

**REVISED AGENDA
FOR REGULAR MEETING OF THE
EAST BATON ROUGE PARISH LIBRARY BOARD OF CONTROL
GREENWELL SPRINGS ROAD REGIONAL BRANCH LIBRARY
11300 GREENWELL SPRINGS ROAD
BATON ROUGE, LA 70814
MARCH 19, 2009
4:00 P.M.**

I. ROLL CALL

**II. APPROVAL OF THE MINUTES OF THE MEETING OF FEBRUARY 19, 2009 AND
MARCH 7, 2009**

III. REPORTS BY THE DIRECTOR

- A. FINANCIAL REPORT**
- B. SYSTEM REPORT**
- C. OTHER REPORTS**

IV. OLD BUSINESS

- A. REPORT ON OPINION OF PROBABLE COST FOR NEW MAIN LIBRARY – MR.
STEVE JACKSON, AND MR. KEN TIPTON**
- B. REPORT ON ROUZAN DEVELOPMENT – MR. TOMMY SPINOSA - JTS REALTY
SERVICES, LLC**

V. NEW BUSINESS

- A. LIBRARY COMPUTER DIVISION – MRS. ELIZABETH MYERS**

VI. COMMENTS BY THE LIBRARY BOARD OF CONTROL

ALL MEETINGS ARE OPEN TO THE PUBLIC

**THE PUBLIC IS ALLOWED TO MAKE COMMENTS AT THE DISCRETION OF THE
LIBRARY BOARD PRESIDENT**

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

March 19, 2009

The regular monthly meeting of the East Baton Rouge Parish Library Board of Control was held at the Greenwell Springs Road Regional Branch Library on Thursday, March 19, 2009. Mr. Dan Reed, President of the Board, called the meeting to order at 4:15 p.m. Members of the Board present were Mrs. Katherine Auer, Mr. Stanford O. Bardwell, Jr., Mr. Donald Browning, Mr. Jamie Griffin and Mrs. Elizabeth Tomlinson. Also in attendance were Mr. David Farrar, Library Director; Mrs. Mary Stein, Assistant Library Director of Administration; Mrs. Patricia Husband, Assistant Library Director of Branch Services; Mrs. Elizabeth Myers, Division Head of Computer Services for the Library; Mrs. Brenda Lovett, Library Business Manager; Mrs. Rhonda Pinsonat, Assistant Library Business Manager; Mr. Ronnie Pierce, Accountant in the Library Business Office, and Ms. Liz Zozulin, Executive Assistant to the Library Director. Mr. William A. "Bushy" Aaron, Jr. of the Parish Attorney's Office was also present. From The Library Design Collaborative were Mr. Steve Jackson, Mr. Ken Tipton, and Mr. Benjamin Bradford. One of the consultants to the design team, Mr. Anthony Vigilotti, cost estimator with JVV Construction Management Consulting was at the meeting. Representing JTS Realty Services, LLC at this meeting were Mr. Tommy Spinosa and Mr. Grant Conway. Mr. Trey Cloud, attorney with Jones Walker, LLP, and attorney for JTS Realty was also in attendance. Mr. Scott Dyer, reporter with *The Advocate*, several Library staff members and members of the community were also in attendance. Board member, Ms. Tanya Freeman and Ms. Nikki Essix of the Parish Attorney's Office were absent from the meeting.

The minutes of the regular meeting of the Library Board on February 19, 2009 was unanimously approved on a motion by Mrs. Auer, and seconded by Mr. Browning. The minutes of the strategic planning workshop of the Library Board on March 7, 2009 was unanimously approved on a motion by Mr. Griffin and seconded by Mrs. Auer with three corrections.

Mr. Browning said he wanted to make a comment about the Library. He was approached by a patron who complimented the staff at the Main Library. The patron wished to find a certain book in the Library's collection, but was unable to locate it. A Library staff member offered to look for the volume, but realized the title might be incorrect which made it impossible to retrieve. The Library employee, without being asked, pulled a book from the shelf and showed it to the patron. It was in fact the book the patron wanted. This action by the Library staff member pleased the patron immensely. The patron told Mr. Browning that the only way this staff member could have provided better service would have been if he volunteered to sit down and read the book to the patron. Mr. Farrar thanked Mr. Browning for this positive feedback and said it is appreciated.

