

TENTATIVE AGENDA
FOR REGULAR MEETING OF THE
EAST BATON ROUGE PARISH LIBRARY BOARD OF CONTROL
BREC ADMINISTRATION BUILDING
BOARD ROOM
6201 FLORIDA BOULEVARD
BATON ROUGE, LA 70806
JANUARY 20, 2011
4:00 P.M.

I. ROLL CALL

II. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF DECEMBER 16, 2010

III. REPORTS BY THE DIRECTOR

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

IV. OLD BUSINESS

- A. TO VOTE TO REMOVE SOLAR PANELS FROM CONSIDERATION OF ADD ALTERNATIVES FOR THE NEW MAIN LIBRARY – MR. STAN BARDWELL
- B. TO VOTE TO ACCEPT THE CONSTRUCTION DOCUMENT PACKAGE FOR THE NEW MAIN LIBRARY – MR. KEN TIPTON AND MR. STEVE JACKSON – THE LIBRARY DESIGN COLLABORATIVE

V. NEW BUSINESS

- A. TO VOTE TO ELECT OFFICERS FOR THE LIBRARY BOARD OF CONTROL FOR 2011 – MS. KIZZY PAYTON
- B. REPORT ON KNOCK-KNOCK CHILDREN’S MUSUEM – MR. STAN BARDWELL
- C. TO VOTE TO ACCEPT THE CONCEPT OF THE KNOCK-KNOCK CHILDREN’S MUSUEM FOR POSSIBLE LIBRARY INVOLVEMENT - MR. STAN BARDWELL
- D. TO VOTE TO CHANGE THE FINANCIAL INSTITUTION FOR THE PATRONS OF THE PUBLIC LIBRARY (POPL) BANK ACCOUNT FROM THE BATON ROUGE CITY-PARISH EMPLOYEES FEDERAL CREDIT UNION TO HANCOCK BANK – MR. DAVID FARRAR

VI. COMMENTS BY THE LIBRARY BOARD OF CONTROL

ALL MEETINGS ARE OPEN TO THE PUBLIC

THE PUBLIC IS ALLOWED TO MAKE COMMENTS RELATIVE TO AN AGENDA ITEM AT THE DISCRETION OF THE LIBRARY BOARD PRESIDENT. ANY COMMENTS NOT RELATED TO AN AGENDA ITEM MAY BE RECEIVED AND DISCUSSED OR DEFERRED TO A FUTURE MEETING UNDER PROCEDURES DIRECTED BY THE LIBRARY BOARD PRESIDENT.

Revised Minutes of the Meeting of the
East Baton Rouge Parish Library Board of Control

January 20, 2011

The regular meeting of the East Baton Rouge Parish Library Board of Control was held in the Board Room of the BREC Administration Building at 6201 Florida Boulevard on January 20, 2011. Ms. Kizzy Payton, President of the Board, called the meeting to order at 4:05 p.m. Members of the Board present were Mr. Stanford O. Bardwell, Jr., Mr. Donald Browning, Ms. Tanya Freeman, Mr. Derek Gordon, Mr. Lawrence Lambert, and Ms. Beth Tomlinson. Also in attendance were Mr. David Farrar, Library Director; Mr. Brian Fielder, Deputy Library Director; Ms. Mary Stein, Assistant Library Director of Administration; Ms. Patricia Husband, Assistant Library Director of Branch Services; Ms. Rhonda Pinsonat, Library Business Manager; and Ms. Liz Zozulin, Executive Assistant to the Library Director. Metropolitan Councilwoman Tara Wicker, of District 10; Mr. Davis Rhorer, Director of the Downtown Development District; Mr. Bill Palmer, Superintendent of BREC; Ms. Erin Wesley, Vice President of Governmental Affairs with the Baton Rouge Area Chamber; Ms. Clarice Gordon, Chair of the Board of Directors and Ms. Melissa Bell, Project Director, both with Knock Knock Children's Museum were also present. Mr. Ken Tipton, Ms. Lisa Hargrave, and Mr. Steve Jackson, architects with The Library Design Collaborative; and Mr. Dyke Nelson, architect with Chenevert Architects also attended. Ms. Sandy Davis, reporter with *The Advocate*, and Ms. Robin Heisser, reporter, Ms. Ronni DiJohn, intern, and Mr. Chris Sasser, videographer all with WBRZ-TV along with about fifty people from the community were also at the meeting.

Ms. Payton opened the meeting by asking for the approval of the minutes of the regular meeting of the Library Board on December 16, 2010. The minutes were unanimously approved on a motion by Mr. Gordon, and seconded by Ms. Tomlinson with four corrections.

Reports by the Director

A. Financial Reports

Ms. Payton asked Mr. Farrar to present his financial and system reports. Mr. Farrar gave his reports noting that the Statement of Revenues, Expenditures, and Encumbrances as of December 31, 2010 show operating expenditures of \$26,036,661.49 or 83.85% of the operating budget spent. Although it will be several months before the books for 2010 are closed, the Library expects to spend between 88-89% of the operating budget. Cash collections from property taxes for 2011 are down 25% when compared to the same period last year, but it should be noted that collections in January 2010 were unusually large. Over the remainder of the year, the Library expects this deficit to decrease and for property tax revenue to equal or exceed our collections in 2010.

B. System Reports

Mr. Farrar noted that gate count numbers remain very high, that the East Baton Rouge Parish Library database usage continues to lead the state this month, and circulation numbers throughout the system remain high.

C. Other Reports

Mr. Farrar reported that he, Ms. Freeman and several Library employees attended the American Library Association (ALA) Mid-Winter Conference in San Diego last week. He said they attended many seminars on a variety of topics such as labor relations, literacy, social media usage and programming. He added that they also had the opportunity to meet with vendors; some of whom hold contracts with us for services running in the thousands of dollars. It is a good opportunity to hold vendors accountable for the thousands of dollars that the East Baton Rouge Parish Library spends.

Ms. Freeman said that our Library system is well known across the country for the excellent services we provide. Mr. Farrar added that Ms. Freeman would like to see our staff present papers at library conferences to share the knowledge we have.

Ms. Freeman had also asked that a suggestion box be placed in each branch and at Main for patrons. Mr. Farrar displayed a box and said that all suggestions and comments would be read and considered. He added that Ms. Freeman asked that a bookmark be created with the calendar of events at the Library for the month. Mr. Farrar showed the bookmark which is being referred to as *The Pocket Source* since it contains all the activities listed in *The Source* newsletter in a condensed version.

Mr. Farrar was pleased to announce that the Library received a check for \$2,871.00 from the State of Louisiana for reimbursement of charges for the Internet connection at the Main Library.

Mr. Farrar said that Ms. Stein, prior to being named Assistant Library Director, was the Head of Teen Services. She conducted book talks in many of the schools in the parish. Ms. Barbara Roos, Head of Teen Services, has continued this practice, and she visited Baton Rouge Magnet High School last month. The school librarians and the students sent letters expressing their thanks. The school librarians said their students were engaged, asked questions and requested that more books be added to their school libraries.

In regard to Teen Services Mr. Farrar said that Ms. Roos has submitted a year-end report for her division. Mr. Farrar added that in 2010 Teen Services conducted 18 in-house tours for 322 teens, and 174 visits to parish middle and high schools speaking to 6,400 students. The Teen Division instructed students in using the Library's InfoGuides to aid in choosing books to read. Teen service desks answered 92,525 reference questions. Teen Services also provided materials to teens at the Juvenile Detention Center. In 2010, 67 visits were made to 641 teens who checked out 501 books. The Summer Reading program was very successful with 1,986 tweens (6th through 8th grade) and teens (9th through 12th grade) signing up this past summer.

Mr. Farrar then gave a summary of the activities for the Library construction projects. He said that Mr. Richard Brown of Bani, Carville and Brown Architects submitted construction documents to him and to Mr. Jim Frey, of the City-Parish Department of Public Works, Architectural Division, for their review and comments. The Library Board will be asked to vote to accept the construction documents in April after which the contractor bid process can begin.

In regard to the Rouzan Branch Library project Mr. Mike Sullivan of LRK Architects is working with Mr. Frey and the Library staff on comments on the design development package. After this phase is completed, construction documents will be produced.

Mr. Farrar said that Mr. Frey is also drafting the Request for Qualifications (RFQ) for architectural services for the downtown branch library. The Library staff has been researching potential technology concepts in libraries in major cities. Mr. Frey believes that the selection of an architect should be made in February or March.

Mr. Farrar then asked Mr. Fielder, Library Deputy Director, to report on his activities. Mr. Fielder said that this past month he has been working with the City-Parish Department of Human Resources on how employee work performance is evaluated, and on organizational charts for the various divisions and departments within the Library.

