

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**  
JUNE 16, 2011  
**4:00 P.M.**

- I. ROLL CALL
- II. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF MAY 19, 2011 AND THE SPECIAL MEETING OF JUNE 6, 2011
- III. REPORTS BY THE DIRECTOR
  - A. FINANCIAL REPORT
  - B. SYSTEM REPORTS
  - C. OTHER REPORTS
- IV. OLD BUSINESS
  - A. ADOPTION OF PROPOSED 2012 LIBRARY BUDGET
- 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

June 16, 2011

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 June 16, 2011. Ms. Tanya Freeman, 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., Mr. Donald Browning, Mr. Derek Gordon; and Ms. Beth Tomlinson. Also in attendance were 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, Library Business Manager; Mr. Ronnie Pierce, Assistant Library Business Manager, and Ms. Liz Zozulin, Executive Assistant to the Library Director. Sgt. Patricia Carr and Captain Blair Nicholson, of the East Baton Rouge Parish Sheriff's Office, and Mr. Richard Brown, architect with Bani, Carville & Brown, Inc. were also present. Ms. Amy Wold, reporter with *The Advocate*; and Mr. Frank Hillyard, videographer with Metro 21 along with several people from the community were also at the meeting. Absent from the meeting were Library Board members, Ms. Kizzy Payton, and Mr. Laurence Lambert.

Ms. Freeman opened the meeting by asking for the approval of the minutes of the regular meeting of the Library Board on May 19, 2011, and the special meeting on June 6, 2011. The minutes of both meetings were unanimously approved on a motion by Ms. Tomlinson, seconded by Mr. Browning.

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

##### **A. Financial Reports**

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 May 31, 2011 shows operating expenditures of \$10,982,779.19 or 31.79% of the operating budget. Through the end of May, we should have spent no more than 41.67% of the operating budget. Cash collections from property taxes for 2011 remain up as we are at \$683,000 and 2.00% higher than the same six months in 2010.

##### **C. Other Reports**

Mr. Farrar then gave an update on the four library construction projects. He said that the Department of Public Works (DPW) will advertise in *The Advocate* for bids from contractors to build the new Goodwood Main Library on June 17<sup>th</sup>, June 24<sup>th</sup>, July 1<sup>st</sup>, July 8<sup>th</sup>, and July 15<sup>th</sup>. On June 17<sup>th</sup> the bid documents will be available both digitally and in print. Bids will be opened on August 2<sup>nd</sup>.

Mr. Farrar then said that in regard to the Fairwood Branch Library construction, the bid by the contractor to build the branch has not been formally awarded. But the paperwork to award the contract for construction is proceeding through the process outlined by City-Parish government.

Mr. Farrar noted that the Library staff met with Mr. Mike Sullivan, architect with LRK, on June 14<sup>th</sup> to review the final floor plan for the Rouzan Branch Library. They are planning to hold another meeting in a couple of weeks to review the mechanical, security and technology portions of the construction documents.

Mr. Farrar said that Washer Hill Lipscomb Cabaniss Architects (WHLC) was chosen by the City-Parish Architectural Selection Committee on May 19<sup>th</sup> to design the new River Center Branch Library. The next step in the process will be for the City-Parish Department of Public Works to create the contract which must be approved by the City-Parish Metropolitan Council so that the architects can begin their design work.

Mr. Farrar noted that he will host the Library's first recruitment event at the Annual American Library Association (ALA) Conference in New Orleans. This event will be held on Friday, June 24<sup>th</sup> from 7:00 p.m. to 10:00 p.m. at The Roosevelt Hotel. Mr. Farrar thanked Ms. Elizabeth Myers, Librarian IV Coordinator of Training and Employee Development, for organizing and coordinating this effort. He noted that they have already received over 100 responses from Library School students and graduates from around the country.

Mr. Farrar added that he will make a 45 minute presentation at ALA as part of an all day pre-conference class on space and building blocks in library construction. He said he will discuss space allocation in the new Goodwood Main Library emphasizing the process that was utilized. He said he will also give examples of how planning and programming of spaces and their sizes are critical to the success of the Main Library and Branch construction projects.

