

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
JANUARY 17, 2013
4:00 P.M.

I. ROLL CALL

II. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF DECEMBER 20, 2012

III. REPORTS BY THE DIRECTOR

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

IV. NEW BUSINESS

- A. INTRODUCTION OF NEW LIBRARY DIRECTOR, MR.SPENCER WATTS – MS. KIZZY PAYTON
- B. TO VOTE TO ELECT OFFICERS FOR THE LIBRARY BOARD OF CONTROL FOR 2013 – MS. KIZZY PAYTON
- C. LOUISIANA LIBRARY ASSOCIATION CONFERENCE – MR. SPENCER WATTS
- D. NATIONAL ENDOWMENT FOR THE HUMANITIES (NEH) MUSLIM JOURNEYS BOOKSHELF AWARD - MR. SPENCER WATTS
- E. 2012 ANNUAL REPORT HIGHLIGHTS - MR. SPENCER WATTS

V. COMMENTS BY THE LIBRARY BOARD OF CONTROL

ALL MEETINGS ARE OPEN TO THE PUBLIC

IN ACCORDANCE WITH THE BOARD'S PUBLIC COMMENT POLICY, ALL ITEMS ON WHICH ACTION IS TO BE TAKEN ARE OPEN FOR PUBLIC COMMENT, AND COMMENTS AND QUESTIONS MAY BE RECEIVED ON OTHER TOPICS REPORTED AT SUCH TIME AS THE OPPORTUNITY IS ANNOUNCED BY THE PRESIDENT OF THE BOARD OR THE PERSON CONDUCTING THE MEETING.

Minutes of the Meeting of the

East Baton Rouge Parish Library Board of Control

January 17, 2013

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 Jan. 17, 2013. Ms. Kizzy Payton, President of the Board called the meeting to order at 4:02 p.m. Members of the Board present were Mr. Stanford O. Bardwell, Jr., Mr. Charles P. "Chip" Boyles, II, Ms. Tanya Freeman, Ms. Melanie Way and Mr. Travis Woodard. Absent from the meeting was Board Treasurer, Mr. Jason Jacob. Also in attendance were Mr. Spencer Watts, Library Director; Ms. Patricia Husband, Assistant Library Director of Branch Services; Ms. Mary Stein, Assistant Library Director of Administration; Ms. Rhonda Pinsonat, Library Business Manager; Mr. Ronnie Pierce, Assistant Library Business Manager; Ms. Liz Zozulin, Executive Assistant to the Library Director; Mr. Brian Thornhill, Library LAN Administrator; and Ms. Sarah Crawford, Library Public Relations Coordinator. Captain Blair Nicholson of the East Baton Rouge Parish Sheriff's Office, Mr. Leo D'Aubin, of the Parish Attorney's Office; and Mr. Mike Sullivan, architect with Looney, Ricks, Kiss, LLC; were also present. Mr. Faimon Roberts, III, reporter, and Mr. Rick Hannon, photographer both with *The Advocate*, and Mr. Frank Hillyard, videographer for Metro 21 also attended along with several people from the community.

Ms. Payton asked Ms. Zozulin to take the roll which she did. She then asked for the approval of the minutes of the regular meeting of the Library Board on December 20, 2012. The minutes of the meeting were unanimously approved on a motion by Mr. Woodard, seconded by Ms. Freeman.

Reports by the Co-Directors

A. Financial Reports

Ms. Payton asked Ms. Pinsonat to present the financial reports. Ms. Pinsonat said that the Statement of Revenues, Expenditures, and Encumbrances as of December 31, 2012 show operating expenditures of \$26,422,428.07 or about 79.24% of the operating budget. In the next few months, this total will change slightly as final charges to 2012 are recorded by the City-Parish Finance Department. Cash collections from property taxes for 2013 are surprising as the Library is \$611,000 and 2.34% under what was collected in January 2012. The Library Business Office will monitor this revenue closely in hopes that the amount collected will resume its normal 2-3% increase over the previous year. Ms. Pinsonat added that she e-mailed the Finance Director about this decrease. The Finance Director was not concerned noting that it indicated that some residents had not paid their property tax timely. Ms. Payton asked if this has ever happened before to which Ms. Pinsonat said yes. Mr. Woodward asked for a confirmation that the Library collected \$611,000 less this January than last January. Ms. Pinsonat affirmed his statement.

