

**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  
FEBRUARY 21, 2013  
4:00 P.M.**

I. ROLL CALL

II. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JANUARY 17, 2013

III. REPORTS BY THE DIRECTOR

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

IV. OLD BUSINESS

- A. TO VOTE ON WHETHER OR NOT TO CONTINUE WITH THE COOPERATIVE ENDEAVOR AGREEMENT (CEA) FOR THE BRANCH LIBRARY IN THE ROUZAN DEVELOPMENT – MR. TRAVIS WOODARD
- B. UPDATE ON RIVER CENTER BRANCH LIBRARY – 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

February 21, 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 Feb. 21, 2013. Mr. Travis Woodard, 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. Charles P. "Chip" Boyles, II, Ms. Tanya Freeman, Mr. Jason Jacob, Ms. Melanie Way and Mr. Travis Woodard. Absent from the meeting was Board member, Ms. Kizzy Payton. 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; and Mr. Brandon Trent, Library Computer Operator III. Mr. Davis Rhorer, Director of the Downtown Development District; Mr. Jim Frey, Special Projects Architect with DPW Architectural Services; Captain Blair Nicholson of the East Baton Rouge Parish Sheriff's Office, Mr. Leo D'Aubin, of the Parish Attorney's Office; Mr. Tommy Spinosa, Jr. of 2590 Associates, LLC; 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.

Mr. Woodard asked Ms. Zozulin to take the roll which she did. He then asked for the approval of the minutes of the regular meeting of the Library Board on January 17, 2013. The minutes of the meeting were unanimously approved on a motion by Mr. Bardwell, seconded by Mr. Jacob.

### **Reports by the Director**

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

Mr. Woodard asked Mr. Watts to make his reports. Mr. Watts then asked Ms. Pinsonat to present the financial reports. Ms. Pinsonat said that the Statement of Revenues, Expenditures, and Encumbrances as of January 31, 2013 show operating expenditures of \$1,441,636.08 or about 3.62% of the operating budget. Through January, the Library should have spent no more than 8.34% of the operating budget. In addition, as was stated last month, 2012 expenditures continue to rise incrementally as various final charges are recorded by the Finance Department. Cash collections from property taxes for 2013 have rebounded, as the Library is now \$907,000 and 2.63% above the same two months in 2012. Mr. Watts added that the most important news regarding the financial reports is that the tax collections have rebounded.

## B. System Reports

Ms. Stein then presented the system reports. She gave her PowerPoint presentation, *Around the Parish in 90 Seconds* which included the months of January and February. The following were some of the highlights:

- The East Baton Rouge Parish Library introduced new databases – *Signing Savvy*, *Value Line* and *Dance in Video*.
- Mr. Spencer Watts welcomed and introduced U.S. Congressman Bill Cassidy who held a town meeting at the Jones Creek Regional Branch Library.
- Mr. Andrew Tadman, Librarian II spoke to professional society members of IAAP about on-line educational resources through the Library's website.
- A new collection arrived at the River Center Branch where the Library's archivist is processing it. An open house is planned for April or May.
- EBRPL's POE Infoguide was featured at the American Library Association's Mid-Winter Conference in January.
- Architect Benjamin Bradford with contractors from Milton J. Womack, Inc. toured the Goodwood Main Library site with Library Director Spencer Watts.
- The Library supports healthy living by partnering with the Mayor's Healthy Cities and the Bon' App pilot program.
- February is African American History month with Read-Ins at Delmont Gardens Branch and Eden Park Branch Libraries.
- Mardi Gras season featured carnival stories and workshops at the Library.
- AARP is providing free tax filing help at the Library thanks to dedicated volunteers.
- The Fairwood Branch Library is nearing completion of punch list items as furniture and books are arriving in the building.
- The northern curtain wall of the Goodwood Main Library was completed in February.

Ms. Stein then said that the Grand Opening for the Fairwood Branch Library would be scheduled soon. They are waiting for the last of the items in the building to be finished and then they will coordinate with the Mayor's Office for a suitable date.

Ms. Stein reported that the installation of the print management system is almost completed. The system will be operational at the Bluebonnet Regional Branch shortly making the system active in all current locations.

She added that in the March edition of the Library newsletter, *The Source*, another Construction Junction program will be featured in Children's Services. *Who is Under That Hard Hat?* will provide the chance for children to learn about the various jobs performed on the site, what tools are used and how safety rules are followed.

Ms. Freeman then asked Ms. Stein about the services of the bookmobile. Ms. Stein replied that they continue to make their visits to senior centers and to daycares and other places where children are located. She added that after Mardi Gras the number of pre-school groups increases. She noted that they also have a presence at community events and participate with community partners such as BREADA (Big River Economic & Agricultural Development Alliance).

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

### **C. Other Reports**

Ms. Husband discussed the maintenance projects at the Library. Ms. Husband gave the following report:

At the Baker Branch Library the facilities staff completed exterior lighting preventive maintenance. She noted that yesterday they had received the bid results for pressure washing and painting the Baker and Pride-Chaneyville Branch Libraries. The contract will need to be reviewed by the Purchasing Department, approved by the Metropolitan Council and signed by the Mayor. Then the Department of Public Works (DPW) will conduct a pre-construction meeting followed by a notice to proceed with the work.

At the Bluebonnet Regional Branch Library 99% of the new flooring is completed. The contractor has some punch list items to complete, but the branch is open including Children's Services. Additionally, the Library facilities staff completed preventive maintenance on the air conditioning coils.

At the Carver Branch Library the staff completed preventive maintenance on the front doors.

The flooring project is proceeding at the Delmont Gardens Branch Library. Some of the carpet and the vinyl plank flooring have also been installed. In other areas of the building, the contractor is sealing the slab in preparation for the flooring installation. The completion date is set for early March. The Library facilities staff performed preventive maintenance on the interior lighting and the chiller along with the replacement of a sewer pump.

At the Eden Park Branch Library the facilities staff performed preventive maintenance on the interior lighting. They also completed touch-up painting and replaced three broken windows.

At the Greenwell Springs Road Regional Branch Library the staff performed preventive maintenance on the interior lighting. Due to a power failure some of the energy management controls were damaged. The staff replaced the controls and repaired the damages to the system.