Reports by the Director

Mr. Reed asked Mr. Farrar to present his financial and system reports. Mr. Farrar asked Mrs. Lovett to give the financial report. She told the Board that this financial report had been streamlined removing redundant information as the Board had requested in January. The Cash Collections report as of March 9, 2009 shows the total cash received on property taxes and interest in the amount of \$31,375,798.98. Mr. Farrar said the system reports included statistics

for January 2009 for Circulation, Gate Count, Reference Questions Answered, Programs in the Library and Database Usage.

Mr. Farrar informed the Board that he and his staff in conjunction with the staff at the State Library are looking at ways to utilize economic stimulus money to fund various Library projects.

Mr. Farrar told the Board that he had some information to share with the Board about the request that they made at the strategic planning meeting on March 7, 2009 regarding the purchase of a second bookmobile. Mrs. Lovett contacted Farber Specialty Vehicles and spoke with the same sales representative who sold the Library a bookmobile in 2003. He said that Farber is building an "Elf" model bookmobile which is identical to the one the Library owns. This vehicle would be ready for purchase in July. With the Board's approval, Farber would complete this vehicle for the East Baton Rouge Parish Library to the Library's specifications.

Mr. Bardwell asked what the Board would need to do tonight to acquire this vehicle. Mrs. Lovett said that the Library would have to request bids to purchase a bookmobile. However, it would not need Metropolitan Council approval. Mrs. Tomlinson said she is not ready to make a decision on this issue tonight. She spoke to Ms. Denelle Wrightson, architect with PSA Dewberry and member of The Library Design Collaborative. Ms. Wrightson has extensive knowledge and experience in library construction and of trends in libraries across the country. Ms. Wrightson's opinion is that libraries are moving away from the use of bookmobiles. Mr. Bardwell made a motion that the Library set aside \$350,000 to purchase the bookmobile with the understanding that it must be ready for the Library to take possession by the end of the summer. Mr. Reed seconded the motion and said they need a further discussion of this matter.

Mrs. Husband said that library systems make use of library kiosks located in public buildings and malls to reach those who do not come to library buildings. Mr. Farrar said that our Library system has such a kiosk at the public bus station on Florida Boulevard and that it is underused. Therefore, they have considered eliminating this service. Mr. Bardwell added that a kiosk is not the solution because children would still need to have transportation to the kiosk. Mr. Bardwell added that the availability of this bookmobile is a unique opportunity to help a population that has literacy issues. He added that this is a small expense and that he supports the purchase of this bookmobile.

Mrs. Auer said that because the kiosk is stationary it would be limited to only one location. Mrs. Husband said she has polled Library Directors and Assistant Library Directors from around the country regarding bookmobile usage and is waiting for their responses. Mrs. Tomlinson said she understands the urgency of providing library materials to this underserved population, but she is concerned that the bookmobile will be obsolete. Mr. Farrar said that the current Library bookmobile has reached its life expectancy. Mr. Reed added if they purchased this new bookmobile and it was not used for this underserved population it could replace the current model that travels to senior citizen facilities.

Mrs. Tomlinson asked what the staffing requirements would need to be to which Mrs. Husband replied that currently two full-time Library employees work the bookmobile. Mr. Griffin said that he would like to see available options and invite the sales representative from Farber

Specialty Vehicles to make a presentation at the April Board meeting. Mr. Griffin said he opposes Mr. Bardwell's motion at this time. Mr. Bardwell's motion did not pass. At the April meeting the Board will listen to a presentation by a representative of Farber Specialty Vehicles before making their decision.

Old Business

Report on Opinion of Probable Cost for New Main Library - Mr. Steve Jackson and Mr. Ken Tipton

Mr. Reed asked Mr. Jackson and Mr. Tipton to present their report on the opinion of the probable cost for the New Main Library in the Park. Mr. Jackson noted that Mr. Benjamin Bradford, a member of The Library Design Collaborative and Mr. Anthony Vigilotti, cost estimator with JVV Construction Management Consulting were present to assist with this report. Mr. Jackson distributed *Supplement 01* of the schematic design document entitled *The Independence Park Library Estimate of Probable Cost Analysis* to the Library Board. This document contains detailed estimates for the cost of the construction of the new Main Library. Mr. Jackson referred the Board to page 6.1 of the probable cost analysis. The chart on that page compares seven components of the project by the budgeted amount in dollars versus the opinion (actual) of the amount in dollars. Notes at the bottom of the chart indicate that the construction of "Thought Square" will be an equally shared cost between the Library and BREC at \$2,000,000 each. The service yard will be used more by BREC, and therefore their portion of the cost will be greater. The notes also indicate what the contingencies are for the various aspects of the project.