Mr. Farrar announced that the Library has received its third quarter Internet reimbursement check through e-rate from the State Library in the amount of \$2,871.00. He said he likes to announce this because it is incoming money and the Library has very few opportunities for incoming money besides the dedicated property tax. So he is happy to receive these checks every quarter of the year.

He also mentioned that there are many special programs scheduled for children at the Library this summer; among them are Farmer Minor and Daisy the Reading Pig. He said the children are encouraged to read as a result of the visit by this pig. He added that the children also participate in a reading to the dog program.

Mr. Farrar then asked Ms. Husband to give an update on maintenance projects at the Library branches. He also asked her to discuss the visit to the Pride-Chaneyville Branch Library by *Playmakers*. Ms. Husband said that the contractors working on the lighting retrofit for the Bluebonnet Regional Branch Library have completed 65% of the job. She noted that they are working with the energy management installers at the Jones Creek Regional Branch Library to ensure that the new energy management system will operate as efficiently as possible. At the Scotlandville Branch Library new automatic front doors have been installed. These doors

operate like sliding glass doors making entering and exiting of the building easier for patrons and staff. Ms. Husband noted that the Library staff is working with DPW on a design for the flooring projects for the Bluebonnet Regional Branch and Delmont Gardens Branch Libraries. Library staff is also working with DPW regarding fence repairs at the Baker and Central Branch Libraries. The fences were damaged as a result of storms that occurred on the first weekend of June.

Ms. Husband then mentioned that 99 adults and children attended the *Playmakers* program at the Pride-Chaneyville Branch Library. She noted that this very large attendance figure is due to the hard work of the branch manager and her staff. They visited churches and community centers to inform people of the programs and resources which the Library has along with collaborating with the staff at the Zachary Branch Library.

Mr. Gordon arrived at the meeting at 4:15 p.m.

Mr. Farrar then asked Ms. Stein to give her update. Ms. Stein said that the number of children participating in the Summer Reading Program is increasing this year. She noted that part of the reason for this is the incentives that are offered to those who sign up. She added that the teens are also participating which is very encouraging because that is a challenging age group to motivate. She said that the adult program is encouraging adults to login to the “641 cooking challenge” to coincide with the One Book/One Community selection, *Crazy: A Father’s Search through America’s Mental Madness* by “Cooking for the Body, Mind, and Soul” which is the theme for the adult summer program.

Ms. Stein noted that the Grants Foundation Center at the River Center Branch Library will travel to the Bluebonnet Regional Branch Library at the end of the month for a special program to instruct grant seekers on how to obtain funding for their non-profit organization. She encouraged those who are working with non-profits that are just starting out or those that need a refresher to inform them of this opportunity.

Ms. Stein then announced the introduction of two new formats for Library patrons. The first one is possible because of a BTOP stimulus grant to the State Library for laptops in public libraries around the state. The program which begins on July 1<sup>st</sup> will enable adults to check out a laptop for three days. Each machine has a GPS locating device which will be activated if the laptop is not returned after the third day. The GPS device will assist the Library in tracking down the computer. She said the staff has tested this system and it worked well.

Ms. Stein then said that the “Play Away Viewer” for children is the second new format for the Library. This device is pre-loaded with quality, educational software containing such books as *The Snowy Day*, *Caps for Sale* and *The Wheels on the Bus*. Ms. Stein noted that these devices will initially be available at the Main Library.

Ms. Stein then noted that the State Aid report has been submitted to the State Library. For the last fiscal year the East Baton Rouge Parish Library received \$13,656 in State Aid which was down from previous years due to budget cuts. Ms. Stein added that she is sad to report that as of today State Aid has been cut down to zero. She said that they received an e-mail from the State

Librarian with this news. The State Librarian is working with the Lt. Governor to attempt to change this decision in the remaining six days of the legislative session. She has requested that all who care about the reinstatement of State Aid contact Senator Michot of the Senate Finance Committee.