At the River Center Branch Library the staff completed preventive maintenance on the interior lighting. At the Scotlandville Branch Library they performed preventive maintenance on the

exterior lighting and on the chiller. General maintenance has been done at the Zachary Branch Library as well.

Ms. Husband noted that as they progress with the larger projects such as the flooring jobs at the Bluebonnet and Delmont Gardens Branches, they take those experiences and knowledge into account when they plan future projects. One of the ideas they will pursue is the possibility of allowing a portion of the building to remain open while work proceeds in another area. This has been successful in smaller jobs in the past, but they have not really applied it to larger projects. She said that there would most likely be an increase in labor costs if they proceeded this way, but the benefit would be that patrons would continue to have at least a limited degree of library service during the project. Ms. Husband added they would add pre-testing time to specifications so that they can avoid some downtime at the branch. In this way they can balance the progress they make on maintenance projects with continuity of service to patrons.

She said it is important to do the large maintenance projects for the up-keep of the buildings. She also thanked the Board for their continuing support of efforts to maintain and upgrade the library facilities.

Ms. Husband then reported on the construction projects. She noted that the facilities staff has been assisting the other library employees to ensure that the Fairwood Branch Library can open on schedule. Shelves are being installed and most of the books have arrived at the branch. In the past they collected and stored books for a new branch and then delivered them to the branch once the Library took possession of the building. At Fairwood the opening day collection was pre-processed and was delivered directly to the branch. This past Monday AV materials arrived from Midwest Tapes.

Ms. Husband noted that she visited the branch on February 28<sup>th</sup>. Most of the furniture has been installed. She said they are waiting on the installation of a couple of exterior benches, and a small number of shelves; and some computer tables need to be assembled. Once all the tables are completed, Computer Services will be able to install the patron computers and the remaining staff computers. They have been configuring the computers at the Main Library and are getting ready to transport them to Fairwood.

Ms. Husband added that they are still working on some punch list items, the most notable one being the courtyard. They have reinstalled some French drains, replanted some shrubs and plants, and placed shredded hardwood soft scape to prevent soil washout. Mr. Greg Bivins of DPW Architectural Services has been instrumental in working with Mr. Tim Bankston, Library Facilities Manager, and other Library staff, and the architects to resolve this concern.

Ms. Husband concluded by saying that they are working to complete all outstanding items over the next couple of weeks, so that they can set a date for the grand opening.

Ms. Husband then discussed the Goodwood Main Library project. She said that she, Mr. Watts and Ms. Stein toured the construction site that morning. They were able to see brickwork on the west side of the building, some of the zinc wall installation on the northwest side, and glass on the north wall. Inside, most of the metal studs have been installed, so one can actually identify

different service areas. The monumental stairs have been in place for some time and the service elevator has been installed. Mr. Ben Bradford, architect with The Library Design Collaborative, told them that approximately 80 % of the primary shaft of ductwork is completed on the third floor; and a higher percentage is completed on the lower floors. Ms. Husband noted that some of the sheetrock has been installed. The butterfly roof is in place and they have installed insulation on the underside of the roof.

The large meeting room has been framed up and it has a roof on it. This was one of the last portions of the slab to be poured, but this area is taking shape now.

In addition to the interior of the building, they were able to see the mockups of the zinc panels. The contractor is tweaking the construction and installation process to ensure that the finished product is beautiful and durable. The view of the courtyard and the plaza will be wonderful. In spite of the rain, the work is proceeding as expected.

Ms. Husband said the City-Parish Purchasing Department has received bids for the furniture package. The bids came in under budget which is good news. We are waiting for Purchasing to confirm the bids and for the architects and interior designers to review the packages.

Ms. Husband then said that the Rouzan Branch and River Center Branch Libraries are specific agenda items and will be discussed later in the meeting.

Mr. Watts gave his observations about the construction and maintenance projects at the Library. He noted that good progress is being made at the Goodwood Main Library site. He said the contractor has put down a gravel bed walkway to the site. However, that may not be sufficient to enable a walk-through by the Board scheduled for tomorrow. Even though the roof is on the building, mud and water can get inside which makes the floors slick. He noted that in spite of the rainy weather, the contractor has only needed to request the addition of two extra rain days in the schedule for December. The schedule does allow for an average number of rain days based on weather history, and adjustments have not yet been approved for January. Mr. Watts told the Board that the building is looking quite impressive and that he plans to tour the site at a minimum of every two weeks to keep abreast of what is occurring in the construction process.

Ms. Freeman then asked why they are scheduling the walk-through so far in advance. This makes it very difficult to predict rain events. Mr. Watts replied that he would check on this.

Mr. Watts added that in regard to maintenance projects, unless safety is an issue, the Library would strive not to close the entire branch, but to provide partial serve while work is being done in one area.

Mr. Woodard asked if there were any public comments on the Director's reports. There were none, so he proceeded to the next agenda item.

## **Old Business**

### **A. To Vote on Whether or Not to Continue with the Cooperative Endeavor Agreement (CEA) for the Branch Library in the Rouzan Development – Mr. Travis Woodard**

Mr. Woodard read Item A and asked for any comments from the public before the Board would begin their discussion. Mr. John Berry, a member of the public, asked to speak. He said in the last few days Mr. Spinosa has gotten busy at the Rouzan site to meet what the Library Board has requested which is to provide a groundbreaking and a performance bond. He added that the newspaper called it a press release. Mr. Berry said at a groundbreaking there are usually many in attendance such as the Mayor's Office, DPW, civic organizations, and in this case the Library Board. He asked if any on the Board, DPW or the Mayor's Office attended the groundbreaking. Ms. Freeman said the Board was not invited. Mr. Berry said it appeared to him as a groundbreaking in name only. He added that Mr. Spinosa had this groundbreaking because of pressure put on him, some of which came from Mr. Berry himself.

Mr. Berry then noted that in regard to the bond, according to the information in today's Board packets, Mr. Spinosa has produced a performance bond. Mr. Spinosa stated that he did not need to post a \$209,000 bond based on a communication from a staff member in DPW. However, he said he got one anyway. Mr. Berry said that this was very uncharacteristic of Mr. Spinosa. He added that nobody really knows what is going on. He said that when infrastructure is being added one sees roads, sewage and water pipes, drainage, electricity and other utilities to service what is going to be built. Mr. Berry then said he drives by there every day and there is none of that. What he does see is sanitary sewers going up to the street and driveway access. He would not call that infrastructure that the contractor needs to have to build the library.

