. Bradford and Mike Thompson

OBSERVATIONS:

- 1) Last week's site visit was canceled due to Hurricane Isaac.
- 2) The Monthly Meeting was held today. It was rescheduled from last week due to Hurricane Isaac.
- 3) Grade Beam DB is being reformed.
- 4) The first floor building pad (soil) is being dried out.
- 5) Interior walls are starting to be laid out.
- 6) Fireproofing is being installed.
- 7) The drain lines from the roof drains are being installed.
- 8) Electrical conduits are being installed under the floor deck.
- 9) Mechanical ducts are being installed under the completed concrete slabs.

CONSTRUCTION SCHEDULE:

- 1) The first floor concrete slab pour from column line A12 to A14 is scheduled for Thursday, September 13th @ 2am.
- 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 6, 2012
PROJECT: Independence Park Main Library
WEATHER CONDITIONS: Partly Cloudy - 88°
SITE CONDITIONS: Dry
WORKERS: +/- 44
REPORTED BY: Benjamin R. Bradford, The Library Design Collaborative
IN ATTENDANCE: Benjamin R. Bradford and Mike Thompson

OBSERVATIONS:

- 1) Last week's site visit was canceled due to Hurricane Isaac.
- 2) The Monthly Meeting was held today. It was rescheduled from last week due to Hurricane Isaac.
- 3) Grade Beam DB is being reformed.
- 4) The first floor building pad (soil) is being dried out.
- 5) Interior walls are starting to be laid out.
- 6) Fireproofing is being installed.
- 7) The drain lines from the roof drains are being installed.
- 8) Electrical conduits are being installed under the floor deck.
- 9) Mechanical ducts are being installed under the completed concrete slabs.

CONSTRUCTION SCHEDULE:

- 1) The first floor concrete slab pour from column line A12 to A14 is scheduled for Thursday, September 13th @ 2am.
- 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.





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: 225-343-8729 Email: info@cbcala.com
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Construction Report for week #53

Job Name: Fairwood Branch Library	Inspector: n/a
Date: August 10th, 2012	Time: 8:30 am
Weather Condition: Sunny 90 degrees	Contractor: Stuart & Company
Job Superintendent: Max McCray	Report prepared by: Matt Daigrepoint - Bani, Carville & Brown Architects

1. The site is muddy from rain this week. Crew were observed laying brick, working inside on HVAC and gypsum board as well as crews on the roof.
2. Crews continue to work on HVAC and electrical rough ins.
3. Masons have laid brick on about 90% of the exterior walls and the ground face block at the entrance is currently being placed.
4. The exposed ceiling deck painting has begun. First coats have been applied to walls and second coats to follow.
5. The standing seam roofing will be complete by next Friday.
6. The monthly meeting was held this week. All parties visited the site including library officials. Coordination with the signage and furniture were noted in the meeting. The G.C. presented their latest construction schedule with a current completion date set at the end of October.



August						
1	2	3	4	5	10	11
 H: 81°F L: 67°F Precip: 0%	 H: 85°F L: 72°F Precip: 0%	 H: 85°F L: 73°F Precip: 0%	 H: 82°F L: 75°F Precip: 0%	 H: 88°F L: 78°F Precip: 0%	 H: 87°F L: 71°F Precip: 20%	 H: 81°F L: 72°F Precip: 20%

Construction Report for week #57

Job Name: Fairwood Branch Library	Inspector: n/a
Date: September 7, 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. No report was generated last week due to the hurricane.
2. There were no damages from the hurricane. Crews continue to work.
3. Crews continue to work on HVAC and electrical rough ins.
4. 90% of all walls have at least one coat of paint.
5. Gypsum Board installation is almost complete and crews are touching up reveals as painting occurs.
6. Standing Seam roofing and masonry nears completion.
7. Efforts are being made to finish up concrete drives and plans are being made for grading and dirt removal.
8. The electrical inspection took place yesterday and the G.C. is waiting for approval from the city in order for Demco to power up the site.



September						Today	8/4
2	3	4	5	6			
OBSERVED	OBSERVED	OBSERVED	OBSERVED	OBSERVED			
H: 88°F L: 78°F	H: 92°F L: 77°F	H: 91°F L: 70°F	H: 91°F L: 75°F	H: 96°F L: 75°F	H: 92°F L: 74°F	H: 88°F L: 69°F	
Precip: (in) 0.03in	Precip: (in) 0in	Precip: (in) 0in	Precip: (in) 0in	Precip: (in) 0in	Precip: (in) 0.04in	Precip: (in) 0.03in	

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).