

TENTATIVE AGENDA  
FOR REGULAR MEETING OF THE  
EAST BATON ROUGE PARISH LIBRARY BOARD OF CONTROL  
**MAIN LIBRARY**  
**7711 GOODWOOD BOULEVARD**  
**BATON ROUGE, LA 70806**  
AUGUST 19, 2010  
4:00 P.M.

- I. ROLL CALL
- II. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JULY 15, 2010
- III. REPORTS BY THE DIRECTOR
  - A. FINANCIAL REPORT
  - B. SYSTEM REPORTS
  - C. OTHER REPORTS
- IV. OLD BUSINESS
  - A. REPORT ON CONSTRUCTION DOCUMENTS FOR NEW MAIN LIBRARY – MR. KEN TIPTON – THE LIBRARY DESIGN COLLABORATIVE
  - B. REPORT ON ROUZAN DEVELOPMENT – 2590 ASSOCIATES
  - C. REPORT ON FAIRWOOD BRANCH LIBRARY – MR. RICHARD BROWN - BANI, CARVILLE & BROWN ARCHITECTS, INC.
  - D. REPORT ON DOWNTOWN BRANCH LIBRARY
  - E. DISCUSSION OF PUBLIC COMMENT POLICY AT LIBRARY BOARD MEETINGS
- V. NEW BUSINESS
  - A. TAX ABATEMENT REQUEST
- 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.**

## Minutes of the Meeting of the

### East Baton Rouge Parish Library Board of Control

August 19, 2010

The regular meeting of the East Baton Rouge Parish Library Board of Control was held in the auditorium of the Main Library on August 19, 2010. Ms. Tanya Freeman, Vice-President of the Board, called the meeting to order at 4:10 p.m. Members of the Board present were Mr. Stanford O. Bardwell, Jr., Mr. Donald Browning, Mr. Derek Gordon, Mr. Lawrence Lambert, and Ms. Beth Tomlinson. Also in attendance were former Board President, Mr. Dan Reed; Mr. David Farrar, Library Director; Ms. Mary Stein, Assistant Library Director of Administration; Ms. Patricia Husband, Assistant Library Director of Branch Services; Ms. Rhonda Pinsonat, Assistant Business Manager in the Library Business Office; and Ms. Liz Zozulin, Executive Assistant to the Library Director. Metropolitan Councilwoman Ronnie Edwards of District 5; Mr. Davis Rhorer, Director of the Downtown Development District; Mr. Rip Manint of the Parish Attorney's Office; and Mr. Jermaine Watson, Governmental Affairs Associate with the Baton Rouge Area Chamber were present. Mr. Ken Tipton, and Ms. Lisa Hargrave, architects with The Library Design Collaborative; Mr. Norman Chenevert and Mr. Dyke Nelson, architects with Chenevert Architects; Mr. Richard Brown, architect with Bani, Carville & Brown Architects, Inc.; and Mr. Mike Sullivan, architect with LRK also attended. Mr. Donald Westmoreland, Library Director of St. Tammany Parish Public Library; Ms. Jenola Duke, Chair of the Education Team for the Children's Coalition of Greater Baton Rouge, and Ms. Patience Travasos, Preschool Resource Coordinator for the East Baton Rouge Parish Public Schools along with about thirty people from the community were present. Ms. Amy Wold, reporter and Mr. Patrick Dennis, photographer both with *The Advocate* were also at the meeting. Absent from the meeting was Ms. Kizzy Payton, Board President.

Ms. Freeman opened the meeting by asking for the approval of the minutes of the regular meeting of the Library Board on July 15, 2010. The minutes were unanimously approved on a motion by Mr. Gordon, and seconded by Ms. Tomlinson with three corrections. Mr. John Berry, a member of the community, said he would like the minutes of the Board meeting posted on the Library's website a day before the Board meeting for the public to read. Ms. Freeman replied that the minutes are not posted until they are official which requires the approval of the Library Board.

#### **Reports by the Director**

Ms. Freeman asked Mr. Farrar to present his financial and system reports. Mr. Farrar gave his reports noting that the Statement of Revenues, Expenditures, and Encumbrances as of July 31, 2010 show operating expenditures of \$13,511,312.79 or 43.46% of the operating budget spent. Through July, the Library should have spent no more than 58.33% of the operating budget. Cash collections from property taxes for 2010 remain higher than the same period last year as we are \$1,500,000 and 4.48% over 2009. Interest earnings on cash and investments for the second quarter have been posted with a year to date collection total of \$96,667.64. As

current market conditions are not expected to change, the Library anticipates ending the year with approximately \$200,000 in interest income.