Mr. Woodard asked Mr. Berry to finish his remarks as he had reached his three-minute limit. Mr. Berry said that what is at the Rouzan site has always been there. He noted Mr. Spinosa does not care if he builds the infrastructure because he has the bond and the City has provided the sanitary sewer infrastructure. Mr. Woodard thanked Mr. Berry and told him that his time was up. Mr. Berry asked to make one more comment to which Mr. Woodard replied no; that he gave Mr. Berry an extra minute already.

Mr. Woodard asked if there were any other members of the public that wished to comment on this item. There being none, Mr. Woodard suggested the Board get an update regarding this item and an explanation of what it means from Mr. Leo D'Aubin of the Parish Attorney's Office. Mr. D'Aubin said the purpose of the bond was to guarantee the construction of drainage, streets and a parking area for support of the branch library at no cost to the Library with a bond that was adequate to complete these items. It also included that the Library could enforce this provision if there were a default. He added that 2590 Associates, LLC attempted to get a subdivision bond, but concluded that it was not economically feasible because of the increase in defaults in the construction industry. Mr. D'Aubin added that on February 15, 2013, he received the performance bond, a payment bond and a dual obligee rider. He added that he personally examined the documents and also had other attorneys review them; some with more bond experience than he. He said he also examined and discussed them with the attorney for 2590 Associates, LLC. Mr. D'Aubin noted he discussed them with the bond issuing agent. He said

that after all of these discussions, he has concluded that the performance bonds don't guarantee completion of the drainage or street construction. Mr. D'Aubin checked with the bonding company and at this time the Library could not enforce any of those bonds to get the \$209,000 if there were a default. However, he added that 2590 Associates has agreed to escrow the bond amount for the contractor which would be a huge step to guarantee the money would be there to complete the infrastructure.

Mr. D'Aubin said further that he is checking with the bonding company to see if the Library can obtain the right to access the money to complete the infrastructure should there be a default by 2590 Associates. He noted that he is also investigating the adequacy of the bond amount.

Mr. D'Aubin then said that there is an outstanding issue with the new parking area north of the library site which was not on the approved TND (Traditional Neighborhood Development) plans. He said he understands 2590 Associates is seeking approval of this new parking area. This will be necessary in order for 2590 Associates to permit the contractor to do the parking lot work. Mr. D'Aubin said he'd be happy to answer any questions the Board had.

Mr. Bardwell said that Mr. D'Aubin provided a good summary of the events. Mr. Woodard said his first question was about the bond and what Mr. D'Aubin was working on with the bond agent so that the Library could enforce the bond. Mr. D'Aubin replied that the bond agent said that her legal department would need to address this issue. So he is waiting for a response from this department. Mr. Woodard then asked if this were anything that 2590 Associates could control or was the bonding company the authority to provide this information. Mr. D'Aubin said it was in the hands of the bonding company attorneys. Ms. Way then asked how long it would take for the bonding company to reply, to which Mr. D'Aubin answered about a week.

Ms. Freeman then asked about the parking area issue, and who was responsible for that. Mr. D'Aubin said he would need to let Mr. Spinosa explain the parking. Mr. D'Aubin noted that originally an area that was south of the library was designated for temporary parking because there was a plan to have multi-level parking across the street from the library. He added that he was told about the other parking area north of the library which was ultimately going to be part of the development. He said it made sense to use this parking area for the library. Mr. D'Aubin said he did not know how or why it was not included on the approved plans. Ms. Freeman asked if it meant additional delays for the Library. Mr. D'Aubin replied that it could cause a delay. However, he spoke to Mr. Spinosa who has an idea of how to approach this to produce the needed results within thirty days. If this fails then the revised parking area would need the approval of the City-Parish Planning Commission. Their next meeting is April 22, 2013. Ms. Freeman then asked if there was any additional cost involved for the Library to which Mr. D'Aubin replied she'd need to ask Mr. Spinosa. Ms. Freeman concluded that the Board will be looking at an additional thirty days because they don't have the information to make a decision. Mr. D'Aubin agreed.

Mr. Boyles asked if a bond was necessary if there was going to be a cash escrow account placed with the Library or the City as a designee so that the money would be available to the Library to pay the contractor. Mr. D'Aubin replied that wasn't the actual plan for the escrow account. Mr. D'Aubin was envisioning that the full funds would be given to the contractor with the agreement



and condition that the money be held in escrow. The bonding company told him they would not consider the money in escrow as payment. In theory 2590 Associates has fully paid the contract because all the money is in escrow. He added that it has been proposed that they use a local title company or a bank for the escrow. It would not be held by the City-Parish or by 2590 Associates, but by a neutral third party. Mr. D'Aubin also said the City still needs the bond because the bonding company has no obligation unless the contract is paid for. So in order to have the bonding company responsible, they had to know that the contract would be paid for. Once the City knows it is paid for, if there is a default by the contractor, the bond would be used to complete the project up to the amount of the bond.

Ms. Way said she understood that an estimate of the cost of the infrastructure was still needed. Mr. D'Aubin agreed and replied that he wants to be sure \$209,000 is sufficient to complete the necessary infrastructure. He added that he has requested some documentation from 2590 Associates to be evaluated by City-Parish engineers to determine if \$209,000 is sufficient. Ms. Way asked how long this would take to which Mr. D'Aubin said about a week. She then asked what would happen if the estimate were larger than \$209,000. Mr. D'Aubin said whatever the estimated amount is would be the amount that should be in escrow.

Mr. Woodard then said he wanted to be clear on what has transpired. He said they have received a copy of the contract that has been recorded between 2590 Associates and the contractor, and the contract is for a total of \$209,000 which is what the contractor has agreed to accept as the payment for the scope of work. Mr. D'Aubin said that was correct. Mr. Woodard then asked what else they needed to verify that the \$209,000 is a sufficient amount. Mr. D'Aubin replied that he is asking the City's engineers to confirm the amount is a reasonable figure so that if even with everyone's good intentions, if someone defaults the Library would have enough money to complete the work at no expense to the Library.

