

REVISED AGENDA
FOR REGULAR MEETING OF THE
EAST BATON ROUGE PARISH LIBRARY BOARD OF CONTROL
MAIN LIBRARY
7711 GOODWOOD BOULEVARD
BATON ROUGE, LA 70806
OCTOBER 15, 2009
4:00 P.M.

I. ROLL CALL

II. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF
SEPTEMBER 17, 2009

III. REPORTS BY THE DIRECTOR

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

IV. OLD BUSINESS

- A. REPORT ON DESIGN WORK FOR NEW MAIN LIBRARY – MR. STEVE JACKSON,
AND MR. KEN TIPTON
- B. REPORT ON ROUZAN DEVELOPMENT – MR. TOMMY SPINOSA - JTS REALTY
SERVICES, LLC
- C. REPORT ON BURBANK SITE
- D. REPORT ON FAIRWOOD BRANCH LIBRARY
- E. REPORT ON RESULTS OF DOWNTOWN LIBRARY BRANCH E-MAIL
COMMENTS

V. NEW BUSINESS

- A. BUSINESS OFFICE – MS. BRENDA LOVETT

VI. COMMENTS BY THE LIBRARY BOARD OF CONTROL

ALL MEETINGS ARE OPEN TO THE PUBLIC

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

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

October 15, 2009

The regular meeting of the East Baton Rouge Parish Library Board of Control was held in the Main Library Auditorium on October 15, 2009. Mr. Dan Reed, President of the Board, called the meeting to order at 4:11 p.m. Members of the Board present were Ms. Tanya Freeman, Mr. Jamie Griffin, Mr. Stanford O. Bardwell, Jr., Mr. Donald Browning, Ms. Kizzy Payton, and Ms. Beth Tomlinson. Also in attendance were Mr. David Farrar, Library Director, Ms. Patricia Husband, Assistant Library Director of Branch Services; Ms. Mary Stein, Assistant Library Director of Administration; Ms. Brenda Lovett, Library Business Manager; Ms. Rhonda Pinsonat, Assistant Library Business Manager, Ms. Liz Zozulin, Executive Assistant to the Library Director; and Ms. Sarah Crawford, Library Public Relations Specialist. Mr. Davis Rhorer, Director of the Downtown Development District; Mr. Jermaine Watson, Governmental Affairs Associate with the Baton Rouge Area Chamber; Mr. Steve Jackson, and Mr. Ken Tipton of The Library Design Collaborative; Mr. Tommy Spinosa of JTS Realty Services, LLC; and Mr. Michael Sullivan, architect with Looney, Ricks, Kiss Architects, L.L.C. also attended. Approximately 50 others from the Library staff, and the community were present. Mr Steven Ward, reporter and Mr. Arthur Lauck, photographer both with *The Advocate* were also in attendance. Absent from the meeting was Ms. Nikki Essex of the Parish Attorney's Office.

The minutes of the regular meeting of the Library Board on September 17, 2009 were unanimously approved on a motion by Ms. Payton, and seconded by Ms. Freeman with two corrections.

New Business

A. Business Office-Ms. Brenda Lovett

Mr. Reed noted that the Board would take Item V on the agenda first so that all of Ms. Lovett's staff could be present. Ms. Lovett, Library Business Manager summarized the functions of her division by introducing each of her staff members and outlining each one's duties. She said that Ms. Rhonda Pinsonat, Assistant Library Business Manager, Mr. Ronnie Pierce, Accountant and she produce projections and other financial data that Mr. Farrar and the Library Board request. The other members of her staff attend to the day to day running of the Business Office with a \$30 million budget. Ms. Renee Bass is an Accounting Associate II, and is responsible for paying all Library invoices. Ms. Tanya Allison is an Accounting Associate I, and is responsible for inputting time sheets and submitting payroll to the City. Both of these employees completed their college degrees while working full time. Ms. Wendy Hitchcock, Senior Administrative Specialist is Ms. Lovett's assistant and handles all travel arrangements for employees and Board members. Ms. Shirley Jones, Senior Stock Clerk, purchases, and distributes all supply requests and maintains supplies in the Library's stock room. Ms. Andrica Nelson-Druel, Senior Administrative Specialist handles all aspects of human resource requests in regard to hiring new staff members. Ms. Lovett added that these staff members work well together to accomplish

their assigned tasks. Ms. Lovett concluded her presentation by noting that there is a vacancy in her department for a senior fiscal specialist.