Mr. Farrar noted that the East Baton Rouge Parish Library again leads the state in database usage, gate count numbers throughout the system remain strong as usual and circulation statistics are high.

Mr. Farrar announced that on August 11<sup>th</sup> the Metropolitan Council approved the budget supplement which the Library Board had approved in 2009 for the year 2010. The employees of the East Baton Rouge Parish Library appreciate the passage of this supplement by the Library Board and the Metropolitan Council. This supplement will enable the Library to now offer more competitive salaries for library specific positions. This will become even more critical in two years when the Louisiana State University School of Library and Information Science closes its program which is the only such program in the state. The East Baton Rouge Parish Library will then need to recruit candidates from out of state. Mr. Farrar also explained that the supplement provides for a deputy director position which is critical for our growing system. He said the person chosen for this job will assume some of the tasks that the assistant library directors and the business manager have been handling, but which are more appropriately the duties of a deputy director.

Mr. Farrar then introduced Mr. Donald Westmoreland, Library Director of St. Tammany Parish Public Library. Mr. Farrar said he had visited St. Tammany Parish Public Library and was impressed with their excellent system. Mr. Westmoreland replied that he was happy to visit our system and observe how the East Baton Rouge Parish Library operates.

Mr. Farrar told the Library Board that he received a letter from the Universal Service Administrative Company (USAC) on July 23, 2010. Each year the Library submits an application to the USAC for funding under the Universal Service Support known as E-rate. The letter stated that for the funding year 2010 the East Baton Rouge Parish Library will receive a total reimbursement of \$278,165.26.

Mr. Farrar then gave a brief summary of the activities involving the various library projects. He said that The Library Design Collaborative is continuing to work on the construction documents for the new Main Library. The projected date for the groundbreaking is February of 2011. He added that he has met with Mr. Bill Palmer, Superintendent and Mr. Ted Jack, of BREC regarding the Cooperative Endeavor Agreement. The final revision of the agreement has been completed and is now being reviewed by Mr. Bob Abbott of the Parish Attorney's Office. Once the Parish Attorney approves the language, the Library Board will receive a copy of the agreement for their review.

In regard to the Rouzan project Mr. Farrar said they are continuing to meet with Mr. Mike Sullivan, architect with LRK regarding the design of the library branch. The bank which is financing the Rouzan development has released the lot on which the library will be constructed. The Parish Attorney's Office and the attorneys representing Mr. Tommy Spinosa are finalizing the cooperative endeavor agreement which when completed will be submitted to Mayor Holden for his signature.

Mr. Farrar then said that they are continuing to meet with Mr. Richard Brown, architect with Bani, Carville & Brown Architects, Inc. on the Fairwood Branch Library. They have made some minor adjustments to the floor plan and will then look at color schemes and furniture selection.

The public forum regarding the downtown branch library was held on Monday, August 16<sup>th</sup>. The staff has compiled the comments that were made by those attending. These comments and the results of the on-line survey will be posted on the Library's website for the public to review.

Mr. Farrar asked Ms. Stein to give an update on programs and services provided by the Library. Ms. Stein said that the Summer Reading Program statistics are high again this year. She added that the homework help center called *Tutor.com* is now available. In September literacy provider agencies will be at the Main Library to share information about their programs.

Mr. Farrar asked Ms. Husband to give a brief report on maintenance projects at the various branches. She said that the cooling tower at the Bluebonnet Regional Branch Library has been installed and is running. Some control work is being done on the system and site clean-up will complete the work.

At the Jones Creek Regional Branch Library a new chiller and cooling tower are on site. An installation date is being set with the contractor. Also at Jones Creek the written specifications for new flooring were finished. Bids are now being accepted with an anticipated award date on August 31<sup>st</sup>. In conclusion Ms. Husband said that general maintenance continues at all branches as needed.

