

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**  
MARCH 17, 2011  
4:00 P.M.

- I. ROLL CALL
- II. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF FEBRUARY 17, 2011
- III. REPORTS BY THE DIRECTOR
  - A. FINANCIAL REPORT
  - B. SYSTEM REPORTS
  - C. OTHER REPORTS
- IV. OLD BUSINESS
  - A. TO VOTE TO ACCEPT THE CONSTRUCTION DOCUMENT PACKAGE FOR THE FAIRWOOD BRANCH LIBRARY – MR. RICHARD BROWN – BANI, CARVILLE & BROWN
- V. COMMENTS BY THE LIBRARY BOARD OF CONTROL

**ALL MEETINGS ARE OPEN TO THE PUBLIC**

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

## Minutes of the Meeting of the

### East Baton Rouge Parish Library Board of Control

March 17, 2011

The regular meeting of the East Baton Rouge Parish Library Board of Control was held in the Board Room of the BREC Administration Building at 6201 Florida Boulevard on March 17, 2011. Ms. Kizzy Payton, President of the Board, called the meeting to order at 4:05 p.m. Members of the Board present were Mr. Stanford O. Bardwell, Jr., Mr. Donald Browning, Ms. Tanya Freeman, 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. Mr. Rip Manint, with the Parish Attorney's Office; Mr. Jim Frey, with the City-Parish Department of Public Works, Architectural Division and Captain Blair Nicholson, of the East Baton Rouge Parish Sheriff's Office were also present. Mr. Richard Brown, architect with Bani, Carville & Brown Architects, Inc.; Mr. Ken Tipton, and Ms. Lisa Hargrave architects with The Library Design Collaborative; and Mr. Dyke Nelson, architect with Chenevert Architects also attended. Mr. Greg Garland, reporter with *The Advocate*; and Mr. Frank Hillyard, videographer with Metro 21 along with about 15 people from the community were also at the meeting. Absent from the meeting was Board member, Mr. