

TENTATIVE 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**  
NOVEMBER 17, 2011  
**4:00 P.M.**

I. ROLL CALL

II. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF OCTOBER 20, 2011

III. REPORTS BY THE DIRECTOR

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

IV. OLD BUSINESS

- A. REPORT AND DISCUSSION OF MEETING WITH 2590 ASSOCIATES REGARDING ALTERNATE ACCESS TO ROUZAN BRANCH LIBRARY SITE, DOTD COMMUNICATIONS AND INFRASTRUCTURE TIMELINE – MR. LAURENCE LAMBERT AND MR. DAVID FARRAR

V. NEW BUSINESS

- A. ACCEPT AND VOTE ON THE CONSTRUCTION DOCUMENT PACKAGE FOR THE ROUZAN BRANCH LIBRARY – MR. MICHAEL SULLIVAN – LOONEY, RICKS, KISS/ LRK, LLC - MR. DAVID FARRAR
- B. CONDUCT ANNUAL PERFORMANCE EVALUATION OF LIBRARY DIRECTOR - MS. KIZZY PAYTON

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

November 17, 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 November 17, 2011. Ms. Kizzy Payton, 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; Ms. Tanya Freeman; Mr. Laurence Lambert; 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. Mr. Rip Manint of the Parish Attorney's Office; and Captain Blair Nicholson, of the East Baton Rouge Parish Sheriff's Office were also present. Mr. Tommy Spinosa, Jr. for 2590 Associates and Mr. Mike Sullivan, architect with Looney Ricks Kiss LLC were also in attendance. Mr. Greg Garland, reporter, and Mr. Brenden Neville, photographer both with *The Advocate*; and Mr. Mike Davis, videographer with Metro 21 along with several people from the community were also at the meeting.

Ms. Payton opened the meeting by asking for the approval of the minutes of the regular meeting of the Library Board on October 20, 2011. The minutes were unanimously approved on a motion by Ms. Freeman, seconded by Mr. Lambert with three corrections.

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

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

Ms. Payton 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 October 31, 2011 shows operating expenditures of \$22,322,038.23 or 65% of the operating budget. Through the end of October, the Library should have spent no more than 83% of the operating budget. Cash collections from property taxes for 2011 have stabilized as we nearly at \$320,000 and 0.90% higher than the same eleven months in 2010.

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

Mr. Farrar said that pre-construction work has begun on the new Goodwood Main Library. Dirt has been moved, a construction trailer and several heavy equipment vehicles are on site. A construction site fence has also been installed. He invited the Board members and the public to drive by and see the progress.

Mr. Farrar noted that on the Fairwood Branch Library project the building pad has been processed and compacted, footings have been dug for the interior columns, and conduit and plumbing to be installed under the slab is being cut in. The drive way is being prepared for the pouring of the concrete.

Regarding the Rouzan Branch Library at this meeting today the Rouzan team will present the construction documents to the Library Board for their consideration and acceptance.

Mr. Farrar then said that Washer, Hill, Lipscomb, Cabaniss (WHLC) Architects are continuing to negotiate with the City-Parish Department of Public Works on the contract for the River Center Branch Library. Once the contract has been agreed upon by these two parties, it will be submitted to the Metropolitan Council for their approval. The projected date for Council action is the first meeting in December.

Mr. Farrar noted that the gate count and circulation statistics remain high. The East Baton Rouge Parish Library leads the State in database usage.

Mr. Farrar then discussed the services of the Library's Computer Department. He said that department is headed by Ms. Emilie Smart who is the Librarian IV Coordinator for the Reference Division. He asked this department several months ago to replace all of the patron computers along with staff computers throughout the system earlier this year. This project has been completed in a very timely manner. Mr. Farrar wanted the Board and the public to meet these employees who have ensured that our patrons have the best technology available for their information access needs. He asked Ms. Smart to introduce her staff.

Ms. Smart said these employees did an outstanding job. She said she is new to this job and they have been very helpful and cooperative. She introduced Mr. Brian Thornhill, PC LAN Administrator, who supervised the installation. She noted that Mr. Thornhill has done great work and began employment at the Library in April of this year. Mr. Farrar added that Mr. Thornhill's position is one of the new ones approved by the Board. Mr. Mike Brandyberry and Mr. Josh Nordruft are both PC LAN Specialists. Mr. Robert Miles is one of the Network Technicians who has been employed by the Library Computer Department for twenty years. Mr. David Lewis is the other Network Technicians. He used to work in the Reference Division at the Main Library before moving to Computer Services three years ago. The Board and the public applauded these employees.

