

During the meeting, the Library Board voted to amend Items A, B, and C under Old Business as indicated in the minutes on pages 5, 6 and 7. The words below in yellow were deleted and replaced by the words in red.

REVISED AGENDA
FOR REGULAR MEETING OF THE
EAST BATON ROUGE PARISH LIBRARY BOARD OF CONTROL
BREC ADMINISTRATION BUILDING
BOARD ROOM
6201 FLORIDA BOULEVARD
BATON ROUGE, LA 70806
FEBRUARY 16, 2012
4:00 P.M.

- I. ROLL CALL
- II. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JANUARY 19, 2012 AND THE SPECIAL BOARD WORKSHOP OF FEBRUARY 4, 2012
- III. REPORTS BY THE CO-DIRECTORS
 - A. FINANCIAL REPORT
 - B. SYSTEM REPORTS
 - C. OTHER REPORTS
- IV. OLD BUSINESS
 - A. ADOPTION OF DIRECTOR **RECRUITING** ~~HIRING~~ PACKAGE CONSISTING OF THE SHORT JOB PLACEMENT AD OR EQUIVALENT FOR PRINT AND WEB MEDIUMS, DETAILED AD FOR EBRPL WEBSITE, JOB TITLE WITH REQUIRED QUALIFICATIONS AND ENUMERATION OF DUTIES AND RESPONSIBILITIES, AND PROCEDURE MANUAL FOR RECRUITING AND HIRING A NEW DIRECTOR. (BY AD HOC HIRING COMMITTEE)
 - B. AUTHORIZE THE HIRE OF AN OUTSIDE SEARCH AND/OR CONSULTING FIRM TO PERFORM ONLY THE FOLLOWING DUTIES: RECEIVE APPLICATIONS, SCREEN, IDENTIFY, AND RECOMMEND **QUALIFIED** ~~THREE NOR MORE THAN FIVE~~ CANDIDATES TO FILL THE POSITION OF DIRECTOR. THE AD HOC HIRING COMMITTEE IS DIRECTED TO COMMENCE THE SELECTION OF NO LESS THAN THREE SUCH FIRMS OR INDIVIDUALS, SOLICIT WRITTEN PROPOSALS FROM EACH BASED ON THE ABOVE DESCRIBED SCOPE OF SERVICES, AND ARRANGE INTERVIEWS OF EACH BY THE BOARD, EITHER IN PERSON OR BY SKYPE, VIDEO CONFERENCE, OR SIMILAR ELECTRONIC MEDIUM. (BY AD HOC HIRING COMMITTEE)
 - C. ADOPTION OF A RECRUITING ~~AND HIRING~~ BUDGET NOT TO EXCEED \$35,000, INCLUDING FEES FOR AN OUTSIDE CONSULTANT, PRINT AND WEB ADVERTISING, TRAVEL AND RELATED HOTEL AND MEAL EXPENSES FOR FINAL CANDIDATES, AND BACKGROUND CHECKS. (BY AD HOC HIRING COMMITTEE)
 - D. ADOPTION OF A COMPENSATION PACKAGE FOR THE DIRECTOR CONSISTING OF A SALARY WITHIN A RANGE OF \$93,500 TO \$160,000, PLUS ALL OTHER APPLICABLE BENEFITS CUSTOMARILY PROVIDED TO THE DIRECTOR, AND DIRECT STAFF TO PREPARE APPROPRIATE DOCUMENTS TO SUBMIT TO THE METROPOLITAN COUNCIL. (BY AD HOC HIRING COMMITTEE)
- V. 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.

Minutes of the Meeting of the

East Baton Rouge Parish Library Board of Control

February 16, 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 February 16, 2012. Mr. Derek Gordon, Vice President of the Board called the meeting to order at 4:05 p.m. Members of the Board present were Mr. Stanford O. Bardwell, Jr., Ms. Tanya Freeman; Mr. Jason Jacob; Mr. Chip Mills and Ms. Beth Tomlinson. Ms. Kizzy Payton, President of the Board, was absent. Also in attendance were Ms. Mary Stein, Assistant Library Director of Administration and Co-Director; Ms. Patricia Husband, Assistant Library Director of Branch Services 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 Sgt. Patricia Carr of the East Baton Rouge Parish Sheriff's Office. Mr. Rip Manint of the Parish Attorney's Office; Mr. Jim Frey, Special Projects Architect with the City-Parish Department of Public Works (DPW); Ms. Amy Wold, reporter, and Ms. Libby Isenhower, photographer, both with *The Advocate*; and Mr. Frank Hillyard, videographer with Metro 21 were also present along with five people from the community.

Mr. Gordon asked for the approval of the minutes of the regular meeting of the Library Board on January 19, 2012 and the special Board workshop on February 4, 2012. The minutes were unanimously approved on a motion by Ms. Tomlinson seconded by Mr. Jacob with no corrections.

Reports by the Co-Directors

A. Financial Reports

Mr. Gordon asked Ms. Pinsonat to present the financial reports. Ms. Pinsonat said that the Statement of Revenues, Expenditures, and Encumbrances as of January 31, 2012 show operating expenditures of \$1,279,378.19 or 3.82% of the operating budget. Through January the Library should have spent no more than 8.34% of the 2012 operating budget. As expected, 2011 expenditures continue to rise as final charges are posted, with 81.54% of 2011's operating budget expended through December 31. A final revenue and expenditure statement for 2011 will be provided once all of the charges are posted. Cash collections from property taxes for 2012 are very good as the Library is 2.82% ahead of collections for the same two months in 2011.