Ms. Stein then said that the schedule of Library events for July when Mr. Glen “Big Baby” Davis comes to Baton Rouge is filling up. He will appear in a variety of places, both big and small and in a variety of programs for children and adults. The July edition of *The Source* will contain a detailed list of “Big Baby” activities.

Mr. Farrar thanked Ms. Stein for her report. He noted that our Library system is very fortunate to have a dedicated property tax to fund our library service. However, he said some small libraries around the state that depend on State Aid for funding may need to close or curtail some of their services if State Aid is unavailable. He asked that people that care about our public libraries and their critical need in communities, call and speak up for libraries in Louisiana. He added that it would be greatly appreciated by library staff and patrons such as children who use the public libraries in our state.

## **Old Business**

### **A. Adoption of the Proposed 2012 Library Budget**

Ms. Freeman read item A on the agenda and asked if there were any comments from the public on this item. Being there were none, Ms. Freeman asked for a motion on this item. Mr. Gordon moved that the Library Board approve the proposed 2012 Library budget. The motion was seconded by Mr. Bardwell and passed unanimously.

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

Ms. Freeman asked if there were any other comments by the Board members. Mr. Gordon said it is wonderful to see the many programs that are being offered at the Library. He said we should work harder at getting the news of these programs out to the public so that they will see what is being done with the financial support they are providing to the Library.

Ms. Freeman said there are two items that were discussed today that she for would like to make a comment. She thanked the Library staff for showing their leadership by deciding to hold a recruiting event at ALA, and for agreeing to speak at the pre-conference class about our Library system’s construction projects. She noted that our system has one of the largest programs in the country and we present these programs so effectively. She said after attending a couple of conferences and classes, she felt that our Library system did not publicize our programs enough at these national library events. She said she told Mr. Farrar that our staff needs to educate others at these national conferences. She added that she is happy to see the response to the recruitment event because they see that we are doing some things that stand out and are working.

Mr. Bardwell then asked when the new children's outreach van would begin service. He said he knows that they are waiting for the vehicle to be wrapped. Mr. Farrar said they are already using the new van even though it has not been customized on the exterior. Mr. Bardwell then asked when it would be customized. He added that he knows the process involved, but that they need to have a target date of when this will be completed. Mr. Farrar replied that he can check on the date it will be scheduled and e-mail that information to Mr. Bardwell.

Ms. Stein added that they need to hire one more staff member and are waiting for the City-Parish Department of Human Resources, Recruiting Division to provide them with a list of eligible candidates to interview for the opening. Mr. Bardwell replied that they have a vehicle, but that they cannot fully use it because they are short staffed. Ms. Stein responded that this vehicle was actually being used as a substitute vehicle for senior outreach while the bookmobile for seniors was in the shop for maintenance work.

Ms. Freeman then asked Ms. Stein to give a brief update on where the bookmobile is going. The big van and the little vehicle are going to 52 youth centers a month for a couple of hours each. She added that it may not sound like much, but one must factor in the amount of time it takes to load the vehicle at the library, drive to the site, unload at the site, present the program, load the vehicle for return to the library, drive back to the library, and unload once back at the library. She said the time for all of this really adds up to which Mr. Farrar agreed. Ms. Stein added that they cannot add anything further to the schedule at this time because they cannot take any more staff from other departments while the Summer Reading Program is in full progress.

Mr. Bardwell then asked Ms. Stein for a monthly report on bookmobile/outreach vehicle usage similar to the other statistical reports that the Library Board is given. He said he would like the report to outline the activities and schedules of these vehicles by day. Ms. Stein said the places they visit change frequently. Mr. Farrar said they can provide the Board with a report that lists various categories. Ms. Freeman said they just need a report that is an overview showing the progress of the program, without a lot of detail. Ms. Stein said she will add the service to the seniors to the report.