Mr. Bardwell then said the language of the current second amendment to the CEA states that if 2590 Associates has not posted a bond for the completion of infrastructure necessary to obtain a permit for the construction of the library on the donated property (infrastructure as described in attachment E) on or before February 15, 2013, then the City-Parish has certain options. Mr. Bardwell asked if the bond that has been posted is the right type of bond to guarantee the completion of the infrastructure. He added that what has been presented to the Library is not a surety bond from 2590 Associates to the Library, but rather a performance bond by the contractor to 2590 Associates. This bond only favors 2590 Associates and protects the owner of the tract of land in the event the contractor does not complete the work. This bond will pay for another contractor to complete the job. Mr. Bardwell noted that if the owner decides not to continue paying the contractor, and the contractor then stops the work, this bond will not help the Library to get the infrastructure completed. The owner will not have any obligations to the Library in this case. This language was supposed to give the Library the guarantee of the completion of the infrastructure in the form of a bond. The owner would have the obligation to do the work in the amended CEA and not just the work he picked out to do. This work would need to be done in order for DPW to obtain a permit for the construction of the library.

Mr. Bardwell said his second question pertaining to the work outlined in the contract itself and the 2590 Associates infrastructure construction documents that have been filed, are they

sufficient in scope to allow DPW to release the Library's construction documents in order to get bids for the building of the branch library? He said that is the ultimate question. He added that this is wrapped up in the nature of the type of bond and some practical questions that engineers and the City's DPW staff should be able to address and to advise the Library Board.

Mr. Bardwell and Mr. Woodard asked Mr. Jim Frey, Special Projects Architect with DPW Architectural Services, to speak. Mr. Bardwell added that he met with Mr. Frey for two hours last Friday. At that time Mr. Frey had not seen the documents from 2590 Associates. Mr. Bardwell said he wants to know if the infrastructure documents from 2590 Associates and the library construction documents from Mr. Mike Sullivan, the branch architect, are such that the Library can safely advertise for a contractor to build the branch library. He said the goal is the building of the branch with all of the utilities operational so that the building can be occupied and used. Mr. Frey replied that he got the documents from Mr. Sullivan today, but he has not had the opportunity to review them. He added that they will not advertise for a building contractor until Mr. D'Aubin has cleared all of the issues regarding the bond and the construction of the infrastructure. He said that once the bond issues are resolved they would be closer to advertising the bid. Mr. Frey noted that they are still a few weeks away from advertising because they also need to get comments back from the City's permit inspection division which includes the development of the subdivision, the permit inspection, and the building review.

Mr. Woodard then said to Mr. Frey, assuming the performance bond is modified to satisfy the Parish Attorney's Office; the City has the ability to enforce the bond; the funds are in escrow, whether it's \$209,000 or whatever amount is sufficient; would the Library be in a position to move forward with the construction of the library? Mr. Frey said he believed they would if the concerns of the Parish Attorney are satisfied and the building plan review is completed and any issues rectified. Mr. Woodard replied that he did not have concerns about the building plan review which is part of DPW's responsibility.

Mr. Watts asked about the parking lot issue. Mr. Frey said he spoke briefly with Mr. Sullivan before the meeting. They will need to discuss the library construction documents because the parking lot is being shown on these documents, but the parking is not the Library's responsibility. Mr. D'Aubin added that the parking would also need to be resolved before advertising for bids. Ms. Freeman asked if the Library would incur any additional costs for the parking lot to which Mr. Frey said no.

Mr. Bardwell then said that the infrastructure construction contract contains Exhibit E which is a map of the library and the parking lot. He asked why the parking lot is not being built as part of the infrastructure contract. Mr. Frey replied that is one of the issues that Mr. D'Aubin said needs to be resolved. Mr. D'Aubin then said the parking is not in the improved TND. The parking cannot be built until it is part of the improved TND. Mr. Bardwell said that as of this date the financing guarantee and the scope of work in the contract are not satisfactory. Mr. D'Aubin replied the contract anticipates building the parking lot, but the parking lot cannot be built until it is included in the TND plans. Mr. Frey said that he should not need to look at the parking lot because it is not part of the Library's work. In the CEA the parking is part of 2590 Associates' responsibility. Ms. Freeman asked what happened because they always knew parking was in the CEA and not the Library's responsibility. Mr. Frey replied that is an issue between the permit

inspection division for the subdivision and the developer. Ms. Freeman said that when the Board has a project to be reviewed by the City, they do not think of each division in DPW as separate, but rather as all of them working for the Library. Mr. Frey said that usually by the time architectural plans come to his division, there is a completed subdivision. They created the CEA for the Rouzan Branch Library because the development had not been finished.

Mr. Woodard asked Mr. Tommy Spinoso, Jr. to clarify the parking lot issue. Ms. Freeman asked him to also talk about the scope of work. Mr. Spinoso said he just heard about the parking lot issue that morning from Mr. D'Aubin. He added that he spoke to the City's planning division about the parking lot and has not had time to speak with Mr. D'Aubin about that conversation. Mr. Spinoso said they believe there is a way to move it along through an administrative staff level approval because there was parking approved for the original TND. All they have done now is just moved the parking lot. He said he will get confirmation of the parking issue in the morning. Mr. Woodard asked if the parking is in the scope of work for the infrastructure contractor to which Mr. Spinoso said yes. Mr. D'Aubin said he spoke to the contractor and he agreed that the parking is part of his work.

Mr. Bardwell asked Mr. D'Aubin to clarify the issue. Mr. D'Aubin said parking is in the contract, but it is not in what has been approved for construction. Ms. Freeman then asked if this is one of those division problems Mr. Frey mentioned. Mr. D'Aubin said the parking needs to be corrected. He's been working on the bond concerns and only was told about the parking that morning. Mr. Spinoso replied that the original TND did include parking for the library and the parking is part of what they will build. When they did the second amendment to the CEA they added the additional parking and that is what did not get placed in the improved TND. There is parking the Library could use, but this is additional parking. Mr. Bardwell asked Mr. D'Aubin if the permit issued by the subdivision department of the City did not include the additional parking lot to which Mr. D'Aubin said yes. Ms. Way asked if this could delay DPW from advertising for bids for the branch construction. Mr. D'Aubin said he believed that approval of the parking lot would be necessary before the Library could advertise the job. Ms. Freeman asked if this is what would need to go before the Planning Commission. Mr. D'Aubin noted that this is what Mr. Spinoso was saying about an administrative staff level approval of substituting the original north parking lot for this south parking lot. If this cannot be done, then the Planning Commission meeting on April 22<sup>nd</sup> would need to address this. Mr. Woodard asked Mr. Spinoso to confirm what he told them. Mr. Spinoso said it appears to be possible, but he'd like to confirm this in the morning.