B. System Reports

Ms. Payton asked Ms. Stein to present the system reports. Ms. Stein gave her PowerPoint presentation, *Around the Parish in 90 Seconds* which included the months of December and January. The following were some of the highlights:

- Mr. Spencer Watts began employment as the Library Director on January 14, 2013.
- EBRPL has a new niche database containing performances, interviews, classes and documentaries for those interested in dance and opera.
- On January 15, 2013 Mr. Richard Brown, architect for the Fairwood Branch Library gave Mr. Watts a tour of the building.
- New flooring in Children's Services at the Bluebonnet Regional Branch Library features gators and pirogues from the swamp.
- Mr. Mike Sullivan, architect for the Rouzan Branch Library met with Mr. Watts to review the design plans.
- Louisiana artist Hans Geist has designed, carved, painted and installed a garden mural at the Delmont Gardens Branch Library.
- The *One Book/One Community* read this spring will be the POEtry of Edgar Allan Poe.
- Shelving is being installed at the Fairwood Branch Library in anticipation of book arrivals on February 14th.
- Springshare, a library web technology vendor, is featuring EBRPL's Poe InfoGuide under their "Best of Libguides".
- The progress on the construction of the new Goodwood Main Library is being monitored with Multivista software.

Ms. Payton asked if there were any questions from the Board for Ms. Stein, and there were none.

C. Other Reports

Ms. Payton asked Ms. Husband to discuss the maintenance projects at the library. Ms. Husband gave the following report:

At the Main Library the facilities management staff have completed lighting preventive maintenance. At the Baker Branch Library they have installed access controls at the staff and equipment doors. At the Bluebonnet Regional Branch Library new flooring is being installed. The Children's area is a celebration of the nearby Bluebonnet Swamp.

At the Carver Branch Library the staff completed preventive maintenance on the energy management system, and programmed new time schedules into the system. At the Central

Branch Library they also completed preventive maintenance on the energy management system along with installing new access controls.

The facilities staff is preparing to also install new flooring at the Delmont Gardens Branch Library. A new mural was installed today. Preventative maintenance was also completed on the chiller. At the Eden Park Branch Library boiler and hot water pump repairs were completed.

At the Greenwell Springs Road Regional Branch Library the staff completed cooling tower repairs. Ms. Husband noted that they also completed preventative maintenance on the energy management system, and parking lot lighting maintenance. At the Jones Creek Regional Branch Library roof drain maintenance was finished.

The facilities management staff performed some lighting preventive maintenance at the Pride-Chaneyville Branch Library. At the Scotlandville Branch Library the hot water pump for heating was replaced and preventative maintenance on the mechanical equipment was completed.

Ms. Husband then reported on the construction projects. At the Fairwood Branch Library shelves are being installed. The punch list is approximately 60% complete. Much of the remaining work is exterior work which has been delayed due to the rainy weather.

Ms. Husband then talked about the Goodwood Main Library. She said the following items come from the architect's construction reports:

- 1) The steel structure is approximately 95% complete.
- 2) The exterior wall systems are approximately 27% complete.
- 3) The roofing is approximately 15% complete.
- 4) The mechanical system is approximately 70% complete.
- 5) The electrical work is approximately 20% complete.
- 6) The Monthly Owner's Meeting was held on December 20, 2012.
- 7) The butterfly roofing material is being installed.
- 8) Roofing insulation is being installed.
- 9) The curtainwall framing is being installed on the north face of the building.
- 10) Concrete block is being installed on the third floor.
- 11) The air barrier is being installed.
- 12) The following work is being installed:
 - a. Exterior gypsum board sheathing
 - b. Metal studs
 - c. Air barrier
 - d. Fireproofing
 - e. Plumbing piping
 - f. Mechanical duct
 - g. Sprinkler system piping
 - h. Electrical conduits and junction boxes.

Upcoming Work:

- 1) Zinc wall panel installation is expected to start this week.
- 2) Brick installation is expected to start within the month.

The furniture bid date is Thursday, January 24, 2014.

Ms. Husband noted the following in regard to the Rouzan Branch Library:

- Mike Sullivan met with Mr. Watts and the Assistant Directors this week to review the designs.
- Mr. Sullivan is receiving comments from DPW Architectural Services, and from the Library to incorporate in the floor plan and construction submittals. He will submit those revised documents to Mr. Jim Frey in DPW Architectural Services.
- Mr. Sullivan will also be submitting a waiver of Parking to Mr. Carey Chauvin of the DPW Permit and Inspection Division.