Ms. Tanya Freeman arrived at 4:08 p.m.

Mr. Bardwell then asked how much the Library has paid for architectural services for the new Goodwood Main Library and the Fairwood Branch Library. Mr. Ronnie Pierce, Assistant Library Business Manager, said that the charges are listed in the report in the Miscellaneous Capital Improvement Fund under the category labeled Buildings-Engineering. He noted that for

the Main Library the total for the project is \$2,836,700.00. The architects have been paid \$1,973,501.22 thus far and as they complete their work they will be paid the balance of the fee which is \$863,737.12. Mr. Pierce added that the architects are now working on the administrative portion of the project which includes monitoring and overseeing the construction of the building.

Mr. Bardwell then said that the same scenario applies to the architectural fees for the Fairwood Branch Library to which Mr. Pierce agreed. He added that the Library paid \$315,181.92 in 2011 and prior years, \$7,995.68 in 2012 with \$116,439.89 for the administrative portion of the project which includes monitoring and overseeing the construction of the building. The total for the Fairwood Branch Library architectural services is \$439,617.49.

B. System Reports

Mr. Gordon asked Ms. Stein to present the system reports. Ms. Stein noted that there is a good increase in the gate count statistics. She added that there is a large increase in the computer services count. Ms. Stein noted that they are still working on the programming statistical report.

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

- First *Geek Week* at the Main Library with the sticky wall and tally wall
- Patrons of all ages participated in *Geek Week*.
- Staff training is continuous and ongoing.
- Pelican Woodcarvers meet at the Greenwell Springs Regional Branch Library.
- At the Jones Creek Regional Branch Library mothers and babies learn to sign.
- At the Pride-Chaneyville Branch Library they have sold 200 books containing favorite family recipes.
- Library is extending free wifi access and free public computers to those participating in the national bowling competition in Baton Rouge.
- Authors Eric Pete and Carl Weber spoke at the Scotlandville Branch Library.
- In conjunction with the Swine Palace production of *Pride and Prejudice*, the Library hosted 4 informances.
- Big Sisters were caught reading at the Zachary Branch Library.
- For the grant *Building Common Ground* the Library will host its first video conference with author Dr. Jeffrey Sachs.
- Construction of the new Main Library is underway.
- The Library is participating in the *United through Reading* program. Deployed servicemen and women video tape reading a book aloud for their children at home.
- Construction crew members invited patrons to see their work in progress including the big machines.
- Library Genealogist, Cassie Fedrick is teaching a series on how to write ones family history.
- Steel framing is up at the Fairwood Branch Library.

- The Career Center is providing a résumé workshop.
- The Library geeks *Oliver Twist* and Charles Dickens on his 200th birthday.

After Ms. Stein’s presentation, Ms. Freeman said she liked the way the Library website included upcoming events. Ms. Stein replied that next month they will have the PowerPoint presentation reorganized to address the major components of the strategic plan.

C. Other Reports

Mr. Gordon asked Ms. Husband to give an update on the construction and maintenance projects. In regard to the Fairwood Branch Library, Ms. Husband said as of February 7th that the following activities are occurring:

1. The structural steel framing is being erected.
2. Haul-off materials are being removed from the site.
3. The remaining portion of the southern-most drive has been formed and the concrete has been poured.
4. The large concrete columns for the front and rear entry canopies have been completely formed and will be poured within a week.
5. The light gauge metal roof truss shop drawings have been produced and are currently under review by the architect and the structural engineer.
6. Much of the earth for the parking lot has been cleared. The earth for parking throughout the site is being tested and will be approved by the geotechnical engineers within the next two weeks. Concrete parking will be installed which will provide an extensive layout space for the contractors.

In regard to the Rouzan Branch Library, Ms. Husband stated that City-Parish Department of Public Works has issued a preliminary review of the drawings. She said the Library staff will set up a meeting with the project architect and DPW Architectural Services staff to discuss the issues covered in the comments and to determine a method for the Library to take over the construction administration portion of the project.

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

1. The contractor has installed approximately 400 pilings in the ground and will continue driving piles for the next two weeks.
2. Storm drain installation is in progress. The drain through the rear parking lot of the existing library has been completed and the contractor is now working on the drain on the west side of the existing building.
3. Saia Electric is currently installing the underground conduit from the service yard to the electrical room.
4. The contractor is currently excavating and pouring the pile caps. As of the meeting earlier today, 11 pile caps have been poured and three more will be poured tomorrow.
5. Grade beam excavation on the west side of the building will begin in the next few days.

6. The request for a fee amendment for professional services (architectural services) was recommended for approval at the Capital Improvements Committee meeting of the Metropolitan Council. This request will now be placed on the agenda of the meeting of the Metropolitan Council next week. The fee amount is \$240,756.00.

Mr. Bardwell asked about the fee amendment for architectural services for the new Main Library. Ms. Husband replied that in August 2008 when the Library Board voted to add additional space, the original architectural contract had already been signed. This fee amount is for the additional design work that was added to the project. Ms. Husband noted that this fee was calculated by the City-Parish Architectural Services Division.