Mr. Woodard then asked Mr. D'Aubin if it were feasible that within thirty days they would have an answer on whether the bond language could be modified to suit the Parish Attorney's Office, an escrow agreement could be in place, and the construction contract would be sufficient and include the parking lot. Mr. D'Aubin replied that with the exception of the parking lot issue which may need to go in front of the Planning Commission if it can't be resolved administratively, the answer is affirmative for all the other concerns. Ms. Freeman asked Mr. Spinoso to clarify the scope of work. Mr. Spinoso replied that the scope of work includes the parking lot.

Mr. Spinosa said he wanted to address the bond issue. He referred to a memo from Mr. Shannon Dupont, engineer with the DPW Subdivision Engineering division dated February 11, 2013. Mr. Dupont wrote that “the Unified Development Code does not require a surety bond for the project, as the tract for the library currently has the required street frontage and sanitary sewer service built to the property. The public infrastructure improvements can be simultaneously constructed with the library, without a bond being posted.” Mr. Bardwell said he wasn’t going to confront Mr. Spinosa on this, but now he needed to clarify this point. Mr. Dupont did not know about the particulars of the CEA. Mr. Bardwell noted that Mr. Dupont’s comments are not relevant to this project. The Unified Development Code (UDC) may not require the bond, but the contract with the City requires it. Mr. Dupont did not know the Library would lose the access servitude as soon as the main road was built and therefore, the Library’s sewer connection would disappear. Mr. Bardwell stated again that the memo referred to the UDC. Mr. Spinosa replied that he disagrees.

Ms. Freeman asked whether they have a sewage connection. Mr. Bardwell said there is a stub-out to Perkins Road at the access servitude. But the servitude disappears if they build the main road into the development. He added that it is unfortunate that Mr. Dupont wrote the memo without knowing about the Library’s infrastructure contract.

Mr. Bardwell then made a motion that they defer the vote on whether or not to continue with the Cooperative Endeavor Agreement (CEA) for the branch library in the Rouzan development until next Board meeting to allow these issues to be resolved. Ms. Freeman added they should include the scope of work. She added she wants to see something in writing from the department responsible for this document. Mr. Woodard asked if she was seconding the motion to which Ms. Freeman said yes. Mr. Woodard asked if there was any more discussion from the Board. There being none, he asked for a vote. The motion passed unanimously.

## **B. Update on River Center Branch Library – Mr. Spencer Watts**

Mr. Woodard then read the next item on the agenda and asked Mr. Watts to give an update on the River Center Branch Library. Mr. Watts said the staff met with the architects on January 22<sup>nd</sup> and 23<sup>rd</sup>. They discussed various functions of the departments within the library and how the spaces inter-relate. He added that it’s too early to know what the form of the building will be. They received a draft of the building program last Friday after the Board packets were mailed. The draft building program is a large document that is still being discussed, and revised. Therefore, copies of part of the draft building program were distributed to the Board at this meeting. Mr. Watts said he included four areas with room data plus program adjacencies. The new building is currently four floors with the same total square feet as the current building. By looking at the program adjacencies one can see the size of each area and where it is located in relation to other areas. He noted that the building program will be completed in the next few weeks.

Mr. Watts then discussed the four areas with the room data. He pointed out that the café and café seating area are small spaces with vending machines and possibly fresh food eventually. That may not be feasible because of health and food preparation requirements and the space

allotted for this area. Other libraries have cafés that serve food which can be successful. Under technical criteria are listed a description of the materials to be used in the space. The seating area of the café would allow customers to eat and read in a casual atmosphere.

Mr. Watts then discussed the technology lab. He said this is a “you” media room which is different from anything we have had in the past. In this area teens can explore, express and create using digital media. It gives the teens the room and means to be innovative and find a different way of learning and being engaged in collaborative activities. There are three different schemes on how the room might be arranged. Mr. Watts said it is important to have an area in this building where teens can talk and work together on projects apart from study and research areas of the library. He said this concept has worked well in other libraries.

The third space is the maker room which is a new concept in libraries. It is a flexible studio for the public where space and materials are provided. People can get together and make things as a group. A variety of activities can take place such as scrapbooking, and quilting. . One of the most popular pieces of equipment in these maker rooms is a 3D printer which most people do not have access to at work or home. Mr. Watts noted that the maker space they are planning is a modest size in comparison to some other libraries that have a large area for activities such as a wood working shop.

The fourth space is the business pod which is also a new concept for our libraries. This space would be designed for business people to use briefly when they are away from their office. They would have some private space where they could communicate with a client or with their office staff. He added if these spaces were not successful as a business pod, these areas could be used for quiet study.

Mr. Watts then referred to the program adjacency charts. He emphasized that everything they are reviewing today is of a conceptual nature and is subject to possible significant change as they move to the schematic design phase. Some of these ideas have grown out of what they have heard from the public as they listened to people who live and work in the River Center Branch area. In March and April they will present more details for the Board to review. In April the Library plans to hold a public charettes-type of review where people can see more concrete plans and provide feedback to the Library staff and architects.

Mr. Watts said he wanted to mention some things about the building in general. He said they have many good ideas that can fit within the square footage and budget that was planned. He noted that he is concerned about two items. He said this will be a good library which will have several features that will make it a destination library for people from across the city. He said he hopes people from outside downtown will want to use the maker room and the media room. Mr. Watts noted that parking is going to be a big issue for those not working or living there.

Mr. Watts also said that the building is situated in a street scape that is surrounded by huge, tall buildings. The current building gets overwhelmed now. Part of the reason is that the building is a short squat shape of dated design which is lost in the street scape. He said he is confident that the ingenuity of the architect will result in a very attractive building. He said he'd like to see more height, but they can't seem to realize that within the budget and size requirements. Mr.

Watts concluded by saying of the two issues the parking is the more important. He said he hoped they could find more parking sometime in the future.

Mr. Woodard thanked Mr. Watts and asked if there were any comments by the Board members. Ms. Freeman said people refer to Baton Rouge as an urban city, but one of the requirements of such is a good public bus or transit system. We don't have either in Baton Rouge. Consequently it makes parking a big problem. She also said that one of her comments in the past was to reduce the size of this building so that they stay within the budget. The budget cannot be an issue, so if there is a concern about going over the budget now is the time to scale back the plans.

Ms. Freeman then asked what the theme is for this library. Mr. Watts replied the theme is programs and services for technology, education, work force preparation, and the River. Ms. Freeman then said she thought the Library was going to partner with one of the plants. Ms. Stein answered that early on there was discussion regarding one of the area corporations sponsoring the teen "you" media center. They would help to pay for it or support it technologically with mentors. She added that once they are further along in the design they can work on those types of partnering. Mr. Watts said this was a good idea that he supports. Ms. Stein also added that an additional theme of the building is the city's relation to the river and the waterfront.

Mr. Bardwell then asked Mr. Watts what degree of finality these plans represent. Mr. Watts replied that at this stage everything is open to change. When they move to the schematic design, then the plans are more final. As the planning progresses changes cannot easily be made without going over budget. Mr. Bardwell replied that the plans now are very fluid to which Mr. Watts agreed. Mr. Bardwell added that he agreed they must start somewhere, but he would like some time to think about these ideas. Then he'd like the Board to come together to provide their comments in small groups.

Ms. Freeman said she agreed with Mr. Bardwell. Mr. Woodard then said he would caution the Board members to remember that they have a very competent architect who was selected from many who applied for the job. He added that the staff was also chosen for their expertise, so the Board should not be overly concerned at this early stage of the process. They are now determining what spaces they want. Ms. Freeman replied that now is the time to get involved because after the building program is submitted, the plans will be more final and it will cost more to make changes. Ms. Way added that the comments should be about the space and not the design.

Mr. Watts agreed with Mr. Woodard. He noted that Ms. Husband has spent many hours reviewing details such as the number of electric outlets for a space. Mr. Watts said he didn't think the Board would want to address those types of details. He suggested that the solution might be for each Board member to come to the office to review the building program. The staff could answer any questions they have. They did not bring the entire building program to the Board meeting because the discussions on details would be too time consuming. Mr. Bardwell and Ms. Freeman agreed. Mr. Bardwell suggested that Mr. Watts give the Board time slots before the next meeting to come in to see the program if they wish. Mr. Watts replied that they will give the Board an opportunity to see the building program.

As an example Mr. Bardwell said he wondered why on level 2 of the program adjacencies there is blank space. Mr. Watts said that is part of the fluidity of the process at this stage. He then assured Ms. Freeman that they are working within the square footage and budget limits so as not to go over those.

Ms. Way asked what the solution will be for the parking downtown. She added that it is not an easy situation to resolve or answer now, but she felt a resolution needed to be found. Mr. Watts agreed with her. He said he has reviewed and asked all the same questions about parking that others have previously covered. The space they have to work in is too small, and does not allow for a functional and cost-effective answer to parking at the site. He noted that it is hard to find other space nearby and has been a frustrating concern. Ms. Way again emphasized that eventually a solution must be found to which Mr. Watts said the solution might be that there is no immediate solution. Ms. Way agreed that they might need to table the parking issue for now. Mr. Woodard said that if there is parking on-site it would be minimal and reserved for staff and the handicapped. Patrons would likely not have parking at the branch.

Mr. Woodard asked if there were any other comments by the Board. He said he had the opportunity to attend a literacy night at the Zachary Public School. He was pleased to see the Children's Services librarian conducting one of the sessions.

Mr. Woodard then asked if there were any public comments on the River Center Branch. Mr. Berry said they were told that there would be public input on the design of the River Center Branch. He said there have been stakeholder meetings between September and December that the public was not invited to attend even though they were told the public would be invited. Mr. Berry added that the stakeholders were those who are interested in a downtown point of view such as the Baton Rouge Area Chamber (BRAC), the Center for Planning Excellence, the Baton Rouge Area Foundation, the Downtown Development District (DDD), the Greater Baton Rouge Arts Council, Visit Baton Rouge and others who have interests in downtown. He also said no more than two Board members were allowed to attend any of these meetings so that there would be no violation of the public meeting laws and since there was no quorum the public could be left out legally. He said the downtowners have a tight grip on this branch downtown which isn't fair. Mr. Berry noted this is not fair to the public because they are funding this project with their tax dollars. The Board needs to rethink this process and remember how many were against the Metropolitan Council's eventual passing of the budget for this branch. Mr. Berry said he was going to mention parking, but they already discussed that. Mr. Woodard said Mr. Berry's time was up and asked him to end his comments. Mr. Berry noted that Mr. Davis Rhorer, Director of the Downtown Development District, said he is interested in how the branch looks, and others want the needs of the business community to be considered. He observed that the Board did not know the papers they received at this meeting would be distributed and discussed, so they had to react with no advance warning. He said it was wrong that the public did not get copies of the handout. Mr. Woodard thanked Mr. Berry.

Mr. Davis Rhorer spoke to say the Downtown Development District is very excited about this project. He said the availability of parking is important and that his office is working on several scenarios to present to the Library Board on how to address the parking. He added that they want to be a partner and help in any way they can. He noted that next to this branch is a transit

shelter. It will have GPS capability to identify when the next buses are coming to the Town Square where this library is located. There will be good access by bus to this facility.

Mr. Doug Pennington, a member of the public, said he appreciated being allowed to speak. He said Mr. Rhorer is enthralled about this branch because he lives there, but Mr. Pennington said he has to pay for this. He said he was all for the library system and that his son when asked where he wanted to go for his birthday replied the Baker Branch Library. He said they went to that branch and enjoyed story time. Mr. Pennington said he was the Library's biggest supporter during the last Library tax election in 2005. He asked if the Board has thought about the ending of this 10-year tax period in 2015. He said they are discussing Rouzan and the Goodwood Main Library. He added that parking had been a big issue when they were trying to get the River Center Branch remodeled rather than torn down. Mr. Pennington said it is still an issue. He added that he wondered if people would come downtown on the bus. He asked if the budget is going to remain at \$19 million. Mr. Pennington told the Board they did not even know what the budget will be for this new building. Mr. Pennington asked the Board if they thought about what will happen if the next tax election is not passed. He said that maybe Mr. Jacob, the Board Treasurer, could answer that question. He warned the Board not to count on the Library tax renewal passing. A friend in Baker told him she hoped the next Library tax renewal passes. He said the Board needs to keep that in mind when they do their planning. Mr. Woodard thanked Mr. Pennington for his comments.