Ms. Husband asked Mr. Mike Sullivan, architect with Looney, Ricks, Kiss, LLC to make further comments on the Rouzan Branch Library. Mr. Sullivan said he is also working on DPW's permit review comments. He added that they have one more step to take which is with the Planning and Zoning Commission to request a waiver for the parking since the library's parking is not on the same parcel as the building. Mr. Sullivan noted that they are working with Mr. Frey on this issue.

Ms. Freeman then asked Mr. Sullivan if the Library is on schedule to meet the February deadline for beginning construction. Ms. Payton said that they are on target and that Mr. Woodard has a comment to make. Mr. Woodard replied that there are two different aspects of the project that are going on simultaneously. He said Mr. Sullivan is reporting on the status of the design plans for the library construction and not on the infrastructure work.

Mr. Woodard then said that Mr. Sullivan mentioned the parking waiver that they would need to obtain. He wanted to be sure that the Board and the public understand that this waiver is part of the final development plan for Rouzan and it is not a surprise or something new, but was intended all along. Mr. Sullivan agreed with Mr. Woodard.

Mr. Woodard then said he wanted to give an update regarding the infrastructure for the Rouzan project. He said the Library has entered into a revised cooperative endeavor agreement with Mr. Spinosa in which he agreed to provide a bond for the subdivision infrastructure needed for the branch library. In order to do that Mr. Spinosa had to get his plans completed. He has submitted those plans which have been reviewed and approved by DPW as of this week. He is scheduling his pre-construction meeting with the City which will release the permit that Mr. Spinosa must submit to the bonding company. Mr. Woodard said this part of the project is moving forward which will enable Mr. Spinosa to meet the February deadline.

Ms. Husband then said the last update she has to report on is the next step in the process of constructing the new River Center Branch Library. She said they are beginning to work with the architects on the design phase of the project. Mr. Bardwell asked about the building program for

the branch stating that the architects cannot design the building without a program. Ms. Husband noted that the architects submitted a preliminary program to them, and they made comments and revisions to the program last month. The architects will need to meet with them and incorporate those revisions into the program.

Mr. Woodard asked what the schedule was for the building program. Ms. Husband replied that she did not have an exact schedule, but that the architects would meet with them next week. So they could ask them for an official schedule to share it with the Board.

Mr. Bardwell asked if the Board will have the opportunity to review the program before the architects go into the design phase. Ms. Husband deferred the question to Mr. Watts who said that they always want to be sure that the Board feels comfortable with what is being discussed and planned with the architects. He will make sure the Board has the opportunity to see the program when they are further along in the process and the program is more defined. Mr. Watts said that before they make a commitment, the Board will be involved. At this point the staff is reviewing many ideas which are very detailed and more than the Board would probably want to review. He said when the Board does see the program they will be able to request that changes be made. Ms. Freeman agreed that the Board wants to see the design before it is completed in the event they want changes made.

Ms. Husband reminded the Board that they reviewed the design for the Goodwood Main Library. Mr. Woodard then told Mr. Watts that they want to see a schedule of when they will reach certain milestones in the various phases of design and construction. Mr. Watts replied that this was his first note that he needs to get a schedule for the Board.

Ms. Payton then asked for any public comments on the reports that were made. Mr. John Berry, a member of the community, asked to speak. He welcomed Mr. Watts and Mr. Boyles to the Library. He then said he wished to comment on the Rouzan Branch Library. He said that the Fairwood Branch Library project has been completed in 1½ years with a dedication planned for March 2013. He noted that the Goodwood Main Library should open in the spring of 2014 after 5½ years under design and construction. Mr. Berry said the Rouzan Branch project is in its 7th year with no groundbreaking date set and no established date of completion. He asked about the February deadline. Mr. Woodard replied that this is the deadline for Mr. Spinosa to post a bond for the construction of the infrastructure.

Mr. Berry asked why Mr. Spinosa was not present for this Board meeting. He also said that Mr. Spinosa has not met any deadlines so far. Mr. Berry added that the Board should tell the City-Parish Administration to end the project in Rouzan. He felt that Mr. Spinosa will not be able to keep his commitment to the Board because he owes money to many creditors like KeyBank and has filed for two bankruptcies in the past. Ms. Payton said that Mr. Spinosa has until February 15th to satisfy the conditions of the revised CEA. She added that many of the Board members have discussed this issue having decided to evaluate the situation when the deadline occurs as to whether they will give Mr. Spinosa an extension of time or how the project will be handled.

Ms. Freeman said that the Rouzan project should be an item on the February Board agenda and that Mr. Spinosa should be present for the meeting. Ms. Payton agreed with Ms. Freeman.