Reports by the Director

Mr. Reed asked Mr. Farrar to present his financial and system reports. The Cash Collections report as of October 2, 2009 shows property taxes collected this year in the amount of \$33,211,964.46 and interest and back taxes in the amount of \$33,452,160.39. The Statement of Revenues, Expenditures and Encumbrances as of September 30, 2009 shows operating expenditures of \$15,695,368.85 which is 58.17% of the operating budget for 2009. The expenditures for the Library are on track for September. The third quarter interest earnings have not been posted yet by the City-Parish Finance Department. Mr. Farrar said the system reports included the Gate Count and Database Usage for September. He noted that the East Baton Rouge Parish Library again has maintained the highest use of on-line databases in the State.

Mr. Farrar then announced that he had received a letter from Ms. Rebecca Hamilton, the State Librarian of the State Library of Louisiana, informing him that Ms. Pabby Arnold, the East Baton Rouge Parish Library Division Head of Children's Services, has been chosen to serve on the 3-5th grade Louisiana Young Reader's Choice Award committee. During the next three years the committee members will read and evaluate several hundred titles and decide on a final list of ten titles each year.

Mr. Farrar was pleased to also announce that the Library received a State Aid Grant check in the amount of \$33,235.40 for the fiscal year of July 2009 through June 2010.

Mr. Farrar then asked Ms. Stein to update the Board on several activities this past month. Ms. Stein introduced her new staff member Ms. Sarah Crawford, who is the Library's new Public Relations Specialist replacing Ms. Claire Delaune who recently resigned. Ms. Crawford has a journalism degree from Louisiana Tech University in Ruston, Louisiana and has worked for *The News-Star*, the daily newspaper in Monroe, Louisiana as a features writer. Ms. Stein said the new integrated library system (ILS) has been installed. She was pleased to note that the Library remained open during the transition period unlike some library systems that close when they make a major upgrade to their ILS. Ms. Stein added that the annual Louisiana Book Festival will be held on Saturday, October 17th and the East Baton Rouge Parish Library will host a booth. Ms. Stein concluded her comments by reminding everyone that the series, *Live @Chelsea's* free jazz concerts will begin again on October 21st and run through April of 2010.

Mr. Farrar asked Ms. Husband to report on maintenance, repair and refurbishing at the branch libraries. She said that the bid process is underway for flooring in the Bluebonnet Regional Branch and the Jones Creek Regional Branch Libraries. The cooling tower at Jones Creek is being replaced. A new fence has been installed at the Greenwell Springs Road Regional Branch Library.

Old Business

A. Report on Design Work for New Main Library-Mr. Steve Jackson and Mr. Ken Tipton

Mr. Steve Jackson gave an update about the design work for the new Main Library. He reminded the Board that the City-Parish Department of Public Works has requested that they be involved in the choice of a Leadership in Engineering and Environmental Design (LEED) Commissioning Agent and also involved in the LEED process for the new Main Library. Therefore, the major work on LEED related aspects of the project has been temporarily halted until the Commissioning Agent is chosen and is working with the design team. However, there are other aspects of the project that The Library Design Collaborative is able to proceed on. Mr. Jackson said that at the Board meeting in November, the design team will present interim design plans, including elevation data and interior and exterior finishes with renderings and sample boards. They will also present renderings of the plaza and the north courtyard.