Mr. Gordon asked Ms. Stein to confirm that the bookmobile usage is not listed in the Gate Count report they receive to which Ms. Stein replied that the gate count does not include the bookmobiles. Mr. Gordon then said that is all the more reason to document the usage of the outreach vehicles to show the impact they are having in the community. Mr. Bardwell said he'd like them to indicate in this report how many people are present at each site they visit. Mr. Gordon said he would also like to know about the number of requests that are made for outreach services that they are not able to accommodate so that the Board can know what the demand really is for this service.

There were no further comments, and so with no further business, the meeting was adjourned on a motion by Ms. Tomlinson, seconded by Mr. Bardwell at 4:30 p.m.

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Kizzy Payton, President

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David Farrar, Library Director

## MEMORANDUM

**DATE:** June 16, 2011

**TO:** Library Board of Control

**FROM:** David Farrar  
Library Director

**SUBJECT:** Construction Report

### Goodwood Main Library

- Mr. Ken Tipton, architect with The Library Design Collaborative reported on June 8<sup>th</sup> for The Library Design Collaborative on the Goodwood Main Library that the City-Parish Department of Public Works (DPW) has indicated that they will advertise the project for bidding in *The Advocate* on June 17<sup>th</sup> and 24<sup>th</sup>, as well as July 1<sup>st</sup>, 8<sup>th</sup>, and 15<sup>th</sup>. On June 17<sup>th</sup> bid documents will be available both digitally and printed. Digitally they will be available at [www.bidx.com](http://www.bidx.com) and at [www.lettermansdigitalvault.com](http://www.lettermansdigitalvault.com) while printed drawings will be available at DPW Architectural Services, 1100 Laurel Street, Baton Rouge, LA between 7:30 am and 3:30 pm at a cost of \$150. A non-mandatory pre-bid meeting will be held at the Goodwood Main Library, 7711 Goodwood Boulevard, Baton Rouge, LA on July 18<sup>th</sup> at 9:00 a.m. in the Auditorium. Bids will be opened on August 2<sup>nd</sup>.

### Fairwood Branch Library

Mr. Richard Brown, architect with Bani, Carville & Brown, Inc., reported the following:

1. The low bidder for the Fairwood Branch Library project, KD Homes Builder, requested to withdraw their bid due to an error in calculation on their part. Bani, Carville and Brown, Inc. has been copied on a letter from Michelle McKee, City-Parish Director of Purchasing, accepting the request for withdrawal.
2. Bani, Carville and Brown, Inc. also understand that the Library will not be including Alternates for the construction plans.
3. Currently the bid has not been formally awarded, as the bids are making their way through the appropriate City-Parish channels for approval.

Below is a copy of the withdrawal letter from KDH Builder and the response from Ms. McKee.



223 N Randon St. New Orleans, LA 70119 • PH: 504-821-6113 • www.kdh-b.com

May 11, 2011

**Michele B. McKee, MBA, CPPB**  
**Director of Purchasing**  
City of Baton Rouge

**Subject: Fairwood Branch Library**

Dear Ms. Michele

After recalculating our bid, KD Homes Builder, LLC has reached the conclusion that a mistake has been made on the compilation of our bid. This mistake was caused by an unintentional arithmetic error associated with an unintentional omission of a quantity of work, labor, and materials.

**KD Homes Builder, has decided withdraw the bid;**  
3:00 pm (May 11, 2011)

Sincerely

A handwritten signature in black ink, appearing to read "A. Halaburda", with a stylized flourish at the end.

Andre Halaburda, AIA  
KD Homes Builder, LLC  
504-821-6113  
[kdl@kdh-b.com](mailto:kdl@kdh-b.com)