Mr. Farrar then said he wished to congratulate Ms. Stein for completing the first electronic annual report for the Library which is posted on the Library's website. He asked Ms. Stein to give a brief summary of the activities and programs at the Library. Ms. Stein said that in regard to our Teen Division, our Library system was one of the first systems in the country to have a separate Teen Department. She added that this is very important so that teens discover the value of the library and therefore, become life-long library users.

Ms. Stein added that *Live at Chelsea's* last night was very well attended. Blues singer, Henry Gray performed and celebrated his 85th birthday. Next month Blues singers, Kenny Acosta and Jared Daigle will perform.

Ms. Stein said in the spring, ACT practice testing will be offered at several branches. The Library will also sponsor in March a Readings in Literature and Culture (RELIC) series. The Career Center will host a 13-week program at the Bluebonnet Regional Branch Library for those interested in becoming more focused and creative in regard to their career and their life in general.

Mr. Farrar asked Ms. Husband to give her update on branch maintenance projects. Ms. Husband said that the lighting upgrade package for the Bluebonnet Regional Branch Library has been awarded. Once the contract is signed, work can begin. They are planning to replace the flooring in the Bluebonnet Branch just as they have done at the Jones Creek Regional Branch. At Jones Creek they are now working on paint touch-up in the interior of the building. At the Scotlandville Branch, a new sliding glass front door is being installed. This type of door is easier to use as it automatically slides open when one approaches the door.

New Business

B. Presentation by Knock-Knock Children's Museum – Mr. Stan Bardwell

Ms. Payton then said that she would like to make a slight change in the order of the items on the agenda. She asked for a motion to present at this time, under "New Business", item B, Presentation by Knock-Knock Children's Museum. Mr. Gordon made the motion to move the agenda item which was seconded by Ms. Tomlinson, and passed unanimously. Ms. Payton said this change would accommodate Mr. Bill Palmer who has another meeting to attend, but who would like to speak about BREC's involvement in the Children's Museum.

Ms. Payton opened this item for comments from the public, but there were none. Mr. Bardwell said that the public comment period should be allowed after the presentation is made. Ms. Payton then asked Mr. Bardwell to present the background on this agenda item. Mr. Bardwell introduced Ms. Clarice "Cricket" Gordon, Chair of the Board of Directors of the Knock Knock Children's Museum. He said that Ms. Gordon has an extensive background in early childhood development. Her husband is Dr. Stewart Gordon, a pediatrician specializing in brain development. Mr. Bardwell said he asked Ms. Gordon to make this presentation to the Board after he attended a meeting about this museum and the possibilities for the Library's participation.

Ms. Gordon thanked Ms. Payton and Mr. Bardwell for the opportunity to speak to the Library Board. Each Board member was given a folder of background information. Ms. Gordon then gave a PowerPoint presentation about the Knock Knock Children's Museum. She said they began working on the concept of a children's museum in 2007/2008 with a national museum planning firm and with the former Library Director, Ms. Lydia Acosta.

The museum will be a place for children from infancy to age 8 to come to interact with other children from diverse backgrounds. This parish is the second most diverse parish in the state. The museum will contain 30,000 square feet of 18 to 20 hands-on exhibits such as a car care center, a cultural house, a pet vet office, and a story tree. It has been documented that through play children develop creativity, social skills, mathematical reasoning and literacy.

They are planning for a parent resource center within the museum to assist parents in raising and instructing their children. Ms. Gordon said that the Library could assist them with guidance on the types of materials needed for the center as well as in the various exhibits.

BREC and the museum have signed a cooperative endeavor agreement on a site for the building which will be located at City Park on a hill at Dalrymple Drive near I-10 and Washington Street. BREC has also committed \$3 million to the Knock Knock Museum because the missions of the museum and BREC have some common goals.

Ms. Gordon noted that before they can begin construction of the museum, their Board will need \$6 million for the building construction, \$5 million for exhibit construction and about \$3 million to operate the museum for the first three years. They are now looking for thirty founding members who can each donate \$1.5 million.

C. To Vote to Accept the Concept of the Knock-Knock Children’s Museum for Possible Library Involvement – Mr. Stan Bardwell

Ms. Payton asked if there were any comments from the public and there were none. She then asked if any of the Board members had questions. Mr. Gordon said the importance of creative play has been well documented. Attention span and the ability to learn increase when children participate in structured creative play. He added that this is a great opportunity for the two staffs to work together. He added that the Board needs to authorize some activity for the Library staff. Ms. Freeman asked Ms. Gordon what dollar amount they are requesting from the Library to which Ms. Gordon replied that they did not come prepared today for a specific monetary request. Ms. Payton noted that the agenda item only states that the Library Board will vote to accept the concept of the museum for the Library’s possible involvement.