Ms. Husband then reported on maintenance projects in the branches. The lighting upgrade at the Jones Creek Regional Branch Library is approximately 50% completed. The entrance doors at the Baker Branch Library will be replaced with new sliding doors once the bid process is completed. The Library is in the process of obtaining new sliding glass doors for the Delmont Branch Library. At the Zachary Branch Library, DPW is working on the energy management controls for the HVAC system.

Ms. Husband then said that the large bookmobile for children's outreach is in the repair shop. An oil line is broken and the staff has asked for an estimate of the cost for the repair and a determination of whether this repair is covered under the warranty.

Ms. Husband thanked the Board members for the approval of Librarian I positions in the 2012 budget. These allocations will provide additional staff for teen services and also for increased services in other divisions.

Ms. Freeman asked about the bookmobile that is in the shop and about having a grand opening when the last vehicle arrives. Ms. Husband said that the largest bookmobile is in the shop and that all of the outreach vehicles have been delivered. She said the outreach van has been wrapped. Ms. Stein noted that the newest vehicle is a transport vehicle and it does not look like the largest bookmobile which is similar to a small library inside. Ms. Husband agreed with Ms. Stein.

Ms. Stein assured the Board that even though the large bookmobile is in the shop, the staff continues to provide outreach services. They are using other City-Parish vehicles assigned to the Library for their activities in the community.

Mr. Bardwell then asked if either Ms. Husband or Ms. Stein is monitoring the contract negotiations for the architectural services for the River City Branch Library. Ms. Stein said that they are both involved in this project. However, Mr. Jim Frey, Special Projects Architect with the City-Parish Department of Public Works, has been working on the contract. Mr. Bardwell asked Mr. Gordon if they could get a status report since Mr. Frey was at this Board meeting. There were no objections to this request so Mr. Frey spoke to the Board. He said that he met with the Parish Attorney and that a draft agreement should be available next week. Mr. Gordon asked if it would then be placed on the Metropolitan Council agenda to which Mr. Frey answered that it would go to the Capital Improvements Committee and then to the full Council. Mr.

Gordon asked for an estimated date for Council action. Mr. Frey replied that he thought it would be on the agenda in early March.

Old Business

A. Adoption of Director Hiring Package Consisting of the Short Job Placement Ad or Equivalent for Print and Web Mediums, Detailed Ad for EBRPL Website, Job Title with Required Qualifications and Enumeration of Duties and Responsibilities, and Procedure Manual for Recruiting and Hiring a New Director. (By Ad Hoc Hiring Committee)

Mr. Gordon read item A under Old Business. He said that the draft of the director hiring package has been posted on the Library's website.

Mr. Gordon asked if there were any public comments on item A. Mr. John Berry, a member of the community, asked to speak. He asked how the ad hoc committee was formed and who is on it. Mr. Gordon explained that at the December Board meeting, Board President Kizzy Payton asked Board members Stan Bardwell and Beth Tomlinson to research and report to the Board on a process for recruiting and hiring a new library director. Mr. Bardwell and Ms. Tomlinson are the members of the ad hoc committee. The formation of this committee was voted on by the Board.

Ms. Tomlinson then spoke about item A. She said she considers the package to be a recruiting package, not a hiring package. She added that they might want to consider a change of wording as they move forward in the discussions. Ms. Tomlinson noted that the Board members have received the revised documents and these have also been posted on the Library website. Mr. Bardwell had no additional comments.

With no further discussion Mr. Gordon asked for a motion to adopt item A. Mr. Bardwell said that no motion to vote is necessary and that technically it is ready to be voted on. Ms. Freeman said that they should change the word hiring to recruiting. Mr. Gordon asked if there were any objections to the word change. There being none, the change was noted. A vote was taken on item A and was adopted unanimously.

B. Authorize the Hire of An Outside Search and/or Consulting Firm to Perform Only the Following Duties: Receive Applications, Screen, Identify, and Recommend Three nor More than Five Candidates to Fill the Position of Director. The Ad Hoc Hiring Committee is Directed to Commence the Selection of No Less than Three Such Firms or Individuals, Solicit Written Proposals from Each Based on the Above Described Scope of Services, and Arrange Interviews of Each by the Board, Either in Person or by Skype, Video Conference, or Similar Electronic Medium. (By Ad Hoc Hiring Committee)

Mr. Gordon read item B. Mr. Bardwell said that the ultimate goal of item B is to hire a library director. Ms. Freeman noted that the committee did the preliminary work outlined in item B, but

that the full Board will do the hiring. Mr. Bardwell said that he and Ms. Tomlinson did not want to assume that the Board would necessarily use an outside firm for the hiring although the committee is recommending it. He added that the Board could do many of the tasks listed in item B in-house. Mr. Bardwell said that they can handle the advertising and posting for the position in print and web. The Library staff and the State Librarian can advise where to advertise.

Mr. Bardwell said that the outside firm would be able to network and also receive the letters of intention and applications that the Board will send them. The search firm would research and screen the top three to five candidates which the Board would then directly interview.

Mr. Bardwell noted that the interviews of the search firms would be conducted by the Board either in person or by Skype, video conferencing or a similar electronic means. Mr. Gordon said that item B simply authorizes the Board to interview and hire a search firm to assist in the recruiting of the library director. Mr. Bardwell agreed saying the Board will vote to either hire a search firm to assist the Board or the Board will handle all aspects of the recruiting process themselves.