Once the Commissioning Agent is chosen, the architects will complete the design work with a review by the Commissioning Agent. Then the final design will be presented to the Library Board for its approval. After this phase the Department of Public Works will create a Request for Proposals in order to choose a contractor to build the library. Mr. Reed asked for the status on the selection of a Commissioning Agent to which Mr. Farrar said that Mr. Jim Frey of the Department of Public Works told him they are interviewing agents at this time.

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

Mr. Reed asked Mr. Tommy Spinosa to give an update on the Rouzan project. Mr. Spinosa said that Mr. Michael Sullivan, architect with Looney, Ricks, Kiss Architects, L.L.C. has designed the branch library. Benchmark Engineering is working on the infrastructure and the footprint for the library. These development plans will be submitted to the City-Parish Planning Commission for their approval. Once the Planning Commission approves the footprint, Benchmark Engineering can complete the infrastructure plans. Mr. Farrar asked how this changes the timeline of the project to which Mr. Spinosa said they are on schedule. Mr. Reed asked about the completion of the infrastructure to which Mr. Spinosa replied that they cannot complete the infrastructure until the Planning Commission approves the footprint. Ms. Freeman asked if the location of the footprint dictates where the infrastructure is placed to which Mr. Spinosa answered yes. The meeting of the Planning Commission will occur on November 9th. Mr. Murray McCoullough of Benchmark Engineering noted that they will be able to address any concerns the Planning Commission has prior to November 9th. Mr. Bardwell asked if the Planning Commission approves the footprint on November 9th when can the groundbreaking occur? Mr. Spinosa said they have already begun clearing the site, so that once the construction plans are approved, work can begin about six weeks later. Mr. Browning cited the timeline that the Board had been given previously. Infrastructure was to be completed on October 16th. Mr. Browning added that he wants the public to know that some of the Board has tried to keep this project on schedule. Ms. Freeman asked Mr. Spinosa to provide them with an updated timeline with dates starting on November 9th. Mr. Spinosa noted that if the Library wishes to begin the

construction of the Library prior to the approval of the infrastructure that he can get a bond issued so that the Library can begin construction.

Mr. Bardwell then said that he read in the newspaper that there is a coffee house and deli planned near the library building in Rouzan. Mr. Spinosa replied that the Library staff likes the idea of a coffee house nearby. He added that they redid the Covenants, Conditions and Restrictions (CCR) to meet the Library's needs. Mr. Reed said there is no interior connection between the Library and the retail establishments. The two retail entities are about 900 square feet, are located on zero boundary lines and are actually side by side. Mr. Sullivan said there is a firewall between the structures.

Mr. John Berry and Mr. Tom DuBos, members of the community, said they had some questions. Mr. Berry said that Ms. Nikki Essix of the Parish Attorney's Office stated that the library building would be owned by the City and that there was never any mention of commercial use. There was supposed to be green space around the building. Mr. Reed said he always understood that there would be these commercial buildings near the library. Mr. Spinosa said that Mr. Berry has reviewed all of these architectural documents through his community meeting attendance. Mr. Bardwell added that he was the contact person from the Library during the negotiation process and he wasn't aware of these commercial spaces. He said he wonders what the implications will be. Mr. Griffin said that he did not remember seeing these adjacent buildings, but that by the nature of this mixed use development, it means that these buildings will be close to each other. Mr. Sullivan said this closeness will be apparent at the entry approach to the building.

Ms. Freeman said the Board needs a visual presentation. Ms. Tomlinson said that Ms. Stein had explained that they are finishing the plans for the building. Mr. Berry said he wanted to see the plans as they stood. Ms. Kathy Wascom, a member of the community, said she didn't know what the protocol was on the public asking questions of those presenting information to the Board. Mr. Reed replied that they do not restrict questions only from the Library Board. At this point Mr. Berry, Ms. Freeman, Mr. Bardwell and Mr. Browning reviewed the architectural plans that Mr. Spinosa had in his possession. Mr. Steve Ward, reporter with *The Advocate* said he was still uncertain about when the Library could begin to build the branch in Rouzan. Mr. Spinosa replied that the Library could begin construction in the first quarter of 2010 at the same time that the infrastructure work will begin. Mr. Sullivan added that by mid-December his design work will be completed so that the Library can begin the bid process to name a construction firm to build the branch. Mr. Spinosa said he will have more details to report at the next Board meeting.

C. Report on Burbank Site

Mr. Farrar noted that the Library staff will be utilizing a similar building program for the branch on the Burbank site as was used for the Fairwood Branch. Ms. Tomlinson said that she met with Ms. Brenda Lovett to clarify the amount of money projected to be necessary to complete a branch library at Rouzan and one on Burbank Drive. Ms. Tomlinson said if both branches are built in the southern portion of the parish, there will not be enough money to upgrade the library downtown. During the Library property tax renewal campaign in 2005, the Library Board

promised the public that the downtown branch would be upgraded if the tax renewal passed. Ms. Lovett added that she did a renovation projection for the downtown branch at \$10 million. She said that when the Library agreed to build a branch at Fairwood, the construction was not to begin until the next property tax renewal. Ms. Lovett further stated that the Fairwood Branch construction timeline has been moved to this tax renewal period which depletes more of the fund balance than had been projected.

Mr. Farrar stated that in his opinion the Library cannot build two branches in the southern portion of the parish. Mr. Griffin asked Mr. Farrar if he has spoken to the members of the Metropolitan Council about the southern branches to which Mr. Farrar said he has spoken to a few. Mr. Bardwell asked if the Burbank donors have been reached to which Mr. Reed said he has not spoken to them. Mr. Bardwell said that the Board has options in this situation such as decreasing the size of the branches at Rouzan and Burbank.

Mr. Griffin asked if the confusion is about the request by the Board to appropriate \$6 million for the branch on Burbank Drive. Ms. Lovett replied that the Board should not ask for the additional \$6 million. Mr. Reed replied that if they appropriate the money, it doesn't mean they will have to spend it. Ms. Lovett said that usually one does not appropriate money and then not spend it. Mr. DuBos asked about the appropriated money. Ms. Lovett added that it is not too late for the Board to withdraw the request to appropriate the \$6 million for the branch on Burbank Drive. Mr. Bardwell said that the Board still needs to speak to the donors of the Burbank site. Mr. Browning reminded everyone that this discussion is not on the meeting agenda.

Ms. Freeman suggested that the Board create a committee to study the issue of two branches in the southern portion of the parish and Mr. Bardwell agreed. Mr. Berry said that the tax renewal campaign never mentioned two branches in the southern portion of the parish. Ms. Lovett again said the tax renewal campaign promised a renovated and expanded downtown branch to which Ms. Stein agreed. Mr. Farrar said that where and when branches are built is a Board decision, and that once a building is completed, the fund balance goes down. Mr. DuBos said he disagrees about the downtown branch and he also said that many deadlines in regard to Rouzan have not been met.

Ms. Freeman suggested that they move on with the agenda. She said that the Board did not want to lose the opportunity to build a branch in the southern portion of the parish which has now led to the possibility of two branches for southern East Baton Rouge Parish. Mr. Browning said that they have a new branch at Carver which is .9 of a mile from downtown. Mr. Reed agreed with Mr. Bardwell that they do not need to make a decision tonight about the location of a branch in the southern portion of the parish. He asked Mr. Bardwell what information he would like a committee to obtain. Mr. Bardwell replied that the committee could get additional information and make a recommendation for the Burbank and Rouzan sites. Mr. Bardwell said the Board has looked at Burbank again because of the financial problems that are occurring at Mr. Spinosa's development at Perkins Rowe and because a branch is needed in the Burbank area. Mr. Reed agreed on naming a committee. The committee will be comprised of Mr. Bardwell, Ms. Tomlinson and Mr. Jermaine Watson, Governmental Affairs Associate with the Baton Rouge Area Chamber and Mr. Tom DuBos, a member of the community. The committee will gather information over the next thirty days and report on their findings. Mr. Farrar said the committee

could have as many meetings as necessary and give him a report on the Friday before the November Board meeting.