New Business

A. Introduction of New Library Director, Mr. Spencer Watts – Ms. Kizzy Payton

Ms. Payton proceeded to Item A under New Business. Ms. Payton welcomed Mr. Watts to Baton Rouge and to the Library. Ms. Payton said she knows that he has had a very busy first week. He has already met many members of the community. She asked Mr. Watts to make some comments.

Mr. Watts said he is delighted to be here. He said a lot is going on in the Library system and in our community. He noted that he can call it “our” community because he is part of it now. Mr. Watts added that he is also very happy to be here because the Library staff is hard working and producing good results. He could see that before he arrived, but since he has come it is even more evident. He added that he’s enjoyed meeting other community leaders and other key people in other City-Parish departments. Mr. Watts noted that he looks forward to working with everyone and that there is a great deal to accomplish. He said there will be challenges ahead, but he is ready to tackle those along with the Board.

Ms. Payton thanked Mr. Watts and again said that they were glad he has completed his first week on the job. Ms. Payton asked for public comments. There were none, so she proceeded to Item B.

B. To Vote to Elect Officers for the Library Board of Control for 2013 – Ms. Kizzy Payton

Ms. Payton read Item B and asked for nominations for President, Vice President and Treasurer of the Library Board for 2013. Mr. Bardwell made a motion to nominate Mr. Jason Jacob for Treasurer, Ms. Tanya Freeman for Vice President and Mr. Woodard for President. Ms. Way seconded the motion which passed unanimously. Ms. Payton congratulated the officers on their election and then turned the meeting over to Mr. Woodard. Mr. Woodard thanked the Board for their election of him for President.

C. Louisiana Library Association Conference – Mr. Spencer Watts

Mr. Woodard read item C. Mr. Watts said that this year’s Louisiana Library Association Conference (LLA) will be held in Baton Rouge from Wednesday, March 6th through Friday, March 8th. He said that they have budgeted for all Board members to attend if they wish. Mr. Watts noted there are some interesting workshops planned along with an exhibit area for vendors. Mr. Watts asked that Board members who wish to attend should let the staff know so that they can register them. The main site for the conference is the Hilton Capitol House with some overflow events at the downtown library.

Ms. Freeman asked if the Library will be hosting a reception. Mr. Watts replied that there will be some tours of the Fairwood Branch Library. Ms. Payton said she noticed in the program of events that the Library staff will make a presentation on our construction projects. Mr. Woodard said anyone who wishes to attend should contact Mr. Watts or Ms. Zozulin.

D. National Endowment for the Humanities (NEH) Muslim Journeys Bookshelf Award - Mr. Spencer Watts

Mr. Woodard read Item D and then asked Mr. Watts to tell the Board about the program that the Library was awarded. Mr. Watts said that an application for the National Endowment for the Humanities grant, *Muslim Journeys Bookshelf* was written by Mr. Brandon Reilly, a reference librarian at the Carver Branch Library with assistance from Ms. Cynthia Watanabe, Carver Branch Manager.

This program will be hosted by the Carver Branch Library and is a spinoff from the successful multicultural programming held last year. Mr. Watts added that the exciting part of this multicultural programming is that it has attracted new patrons to the Library including international students from the LSU community. He added that through this award, the Library will get funding for 25 specially selected books and three films.

The Library staff is working on a series of programs to complement the materials they will receive. The first talk will be by Professor Khannous who is a native of Morocco and teaches Arabic at LSU.

Mr. Woodard congratulated the staff on this award. He asked for any comments by the public. Mr. Jim George, a member of the public, asked to speak. He welcomed Mr. Watts and then said he had questions about the grant. He asked Mr. Woodard for an extension of the three minute time limit. Mr. George asked why our Library system was being used as an educational resource for one particular religion. He added that he takes no pleasure in bringing up these questions because they are of a delicate nature. He said he is asking the questions in good faith just as he would if catechism classes for Catholics or classes for Judaism were being held at the Library. Mr. George noted that he was not asking for book banning, but rather a fair and balanced approach.

He said he was struck by the title *Muslim Journeys* as one particular family in Baton Rouge was affected forever by a journey of 17 Muslims eleven years ago. He added that families across the United States were also affected by that journey which includes many Muslim families. Mr. George said a program entitled *Muslim Journeys* is going to affect these families. He also cited the recent death of an American ambassador. He wondered if these incidents would be discussed in this Library program.