Ms. Tomlinson said that after reading procedures manuals and speaking to a couple of search firms, there are extensive activities that these firms can do. However, Ms. Tomlinson said that she believes that some of the activities can be done by the Board themselves. She added that where they could use a search firm is in the initial screening. But she noted that drug testing is not included in item B because the search firms contract out this work. Ms. Tomlinson said the Board can do that as well.

Ms. Freeman asked how the committee arrived at no less than three and no more than five candidates and why they were narrowing it down to that number. Mr. Bardwell said he probably wrote that as a first round, but they could add "others as necessary". Mr. Gordon replied that for the first round of the process it should be broad. He added that it is essential that the Board members be engaged in each process along the way to give the ad hoc committee feedback. He suggested that the wording of item B should be changed to "qualified" candidates instead of three and no more than five. Ms. Freeman said that for the next round they could narrow the numbers of candidates.

Mr. Gordon then said that in light of what has happened in the past, it is critical that all of the Board members be informed of the process, how it is working and who the candidates are because that is part of the Board's fiduciary responsibility. Mr. Bardwell said the full Board will interview the candidates and also the search firms.

Mr. Gordon asked if there were any public comments on item B. There being none, Mr. Gordon asked for a vote on the amended item B. A vote was taken on item B and was adopted unanimously.

C. Adoption of a Recruiting and Hiring Budget Not to Exceed \$35,000, including Fees for an Outside Consultant, Print and Web Advertising, Travel and Related Hotel and Meal Expenses for Final Candidates, and Background Checks. (By Ad Hoc Hiring Committee)

Mr. Gordon read item C. He said that the background checks would be overseen by the committee. He asked the committee if it was their intention to hire a firm and Mr. Bardwell answered affirmatively.

Mr. Gordon asked if there were any public comments. There were none, so the Board discussed the item. Ms. Freeman asked how the committee arrived at the fee of \$35,000. She said in her experience the fee is usually 10% of the salary of the candidate. Mr. Bardwell replied that the fee was based on preliminary proposals that the committee received from firms. They were in the range of \$15,000-\$18,000 for the search firm's work. The background checks would cost an additional amount. So the total includes this. Mr. Bardwell said they initially had the cost of the various services broken down, but upon the advice of the City-Parish Finance Department, they placed all the services under one amount. He added that this number is also based on travel expenses of about \$5,000 which were incurred three years ago in the recruiting process.

Ms. Freeman said she is concerned about the cost of the print advertising. She wondered if the committee had priced this. She added that the cost would also depend on the length of time for the advertisements. Ms. Tomlinson replied that they priced everything to arrive at the total amount. They also took the cost of advertising three years ago and adjusted it for today's cost.

Mr. Bardwell said what was paid for three years ago was the moving expenses of the successful candidate. He noted that this amount is not in this number. Mr. Bardwell said he has no objections to increasing the amount in this item. Mr. Gordon said that the committee has gotten some estimates and is giving a ball park figure with which to work.

Ms. Freeman asked why the item states recruiting and hiring. She said it seems that they are just looking at a recruiting budget in this item. Ms. Tomlinson said she did not have a problem with calling it a recruiting budget. Mr. Gordon asked if there were any objections to changing the item to recruiting and deleting hiring. There were none and so the wording was changed.

Mr. Gordon asked if there were any public comments. There were none. A vote was taken on item C and was adopted unanimously.

D. Adoption of a Compensation Package for the Director Consisting of a Salary within a Range of \$93,500 to \$160,000, plus All Other Applicable Benefits Customarily Provided to the Director, and Direct Staff to Prepare Appropriate Documents to Submit to the Metropolitan Council. (By Ad Hoc Hiring Committee)

Mr. Gordon read item D. He asked if there were any public comments. There were none. He said that he looked at the information that Mr. Bardwell provided and the high end of the salary range would be comparable with the high end of other parishes in Louisiana. Mr. Gordon added that the salary for the Director of the New Orleans Public Library is \$140,000. Mr. Bardwell

said that figure was the starting salary and was offered six months ago. Mr. Gordon noted that in looking at some comparable library systems, the proposed salary for the Director of the East Baton Rouge Parish Library is below Oakland, California and the Carnegie Library in Pittsburgh, Pennsylvania, but otherwise it is very competitive. He added that they should be able to get very qualified applicants with this salary range. He noted that the experience of the candidate must warrant the higher end of the range.

Ms. Freeman said the reason the Board members want to increase the salary range is because the current salary is lower than other comparable systems. She noted that the East Baton Rouge Parish Library is a very large system unlike any others in the area. The Board wants the salary to be competitive and they want to hire a candidate that will want to stay here.

Mr. Mills asked a question about the procedure for getting the proposed salary range approved. He said that the Library Board's role is tied to the East Baton Rouge Parish government, but he does not fully understand the relationship. He wondered if the process the Board is proposing is the proper step to take for getting a salary range increase. He noted however that he is in total agreement with asking for this increase. He asked if there needs to be discussions with the City-Parish Department of Human Resources. Mr. Gordon replied that there will need to be discussions with Human Resources. But he said the Board is recommending a salary range to the Metropolitan Council. The Council will take it to a committee for discussion; they'll approve it and inform the Board of the decision. Mr. Gordon said the Library Director is an employee of the City-Parish, not of the Library Board. The City-Parish must approve all employee salaries including the Director's.

Mr. Mills then asked how the range they are proposing compares to other directors and leaders in the system. Mr. Bardwell answered that their range is very high in comparison. Mr. Mills asked if there is a likelihood of the range being denied, and therefore, should the Board broaden the range at either end of the scale. Mr. Bardwell referred the Board to a document containing the schedule of the Library Director's salary and benefits. The pay scale is broken down by steps or years and the scale contains salaries broken down by hourly, bi-weekly, monthly and yearly amounts. He said when the last director was hired; the Board was advised that they had to set the salary. The Board simply picked Step 5 which was in the middle of the range. Mr. Bardwell said they didn't know how much the last director was making before he came to the East Baton Rouge Parish Library System. On hindsight he said he wished they had known that and had thought to ask. Mr. Bardwell guessed that he was probably making about \$50,000. He said when he left our System he was just moving to Step 8.

Mr. Bardwell said that without a significant change in the salary range, they felt that they would not attract anyone with the qualifications they need. He said they had to start the range at least at \$90,000 where the former Director left. So \$93,000 was an arbitrary number. The upper limit was generated from an analysis of comparative systems.

Mr. Bardwell said that it is true that in a way the Library Director is an employee of the City, but the Director is also an employee of the Library Board. There is a gray area in that the State statute on libraries is very clear that the Library Board fixes the salary of the director and all the Library employees. Mr. Bardwell said it is his premise that the Board has piggybacked the

City's classifications as a matter of convenience to the Board for administration. He added that they still want this to continue especially for the classified employees. But for the unclassified position of director that they are trying to fill and based on salaries nationwide, it is clear that they have to make a change. This change will mean that the Director's salary will be higher than other department heads of the City.

Mr. Bardwell noted that the new BREC Superintendent was hired at \$150,000. The outgoing BREC Superintendent after 30 years left at \$197,000. The Superintendent of the School System makes \$240,000. He added that there are a number of positions in the City that get paid more than the Mayor. This is what they are fighting. He noted that BREC and the School Board are independent of the City and are under a different classification system. Mr. Bardwell said that none of the other City agencies have a State statute that says their board sets the salary of the director. He added that in reality, the Library Board has to work with the legislative entity that appropriates the money which is the Metropolitan Council. He likened this to the federal government in that the Congress can appropriate the funds, but if the executive branch does not authorize it, it won't be spent. Mr. Mills said that Mr. Bardwell clarified the process for him.

Ms. Freeman said that the Metropolitan Council is open to the Library achieving the best and recruiting the best. If they are going to be one of the better library systems the Board must hire the best of the candidates. The responsibilities of the library director have changed. Ms. Freeman said they expect the Board to inform them and the Board must let others know of these changes. She added that the size of their system is very different from neighboring systems.

Mr. Bardwell noted that the Library Board manages more real estate than any other system in the State and the East Baton Rouge Parish Library System is very comparable to many of the large systems nationally. Mr. Gordon said they will definitely need to have discussions and negotiations with the Metropolitan Council and with Human Resources. He said a couple of years ago the Library Board asked for salary increases for Library employees and the Metropolitan Council denied it. So they have the power to do that. Whatever the State statute says, they have a loop hole. Mr. Bardwell agreed, but he said there is also a City ordinance that addresses the library; stating that the Library is entitled to all the rights and privileges under the State law. He said there is a tension in this so they need to work with the system.

Mr. Gordon then asked for a vote to adopt item D. A vote was taken and item D was adopted unanimously.

Comments by the Library Board of Control

Mr. Gordon asked if there were any additional comments by the Board. Ms. Freeman thanked Ms. Tomlinson and Mr. Bardwell for doing an amazing job and for all the work on the recruiting process. Mr. Mills agreed with Ms. Freeman's thoughts.

Mr. Bardwell reminded Ms. Tomlinson about making a change to the detailed ad now that the Board has adopted item A. On page 5 of the ad, the wording "***The Board **is considering** a new pay plan to significantly increase the hiring range. Implementation is predicated upon

approval by the Metropolitan Council.” should be changed to “**The Board **has adopted** a new pay plan to significantly increase the hiring range. Implementation is predicated upon approval by the Metropolitan Council.” Ms. Freeman asked if this change would be confusing to people who do not understand the system here. She noted that in many systems the library board makes the final decision, but in our system that is not the case. It may not be clear to someone not familiar with the system in Baton Rouge. Ms. Tomlinson replied that the second sentence clearly states that the Metropolitan Council will make the final decision. She also said they need to make the change now so that they can post the ads to get the process started. Mr. Gordon noted that they are not going to list a salary range in the ads. Normally such ads state salary is commensurate with experience. Mr. Gordon said he would authorize Mr. Bardwell and Ms. Tomlinson to change the wording, but to inform Ms. Payton as President of the need to make the change. He said he does not want to hold up the posting of the ads. Mr. Bardwell liked the change of not listing a salary range, but stating the salary is commensurate with experience.