*kdh-belive.com*

General Contractor

05/11/2011 WED 14:41 [TX/RX NO 9709] 001





Project Estimate Form  
**Fairwood Branch Library**

KD H Builder  
**10-May-11**

		<b>SUB TOTAL</b>	
<b>A SUBSTRUCTURE</b>			
1010	Foundation		
1020	Special Foundation		
1030	Reinforced concrete		
2010	Site preparation and trench for foundation		
		\$ 209,956.71	\$ 209,956.71
<b>B SHELL</b>			
<b>B10 Superstructure</b>			
1010	Floor construction		
1020	Roof Construction		
		\$ 706,218.02	\$ 706,218.02
<b>B20 Exterior Enclosure</b>			
2010	Exterior walls		
2020	Exterior Windows		
2030	Exterior Doors		
		\$ 675,678.87	\$ 675,678.87
<b>B30 Roofing</b>			
3010	Roof Coverings		
3020	Roof Openings		
		\$ 87,800.08	\$ 87,800.08
<b>C INTERIORS</b>			
1010	Partitions		
1020	Interior door		
1030	Fittings		
2010	Stair Construction		
3010	Wall finishes		
3020	Floor finishes		
3030	Ceiling Finishes		
		\$ 744,391.97	\$ 744,391.97
<b>D SERVICES</b>			
<b>D10 Conveying</b>			
1010	Stairs		
		\$ 133,608.82	\$ 133,608.82
<b>D20 Plumbing</b>			
2010	Plumbing fixtures		
2020	Water distribution		
2040	Rain water drainage		
		\$ 95,434.87	\$ 95,434.87

General Contractor



<b>D30 HVAC</b>			
3010	Energy supply		
3030	Cooling generating systems		
3050	Terminal & package units		
3090	Other HVAC sys & equipment	\$ 629,870.13	\$ 629,870.13
<b>D40 Fire Protection</b>			
4010	Sprinklers		
4020	Standpipes	\$ 76,347.89	\$ 76,347.89
<b>D50 Electrical</b>			
5010	Electrical service / distribution		
5020	Light & ranch wiring		
5030	Communications & security		
5090	Other electrical system		

458,087.37 \$ 458,087.37

<b>BUILDING SUB TOTAL</b>	\$ 2,803,000.00	\$ 3,817,394.72
Sales Tax	\$ -	\$ -
General Conditions 10% x Subtotal	\$ 280,300.00	\$ 381,739.47
Overhead 5%	\$ 3,083,300.00	\$ 4,199,134.20
	\$ 154,165.00	\$ 209,956.71
	\$ 3,237,465.00	\$ 4,409,090.91
Profit 10% x Subtotal B	\$ 323,746.50	\$ 440,909.09
	\$ 3,561,211.50	\$ 4,850,000.00

<b>TOTAL PROJECT COST</b>	<b>\$ 3,560,000.00</b>	<b>\$ 4,850,000.00</b>
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General Contractor

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Deumite Construction, L.L.C. (Baton Rouge, LA)	43152						
E. Jacob Construction, Inc. (Baton Rouge, LA)	41150						
Faulk & Meek General Contractors, L.L.C. (Baton Rouge, LA)	49469						
✓ Frank A. Anzalone General Contractors, Inc. (Independence, LA)	6652	-	✓	4,612,000.00	98,500.00	232,000	78,000.00
Guy Hopkins Construction Co., Inc. (Baton Rouge, LA)	18310						
J.F. Juge Construction Company, Inc. (Prairieville, LA)	9126						
Joffrion Commercial Division General Contractors, L.L.C. (Baton Rouge, LA)	40957						
✓ K. D. Homes (New Orleans, LA)	44719	✗	✓	3,560,000.00	180,000.00	40,000.00	120,000.00
✓ Lincoln Builders of Baton Rouge, Inc. (Ruston, LA)	48570	-	-	4,695,000.00	148,000	252,000.00	61,680.00
✓ Miremont - Schoonmaker Construction Co., Inc. (Baton Rouge, LA)	11302	✓	✓	5,669,000.00	229,000	178,000.00	13,000.00
Omega General Construction, LLC (Chalmette, LA 70043)							
Patin Construction Group, L.L.C. (Prairieville, LA)	41102						
✓ Select Building Systems, Inc. (San Antonio, TX)	33973	✓	✓	4,608,000.00	88,000.00	139,000	58,000.
Stafford Construction Company, Inc. (Walker, LA)	10500						
✓ Stuart & Company General Contractors, LLC (Baton Rouge, LA)	40689	✓	✓	4,491,000	99,000.00	181,600.00	65,000.00
MBD	25582	-	-	5,124,000.	114,000.	60,000	66,000