Mr. Farrar said that the Library Board gave him permission to move ahead with a recruitment effort to offset the loss of candidates for employment at our Library that could occur should the Louisiana State University School of Library and Information Science (LSU/SLIS) close. He said that Ms. Louise Hilton, one of the new Librarian I's is at the meeting today. He added that she has three degrees, a Bachelor's in French, a Master's in Library Science and one in history. He noted that she is fluent in Portuguese, and French and some Italian and Spanish. He noted that she held internships at the National Archives in Washington, D.C., the Truman Presidential Library in Independence, Missouri, and the Academy of Motion Picture Arts and Sciences at the Margaret Herrick Library in Beverly Hills. Mr. Farrar added that she is an example of the

caliber of librarian that is attracted to our Library system. He said that Ms. Hilton is working with Ms. Mary Stein who is highly qualified to mentor Ms. Hilton in librarianship.

Mr. Farrar then spoke of Chief Thomas Woods who passed away on November 8<sup>th</sup>. He was the first African-American Fire Chief for Baton Rouge and Baker. He was a Metropolitan Councilman and a Mayor Pro-tem and well as serving as a member of the Patrons of the Public Library (POPL) Board and attended Library Board meetings for many years. He asked that they remember Chief Woods and his family at this time of grieving.

Mr. Farrar then asked Ms. Stein to make her presentation. She said she would present *Around the Parish for October/November in 90 Seconds* first.

Ms. Stein's October/November presentation highlighted some of the following activities:

- Kick-off of the *Geek the Library* Campaign sponsored by OCLC and the Bill and Melinda Gates Foundation at Louisiana State Book Festival
- *Geek the Library* asks what you geek (love) and shows how the Library supports what you love.
- Obituaries on-line from 1979 going back to 1965
- Marketing of the Library airing on myBRTV and WBXH
- Pride-Chaneyville Branch Community History Day
- New Patron Computers throughout the System
- Study Groups meet at Scotlandville Branch Library
- LSU/SLIS students created "how-to" podcasts to assist patrons with digital media and a live help desk for using e-readers
- Construction progress at the Main Library and Fairwood Branch and maintenance at the branches
- Résumé writing workshop at Carver Branch taught by Anne Nowak from River Center Branch Career Center
- Bookmobile visits Seniors at St. James Episcopal
- Staff dress up for Halloween and for Mother Goose Day at Main Library
- Teen Quiz Bowl at Zachary Branch- The Battle of the Books
- Thank You Notes to Library Staff from Teens at Woodlawn High School

Ms. Stein then told the Board that she has a Geek pack for each of them containing a Geek button, a t-shirt, and some other items so that they can begin "geeking" it up at the Library. The campaign will last at least eighteen months and end at the anniversary year for the Library. Ms. Stein distributed the packets.

Then Mr. Farrar next asked Ms. Husband to give an update on maintenance projects at the Library branches. The installation of new partition walls for the meeting rooms at the Bluebonnet Regional Branch and the Jones Creek Regional Branch Libraries has been completed. Also for the Jones Creek Branch, a purchase order has been issued for the new sliding glass front doors which will be installed early next year, and the bid for the lighting project has been awarded. An Energy Management System (EMS) audit will be done at the Baker Branch Library, while the audit has been completed at the Scotlandville Branch Library and repairs have been made.

Mr. Berry, a member of the public, asked to make a comment on the presentation that Ms. Stein gave. He said that he attended the Louisiana State Book Festival and witnessed the *Geek the Library* kick-off. He added that Ms. Tameka Roby, a Library employee with the bookmobile, strongly encouraged him to sign the geek board indicating what he loves. Mr. Berry said he “geeked” the Library because he loves the Library system contrary to what many people think. He added that he attends the Board meetings because he wants the Library to be the best that it can be. Ms. Payton thanked Mr. Berry for his comment.

## **Old Business**

### **A. Report and Discussion of Meeting with 2590 Associates regarding Alternate Access to Rouzan Branch Library Site, DOTD Communications and Infrastructure Timeline – Mr. Laurence Lambert and Mr. David Farrar**

Ms. Payton then read item A under *Old Business* and said that last month she asked Mr. Lambert to meet with 2590 Associates and the State Department of Transportation and Development (DOTD) on the Rouzan project and how the Library might move forward. She said after Mr. Lambert speaks they would allow public comments. Mr. Lambert said he, Mr. Tommy Spinosa and Mr. Farrar met and had a conference call with Mr. Spinosa’s traffic engineer. He has submitted their traffic reports so that is now underway. Mr. Lambert reviewed the required steps in order to obtain a permit. The steps involve submitting a traffic impact study, the State issuing a letter of compliance, the applicant accepting the letter and then submitting an application for a permit to construct the driveway. Mr. Lambert noted that originally he was told by DOTD that they would not allow a temporary driveway permit, but he has discovered that a new rule that was implemented in September allows for a temporary driveway permit. He added that the Library will be able to access the parcel of land that Mr. Spinosa donated to the Library for the purpose of construction.