Mr. Berry, speaking from the audience, said that there is an item that should have been on the agenda. He said that at the November Board meeting it was stated that the Rouzan Branch Library project would be discussed at the next Board meeting. He said it has not been on the December, January or February meeting agendas. Mr. Gordon emphasized that they would not discuss this as it was not on the agenda and therefore, the public would not be informed. He told Mr. Berry there is a process for getting an item on the agenda. Mr. Berry said he has tried that to no avail. Mr. Gordon said he does not recall that they said they would discuss Rouzan in December. Mr. Gordon said they will refer to the minutes of the meeting to confirm Mr. Berry’s comment. They would also inform Ms. Payton of his request for this item to be placed on the agenda. Mr. Berry then said the Board is not being transparent with the public. He was told repeatedly by Mr. Gordon that they would not discuss Rouzan. Ms. Tomlinson said Mr. Berry would never act this way in front of the Metropolitan Council and she asked him to give them the same respect he gives to the Metropolitan Council. Sgt. Patricia Carr approached Mr. Berry and asked him several times to leave the meeting. She then escorted him outside of the building.

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.

Kizzy Payton, President

Patricia Husband, Co-Director

Mary Stein, Co-Director

MEMORANDUM

DATE: February 16, 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 February 6, 2012 for The Library Design Collaborative on the Goodwood Main Library.



CONSTRUCTION REPORT

DATE: February 6, 2012

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

OBSERVATIONS:

- 1) Predrilling and pile driving is continuing. Approximately 150 timber piles have been driven.
- 2) A "wet" pile driver is now on site and being used to expedite the installation of the piles. A meter and water hose have been installed on a fire hydrant on Independence Boulevard to supply water to the new rig's water tank.
- 3) A seismograph machine is on site to monitor the vibrations from the pile driving operations.
- 4) The conduits for the new transformer electrical loop feed appear to be complete from BREC's existing transformer to the existing junction box.
- 5) Traffic and parking signs have been installed to assist drivers while the rear parking area is closed.
- 6) Catch basin A-8 is installed and the subsurface drainage system is complete from this point to the existing 72" pipe.
- 7) BREC's walking track has begun construction around Independence Park.

UPCOMING WORK:

- 1) Continue the drilling and driving of the piles.
- 2) Forming and pouring of the concrete pile caps should start this week.
- 3) Continue the installation of the subsurface drainage system.
- 4) The drainage work in the rear parking lot will be completed Wednesday, February 8th.

ATTACHMENTS:

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





Updated LEED Scorecard of 69 Points-Gold Certification



LEED 2009 for New Construction and Major Renovation Project Scorecard

Project Name: Independence Park Library
Project Address: Goodwood, Baton Rouge

Yes No

25 28 Points SUSTAINABLE SITES

Y	Prereq	Description	Required
Y	Prereq 1	Construction Activity Pollution Prevention	Required
1	Credit 1	Site Selection	1
5	Credit 2	Development Density and Community Connectivity	5
1	Credit 3	Brownfield Redevelopment	1
6	Credit 4.1	Alternative Transportation - Public Transportation Access	6
1	Credit 4.2	Alternative Transportation - Bicycle Storage and Changing Rooms	1
3	Credit 4.3	Alternative Transportation - Low-Emitting and Fuel-Efficient Vehicles	3
2	Credit 4.4	Alternative Transportation - Parking Capacity	2
1	Credit 5.1	Site Development - Protect or Restore Habitat	1
1	Credit 5.2	Site Development - Maximize Open Space	1
1	Credit 6.1	Stormwater Design - Quantity Control	1
1	Credit 6.2	Stormwater Design - Quality Control	1
1	Credit 7.1	Heat Island Effect - Nonroof	1
1	Credit 7.2	Heat Island Effect - Roof	1
1	Credit 8	Light Pollution Reduction	1

Yes No

4 6 10 Points WATER EFFICIENCY

Y	Prereq	Description	Required
Y	Prereq 1	Water Use Reduction	Required
2	Credit 1	Water Efficient Landscaping	2 to 4
		Reduce by 50%	2
		No Potable Water Use or Irrigation	4
	Credit 2	Innovative Wastewater Technologies	2
2	Credit 3	Water Use Reduction	2 to 4
		Reduce by 30%	2
		Reduce by 35%	3
		Reduce by 40%	4

13 2

13 2 35 Points ENERGY & ATMOSPHERE

Y	Prereq	Description	Required
Y	Prereq 1	Fundamental Commissioning of Building Energy Systems	Required
Y	Prereq 2	Minimum Energy Performance	Required
Y	Prereq 3	Fundamental Refrigerant Management	Required
4	Credit 1	Optimize Energy Performance	1 to 19
		Improve by 12% for New Buildings or 8% for Existing Building Renovations	1
		Improve by 14% for New Buildings or 10% for Existing Building Renovations	2
		Improve by 16% for New Buildings or 12% for Existing Building Renovations	3
		Improve by 18% for New Buildings or 14% for Existing Building Renovations	4
		Improve by 20% for New Buildings or 16% for Existing Building Renovations	5
		Improve by 22% for New Buildings or 18% for Existing Building Renovations	6
		Improve by 24% for New Buildings or 20% for Existing Building Renovations	7
		Improve by 26% for New Buildings or 22% for Existing Building Renovations	8
		Improve by 28% for New Buildings or 24% for Existing Building Renovations	9
		Improve by 30% for New Buildings or 26% for Existing Building Renovations	10
		Improve by 32% for New Buildings or 28% for Existing Building Renovations	11
		Improve by 34% for New Buildings or 30% for Existing Building Renovations	12