Ms. Kathy Wascom, a member of the public, said she listened to the concepts for the downtown library. She looks forward to the charette, and hopes they have the opportunity to express their opinions like they did for the Goodwood Main Library. She added she likes the collaborative spaces and would like to see a LEED certification for the new River Center Branch. Mr. Woodard thanked Ms. Wascom and then asked for any comments from the Board.

Ms. Freeman asked if the Library held meetings about the River Center Branch without inviting the public. Ms. Stein replied that they did not have secret Board meetings with two members of the Board speaking with stakeholders. They reached out to the obvious stakeholders who are interested in the downtown library because they work and/or live there, or are involved in the government downtown. Ms. Stein said they used the same process downtown as they did for the Goodwood Main Library. She said they did not limit the meetings to just the government or the DDD. They went to the Arts Council, to literacy groups, to churches and to helping organizations. They asked them what they were interested in and what they would like to see in a new library downtown. Ms. Stein added that during GEEK week downtown they asked the public for their input. She noted that each branch had a GEEK week in 2012 that was announced to the Board at the meetings, and was publicized in *The Source* and in the media. The public was invited to provide their comments about what they want to see at the Library in general and at the specific branch holding the meeting. Ms. Stein added that if a member of a group could not attend the stakeholder meeting the member might have called or e-mailed her with comments. She said many opportunities have occurred and will continue to occur for comments. Ms. Stein thanked Ms. Freeman for asking.

Mr. Watts said he would like to add that there will be a public charette. He said having worked on several public buildings in North Carolina, Virginia and Mobile charattes are very inclusive



events. He added that he resents the insinuation that the people who work and live downtown are not really considered part of the public.

Mr. Berry asked to speak again and Mr. Woodard allowed him to comment. Mr. Berry said when he hears statements that are not true, he feels he must speak. He quoted from an article in *The Advocate* on January 31, 2013. He read that the meetings that were called brainstorming sessions by Ms. Stein were not open to the public or the media. The first meetings were held with pairs of Library Board members. The meetings were limited to two Board members so that no public meeting laws were violated.

Mr. Woodard said he would respond to Mr. Berry. Mr. Woodard said the Board members did meet with the staff in small groups so that the Board could give the staff their input on what they wanted to see in the River Center Branch Library. Ms. Freeman said they were just brainstorming and she asked Ms. Stein to speak again. Ms. Stein said she apologized. She thought the statement was that the Board was meeting with groups such as the citizens in Beauregard Town, Spanish Town, with the DDD and BRAC. That did not happen. She thanked the Board for that clarification.

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

There were no further comments from the Board and, so with no further business, the meeting was adjourned on a motion by Mr. Bardwell, seconded by Ms. Way at 5:55 p.m.

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Mr. Travis Woodard, President

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Mr. Spencer Watts, Library Director

**DATE:** February 14, 2013  
**TO:** Library Board of Control  
**FROM:** Spencer Watts  
Library Director  
**SUBJECT:** Construction Report

## Goodwood Main Library

Steve Jackson, architect with Cockfield Jackson Architects reported the following on February 12, 2013 for The Library Design Collaborative on the Goodwood Main Library.



### CONSTRUCTION REPORT

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DATE: February 12, 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 41% complete.
- 3) The roofing is approximately 39% complete.
- 4) The mechanical system is approximately 90% complete.
- 5) The electrical work is approximately 22% complete.
- 6) The Monthly Owner's Meeting was held on January 31, 2013.
- 7) The butterfly roofing material has installed.
- 8) Roofing insulation is being installed.
- 9) The Curtainwall glazing is being installed.
- 10) The air barrier is being installed.
- 11) One of the three zinc wall mockups has been completed.
- 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 BREC Theatre parking lot.



Looking west in the North Courtyard.



The masonry scaffolding has been installed on the west side of the Library.



## FIELD REPORT

**DATE:** January 10, 2013  
**PROJECT:** Independence Park Main Library  
**WEATHER CONDITIONS:** Cloudy - 65°  
**SITE CONDITIONS:** Wet  
**WORKERS:** +/- 20  
**REPORTED BY:** Benjamin R. Bradford, The Library Design Collaborative  
**IN ATTENDANCE:** Benjamin R. Bradford, Vic Todd, and Pierce Langridge

### OBSERVATIONS:

- 1) The butterfly roof batt insulation is being installed.
- 2) The north curtainwall is being installed.
- 3) The cooling towers have been placed on their structural supports.
- 4) The third floor masonry is almost complete.
- 5) The first floor masonry on the west side has been started.
- 6) The white concrete formwork has been started. The GC will add the curtainwall dap out to it before is poured.
- 7) The butterfly roof steel end dam and conductor head are on site.
- 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 mockups are expected to be complete next week.
- 2) Zinc wall panel installation is expected to start within the month.
- 3) 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:** January 17, 2013  
**PROJECT:** Independence Park Main Library  
**WEATHER CONDITIONS:** Cloudy - 42°  
**SITE CONDITIONS:** Wet  
**WORKERS:** +/- 60  
**REPORTED BY:** Benjamin R. Bradford, The Library Design Collaborative  
**IN ATTENDANCE:** Benjamin R. Bradford, Steve Jackson, Lisa Hargrave, Vic Todd, and Pierce Langridge

## OBSERVATIONS:

- 1) I reminded the Contractor of their limits on construction including storage and staging areas. Vic assured me any use of the areas outside of those designated areas were due to the excessive rain and would be corrected as soon as possible.
- 2) A shipment of glazing has been delivered to the site.
- 3) The condition indicated in RFI #0118 was reviewed on site.
- 4) The butterfly roof batt insulation is being installed.
- 5) The north curtainwall is being installed.
- 6) The first floor masonry on the west side is being installed.
- 7) 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 mockups are expected to be complete next week.
- 2) Zinc wall panel installation is expected to start within the month.
- 3) The cistern concrete pad is expected to be poured within the month.