Ms. Tomlinson said she feels that the Board has an ethical responsibility in regard to the Rouzan development because the Board signed a letter of intent which needs to be honored. She added that she is not on the Board for political reasons or to add to her résumé. She said she is on the Board to see that the Library serves the public. She apologized to Ms. Freeman regarding an earlier comment and said she did not mean to imply that the Board did not know what they were doing. Mr. Reed agreed with Ms. Tomlinson about conducting themselves with integrity. He added that they pursued the Burbank site again to ensure that there would be a piece of land on which to build a branch in the southern portion of the parish. Mr. Bardwell then told Ms. Tomlinson to make a motion to discontinue pursuing the Burbank site if that is what she wishes, but that he would vote against the motion.

D. Report on Fairwood Branch Library

Mr. Farrar reported that Ms. Husband, Ms. Stein, Mr. Tim Bankston, Library Facilities Manager and he met with Mr. Richard Brown, architect with Bani, Carville & Brown Architects, Inc. on Wednesday, September 23rd to tour some of the branches. They used this time to be sure that Mr. Brown understood the expectations of the staff for this new building including what features work and which features should be avoided. Mr. Brown had asked about LEED certification for the Fairwood Branch Library. Mr. Norman Chenevert, architect with Chenevert Architects asked the Board if he could respond to the LEED question. He said that obtaining LEED certification is not very costly and particularly so for a small branch library like Fairwood. He added that a LEED certified building is not expensive and is part of a good quality design. Mr. Jackson agreed that LEED is a value that is not just about getting a certain number of points for the design of the building. Part of the LEED process is the savings that will be realized over the lifetime of the building. Ms. Husband noted that the Carver, Delmont Gardens, Greenwell Springs Road Regional and Zachary Branch Libraries all have some LEED features that were placed in the general design of these buildings.

E. Report on Results of Downtown Library Branch E-mail Comments

At the Library Board meeting on August 20, 2009 Trahan Architects presented their feasibility study on the River Center Branch Library. A special e-mail address for downtown branch library comments was created. Input from the public was accepted through October 9th at which time all of the comments were printed for the Board to review. A total of 125 comments were submitted as follows: 6 miscellaneous comments, 70 supporting a new branch library, 28 supporting no change to the River Center Branch and 21 supporting a renovation of the current branch.

Mr. Reed said he was pleased with the response, and Ms. Freeman noted that her mailbox was flooded with comments that were great. Ms. Freeman asked if the site for comments was now closed to which Mr. Farrar said yes. Mr. Davis Rhorer, Director of the Downtown Development District, said he appreciated the opportunity for the public to comment. He said it is important to

have a vibrant branch library downtown because the cultural identity of the city is in its downtown. It was agreed that a copy of all the comments would be made available at each branch for the public to review.

Comments by the Library Board of Control

Mr. Reed announced that there would be a special Library Board meeting on Thursday, November 5th dedicated to the evaluation of the Library Director as the first anniversary of his hiring is approaching. The Louisiana Book Festival will be held downtown on Saturday, October 17th. The event will feature authors and their books along with various vendors and food and refreshment booths.

Ms. Tomlinson said she and her family appreciated the expressions of sympathy by the Board members and Mr. Farrar and the memorial donation made in memory of her father.

Mr. Bardwell noted that he likes the report that Mr. Farrar e-mails to them the day before the Board meeting. He requested that it be sent at least three days before the meeting. He also said that a friend of his visited the Genealogy Department at the Nashville Public Library and commented that the East Baton Rouge Parish Library Genealogy Department was far better. Mr. Bardwell added that a visit sponsored by the Baton Rouge Area Chamber to Nashville including a tour of the Nashville Public Library led to the discussion of where to place a new Main Library.

There being no further business, the meeting was adjourned at 6:10 p.m. on a motion by Ms. Freeman seconded by Ms. Payton.

Dan Reed, President

David Farrar, Library Director