Mr. Tipton noted that there is a high level of detail in this report. Mr. Vigilotti said that because of the high level of detail that Mr. Jackson and Mr. Tipton provided to him, he feels that his calculation of these figures are construction document quality and are very accurate. The cost per square foot has been calculated at \$240.00. The architects explained that under the component of *Site/Civil* this includes drainage, and parking lot issues; that *FF & E* includes furniture, and fixtures and that *Technology* is for the Library. Mr. Reed confirmed that the architects had added a 12% contingency for the components of the *Building*, the *Site/Civil*, the *Technology*, the *Landscaping* and the *Demolition* of the old Library building in the event that costs increase. Mr. Jackson said that the opinion for landscaping is slightly higher than the budgeted amount. He added that they reviewed the figures for demolition from an older document that had been produced in 2008. The opinion for demolition is now higher because an old airport runway has been discovered and will need to be removed.

Mr. Tipton said that page 6.2 contains unforeseen items such as the removal of the airport runway. Their engineering consultants have advised them that they will need to increase the building fill material by thirty-six inches because of the location of manholes on the site.

Mr. Tipton noted that pages 6.3 and 6.4 contain non-programmed and LEED (Leadership in Energy and Environmental Design) items with which the Library staff are comfortable. Mrs. Tomlinson asked what level the LEED certification would be. Mr. Tipton replied they hope to

obtain gold certification. Mr. Reed asked what the designation on page 6.3 of *EACI* means to which Mr. Tipton said it is a reference for LEED certification.

Mr. Reed said that the opinion of probable cost looks very encouraging. Mr. Jackson added that The Library Design Collaborative has been working on these figures since the last Board meeting. Mr. Farrar agreed and said the architects have also been consulting with him and his staff.

Mr. Tipton then showed a small model to the Board which illustrates how a double skin system for the building would work. The outer skin of the system is made of glass. Air is trapped between the two skins and is warm. In the summer the warm air is exhausted to the outside away from the building to keep it cool, and in the winter the warm air is pumped into the building to heat it. Mr. Jackson said they will do some studies to see how this will work in the library building. He added that this feature is used successfully in northern climates and that Ms. Wrightson's experts in LEED technology say it can work here in the south, too. Mr. Tipton added that they will conduct one more level of study before they present their final opinion on the dual skin system.

Mr. Bardwell said he cannot vote today on the figures in this opinion of probable cost document. He said he needs more time to study the figures before he votes. Mrs. Lovett reminded the Library Board that she needs this approval today so that she and her staff can proceed with an amendment to the Library budget of 2009. Mr. Reed then moved to approve that the architects continue to proceed with their work. Mr. Griffin seconded the motion which passed unanimously.

Report on Rouzan Development – Mr. Tommy Spinosa – JTS Realty Services, LLC

Mr. Reed opened the discussion about the Rouzan development and a branch library in that development by saying that originally the Library was to have a vote under the bylaws of the Rouzan Business Association. He also noted that the City-Parish would own the library building. Mr. Reed asked who would vote on behalf of the Library. Mr. Tommy Spinosa of JTS Realty Services, LLC replied that the Library will have input. Mr. William A. "Bushy" Aaron, Jr. of the Parish Attorney's Office who is involved in the legal aspects of land purchase for the Library, and represented the Library in the negotiations with JTS Realty Services as a cooperative endeavor agreement was created, was asked by Mr. Reed about who would vote on behalf of the Library. Mr. Aaron replied that the Library Board could assign someone to vote.

Mr. Bardwell said he would like the Library to have input on signage, parking and the maintenance fees. Mr. Aaron said that he and Mr. Trey Cloud, attorney with Jones Walker representing JTS Realty Services, could create a document with language agreeable to both parties.