He said he looked at the list of books for the series. Then he went to the Carver Branch Library to look at the books which the staff said had not come in yet. Mr. Woodard told Mr. George to finish his comments as his time was up. Mr. George said there is a certain branch of the Muslim

faith that is radical. He asked if there would be other books on Islam to give balanced information.

Ms. Freeman said that this program at the Carver Branch is about fostering multiculturalism. She asked Mr. George what books he wished to see to add balance to the collection. Mr. George said one of his favorite books is *The Grand Jihad* by Andrew McCarthy, and also the video, *The Grand Deception*, which came out late last year. Ms. Freeman then replied that Mr. George is asking for a balance of materials on Islam. Ms. Payton said that they don't know what the books contain since they have not yet come in.

Ms. Stein replied that the Library already has many books in the collection that represent all aspects of this topic such as historical Muslim events and current religious, political, life style and cultural events. She noted these items are similar to the ones the Library has in its collection on other religions. She recalled the Jewish series of programs the Library held called *Let's Talk about It*, and programs about Hinduism and Buddhism. Ms. Stein said the aim of the program at the Carver Branch is to promote multiculturalism and to be inclusive. Ms. Freeman then said she thinks Mr. George not only wants a balance in the system, but also at the Carver Branch. Ms. Stein replied that they will have an InfoGuide created that will contain all the materials so that one can choose an aspect of the topic one wishes to study. Mr. Woodard added that it is important to realize that this collection at Carver is related to this particular award, but that it's an augmentation to the collection we already have. Ms. Stein said they always aim to cover all aspects of a topic in the Library collection. Mr. George said he appreciated all of the information they gave him and that all he had to refer to initially was the agenda item which then sent him to the Internet where he found the list of books and videos. The Board members thanked him for his comments.

Mr. Woodard asked for any other comments. Mr. Berry said he appreciated Mr. George having the courage to say something on this agenda item. Mr. Berry said after 9/11 he took a course on Islam at LSU. He said the class was taught by an American from the Department of Religious Studies and he presented a thorough study of all aspects of Islam. Mr. Berry said he looked on-line for the books included in this award. He did not see anything about what he felt many Americans are thinking on this subject. He added that the United States is at war against certain factions of Islam. He said he is very concerned about why the Library is hosting this program now with all of the problems and construction that are going on at the East Baton Rouge Parish Library. He wondered why a topic as broad as this one is being taken on with all of the other pressing matters the Library has.

Mr. Berry then asked who was paying for the books to which Ms. Stein replied the National Endowment for the Humanities. Mr. Berry replied that this organization is tax-funded. He also asked who would be making the presentations or leading the discussions at the Library. Ms. Stein noted that they are speaking with three professors at LSU. He asked how long the course would be. Ms. Stein answered that they are working on the topics now and that programs at the Library vary in length. Mr. Berry said they should narrow the topic and list what is to be covered, so that the public will know the details. He asked if there is an easy way for the public to look at the books that are included in this series, so that the public can review these books for

anything objectionable. Mr. Woodard thanked Mr. Berry for his comments and told him that his three minutes for comments were up.

Ms. Kathy Wascom, a member of the public, asked to speak. She welcomed Mr. Watts. She said that she and her husband work with the international community at LSU. Some students are from Pakistan and Bangladesh and some are of the Muslim religion. She said she would not want the international community to take from this discussion that their religious beliefs were somehow undermined. Ms. Wascom added that the Muslim religion is broad. People understand some aspects of each religion. She said in this area many are Roman Catholic, but there are some aspects of Catholicism that non-Catholics do not understand. Ms. Wascom added that people need to better understand the Muslim world.

She noted that she worked at the Library for many years and that the book selection process is very even handed and sensitive to everybody's viewpoint. They provide a broad collection of materials so that patrons can read what they are interested in and like. She said the Library is a place where patrons can get uncensored material that reflects many viewpoints.

Mr. Woodard asked if there were any other comments from the public or the Library Board. There being none, Mr. Woodard proceeded to Item E.

E. 2012 Annual Report Highlights – Mr. Spencer Watts

Mr. Woodard asked Mr. Watts to present the highlights of the 2012 Annual Report. Mr. Watts said that circulation figures were relatively unchanged in 2012 due to issues with collection maintenance. He congratulated the Library Board for the approval of the collection development budget for this year because he said one of the long term problems has been a weak collection development budget. He added this budget will go up from 8% to 13% this year with the State standard at about 17%. Mr. Watts said he would like an even higher percentage for this item because one of the most important things in a library system is to get materials to patrons in a timely manner. He noted that the Board has made the investment that will help the Library move ahead in circulation statistics.