Mr. Lambert then said that Mr. Spinosa has agreed to begin the construction of the driveway and the associated utilities once construction of the library begins. He said assuming the Board accepts the construction documents they can then begin the bid process to hire a contractor for the construction of the building. Mr. Lambert added that Mr. Farrar confirmed with the City-Parish Department of Public Works (DPW) that they would be required to apply for the temporary driveway.

Ms. Freeman asked about the timeline for getting started with this project and actually having access to the property. Mr. Lambert replied that once the Board accepts the construction documents it will take DPW a couple of months to issue the RFQ in order to obtain bids for a contractor. Once DPW reviews the bids submitted, chooses a contractor and negotiates a contract, the Library can break ground. He said that the driveway permit process would take 30 to 60 days to complete.

Ms. Payton asked for comments from the public on this topic. Mr. Berry said he had prepared his comments assuming that Mr. Spinosa would not be present. However, since he is in attendance that would alter Mr. Berry’s statements, so he hoped that he would be allowed to

speak a little over the three minute limit if needed. Mr. Berry said that Mr. Spinosa promised to give land to the Library for construction of a branch over six years ago with five different start dates, and to date nothing has taken place. He added that no consequences were enforced by the Library Board. Recently the Board has taken up this issue wondering what course of action to take. He said it appears that the Board has taken on the job of construction managing including permitting for an access road. Mr. Berry said he believes the engineering should be the responsibility of the developer who said he would do this over six years ago. He noted that someone in the audience suggested the Library pay for the infrastructure on this non-public site with public funds. He said he wanted to compare this to a story in *The Advocate* in which the Ascension Parish School Board paid for water service to the development so that the school could open on time. The developer agreed to reimburse the school system for the water service fee. The developer did not pay the fee and the Parish Attorney said they would be one of many creditors trying to collect from the developer. Mr. Berry said the parallels of this story are very similar to the Rouzan project and the Library Board. He added that as a citizen of the parish and resident living near the Rouzan site, he can see this scenario providing another delay in building the branch library.

Ms. Payton then told Mr. Berry that his time was up. She noted that he had already spoken for four minutes and Mr. Lambert and Mr. Gordon agreed with Ms. Payton. Mr. Berry disagreed and said he timed his speech prior to this meeting. Mr. Lambert told Mr. Berry that they gave him three minutes plus one minute for his preparatory comments. Mr. Berry asked to finish his statement which Ms. Payton allowed. Mr. Berry said that the Library Board should either discontinue the Rouzan project or take action to require Mr. Spinosa to proceed with the infrastructure without further delay.

Ms. Payton asked if there were any additional comments by the public. As there were none, she asked the Board members if they had any additional comments or questions. Ms. Freeman asked when they could submit the permit application. Mr. Lambert answered that he believes they could start that process at any time. But he said he would recommend they wait until they get a bid from a contractor.

## **New Business**

### **A. Accept and Vote on the Construction Document Package for the Rouzan Branch Library – Mr. Michael Sullivan – Looney, Ricks, Kiss/LRK, LLC - Mr. David Farrar**

Ms. Payton read item A under *New Business*. Then she said Mr. Michael Sullivan, architect with Looney, Ricks, Kiss/LRK, LLC is present. Ms. Payton asked Mr. Farrar to make his comments. Mr. Farrar thanked the architecture team that frequently met with the Library staff for their hard work in producing this design. He added that is very original and speaks to the needs of the parish and what patrons expect from our Library system.

Mr. Sullivan then spoke and said they consulted with the Library staff on the design of the building and the furnishings and fixtures for the building. At this time they are ready to present the construction documents to the Board for their approval so that DPW can then proceed with the creation of the bid package for the selection of a contractor.

Mr. Sullivan noted that they have selected several representative drawings which are projected now for the Board's review and questions. Ms. Payton asked if any Board members had any questions for Mr. Sullivan. Ms. Freeman said they had previously discussed the building being white and the maintenance involved. She said the building is beautiful, but she has one recommendation which is that she would prefer that the color of the building be a sand tone color rather than white. The white color makes the building look like a plantation house. Ms. Freeman said the sand tone or similar color would require less maintenance and fit in nicely in that project. Mr. Sullivan replied that they can look at the color studies to which Ms. Freeman thanked him.