Mr. Reed said there was concern about the amount of the maintenance fee. Mr. Farrar and Mr. Spinosa met to discuss and negotiate a mutually agreeable fee for maintenance. Both parties agreed to a figure of \$19,600 per year for maintenance. Mr. Farrar said that the Library staff

reviewed maintenance costs at the branches to arrive at an acceptable fee. Mr. Tom DuBos, a member of the community asked Mr. Farrar to summarize the maintenance fee to which Mr. Farrar said it includes such things as the grounds, the landscaping, and striping the parking lot. He added that Mr. Spinosa defended how he arrived at his calculations, but since he wishes to work with the Library he was willing to accept the Library's figures. Mr. Griffin said he feels comfortable with how Mr. Farrar negotiated this maintenance fee. Mr. Griffin also said that he has asked all of his questions.

Mr. Bardwell noted that the Library will be part of this development at an early stage of construction, so he wonders when the Library will begin to owe the assessment, and when will Mr. Spinosa's maintenance fee terminate. Mr. Bardwell asked if the association is to create the development, will the committee need to approve the Library's construction? Mr. Spinosa replied that only he and the Library will be required to agree on these issues.

Mr. Bardwell asked Mr. Spinosa what he would like from the Library Board. Mr. Spinosa said he would like the Board to approve the building elevation, the maintenance fee and the parking plan. Mr. Griffin made a motion to approve the building elevation, the maintenance fee and the parking plan, and Mr. Bardwell seconded the motion which passed unanimously.

Mr. John Berry, a member of the community, questioned paying a maintenance fee on a new building to which Mr. Spinosa replied that this fee is paid in advance for future use. Mr. Berry added that he has reviewed the minutes of the Library Board meetings over the last several years. He said we still do not know exactly where this branch library will be located in the Rouzan development. He added that there has been one delay after another with Rouzan. He said that in seven months the donated property on Burbank Drive will revert back to the donors as per the act of donation document. Mr. Griffin respectively requested that Mr. Berry e-mail the Board with these concerns instead of voicing them at every meeting. Mr. Berry said that this Board meeting is a public meeting and that he objects to a time limit on his remarks. He added that he expects answers to his questions.

Mr. Browning had a prior commitment and at 5:35 p.m. left the Board meeting.

New Business

Library Computer Division – Mrs. Elizabeth Myers

Mr. Farrar asked Mrs. Elizabeth Myers, Head of the Library's Computer Division to summarize the functions of her division. Mrs. Myers said that her division does much more than an IT (Information Technology) department. She said that their four major functions are staff training, website creation and maintenance, management of the integrated library system and IT support.

Mrs. Myers said that staff training includes classes in the use of Microsoft products, and proprietary software used in the library. In regard to the Library's website, her staff creates the website pages and maintains the functioning of the website. Mr. Farrar added that they are redesigning the website after having discussions with a website consultant. The staff from the

Computer Division manages the integrated library system. This system is used for maintaining circulation statistics, for ordering all library materials and entering them into the Library's collection. A new integrated library system has been purchased to replace the current system which is twenty years old. The new system is an upgrade of the current one. The vendor provides excellent customer service which Mrs. Myers said is very critical. Mr. Farrar said that they are now working on the parameters for the upgrade. The staff of the Computer Division performs all IT duties for the Library system. The Library currently has 800 computers and anticipates 1000 by the end of 2009. They maintain all of these computers with a staff of fourteen employees. Mrs. Myers said they balance the public's needs for technology with the protection of the Library's network. She added that one of her goals for 2009 is to have wireless access at all library branches.

Mr. Reed asked what the timing would be on seeing a change in the website. Mrs. Myers said she wants our website to meet federal guidelines for the disabled. She wants the website to be usable with a screen reader, so she hopes to have these changes in place by the end of the year. Mrs. Stein added that patrons will see significant changes by the end of the fall. Mr. Farrar concluded the discussion by saying that the Computer Division is the backbone of the Library, and that they could not provide all of the services they do without the assistance of this division.

Comments by the Library Board of Control

Mrs. Tomlinson commented that prior to becoming a Board member whenever she attended Library Board meetings she noticed that the public was allowed to make comments of any length unlike at meetings of other Boards and Commissions of the City-Parish. She also commended Mrs. Husband on a good workshop about sustainability at the Annual Conference of the Louisiana Library Association.

Mr. Farrar added that openness at the Library Board meetings is the responsibility of the Board President. Mr. Reed acknowledges members of the public who wish to make comments.

There being no further business, the meeting was adjourned at 5:55 p.m. on a motion by Mrs. Tomlinson, seconded by Mr. Griffin.

Dan Reed, President

David Farrar, Library Director