Mr. Watts said that in other indicators such as electronic resources which include databases, the figures have doubled. He added that website visits are up 32%. There is a lot of use in the technological area where the Library has content also. Mr. Watts noted that outreach/bookmobile visits are up 35%. He said that they are moving in the right direction and they want to provide even more service in this area. He said he also knows that the Board supports this important service to the community.

In conclusion, Mr. Watts said they are well positioned for further growth and development in the Library system. Mr. Woodard asked if there were any questions or comments from the Board or the public. Ms. Payton congratulated the staff on another great year, and the growth they are seeing is outstanding. It is why the East Baton Rouge Parish Library is number one in the state. Mr. Watts added that this comment is justified, and that the staff is to be commended for the job

they have done with the resources available. He added the Board should be proud and what makes this possible is the Library Board's support.

Ms. Freeman said the staff has been innovative in getting new ideas and bringing those ideas to the attention of the Board so that the Library System can be on the cutting edge. She said she appreciates this. Ms. Payton added that this is the key; that the Library is always on the cutting edge. She said this includes not only those staff present, but all of the staff members.

Ms. Way said she agreed with the other Board members comments, and would also like to thank the two Assistant Directors, Ms. Patricia Husband and Ms. Mary Stein, for their extra efforts last year.

Comments by the Library Board of Control

Mr. Woodard asked if there were any comments from the Board. Mr. Bardwell asked Ms. Husband and Ms. Stein, tongue in cheek, what they will do with their time now that Mr. Watts is here to assume the role of Director.

Ms. Freeman suggested they list all of the construction projects under the Director's Reports so that the public can make comments on each project individually. She also commended Ms. Payton for her role as President for this past year and a half. She said Ms. Payton did a phenomenal job under some very difficult conditions. She assumed the position when she was fairly new to the Board. Ms. Payton thanked Ms. Freeman and said that the past 2½ years have been interesting. They had many challenges to overcome, but the Board worked together to get through them. She added that she appreciated the Board's support. Ms. Payton said she looks forward to her continued service as a member of the Board.

There were no further comments, so with no further business, the meeting was adjourned on a motion by Mr. Bardwell, seconded by Ms. Payton at 5:00 p.m.

Mr. Travis Woodard, President

Mr. Spencer Watts, Library Director

DATE: January 10, 2013
TO: Library Board of Control
FROM: Patricia P. Husband
Mary H. Stein
Co-Directors
SUBJECT: Construction Report

Goodwood Main Library

Steve Jackson, architect with Cockfield Jackson Architects reported the following on January 8, 2013 for The Library Design Collaborative on the Goodwood Main Library.



CONSTRUCTION REPORT

DATE: January 8, 2013

PROJECT: Independence Park Main Library
REPORTED BY: Stephen P. Jackson, The Library Design Collaborative

OBSERVATIONS:

- 1) The steel structure is approximately 95% complete.
- 2) The exterior wall systems are approximately 27% complete.
- 3) The roofing is approximately 15% complete.
- 4) The mechanical system is approximately 70% complete.
- 5) The electrical work is approximately 20% complete.
- 6) The Monthly Owner's Meeting was held on December 20, 2012.
- 7) The butterfly roofing material is being installed.
- 8) Roofing insulation is being installed.
- 9) The curtainwall framing is being installed on the north face of the building.
- 10) Concrete block is being installed on the third floor.
- 11) The air barrier is being installed.
- 12) The following work is being installed:
 - a. Exterior gypsum board sheathing
 - b. Metal studs
 - c. Air barrier
 - d. Fireproofing
 - e. Plumbing piping
 - f. Mechanical duct
 - g. Sprinkler system piping
 - h. Electrical conduits and junction boxes

UPCOMING WORK:

- 1) Zinc wall panel installation is expected to start this week.
- 2) Brick installation is expected to start within the month.