Mr. Gordon then said that the Board should ask Mr. Farrar and his staff to work with the staff of the Knock Knock Children’s Museum to explore how they can collaborate. Mr. Farrar could then report their findings to the Library Board for further action. Mr. Gordon said this would be his motion to which Mr. Bardwell seconded it. Ms. Payton asked Mr. Farrar if a motion is necessary or can they simply ask him to give a report in February. Mr. Farrar said he didn’t need a motion. Mr. Gordon then suggested that the Library staff might need more than a month to conduct the research, so all the Board members agreed that Mr. Farrar would report back to them in April.

Mr. Bardwell asked Ms. Payton if Mr. Palmer could speak about BREC’s involvement in the museum. Ms. Payton recognized Mr. Palmer and thanked him for hosting today’s Board meeting in his facility. Mr. Palmer said he believes in partnerships especially when the missions of both organizations are the same or similar. He added that the public wants their tax dollars spent wisely and partnerships are one way to accomplish this. He noted that in a partnership, each organization does what they do best and therefore, they help each other to meet the missions of both groups. Mr. Palmer said that those involved in the Knock Knock Children’s Museum know that play, education and literacy are important and these activities will occur at the museum. Metropolitan Councilwoman Tara Wicker of District 10 then added that she also supports the Knock Knock Children’s Museum.

Old Business

A. Report on Solar Panel Alternatives for the New Main Library – Mr. Stan Bardwell

Ms. Payton opened this item for comments from the public. Ms. Kathy Wascom, a member of the public, asked to speak. She said she represents the Louisiana Environmental Action Network (LEAN) and they support the use of solar energy for the new Main Library. She noted that Louisiana has the best tax credits for using solar energy. There were no other comments from the public.

Mr. Bardwell then said that this agenda item had evolved. He said he is not opposed to solar energy, but did not know what the return on investment would be for the Library. So originally

this item was to remove the solar panels from consideration for the new Main Library. However, he has met with Mr. Ken Tipton of The Library Design Collaborative, and Mr. Tipton has a detailed report on the use of solar panels for the new building. Mr. Tipton then said they have asked the engineers at Gulf South Solar to provide an analysis of the cost savings of the solar panels. Gulf South Solar will deliver the report to Mr. Farrar to give to the Library Board for their review.

B. Delivery of the Construction Document Package for the New Main Library – Mr. Ken Tipton and Mr. Steve Jackson – The Library Design Collaborative

Ms. Payton opened this item for comments from the public, and there were none. Mr. Farrar said this is a great day for the East Baton Rouge Parish Library. The discussions about building a new Main Library began many years ago when Mr. Steve Jackson of Cockfield Jackson Architects spoke with then Library Director, Mr. John Richard. The Library Design Collaborative has been working with Ms. Husband, Ms. Stein and other Library staff since 2008. Mr. Farrar thanked Mr. Tipton and Mr. Jackson for delivering the construction documents to the Board tonight.

Mr. Tipton said it is a happy day for The Library Design Collaborative. He pointed to the huge construction documents that were wheeled into the room on a cart. He said that these documents represent a community effort and a lot of blood, sweat, tears and parts of the souls of the design team. He recognized two of the team members, Ms. Lisa Hargrave and Mr. Josh Peak for their work. Mr. Dyke Nelson of Chenevert Architects who is the LEED commissioning agent for the project was also acknowledged.

Mr. Tipton then said that the large rolled up drawings will be used by the contractor. The two sets of smaller bound documents and drawings are for the Board and the Library staff to review. The Library staff and the City-Parish Department of Public Works will study these documents to be sure that all the specifications are correct. Ms. Freeman asked when they could review these. Mr. Gordon said that these documents were quite detailed and he wondered if there was a summary for them to review. Mr. Tipton said that he could provide an Executive Summary for the Board. Mr. Farrar then told Mr. Gordon that early in the project before Mr. Gordon was on the Library Board, each Board member had a two-hour meeting with the architects to go over the designs. Mr. Farrar suggested that Mr. Gordon could also meet with the architects for this information if he desired.