LEED 2009 for New Construction and Major Renovation Project Scorecard

Project Name: Independence Park Library
Project Address: Goodwood, Baton Rouge

Yes ? No

		Improve by 36% for New Buildings or 32% for Existing Building Renovations	13
		Improve by 38% for New Buildings or 34% for Existing Building Renovations	14
		Improve by 40% for New Buildings or 36% for Existing Building Renovations	15
		Improve by 42% for New Buildings or 38% for Existing Building Renovations	16
		Improve by 44% for New Buildings or 40% for Existing Building Renovations	17
		Improve by 46% for New Buildings or 42% for Existing Building Renovations	18
		Improve by 48%+ for New Buildings or 44%+ for Existing Building Renovations	19
2		Credit 2	
		On-Site Renewable Energy	1 to 7
		1% Renewable Energy	1
		3% Renewable Energy	2
		5% Renewable Energy	3
		7% Renewable Energy	4
		9% Renewable Energy	5
		11% Renewable Energy	6
		13% Renewable Energy	7
2		Credit 3	
2		Credit 4	
3		Credit 5	
2		Credit 6	
		Enhanced Commissioning	2
		Enhanced Refrigerant Management	2
		Measurement and Verification	3
		Green Power	2

Yes ? No

5 2 7 MATERIALS & RESOURCES 14 Points

Y		Prereq 1	Storage and Collection of Recyclables	Required
2		Credit 1.1	Building Reuse - Maintain Existing Walls, Floors and Roof	1 to 3
			Reuse 55%	1
			Reuse 75%	2
			Reuse 95%	3
2		Credit 1.2	Building Reuse - Maintain Interior Nonstructural Elements	1
2		Credit 2	Construction Waste Management	1 to 2
			50% Recycled or Salvaged	1
			75% Recycled or Salvaged	2
2		Credit 3	Materials Reuse	1 to 2
			Reuse 5%	1
			Reuse 10%	2
1		Credit 4	Recycled Content	1 to 2
			10% of Content	1
			20% of Content	2
2		Credit 5	Regional Materials	1 to 2
			10% of Materials	1
			20% of Materials	2
2		Credit 6	Rapidly Renewable Materials	1
2		Credit 7	Certified Wood	1

Yes ? No

11 4 INDOOR ENVIRONMENTAL QUALITY 15 Points

Y		Prereq 1	Minimum Indoor Air Quality Performance	Required
Y		Prereq 2	Environmental Tobacco Smoke (ETS) Control	Required
1		Credit 1	Outdoor Air Delivery Monitoring	1



LEED 2009 for New Construction and Major Renovation Project Scorecard

Project Name: Independence Park Library
Project Address: Goodwood, Baton Rouge

Yes	?	No			
			Credit 2	Increased Ventilation	1
1			Credit 3.1	Construction Indoor Air Quality Management Plan - During Construction	1
1			Credit 3.2	Construction Indoor Air Quality Management Plan - Before Occupancy	1
1			Credit 4.1	Low-Emitting Materials - Adhesives and Sealants	1
1			Credit 4.2	Low-Emitting Materials - Paints and Coatings	1
1			Credit 4.3	Low-Emitting Materials - Flooring Systems	1
			Credit 4.4	Low-Emitting Materials - Composite Wood and Agrifiber Products	1
1			Credit 5	Indoor Chemical and Pollutant Source Control	1
			Credit 6.1	Controllability of Systems - Lighting	1
			Credit 6.2	Controllability of Systems - Thermal Comfort	1
1			Credit 7.1	Thermal Comfort - Design	1
1			Credit 7.2	Thermal Comfort - Verification	1
1			Credit 8.1	Daylight and Views - Daylight	1
1			Credit 8.2	Daylight and Views - Views	1

6			INNOVATION IN DESIGN	8 Points
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Yes	?	No			
5			Credit 1	Innovation in Design	1 to 5
				Exemplary Performance	1
				Exemplary Performance or Innovation in Design- Compact Shelving	1
				Educational Signage	1
				Green Cleaning Supplies	1
				Innovation - Building Envelope Commissioning	1
1			Credit 2	LEED® Accredited Professional	1

4			REGIONAL PRIORITY	4 Points
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Yes	?	No			
4			Credit 1	Regional Priority	1 to 4
				SS c5.1	1
				SS c6.1	1
				SS c6.2	1
				MR c2	1

69	2	19	PROJECT TOTALS (Certification Estimates)	110 Points
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Certified: 40-49 points Silver: 50-59 points Gold: 60-79 points Platinum: 80+ points

Fairwood Branch Library

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






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

Construction Report for week #22

Job Name: Fairwood Branch Library	Inspector: n/a
Date: January 12, 2012	Time: 10:30am
Weather Condition: Overcast - 55	Contractor: Stuart & Company
Job Superintendent: Darren Thibodeaux	Report prepared by: James ("Jes") Sanders - Bani, Carville & Brown Architects

1. The jobsite has experienced rain over the past weeks, but the concrete pour for the building pad is scheduled for this Saturday morning at 4:00 am.
2. All of the vapor barrier for the building pad has been installed.
3. The Architects and Structural Engineers are to meet at the jobsite on Friday the 13th to observe the conditions prior to the concrete pour.
4. Form work and reinforcing steel is nearly completely installed for the areas of the front and rear solid concrete canopy support columns.