NEW FAIRWOOD BRANCH

BID TABULATION SHEET

PROJECT NO. 11-ASC-CP-1005

ADDENDA 6

ESTIMATE \$4,416,610.00

BID OPENING DATE:

May 10, 2011 2:00pm

Bidders	Lic No.	Add.	Bid Bond	Amount	Alternate No. 1	Alternate No. 2	Alternate No. 3
Airtrol, Inc. (Baton Rouge, LA)	2						
Alarmtechs, Inc of Texas (Katy, TX)	47857						
Axcess Construction Management Services, Inc. (Mandeville, LA)	20840			5,159,131.00	-	-	-
Bayou Fabricated Products, Inc. (Port Allen, LA)	34390						
Buquet & Leblanc, Inc. (Baton Rouge, LA)	93						
Cangelosi Ward General Contractors, L.L.C. (Baton Rouge, LA)	16607						
Case Construction, L.L.C. (Mobile, AL)	54581						
Charles Carter Construction Company, Inc. (Baton Rouge, LA)	33302						
Construction Technologies, L.L.C. (Baton Rouge, La)	48592						
Core Construction Group, L.L.C. (Lafayette, LA)	45118						
Covenant General Contractors, Inc (Baton Rouge, LA)	42486						
D. Honore' Construction, L.L.C. (Baton Rouge, LA)	33870						
D.K. Contractors, Inc. (Plaquemine, LA)	35614						

May 24, 2011

Mr. Andre Halaburda, AIA

KD Homes Builder, LLC

223 N. Rendon Street

New Orleans, LA 70110

RE: **New Fairwood Branch Library; City-Parish No. 11-ASC-CP-1005**

I am in receipt of your faxed letter dated May 11, 2011, requesting to withdraw your bid for the above mentioned project. In accordance with RS 38:2214 (C) which reads: "Bids containing patently obvious, unintentional, and substantial mechanical, clerical, or mathematical errors of unintentional omission of a substantial quantity of work, labor, material, or services made directly in the compilation of the bid, may be withdrawn by the contractor if clear and convincing sworn, written evidence of such errors is furnished to the public entity within forty-eight hours of the bid opening excluding Saturdays, Sundays, and legal holidays. Such errors must be clearly shown by objective evidence drawn from inspection of the original work papers, documents, or materials used in the preparation of the bid sought to be withdrawn. If the public entity determines that the error is a patently obvious mechanical, clerical, or mathematical error, or unintentional omission of a substantial quantity of work, labor, material, services, as opposed to a judgment error, and that the bid was submitted in good faith it shall accept the withdrawal and return the bid security to the contractor."

It was determined that there was a miscalculation when tallying up amounts for the building sub-total. As per the attached clarification, the amount originally submitted totalled, \$2,803,000.00. When re-calculating the building sub-total totals, the cost should have been \$3,817,394.72. In turn, this obvious error would change the total cost of the project.

Bids opened on May 10, 2011 at 2:00 p.m. and your request was submitted within the required time limits, therefore The City of Baton Rouge has officially withdrawn your bid from the above mentioned project. As permitted by law, we are returning the enclosed original bid bond that was submitted with your bid.

Enclosure

Sincerely,

Michele B. McKee, MBA, CPPB

Director of Purchasing

cc: Bob Abbot, Parish Attorney  
Ashley Beck, Parish Attorney  
Jim Frey, Architectural Services  
File

## **Rouzan Branch Library**

Mr. Mike Sullivan, architect with Looney Ricks Kiss/LRK LLC, reported that

1. Construction documents are at 90 percent complete, with final Library staff comments and revisions to be picked up this month.
2. A construction document review meeting with Library staff is scheduled for the week of June 13, 2011 with final comments to be completed after this meeting.