There being no other questions, Ms. Payton thanked Mr. Sullivan. Ms. Payton asked if there were any public comments. There being none Ms. Payton asked if there was a motion to accept the construction documents for the Rouzan Branch Library. Mr. Bardwell made the motion which was seconded by Mr. Lambert. With no further comments the motion passed unanimously.

#### **B. Conduct Annual Performance Evaluation of Library Director - Ms. Kizzy Payton**

Ms. Payton read item B. She asked Ms. Freeman to head the effort of conducting the annual performance evaluation of Mr. Farrar. She said they would like to conduct the evaluation in a couple of weeks at a special Board meeting. The Board agreed to meet in the board Room at the Main Library on Wednesday, November 30<sup>th</sup> at 4:00 p.m.

Mr. Gordon said that the Board would have the option of meeting in Executive Session when conducting the evaluation and that the public should be made aware of this. Ms. Payton agreed and said that she had just received an e-mail from Ms. Dawn Guillot of the Parish Attorney's Office with the legal wording for announcing the Executive Session on the meeting agenda. Ms. Payton added that Mr. Manint and Mr. Gordon have been sent this e-mail also. She added that she would forward the e-mail to all the Board members.

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

Ms. Payton then asked if there were any comments by the Board. Ms. Freeman said that through Ms. Stein's report she is happy to see that the managers and staff are serving the needs of the community. It is evident that they do a phenomenal job and she thanked them.

Ms. Freeman also said that Mr. Tommy Spinosa is present at this Board meeting as the Board had requested. She thanked him for coming and asked if he wished to make any comments to the Board. Mr. Spinosa said that he, as a representative of the Rouzan development, is excited that the Board accepted the plans for the library. He noted that they had a great meeting with Mr. Lambert and the traffic engineers. He added that they would do everything they can in this effort and will be a partner in this project looking forward to getting this library built.

Mr. Gordon said that in regard to the Louisiana State Book Festival, he would like to express gratitude to Lieutenant Governor Jay Dardenne for restoring the Book Festival. He said this is not about politics as this decision was made prior to the election this coming Saturday. It is about doing the right thing. He added that it was well attended. He thanked the Library staff and the staff of the State Library for their efforts.

There were no further comments, and so with no further business, the meeting was adjourned on a motion by Ms. Freeman, seconded by Ms. Tomlinson at 4:50 p.m.

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Kizzy Payton, President

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David Farrar, Library Director



## **MEMORANDUM**

**DATE:** November 17, 2011

**TO:** Library Board of Control

**FROM:** David Farrar  
Library Director

**SUBJECT:** Construction Report

### **Goodwood Main Library**

Steve Jackson, architect with Cockfield Jackson Architects reported the following on November 7, 2011 for The Library Design Collaborative on the Goodwood Main Library.

1. The Notice to Proceed was issued for a November 1, 2011 construction start date.
2. The architects have met with representatives from Milton J. Womack, Inc., the contractor for the project, on the job site to establish construction fence locations and protected areas.
3. Representatives from the LEED team, the design team and the owner have met to review the entire LEED and commissioning process.
4. Milton J. Womack, Inc., will submit by end of the week of November 7, 2011, a subcontractor list, a schedule of values, a submittal schedule, and the first payment application.
5. The first monthly meeting will take place on Nov 17, 2011, one week before the regular date of November 24<sup>th</sup> because of the Thanksgiving holiday.
6. Mr. Jim Frey, architect with the City-Parish Department of Public Works is coordinating with Multivista, the company that will provide construction photo documentation, to get them set up to begin their work.
7. The installation of the construction fence around the job site has begun this week.