January						
8	9	10	11	Today	13	14
OBERVED	OBERVED	OBERVED	OBERVED	#100%		
Hi 79°F Lo 57°F	Hi 75°F Lo 57°F	Hi 79°F Lo 45°F	Hi 64°F Lo 45°F	Hi 70°F Lo 27°F	Hi 54°F Lo 33°F	Hi 49°F Lo 35°F
Precip (in) 0in	Precip (in) 1.07in	Precip (in) 0.16in	Precip (in) 0in	Precip 0%	Precip 0%	Precip 10%

Construction Report for week #23

Job Name: Fairwood Branch Library	Inspector: n/a
Date: January 16, 2012	Time: 10:30am
Weather Condition: Clear – 50°	Contractor: Stuart & Company
Job Superintendent: Darren Thibodeaux	Report prepared by: James ("Jes") Sanders - Bani, Carville & Brown Architects

1. The building pad slab was poured beginning at 4:00am on Saturday morning.
2. Prior to this, a meeting was held on-site to observe the conditions. Present were representatives from the Architect's office, the Structural Engineer, DPW, Stuart & Co., as well as representatives from all of the trades directly involved in the pour.
3. The structural engineer made the following directives, to be performed before the pour:
 - a. Blow the vapor barrier dry.
 - b. Install additional re-bar on all four sides of floor boxes, where cracking is likely to occur.
4. There was a concern that the temperature would be too cold for the concrete to cure as needed. A representative from the concrete testing laboratory (Terracon) was on-site during the pour to observe conditions. It was observed that the temperatures, although initially prohibitively cold, quickly warmed up to an acceptable point.



January						
15	16	17	18	19	20	21
OBSERVED	☀️	☁️	☀️	☀️	☀️	☁️
H: 68°F Lu: 52°F	H: 75°F Lu: 60°F	H: 74°F Lu: 44°F	H: 80°F Lu: 58°F	H: 80°F Lu: 54°F	H: 79°F Lu: 61°F	H: 75°F Lu: 62°F
Precip: 0%	Precip: 0%	Precip: 0%	Precip: 0%	Precip: 0%	Precip: 0%	Precip: 0%

No Construction Report for Week # 24.

Construction Report for week #25

Job Name: Fairwood Branch Library	Inspector: n/a
Date: January 24, 2012	Time: 10:30am
Weather Condition: Rainy- 50°	Contractor: Stuart & Company
Job Superintendent: Darren Thibodeaux	Report prepared by: James ("Jes") Sanders - Bani, Carville & Brown Architects

1. The building slab has been poured and all saw cuts installed.
2. The electrical floor boxes have been recessed in order to accept the face plate to be installed after finishes are placed.
3. Grade beams for the front and rear porch columns have been poured. As well, the anchoring re-steels has been stubbed up. The slabs for these areas shall be poured at a later date, in conjunction with exterior walks. The formwork for these columns is being assembled on-site.
4. Removal of excess bad dirt is commencing. This will allow for installation of the remaining parking and drives.



January						
15	16	17	18	19	20	21
Observed	Observed	Observed	Observed	Observed	Observed	Observed
Hi 88°F Lo 32°F	Hi 75°F Lo 51°F	Hi 73°F Lo 55°F	Hi 80°F Lo 39°F	Hi 88°F Lo 37°F	Hi 73°F Lo 67°F	Hi 79°F Lo 66°F
Precip (in) 0in	Precip (in) 0in	Precip (in) 0.85in	Precip (in) 0in	Precip (in) 0in	Precip (in) 0in	Precip (in) 0in
22	23	24	25	26	Today	28
Observed	Observed	Observed	Observed	Observed	Observed	Observed
Hi 70°F Lo 66°F	Hi 77°F Lo 28°F	Hi 65°F Lo 50°F	Hi 70°F Lo 59°F	Hi 65°F Lo 53°F	Hi 87°F Lo 46°F	Hi 87°F Lo 38°F
Precip (in) 0.91in	Precip (in) 0in	Precip (in) 0.35in	Precip (in) 3.31in	Precip (in) 2.59in	Precip 0%	Precip 0%

Construction Report for week #26

Job Name: Fairwood Branch Library	Inspector: n/a
Date: January 31, 2012	Time: 10:30am
Weather Condition: Rainy- 60°	Contractor: Stuart & Company
Job Superintendent: Darren Thibodeaux	Report prepared by: James ("Jes") Sanders - Bani, Carville & Brown Architects

1. Steel has begun to arrive on site. This beams and columns are being unloaded, separated and staged around the site. Erection is to begin this week, barring any weather delays.
2. The columns for the front and rear canopies have been formed. Re-steel has also been installed and tied to the footings. These are to be poured within the week, weather permitting.
3. Haul-off of bad dirt has begun. The site will be much more open once this is completely cleared. This will allow for the complete installation of the parking pads.
4. Rain was observed Tuesday, January 31st.



February						
20	21	22	Wed	Thu	Fri	Sat
OBSERVED	OBSERVED	OBSERVED	Today	2	3	4
H: 63°F L: 36°F	H: 63°F L: 37°F	H: 72°F L: 52°F	H: 72°F L: 52°F	H: 70°F L: 50°F	H: 74°F L: 52°F	H: 77°F L: 53°F
Prep: (in) 0in	Prep: (in) 0.02in	Prep: (in) 0.03in	Prep: (in) 0.0%	Prep: (in) 0.0%	Prep: (in) 0.0%	Prep: (in) 0.0%

Rouzan Branch Library

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

The construction documents have been submitted to Mr. Jim Frey, of the City-Parish Department of Public Works, Architectural Services for his review.