

TENTATIVE AGENDA
FOR REGULAR MEETING OF THE
EAST BATON ROUGE PARISH LIBRARY BOARD OF CONTROL
MAIN LIBRARY BOARD ROOM
7711 GOODWOOD BOULEVARD
BATON ROUGE, LA 70806
JULY 24, 2008
4:00 P.M.

I. ROLL CALL

II. APPROVAL OF THE MINUTES OF THE MEETING OF JUNE 19, 2008

III. REPORTS BY THE ASSISTANT DIRECTORS

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

IV. OLD BUSINESS

- A. MILLAGE ROLL FORWARD
- B. REPORT ON CONSTRUCTION OF NEW MAIN LIBRARY – MR. STEVE JACKSON, MR. KEN TIPTON
- C. REPORT ON ROUZAN DEVELOPMENT – MR. TOMMY SPINOSA - JTS REALTY SERVICES, LLC
- D. UPDATE ON PROCESS FOR HIRING NEW LIBRARY DIRECTOR – MR. DAN REED
- E. FAIRWOOD BRANCH LIBRARY BUILDING PROGRAM – MR. STAN BARDWELL
- F. RIVER CENTER BRANCH LIBRARY BUILDING PROGRAM - MR. STAN BARDWELL

V. NEW BUSINESS

- A. RESIGNATION OF LEROY COLTER FROM LIBRARY BOARD OF CONTROL

VI. COMMENTS BY THE LIBRARY BOARD OF CONTROL

ALL MEETINGS ARE OPEN TO THE PUBLIC

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

July 24, 2008

The regular monthly meeting of the East Baton Rouge Parish Library Board of Control was held in the Board Room of the Main Library on Thursday, July 24, 2008. Mr. Dan Reed, President of the Board, called the meeting to order at 4:04 p.m. Members of the Board present were Mrs. Katherine Auer, Mr. Stanford O. Bardwell, Jr., Mr. Donald Browning, and Mr. Jamie Griffin. Also in attendance were Mrs. Mary Stein, Assistant Library Director of Administration; Mrs. Patricia Husband, Assistant Library Director of Branch Services; Mrs. Brenda Lovett, Library Business Manager; Mrs. Rhonda Pinsonat, Assistant Library Business Manager; Mr. Ronnie Pierce, Accountant in the Library Business Office; and Mrs. Emilie Smart, Division Head of Reference and Library Information Service. Also present were Ms. Nikki Essix of the Parish Attorney's Office; Mr. Jermaine Watson, Governmental Affairs Associate with the Baton Rouge Area Chamber; Mr. Steve Jackson, architect with Cockfield Jackson Architects; Mr. Ken Tipton, architect with Tipton Associates; Mr. Joseph T. Spinosa, CEO of JTS Realty Services; Mr. Scott Dyer, reporter with *The Advocate* and nine members of the community.

The minutes of the regular meeting of the Library Board on June 19, 2008 was unanimously approved on a motion by Mr. Griffin, and seconded by Mr. Bardwell with one correction noting that Mrs. Auer was in fact present at the June meeting.

Reports by the Assistant Directors

Mrs. Stein asked Mrs. Lovett to present the financial reports. Mrs. Lovett referred to the Expenditure and Encumbrance statements for the period ending June 30, 2008, and the Cash Collections report as of July 8, 2008 with total cash received on property taxes and interest in the amount of \$30,195,867.90 for the year 2008. Mrs. Lovett also presented the final Expenditure and Encumbrance statement for the period ending December 31, 2007, and the final Cash Collections report for 2007 with total cash received on property taxes and interest in the amount of \$30,463,209.65. Mr. Browning asked about what is included in other contractual services and if the Library can hire an architect to do design work. He also asked whether an architect has been hired to design a library branch downtown. Mrs. Pinsonat responded that the Library can hire an architect without Metropolitan Council approval if the total contract amount is under \$17,500.00. Mr. Reed noted that the Library has asked Mr. Trey Trahan, architect with Trahan Architects to conduct a feasibility study regarding renovating the current downtown branch. This work is similar to the information that Mr. Steve Jackson was asked to provide prior to the decision to build a new Main Library and not a renovation of the current Main Library.

Mrs. Stein reviewed the system reports which included statistics for June 2008 for Circulation, Gate Count, Reference Questions Answered, and Library and Database Usage. Mrs. Stein said that attendance at programs by large groups is down due to high gas prices.

Mrs. Stein also reported that the State Library of Louisiana has notified her that the East Baton Rouge Parish Library will receive \$203,298.98 in State aid to be used for technology for patrons. She then reminded those present that the *One Book/One Community* book selection for this summer is *Left to Tell: Discovering God Amidst the Rwandan Holocaust* by Immaculée Ilibagiza. Ms. Ilibagiza will come to Baton Rouge on July 31, 2008 to discuss her book. Prior to the free event at 7:00 p.m. at LSU's Cox Communications Academic Center for Student Athletes, will be a private reception with the author. The Library Board members were given invitations to the reception. Ms. Ilibagiza will return to Baton Rouge for a program on August 23, 2008 at the Pete Maravich Assembly Center on the LSU campus.

Mrs. Stein referred the Board members to the packet of information they were given about the ethics law policy and the Financial Disclosure Act 472. The State Library will provide the required disclosure form for reporting when they receive it. Mrs. Stein concluded her comments noting that in several parishes in the State, the tax millages for public libraries were rolled forward which is encouraging. The Metropolitan Council has deferred the appointment of a new Library Board member to replace Mr. Stephen Moret until the meeting on August 13, 2008.

Mrs. Husband informed the Board that HVAC upgrades are in process at the Baker Branch, the Central Branch, the Greenwell Springs Road Regional Branch and the Scotlandville Branch Libraries. Upgrading of alarm systems continue at the Bluebonnet Regional Branch, the Central Branch and the Jones Creek Regional Branch Libraries.

Old Business

Millage Roll Forward

At the Metropolitan Council meeting yesterday, the Council deferred its decision to roll forward the Library's millage rate until the August 13, 2008 meeting. The vote on the roll forward for the Library was short one vote with one abstention.

Report on Construction of New Main Library-Mr. Steve Jackson, Cockfield Jackson Architects and Mr. Ken Tipton, Tipton Associates

Mr. Steve Jackson, architect with Cockfield Jackson Architects and Mr. Ken Tipton with Tipton Associates gave an oral report to the Library Board on the activities involved in the designing of the new Main Library in the Park. On July 16, 2008 the Finance and Executive Committee of the Metropolitan Council voted to recommend to the Metropolitan Council, the approval of the contract to design the new Main Library in the Park by The Library Design Collaborative. At the Metropolitan Council meeting yesterday the Council voted to approve the contract.

The Library Design Collaborative held a three-day charette on July 15th, July 16th, and July 17th to present the first real vision of the new Main Library. Ms. Denelle Wrightson, architect with PSA Dewberry, Mr. Ken Tipton, and Mr. Jackson who form The Library Design Collaborative met on July 15th to review their design work. They met with the Library administrative staff, and with Mr. Ted Jack and Mr. Reed Richard of BREC on July 16th and July 17th. They plan a

separate charette with BREC Administration to discuss the Thought Square and cybercafé concepts.

Based on the information shared at the charette, the architects are creating design models and preliminary drawings to be displayed at a public forum. The public forum is scheduled for Thursday, August 14th from 3:00 p.m. to 7:00 p.m. in the Auditorium of the Main Library. The architects for the project and Library staff will be present to answer questions and record suggestions made by the public. From this input the architects will finalize their drawings and design concepts for Library Board approval.

The architects added that they would like to consider Leadership in Energy and Environmental Design (LEED) guidelines in the design of the building. They distributed a document to the Board members about the LEED rating system. They pointed out that they would like the library to receive at least a minimum certification if not a silver or gold rating. If the new Main Library receives a LEED certification it would be the first public building in Baton Rouge to be so designated. They explained that the percentage of the total cost of building by LEED standards is less than 4 per cent. However, over time the savings in water usage and energy far exceeds the cost of implementing LEED principles of design.

Mr. Bardwell asked about the possibility of obtaining a grant to assist with the cost of LEED certification. Following a brief discussion, Mr. Bardwell volunteered to research grant possibilities for the new Main Library. Mr. Reed questioned whether the architects were asking for Board approval to pursue LEED certification in their design work. Mr. Browning made a motion that that the Board approves the pursuit of LEED certification in the design of the new Main Library. The motion was seconded by Mr. Bardwell and passed unanimously. Mr. Tipton reminded the Board that if LEED certification requirements were to increase the cost of construction beyond the budgeted amount, the architects would be required to inform the Library Board and receive their approval to proceed with the additional cost.

Mr. Griffin asked the architects to give a summary of the process involved in the construction of a library building. They explained that the writing of the building program is the first step in the process. The building program is the instruction booklet for the architects in their design of such items as the floor plans, the foundation, the mechanical rooms, the lighting, the furnishings and the engineering systems. The architects create the construction documents used by the contractor in building the facility. As each milestone in the process is completed the architects must obtain the approval of the City-Parish Department of Public Works and the Library Board. It was noted that Mr. Tim Bankston, the Library's Facilities Manager also reviews the plans and gives his input. As the building is constructed the architects oversee the project for the Library.

Mr. Tom Dubos, a member of the community and the Chairman of the Library Committee for the Federation of Greater Baton Rouge Civic Associations, asked when a decision would be made about the size of the third floor of the new building and what departments would be located on the third floor. Mr. Reed responded that incorporated in the design plans is the possibility of adding square footage to the third floor. The design will include the type of construction on the first and second floors that can sustain the load limit of adding to the third floor. Mrs. Gayle Smith, another member of the community, asked why they don't build out the third floor now so

that the Main Library can be the best it can possibly be. Mrs. Auer said there is so much discussion about moving the Library's Genealogy Department from the Bluebonnet Regional Branch Library to the third floor of the new Main Library that she wonders why we don't plan for that now rather than later when construction costs increase. Mr. Bardwell asked if they can make a motion now to increase the size of the third floor. Mrs. Lovett responded that she feels they should defer a decision about increasing the size of the third floor until after the Metropolitan Council votes on whether to roll the millage forward for the Library. Mrs. Auer added that she was not making a motion, but wanted to have this question discussed. Mr. Jackson said that the architects would wait for instructions from the Library Board regarding the design and size of the third floor.

In regard to the vote by the Metropolitan Council on the Library's request for a millage roll forward, Mr. Reed stated that at the Council meeting yesterday a discussion occurred about the possibility of another request for a millage roll forward should the vote on August 13th be negative. At the meeting the Council was under the impression that if the vote failed on August 13th, the taxing authority could not request another consideration for a roll forward during this reassessment period. Mrs. Lovett replied that she attended a class given by Ms. Paulette Jackson of the Legislative Auditor's Office about property reassessments and millage roll forward requests. In the class they were told that the taxing authority could ask for a roll forward in any year within the reassessment period. Ms. Nikki Essix, of the Parish Attorney's Office will get an opinion on this matter.

Mrs. Smith asked about the square footage of the River Center Branch downtown. Mr. Reed said that at one time a projection had been done for a building of 62,000 square feet. He added that when he met with Mayor President Kip Holden in 2007, the Mayor presented a compromise to building the new Main Library downtown. He encouraged the Library Board to build a new Main Library at Independence Park and to build a suitable branch for downtown to replace the current structure. Mr. DuBos replied that when a decision was made to build the Main Library in the Park that this project should have a top priority status. Mr. Griffin said that the new Main Library is the top priority, but we still need to know how much money we will have to spend before any decisions can be made. Mr. Reed and Mr. DuBos both agreed that the Board will need to postpone further discussion until a vote is taken by the Metropolitan Council about the roll forward. Mr. Bardwell asked if the millage roll forward did not pass, would cuts need to be made to which Mrs. Lovett answered affirmatively.

Report on Rouzan Development-Mr. Joseph T. Spinosa-JTS Realty Services, LLC

Mr. Reed asked Mr. Joseph T. Spinosa to give an update to the Library Board regarding the Rouzan development. Mr. Spinosa said that they are continuing with design work for the project and are anticipating construction in the first filing by October. A site has been selected for the branch library with a proposed footprint. A Specific Implementation Plan (SIP) will be created followed by a plat plan. Mr. Spinosa had submitted an Act of Donation to the Parish Attorney for the branch library in Rouzan. Mr. Reed and Mr. Bardwell have reviewed the document along with Mr. William Aaron and Mr. Bob Abbott of the Parish Attorney's Office. The Parish Attorney has suggested that the Library sign a cooperative endeavor agreement for the donation

in order to make a provision for the surrender of the property should that contingency occur. Mr. Reed said that Mr. Spinosa has agreed to all the stipulations that the Parish Attorney has made and that he believes the Board can accept this donation and the cooperative endeavor agreement.

Mr. Bardwell said that he has read through the restrictions and covenants. The Library will be required to comply with these as a part of this managed community. He added that what has been revealed in all these details is the question of whether the Library should be in the middle of this development. This concept is so different from the other branch libraries which are stand alone facilities. The Library will not have the independence it has at the other branches. Mr. Griffin asked for Mr. Reed's opinion about proceeding to build a branch library in Rouzan. Mr. Reed replied that it is a complicated process, but is not impossible to accomplish. Mr. Griffin noted that the only feedback he has received from the public on the location issue for this branch is from Mr. DuBos and Mr. John Berry. Mrs. Auer added that even if the branch is built in the Rouzan development, the building would still be owned by the Library and governed by the Library Board.

Mr. Spinosa distributed a proposed timeline and asked for feedback from the Board. Mrs. Lovett noticed that the completion date on the timeline occurs sooner than they assumed in the budget projections. Mr. Reed reminded those present that the difference in the timeline is a matter of the difference between constructing in the private sector versus the public sector. Some parts of the Library's construction timelines are long because the Library must comply with a variety of regulations such as the bidding process.

Mr. Bardwell then referred those in attendance to a wall map of East Baton Rouge Parish in which the Library branches are indicated along with their boundaries based on patron usage statistics. He pointed out the Burbank and Rouzan sites for consideration. Mr. Spinosa commented that the Rouzan site is where most of the population is. Ms. Beth Tomlinson, a member of the community in the Southdowns area, said there isn't a large population concentration south of the Burbank site. Since the Burbank site is in a wetland, remediation would be required and that would be expensive especially post-Katrina. She also commented that the Library is pursuing LEED principles in building the new Main Library yet would consider building a south branch library in an area designated as wetlands. Mr. John Berry, a member of the community, said the Burbank area is growing as evidenced by the number of residential and commercial buildings being constructed. He added that he feels that the Burbank site has not been given equal consideration and that it is a more tenable site.

Mrs. Lovett reminded everyone that the cost to construct on the Burbank site will be approximately \$700,000 more than at Rouzan. The fee difference includes about \$330,000 to mitigate the Burbank site along with architectural fees of approximately \$384,000. All fees at the Rouzan site will be paid for by the developer.

Mr. Browning said it is time to construct the southern branch. He made a motion that the Library Board build the southern branch at the Burbank site. Mr. Bardwell seconded the motion. He said that for a governmental unit that has historically been located on an independent site, the Rouzan site which is a commercial entity is not an appropriate "marriage". It is a question of philosophy and giving up the Library's independence. Mr. Griffin said he is perplexed that at

every other meeting the Board discusses where the southern branch library should be located. Mr. Griffin feels the Library should do something different, and that the Library will retain its independence inside the building. Mr. Reed noted that they had decided to be involved in something different in the Rouzan development. Mrs. Auer said that Mrs. Georgia Brown and Ms. Dorothy Stepteau, former Library Board members, had searched for a site for the southern branch. They felt that the site where Rouzan will be built was an appropriate location. Mrs. Auer, Mr. Griffin and Mr. Reed opposed the motion made by Mr. Browning.

Update on Process for Hiring New Library Director-Mr. Dan Reed

Mr. Reed gave an update on the process thus far in hiring a new library director. He and Mr. John Carnahan, former Library Board President, choose not to attend the American Library Association (ALA) Annual Conference in June in Anaheim, California to conduct initial interviews for the position of Library Director. Since there were only three or four applicants to interview, they felt that it would not be cost effective to fly to California. Mr. Reed said that he and Mr. Carnahan have reviewed the applications and have narrowed the number of viable candidates. They will be contacting these candidates in the near future to conduct interviews with the Library Board. The names will be announced and the Board members will have access to the candidates' applications. Mr. Bardwell said that he is pleased with the current leadership of Mrs. Husband and Mrs. Stein. Mr. Reed agreed that the two Assistant Library Directors are doing a fine job during this transition period. Mr. Reed concluded the discussion by saying that the right candidate needs to be appointed. Mr. Reed again said that that one of the factors which may be contributing to the small number of applicants is the salary being offered. The City-Parish Departments of Human Resources and Finance have advised the Board that all City-Parish Department Heads must work under the same salary range. So the current salary range for the Library Director cannot be increased.

Fairwood Branch Library Building Program-Mr. Stan Bardwell

A tract of land from the site of the former Fairwood Country Club on Old Hammond Highway has been donated to the East Baton Rouge Parish Library for the construction of a branch facility. A building program can be written now that the act of donation has been completed. Therefore, Mr. Bardwell proposed a motion that the Library staff commence to produce a building program for the construction of Fairwood Branch Library. Mr. Browning seconded the motion which passed unanimously.

River Center Branch Library Building Program-Mr. Stan Bardwell

Mr. Bardwell made a motion that the Library staff hire an architect to perform a survey of the current River Center Branch Library in order to prepare a cost estimate for remodeling and upgrading the building as well as re-programming its function as needed from staff input. Mr. Browning seconded the motion which passed unanimously. Mrs. Lovett told the Board that the staff has already begun the process of establishing a contract with an architect to perform a

feasibility study of the River Center Branch. Mr. Browning asked who authorized this feasibility study to which Mrs. Stein replied that Mrs. Lydia Acosta, the former Library Director had initiated steps to contract with an architect to create concept drawings for a new building. However, in early July we changed the scope of work, and are instead examining the feasibility of renovating the existing River Center Branch Library. Mr. Browning told the Library staff that the Library Board is to be informed of all contracts involving library facilities. Mr. DuBos mentioned that he had spoken recently to Mr. Davis Rhorer, Executive Director of the Downtown Development District. Mr. Rhorer shared with him that because of the renovating of the area surrounding the River Center Branch and the plans for development in the area, the current River Center Branch is in a very desirable location.

New Business

Resignation of Leroy Colter from Library Board of Control

Mr. Reed announced that Mr. Leroy Colter resigned from the Library Board in light of the new disclosure requirements for members of boards and commissions and his wife's consulting activities. The Metropolitan Council will now need to appoint two more people to the Library Board; one to replace Mr. Stephen Moret and one to replace Mr. Colter. The Metropolitan Council voted yesterday to defer until the August 13th meeting the appointment of Mr. Moret's replacement.

Comments by the Library Board of Control

Mr. Griffin asked the Library staff to talk about literacy and the Library's role in promoting it. Mrs. Stein gave a detailed summary of the activities that routinely occur at the East Baton Rouge Library. Activities for children range from lapsits for babies, to storytimes for toddlers, preschoolers and school age children. Storytimes occur during the day and evening with opportunities for participation by children with special needs such as those with hearing impairments. We encourage children to use the Library and do not charge fines on children's cards.

School age children receive homework assistance through the Library. Library staff members also visit schools to teach middle school students how to use the library. College and community college students make use of the Library's resources. The Library refers students to tutors and adults to literacy resources as needed. The Library assists with the maintenance of a library at the Juvenile Detention Center. The Library of Congress even designated the Juvenile Detention Center as a Library Showcase. To encourage reading all who leave the Center are given a library card and a coupon to purchase a book at *Recycled Reads*, the Library's bookstore. Head Start centers receive deposit collections from our Library and information is available to those running day care centers. The Library partners with the Children's Coalition, a children's advocacy group, with which Mrs. Gayle Smith is very involved.

Our Library continues to provide the *Prime Time* humanity-based program for parents and children at risk. We were part of the pilot program when this concept was first created. The award-winning 6-week program involves the entire family and engages them in listening to stories and in discussion about what they experienced.

Mr. Reed noted that a large challenge is how to reach people that are out of touch with the more traditional ways of getting information and learning about what the Library has to offer. Mrs. Stein said that the Library tapes a monthly television segment which appears on Metro-21. The program features programs and services offered at the East Baton Rouge Parish Library. We have an e-library kiosk at the CATS bus station on Florida Boulevard where those waiting for transportation can get on-line with the Library. We also make contact with social networking and church groups to inform them of our services.

Mrs. Smith said that she distributes materials about the library and is upset that they don't know about our services or that the services are free. Mrs. Stein replied that we emphasize free at every opportunity possible. Mrs. Lovett noted that the Library offers all these wonderful services and still operates within its budget. Mr. Reed concluded the discussion by saying that the Board and Library staff will continue to disseminate this information to the public.

There being no further business, the meeting was adjourned at 6:40 p.m. on a motion by Mr. Browning, seconded by Mr. Griffin.

Dan Reed, President

Mary H. Stein, Assistant Director