Mr. Farrar then asked Ms. Zozulin to speak about the educational conference that she attended in July. Ms. Zozulin said that she is a member of the professional society, the International Association of Administrative Professionals (IAAP). The annual educational forum was held in Boston this year from July 19 through July 21, 2010. Ms. Zozulin thanked the Library Board for approving continuing education classes which enabled her to attend this event. Ms. Zozulin noted that she took several computer software classes among them one on PowerPoint and one on the topic of social networking. She added that one of the highlights of her experience was a visit to the Boston Public Library where she met her counterpart and two other employees in the library's administrative office. She said they exchanged information about their job duties and the administrative support given to their respective Library Directors and Library Boards. The visit ended with a quick tour of the building including their Board Room. In conclusion Ms. Zozulin said she was proud of the East Baton Rouge Parish Library and the outstanding services we provide.

Mr. Farrar then asked the Library Board members and those in attendance to step outside to view a maintenance problem the staff is having at the Main Library. However, as the Board and the public exited the room they were greeted by Ms. Tameka Roby, Library Technician, driving a new 37-foot coach bookmobile which was delivered the day before. The purchase of this bookmobile was the result of a motion of the Library Board in 2009 based on the recommendations made by an Ad Hoc Committee of the Board. This ad hoc committee explored the possibility of using bookmobiles as mobile outreach programs of the Library to further carry

out the mission of the Library by increasing an interest in reading and awareness of library services and programs.

The Board members and the public were invited to tour the newest “branch” of the Library. The following were some of the highlighted features:

- A combination of booktrucks with tie downs, bookshelves and computer stations, with adjustable storage and wiring for WiFi.
- An interior 42” flat panel LCD and an exterior 36” flat panel LCD on the curbside of the vehicle to be viewed from outside the bookmobile.
- A public address system which can be heard inside and outside the vehicle.
- A curbside door, a wheelchair lift and an exterior door lift.
- An exterior electric-powered awning on the curbside of the vehicle.
- A customized exterior design with the Library’s name and the words, “Reading is Magic” and “Read Together Every Day.”

When all returned to the auditorium, Mr. Farrar admitted that there was no maintenance problem at the Main Library. He said the Library staff is very excited about using the bookmobile to serve patrons who may not be able to come to a branch library.

## **Old Business**

### **A. Report on Construction Documents for New Main Library**

Mr. Ken Tipton, architect with The Library Design Collaborative, said that construction document production was proceeding on schedule and that the bi-weekly project meetings were an effective method in identifying and resolving questions in a coordinated way. Meetings had been held on August 2<sup>nd</sup> and August 16<sup>th</sup>. Another meeting is scheduled for August 25<sup>th</sup> to discuss the shared work.

Mr. Tipton added that the Goodwood Boulevard median configuration has been settled with the City-Parish Traffic Engineering Division. Night time light readings will be taken at several library branches to confirm expectations for lighting performance at the new Main Library. Meetings have been scheduled for August 30<sup>th</sup> and August 31<sup>st</sup> with library staff and Ms. Denelle Wrightson, architect with The Library Design Collaborative, to review electrical and technology device locations. In conclusion Mr. Tipton said they have sent a preliminary submittal to the State Fire Marshall to confirm that they can apply 2006 code requirements to the project; thus saving thousands of dollars.

### **B. Report on Rouzan Development-2590 Associates**

Mr. Mike Sullivan, architect with LRK, gave an update on the branch library design for the Rouzan development. He said that providing electricity to the Village Center where the library will be located is being worked on with Entergy. He added that they continue to hold meetings

with the library staff and that next month he hopes to present color palates for the Library Board's approval.

Mr. Berry, a member of the community, asked to comment and was recognized by Ms. Freeman. Mr. Berry said that two years ago the Library Board asked Mr. Tommy Spinosa, Jr. to attend the Library Board meetings to report on the Rouzan development and the proposed branch library site. Mr. Berry added that Mr. Spinosa did comply for a time, but has recently not been coming to the meetings. Mr. Berry requested that the Library Board contact Mr. Spinosa and tell him to be present at the Board meetings. Mr. Berry said he would like to know what contracts Mr. Spinosa has put in place for drainage issues, and for a contractor to begin construction.