Looking west toward the Library's main entry from the Plaza



Looking east toward the Library from the soccer fields



Looking toward the west from the public green roof



Looking west in the North Courtyard



Looking east toward the main corridor on the third floor



FIELD REPORT

DATE: December 6, 2012
PROJECT: Independence Park Main Library
WEATHER CONDITIONS: Cloudy- 62°
SITE CONDITIONS: Wet
WORKERS: +/- 50
REPORTED BY: Benjamin R. Bradford, The Library Design Collaborative

IN ATTENDANCE: Benjamin R. Bradford

OBSERVATIONS:

- 1) The curtainwall structural supports are being installed.
- 2) The curtainwall is being installed.
- 3) The air barrier installation has begun on the west side of the building.
- 4) The following work is being installed:
 - a. Exterior gypsum board sheathing
 - b. Metal studs
 - c. Air barrier
 - d. Fireproofing
 - e. Plumbing piping
 - f. Mechanical duct
 - g. Sprinkler system piping
 - h. Electrical conduits and junction boxes

CONSTRUCTION SCHEDULE:

- 1) Zinc wall panel installation is expected to start within the month.
- 2) Brick installation is expected to start within the month.
- 3) Curtainwall installation is expected to start in the next couple of weeks.

ATTACHMENTS:

- 1) One (1) page of photographs from the site visit.

This report is not an exact record of discussions held, but a general understanding of topics discussed from the notes taken by the author. If there is an error, omission, or correction required, please contact the Architect in writing within three days of receipt of this report.





FIELD REPORT

DATE: December 13, 2012
PROJECT: Independence Park Main Library
WEATHER CONDITIONS: Clear- 48°
SITE CONDITIONS: Dry
WORKERS: +/- 55
REPORTED BY: Benjamin R. Bradford, The Library Design Collaborative

IN ATTENDANCE: Benjamin R. Bradford

OBSERVATIONS:

- 1) Masonry has begun on the west end of the building.
- 2) The curtainwall is being installed.
- 3) The air barrier is being installed on the west side of the building.
- 4) The monumental stair glass railing mounting bracket supports have been installed.
- 5) The following work is being installed:
 - a. Exterior gypsum board sheathing
 - b. Metal studs
 - c. Air barrier
 - d. Fireproofing
 - e. Plumbing piping
 - f. Mechanical duct
 - g. Sprinkler system piping
 - h. Electrical conduits and junction boxes

CONSTRUCTION SCHEDULE:

- 1) Zinc wall panel installation is expected to start within the month.

ATTACHMENTS:

- 1) Two (2) pages of photographs from the site visit.

This report is not an exact record of discussions held, but a general understanding of topics discussed from the notes taken by the author. If there is an error, omission, or correction required, please contact the Architect in writing within three days of receipt of this report.







FIELD REPORT

DATE: December 21, 2012
PROJECT: Independence Park Main Library
WEATHER CONDITIONS: Clear- 46°
SITE CONDITIONS: Dry
WORKERS: +/- 50
REPORTED BY: Benjamin R. Bradford, The Library Design Collaborative

IN ATTENDANCE: Benjamin R. Bradford

OBSERVATIONS:

- 1) The Monthly Owner's Meeting was held yesterday.
- 2) The cooling tower drilled shafts have been poured.
- 3) The loading dock drilled shafts have been poured.
- 4) Masonry has begun on the west end of the building.
- 5) The curtainwall is being installed.
- 6) The air barrier is being installed on the south side of the third floor.
- 7) The following work is being installed:
 - a. Exterior gypsum board sheathing
 - b. Metal studs
 - c. Air barrier
 - d. Fireproofing
 - e. Plumbing piping
 - f. Mechanical duct
 - g. Sprinkler system piping
 - h. Electrical conduits and junction boxes

CONSTRUCTION SCHEDULE:

- 1) Zinc wall panel installation is expected to start within the month.
- 2) The cistern concrete pad is expected to be poured within the month.

ATTACHMENTS:

- 1) Two (2) pages of photographs from the site visit.

This report is not an exact record of discussions held, but a general understanding of topics discussed from the notes taken by the author. If there is an error, omission, or correction required, please contact the Architect in writing within three days of receipt of this report.







FIELD REPORT

DATE: December 27, 2012
PROJECT: Independence Park Main Library
WEATHER CONDITIONS: Cloudy - 39°
SITE CONDITIONS: Dry
WORKERS: +/- 60
REPORTED BY: Benjamin R. Bradford, The Library Design Collaborative

IN ATTENDANCE: Benjamin R. Bradford and Robert Gray

OBSERVATIONS:

- 1) The intumescent fireproofing mockup was on site.
- 2) The butterfly roof batt insulation is being installed.
- 3) The north curtainwall is being installed.
- 4) The cooling tower structure is installed.
- 5) Electrical conduits are being run to the generator location.
- 6) The roof drains are being lowered.
- 7) The steel mounting supports for the green roof guardrail are being installed.
- 8) The following work is being installed:
 - a. Masonry
 - b. Curtain wall
 - c. Exterior gypsum board sheathing
 - d. Metal studs
 - e. Air barrier
 - f. Fireproofing
 - g. Plumbing piping
 - h. Mechanical duct
 - i. Sprinkler system piping
 - j. Electrical conduits and junction boxes

CONSTRUCTION SCHEDULE:

- 1) Zinc wall panel installation is expected to start within the month.
- 2) The cistern concrete pad is expected to be poured within the month.