Installation of Construction Site Fencing 110911



Construction Site Trailer 110911



Installation of Construction Site Fencing 110911







Construction Site Trailer 110911



Construction Site Perimeter 110911

## Fairwood Branch Library

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

		<p>3718 Government St. Baton Rouge, LA 70806 Phone: 225-343-2267 Data/Fax: 225-343-8929 Email: info@bcbaa.com</p>	
<h3>Construction Report for week #10</h3>			
<b>Job Name:</b> Fairwood Branch Library		<b>Inspector:</b> n/a	
<b>Date:</b> October 20, 2011		<b>Time:</b> 10:30am	
<b>Weather Condition:</b> sunny – 65°		<b>Contractor:</b> Stuart & Company	
<b>Job Superintendent:</b> Darren Thibodeaux		<b>Report prepared by:</b> James ("Jes") Sanders - Bani, Carville & Brown Architects	
<p><b>Attendees:</b> Jes Sanders, Bani, Carville and Brown, AIA LJ Landry, Triple-T Electric Chris Jaubert, Stuart &amp; Co. Darren Thibodeaux, Stuart &amp; Co.</p>			
<ol style="list-style-type: none"><li>1. The building pad has been processed and compacted to the appropriate elevation.</li><li>2. Footings have been dug for all of the interior columns. Reinforcing steel has been placed in for all of the interior columns. As well, the base concrete has been set, and forms are being constructed for the columns.</li><li>3. Perimeter grade beams are currently being excavated.</li><li>4. Conduit and plumbing to be installed under-slab is currently being cut in.</li><li>5. The 8" drive is being prepared for the concrete pad.</li><li>6. Site drainage continues to be installed.</li><li>7. Bani, Carville &amp; Brown, Stuart &amp; Co., and Triple-T electric met to begin detailed coordination of future electrical conduit and lighting installations.</li><li>8. A representative from Entergy was also on hand to locate the permanent power poles for the project.</li></ol>			
			
			
			

## Construction Report for week #11

<b>Job Name:</b> Fairwood Branch Library	<b>Inspector:</b> n/a
<b>Date:</b> October 25, 2011	<b>Time:</b> 10:30am
<b>Weather Condition:</b> sunny – 75°	<b>Contractor:</b> Stuart & Company
<b>Job Superintendent:</b> Darren Thibodeaux	<b>Report prepared by:</b> James ("Jes") Sanders - Bani, Carville & Brown Architects

**Attendees:**

Jes Sanders, Bani, Carville and Brown, AIA

Chris Jaubert, Stuart & Co.

Darren Thibodeaux, Stuart & Co.

1. The footings beneath the pedestals have been poured. Pedestals are currently being formed, and rebar is anchored in to the footings
2. Grade beams are nearly completely dug out; rebar has not been placed.
3. The under-slab piping and conduit is to be installed over the course of the next week, prior to the slab being poured.
4. The earth pad for the 8" parking slab is nearly complete. This portion of the parking lot is to be installed before the rest of the parking in order to be used as a staging area.
5. Much of the parking and road has been graded.
6. Drainage, junctions and catch-basins continue to be installed.



## Construction Report for week #12

<b>Job Name:</b> Fairwood Branch Library	<b>Inspector:</b> n/a
<b>Date:</b> November 1, 2011	<b>Time:</b> 1:30pm
<b>Weather Condition:</b> sunny - 70°	<b>Contractor:</b> Stuart & Company
<b>Job Superintendent:</b> Darren Thibodeaux	<b>Report prepared by:</b> James ("Jes") Sanders - Bani, Carville & Brown Architects

**Attendees:**

Richard Brown, Bani, Carville and Brown Architects

Jes Sanders, Bani, Carville and Brown, AIA

Chris Jaubert, Stuart & Co.

Darren Thibodeaux, Stuart & Co.

Greg Biven, DPW

Tim Bankston, East Baton Rouge Parish Library

1. The pedestal footings have all been poured (interior of slab).

The rebar for the pedestals is projecting above the footings, and the pedestals have been formed.

2. The earth-formed grade beams have all been dug out. Re-

bar for these footings is currently being installed.

3. Under-slab piping and electrical conduits are being installed.

4. Footings and grade beams are to be poured within approximately one week.

5. A representative from 3M, the provider of the security gates, visited the site to coordinate the power and date layout for the installation of their product.



	<p>3718 Government St.          Baton Rouge, LA 70806          Phone: 225-343-2267          Data/Fax: 225-343-8929          Email: info@bcbala.com</p>
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## Construction Report for week #13

<b>Job Name:</b> Fairwood Branch Library	<b>Inspector:</b> n/a
<b>Date:</b> November 8, 2011	<b>Time:</b> 10:30am
<b>Weather Condition:</b> overcast - 65°	<b>Contractor:</b> Stuart & Company
<b>Job Superintendent:</b> Darren Thibodeaux	<b>Report prepared by:</b> James ("Jes") Sanders - Bani, Carville & Brown Architects

1. The perimeter grade beams have all been formed and re-bar installed. The structural engineers has inspected and approved the installation of the re-bar.
2. Stuart & Co. is currently pouring the footings and grade beams.
3. Main utility lines have been stubbed up to their planned-for locations.
4. Conduits and pipes for under-slab utilities are to be installed in the near future. This includes concrete pads for, and placement of, the electrical floor boxes.
5. The earth pad for the 8" drive has been prepared. Stuart & Co. will pour this pad in the upcoming weeks – but not the entire parking lot – in order to use this as a staging area.





## **Rouzan Branch Library**

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

1. A presentation of construction documents to the Library Board of Control will be made on November 17, 2011.