Mr. Browning replied that Mr. Spinosa put his son, Mr. Tommy Spinosa, III, in charge of Rouzan which includes the management of construction. Mr. Browning said that Mr. Spinosa, III should be attending the Board meetings. Mr. Bardwell reminded those in attendance that he had made the original motion that Mr. Spinosa, Jr. or his representative attend Library Board meetings every other month to clarify the many issues that were involved in the traditional neighborhood development and in the cooperative endeavor agreement between 2590 Associates and the Library.

**C. Report on Fairwood Branch Library – Mr. Richard Brown – Bani, Carville & Brown Architects, Inc.**

Mr. Richard Brown, architect with Bani, Carville & Brown Architects, Inc. gave an update on the design work for the Fairwood Branch Library. He said that they met with the Architectural Division of the City-Parish Department of Public Works and have received approval of their schematic design work.

Mr. Brown then said that the City-Parish Department of Public Works (DPW) did some excavation on the site as a result of the geotechnical study which indicated that the site contained about 12,000 cubic feet of concrete from the old tennis courts which were part of the Fairwood Country Club. DPW has determined that the entire tennis court is buried under 3 to 4 feet of fill dirt. DPW has determined that only a portion of the tennis court will need to be removed for the construction of the library. Therefore, the cost to remediate the site will not be placed in a separate package, but will be included in the building construction budget.

Mr. Brown then announced that the design development phase of the project will be completed in a couple of weeks. Ms. Traci LaMoyne of LaMoyne Design Associates has met with him and library staff regarding color schemes.

**D. Report on Downtown Branch Library**

Ms. Freeman said that the Library Board held a public forum on Monday, August 16<sup>th</sup> to present to the community the next steps in regard to the downtown branch library and to collect ideas and comments from the public about their expectations for the downtown branch. Ms. Freeman

then asked Mr. Farrar to report on the results of the public forum. Mr. Farrar said that the Board members have been given a package of information which includes a summary of who uses the River Center Branch Library, the proximity of schools to the River Center Branch, and the results of the on-line survey. Demographic and population statistics were presented at the public forum. Earlier in the week the Board members were e-mailed a document which contains the written comments made at the stations set up at the public forum. He noted that he had several extra copies of this document available at this time for the public. He also said that all of the documents which the Library Board had received would be posted on the Library's website for the public to review.

In regard to the geographic area served by the River Center Branch, Ms. Freeman asked if there is an overlap of that area with the service areas of other branches in the system. Mr. Farrar replied affirmatively and added that the staff used a radius of between two to five miles from the River Center Branch as the service area, but that from the comments they received from the public, the patrons actually come from a five to seven mile radius to the downtown branch. Ms. Stein noted that there is an overlap of service areas at several other branches in the system.

Mr. Tom DuBos, a member of the community, asked to make a comment to represent the Federation of Greater Baton Rouge Civic Association. Ms. Freeman acknowledged him and requested that he limit his comments to two minutes. Mr. DuBos said that the \$19 million that the Library Board recently voted to appropriate for the downtown branch library is three times more than what had been appropriated for other branches in the system. He added that initially the figure of \$9 million was given to renovate the current building. He said his question is that since the Library system is funded by a dedicated property tax of all citizens, and the City-Parish Planning Commission does not project an increase in the downtown population, how will the patrons who frequent other branches in the system feel about the appropriation for the downtown branch?

Mr. Farrar was asked a question by Mr. DuBos about the Mayor's comments at a Smart Growth meeting regarding the downtown branch library. Mr. Farrar stated that the Mayor said that there has been enough discussion and the Library needs to move forward with the library construction project downtown.

Several other members of the public asked to make comments. Mr. Charles Grimmer said he attended the meeting on Monday and that it was not a public forum because the public did not have the opportunity to make oral comments. Mr. John Schneider of Cyntreniks, LLC said that he and his partner, the late Mr. Brace Godfrey, Jr., had done a capital improvements assessment study for the Library in 2006. He noted that he is a downtown business owner and that as such they have paid \$100,000 in property taxes. He quoted from an article in the *Wall Street Journal* which emphasized the increasing use of technology such as the Kindle in providing information to people. He said that the bookstore, Barnes & Noble did not consider this evolution in technology when they made projections for their future business which hurt the bookstore's growth. Ms. Freeman then interrupted Mr. Schneider as his two minute comment period had ended.