ATTACHMENTS:

- 1) Two (2) pages of photographs from the site visit.

This report is not an exact record of discussions held, but a general understanding of topics discussed from the notes taken by the author. If there is an error, omission, or correction required, please contact the Architect in writing within three days of receipt of this report.





Thompson Building Energy Solutions, LLC

3071 Teddy Drive, Baton Rouge, LA 70809

Phone 225-490-9583 Fax 225-293-4171

Commissioning Site Visit

Date: December 19, 2012

Project: Independence Park Main Library Baton Rouge, Louisiana

Date Visited: December 19, 2012

OBSERVATIONS

1. HVAC piping and ductwork including duct insulation, Plumbing and Sprinkler piping installation is continuing.
2. CWS and CWR pipe on some air handling units on the 1st and 2nd floor are not protected. Supply and return pipe connections are to be protected at all times. Seal torn plastic covering on air unit.
3. Remove standing water from air unit drain pan.
4. Protect pipe open ends of HVAC, Plumbing, and Sprinkler piping.
5. Various stored materials are not being protected.
6. Repair bent copper pipe water line as needed at future bathroom wall.
7. Cups, cans, plastic bottles and miscellaneous debris is stuck in wall stud spaces at various locations.
8. Refer to pictures attached.

Picture 1



Protect Air Unit Coils Openings

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Picture 2



Clean over spray from AHU's.

Picture 3



Protect unit opening.

Picture 4



Stored materials not protected.

Picture 5

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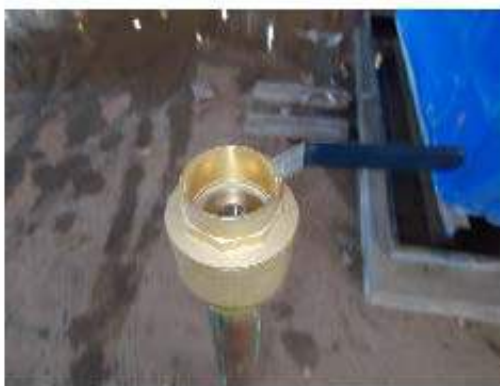
Bent copper pipe

Picture 6



Protect open pipe

Picture 7



Protect open valve.

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Picture 8



Protect open pipe ends

Picture 9



Protect open ends of pipe.

Picture 10



Water line pipe end not capped

Picture 11

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Water line pipe end not capped

Picture 12



Protect open pipe.

Picture 13



Protect open pipe and valves.

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Picture 14



Protect open coil connections.

Picture 15



Over spray on ductwork.

Picture 16



Protect open pipe

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Picture 17



Protect stored materials.

Picture 18



material.

Construction dirt on valve assembly. Protect stored

Picture 19



Protect stored materials.

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Picture 20



Temp pipe cap broken.

Picture 21



Clean cans, cigarette pack, debris from wall framing prior to installing sheet rock.

Picture 22



Stored materials not protected.

Picture 23

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Remove paper bucket from inside flex connection on pump. Use proper materials for protecting pump opening.

Picture 24



Protect stored valve. Clean before installation. Also

see next picture.

Picture 25



Remove metal washers from inside valve.

Observations made by Michael Perkins – Thompson Building Energy Solutions, LLC

Fairwood Branch Library

Mr. Richard Brown, architect with Bani, Carville & Brown reported the contractors are going through the punch list to correct or finish all the items listed. The punch list will be 90% complete by January 11, 2013. Library shelving is currently being installed.

Rouzan Branch Library

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

Looney Ricks Kiss/LRK L.L.C.

5615 Corporate Blvd, Suite 100B
Baton Rouge, Louisiana 70808
Telephone 225 928 4905

January 8, 2013

Assistant Director
East Baton Rouge Parish Library

Re: January 2013 Construction Report update
Rouzan Branch



Please note the following information to be posted for this month's status on the Rouzan Branch Library Documents:

1. The design team is currently meeting with the staff to incorporate last review changes and then a bid set is going to DPW, Jim Freys office.

Please do not hesitate to call with any additional questions or requests.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Mike Sullivan', is written over a light blue horizontal line.

Mike Sullivan, AIA