## 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:** January 24, 2013  
**PROJECT:** Independence Park Main Library  
**WEATHER CONDITIONS:** Cloudy - 70°  
**SITE CONDITIONS:** Muddy  
**WORKERS:** +/- 60  
**REPORTED BY:** Benjamin R. Bradford, The Library Design Collaborative  
**IN ATTENDANCE:** Benjamin R. Bradford, Pierce Langridge, and Vic Todd

### OBSERVATIONS:

- 1) I reminded the Contractor again of their limits on construction including storage and staging areas. Vic assured me any use of the areas outside of those designated areas would be corrected as soon as possible.
- 2) The roofing is being installed above the third floor.
- 3) The shaftwall elevator walls are being installed.
- 4) The butterfly roof batt insulation continues to be installed.
- 5) The generator pad is being prepared.
- 6) The north curtainwall is being installed.
- 7) The masonry on the exterior wall of Stair 4 appears to be complete.
- 8) The mechanical ducts are being installed over the staff lounge and PR Graphics.
- 9) 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 mockups are expected to be complete next week.
- 2) Zinc wall panel installation is expected to start within the month.
- 3) The cistern concrete pad is expected to be poured within the month.

### ATTACHMENTS:

- 1) Three (3) 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:** January 31, 2013  
**PROJECT:** Independence Park Main Library  
**WEATHER CONDITIONS:** Clear - 51°  
**SITE CONDITIONS:** Muddy  
**WORKERS:** +/- 60  
**REPORTED BY:** Benjamin R. Bradford, The Library Design Collaborative  
**IN ATTENDANCE:** Benjamin R. Bradford

### OBSERVATIONS:

- 1) The Monthly Owner's Meeting was held today.
- 2) The roofing is being installed above the third floor.
- 3) The shaftwall elevator walls are being installed.
- 4) The butterfly roof batt insulation continues to be installed.
- 5) The north curtainwall glazing is being installed.
- 6) The masonry on the exterior wall of Stair 4 appears to be complete.
- 7) The masonry scaffolding on the west side of the building is 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 mockups are expected to be complete next week.
- 2) Zinc wall panel installation is expected to start within the month.
- 3) The cistern concrete pad is expected to be poured within the month.

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:** February 7, 2013  
**PROJECT:** Independence Park Main Library  
**WEATHER CONDITIONS:** Overcast - 57°  
**SITE CONDITIONS:** Muddy  
**WORKERS:** +/- 55  
**REPORTED BY:** Benjamin R. Bradford, The Library Design Collaborative  
**IN ATTENDANCE:** Benjamin R. Bradford

### OBSERVATIONS:

- 1) One of three zinc mockups is on-site.
- 2) Trenching is occurring on the plaza side of the building for plumbing and mechanical lines.
- 3) The butterfly roof batt insulation continues to be installed.
- 4) The north curtainwall glazing is being installed.
- 5) The masonry on the exterior wall of Stair 4 appears to be complete.
- 6) The channels for the zinc panels are being installed on the west side.
- 7) 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) Remaining zinc wall panel mockups are expected to be complete next week.
- 2) Zinc wall panel installation is expected to start within the month.
- 3) 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:** February 8, 2013

**Project:** Independence Park Main Library Baton Rouge, Louisiana

**Date Visited:** February 6, 2013

### OBSERVATIONS

1. HVAC piping and ductwork including duct insulation, Plumbing and Sprinkler piping installation is continuing on 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> floors.
2. Commissioning agent is to be notified to witness tests on all hydronic piping systems. Only two hydronic tests have been witnessed as of today's date. One set (CWS & CWR ?) on the 1<sup>st</sup> floor and one set (HWS & HWR) on the 2<sup>nd</sup> floor. All condenser water, chilled water and heating hot water piping is to be tested.
3. Duct pressure testing has been completed on the main supply ducts from AHU No. 1 thru 10. Each of the ducts tested passed. Duct pressure testing for AHU No. 11 and No. 12 remain.
4. Remove standing water from air unit drain pan(s).
5. Pumps motors and not protected.
6. Protect pipe open ends of HVAC, Plumbing, and Sprinkler piping.
7. Various stored materials are not being protected.
8. Cups, cans, plastic bottles and miscellaneous debris stuck in wall stud spaces at various locations.
9. No smoking in building.
10. Refer to pictures attached.

Picture 1



Protect Air Unit Coils Openings. (Typical)

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Picture 2



Clean AHU's and protect cabinets. (Typical)

Picture 3



Clean AHU's and protect cabinets. (Typical)

Picture 4



Protect unit openings. (Typical)

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Picture 5



Provide temporary pipe caps as req'd. (Behind ERV)

Picture 6



Protect AHU openings.

Picture 7



protected.

Clean AHU cabinet. Typical all units exposed and not

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Picture 8



Protect open pipe ends

Picture 9



Protect open ends of pipe.

Picture 10



Cigarette Butt on floor. No Smoking in building.

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Picture 11



Insulation compressed by piping. No Pipe saddle.

Picture 12



Pipe saddles missing at hanger supports.

Picture 13



Protect stored materials.



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Picture 14



Protect stored materials.

Picture 15



Protect pump motors from dust & dirt.

Picture 16



Verify proper access to VAV Box

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Picture 17



Verify proper access to VAV Box.

Picture 18



Workers smoking inside of building.

Picture 19



Clean up water from floor in building.

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Picture 20



Clean up water from floor in building.

Picture 21



Duct insulation compressed by piping.

Picture 22



sheet rock.

Clean debris from walls & framing prior to installing

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Picture 23



Protect fan coil unit.

Picture 24



Protect stored materials. Clean out pipe before installation. Also see next picture.

Picture 25



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Picture 26



Protect open ends of piping.

Picture 27



Protect open ends of piping.

Picture 28



Replace broken temporary pipe cap.

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

Picture 29



Replace broken temporary pipe cap.

Picture 30



Remove standing water from AHU drain pans.

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

## **Fairwood Branch Library**

Mr. Richard Brown, architect with Bani, Carville & Brown reported that almost all of the items on the punch list have been cleared. There are a few items on the list yet to be completed. The keys to the building were released to the Library on January 31, 2013. Furniture is being installed and books will arrive on February 14, 2013.

## **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 1008  
Baton Rouge, Louisiana 70808  
Telephone 225 928 4905

February 12, 2013

Assistant Director  
East Baton Rouge Parish Library

Re: February 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. Permit documents, including civil, have been delivered to DPW for bid prep.

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