Mr. Brian Goad, the President of the Beauregard Town Civic Association, asked to speak. He said that his neighbors are a diverse population of all races and many have children. He said that he wants to raise his children in Beauregard Town. He noted that he is taken aback by the comments being made regarding the downtown library. He added that they need to look to the future and evolve as Mr. Schneider pointed out.

#### **E. Discussion of Public Comment Policy at Library Board Meetings**

At last month's meeting, the Board voted to review Ms. Tomlinson's concise version of a document originally produced by Ms. Nikki Essix and reviewed and signed by Ms. Mary Roper, Parish Attorney and to then discuss the proposed public comment policy at the August meeting. The two documents were posted on the Library's website along with the current Board by-laws for patrons to review. Ms. Freeman opened the discussion. Mr. Rip Manint of the Parish Attorney's Office, was asked to make some remarks. He said that the revised version by Ms. Tomlinson is less wordy. He advised that once the Board members decide what they would like the public comment policy to say, they should submit that version to Ms. Roper for her approval.

Mr. Gordon then made a motion to submit Ms. Tomlinson's version of the document to Ms. Roper for her approval, and subject to her approval, the Library Board should incorporate this policy into their by-laws. Mr. Bardwell seconded the motion.

Mr. Manint said the Board will also need to clarify how they will receive documentation as to the confirmation that an individual is speaking as a representative of an organization. Mr. DuBos then asked if the Library Board had received the documentation that he submitted in February naming him as a spokesman for the Federation of Greater Baton Rouge Civic Association to which Mr. Farrar replied no. Mr. Bardwell then asked what they would do if Ms. Roper had comments on the concise version of the document. Mr. Gordon said if Ms. Roper replies with additional comments, then the Board will discuss those comments.

Mr. Gordon withdrew his motion which Mr. Lambert seconded. Mr. Lambert then made an alternative motion to submit Ms. Tomlinson's version of the public comment policy to Ms. Roper for her approval. The motion was seconded by Mr. Bardwell and passed. Mr. Browning opposed the motion.

Mr. Grimmer then asked why the Board could not accept the policy that Ms. Roper had approved. Mr. Manint replied that the Board wanted to make the policy shorter. Ms. Freeman added that the adoption of a public comment policy is something that the Board had to establish in order to conduct the business on the agenda.

#### **New Business**

##### **A. Tax Abatement Request**

Ms. Freeman said that the Board has received information from the City-Parish regarding the submission of two applications for participation in the Louisiana Restoration Tax Abatement



Program. The Library Board representing the Library as a taxing body can provide comments to the Metropolitan Council about these applications. Mr. Farrar added that the day before the Finance and Executive Committee of the Metropolitan Council approved the applications which will be submitted to the full Metropolitan Council for their vote.

Mr. Bardwell said that one of the applications was submitted by Cyntreniks, so he asked Mr. Schneider to speak about his request. Mr. Schneider said their request is for three properties in downtown which they have improved. Mr. Bardwell said since the Board could not prevent some of the Library's dedicated tax money from going to the Sheriff's Retirement Fund, he does not think the Board can prevent the tax abatement from being approved. Mr. Gordon pointed out that as some properties are improved in the downtown area, the value of adjacent properties increase. Thus the tax base is enhanced over time, and so the abatement request has positive effects.

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

Mr. Farrar recognized Councilwoman Ronnie Edwards. He said he was happy that she attended this meeting as she supported the addition of the three outreach vehicles for library service. Ms. Edwards noted that she came to this Board meeting also as an observer and that she wants to see continued progress at all of the library branches.

Mr. Farrar also acknowledged that Mr. Dan Reed, former Library Board President was in attendance. Mr. Farrar noted that Ms. Jenola Duke, Chair of the Education Team for the Children's Coalition of Greater Baton Rouge, and Ms. Patience Travasos, Preschool Resource Coordinator for the East Baton Rouge Parish Public Schools also came to this Board meeting. They were members of the Ad Hoc Committee of the Library Board and shared their expertise with the committee regarding literacy and the educational needs of preschool children.

Mr. Farrar then invited all to celebrate the new outreach program with cake and refreshments. Ms. Freeman thanked everyone for their attention and for a productive meeting.

There being no further business, the meeting was adjourned on a motion by Mr. Gordon, seconded by Mr. Lambert at 5:25 p.m.

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Kizzy Payton, President

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David Farrar, Library Director