New Business

A. To Vote to Elect Officers for the Library Board of Control for 2011 – Ms. Kizzy Payton

Ms. Payton opened the floor for the nomination of officers for the Library Board for 2011. Mr. Gordon made a motion to re-elect Ms. Payton as President and was seconded by Mr. Lambert. Ms. Tomlinson made an alternate motion to nominate all the current slate of officers for the same positions in 2011. Mr. Gordon then withdrew his original motion. A unanimous vote was taken

on Ms. Tomlinson's motion. Ms. Payton will continue to serve as President, Ms. Freeman, as Vice-President and Mr. Lambert, as Treasurer of the Library Board for 2011.

D. To Vote to Change the Financial Institution for the Patrons of the Public Library (POPL) Bank Account from the Baton Rouge City-Parish Employees Federal Credit Union to Hancock Bank – Mr. David Farrar

Ms. Payton opened this item for comments from the public, and Mr. John Berry, a member of the public, said he has several questions regarding the Patrons of the Public Library (POPL). He then read a list of several concerns as follows:

1. What is the stated purpose of POPL?
2. What are the names of the persons on the Board of Directors of POPL?
3. Who are the officers and what is their term of office?
4. He joined in April 2009, sent in a check for \$5.00, and has not heard one thing from POPL. That is the case with several other people he knows. Why does POPL not communicate with its members?
5. How can he get a copy of POPL's statement of income and expenses for 2009 and 2010?
6. What is POPL currently involved in, including projects in which they expend money?
7. How exactly are they tied to the *Live @Chelsea's* entertainment deal? Do they provide money for that entertainment? How much? Who exactly gets the money, Chelsea's, the entertainers, anyone else?

Mr. Berry said he would like a response to which Ms. Payton said they will pass on his questions to the POPL Board for a response. Ms. Payton noted that she received an e-mail from another patron who said there was no acknowledgement of a donation that was made to POPL. Mr. Farrar replied that he did not want to discuss POPL Board business at a Library Board of Control meeting. Ms. Freeman suggested that maybe POPL's functions need to be automated like other Library functions.

Ms. Freeman then asked Mr. Farrar why he wishes to change financial institutions. He replied that it is a good practice to change banking institutions periodically. He added that in other communities this is a standard policy. Mr. Farrar added that every five years is a good interval of time for changing banks.

Mr. Browning then asked whether the money in the Credit Union is POPL money or Library money. He added if it is POPL money, then why is the Library Board voting on whether to change the banking institution? Mr. Farrar replied that he is the Treasurer of POPL and that the Library Board needs to provide a resolution to the Credit Union since the Library Board of Control authorized the opening of the account.

Mr. Gordon said that their status with POPL needs to be clarified and that contributions need to be acknowledged in a timely manner. Mr. Browning said he questions the fact that Mr. Farrar is

the Treasurer of POPL to which Mr. Farrar replied that he serves in this position at the request of the POPL Board.

Ms. Tomlinson asked how the Library Board of Control can extricate itself from having to be involved in POPL proceedings in the future. Mr. Gordon said the Credit Union, requiring this resolution, is just a way for them to hold onto POPL money for a bit longer. Mr. Gordon noted that with this vote the Library Board of Control is authorizing POPL to change banking institutions.

Ms. Payton then asked for a motion. Mr. Gordon made a motion that the Library Board of Control authorizes the change of banking institutions for the POPL account from the Baton Rouge City-Parish Employees Federal Credit Union to Hancock Bank. Mr. Bardwell seconded the motion which passed unanimously.

Comments by the Library Board of Control

Ms. Payton said she would like to again thank Mr. Palmer and BREC for allowing the Library board to meet in their Board Room. She added that there was a good editorial in *The Advocate* recently about the Library's new website. She said the new website is easy to use and the domain name is easy to remember.

Mr. Bardwell said he would like to mention something about Ms. Emilie Smart, the Head of the Library's Reference Division and one of the organizers of *Live @Chelsea's*. Ms. Smart's mother, Ms. Frances Roper, passed away this week. Mr. Bardwell fondly remembered Ms. Roper as his Sunday school teacher. He asked people to express their sympathy to Ms. Smart, and concluded his comments with "Oh, girl, I'm going to miss you." Mr. Gordon added that he too remembers Ms. Roper as his English teacher. Ms. Stein said they remember her as a Library volunteer for many years.

There being no further business, the meeting was adjourned on a motion by Ms. Freeman, seconded by Mr. Gordon at 5:30 p.m.

Kizzy Payton, President

David Farrar, Library Director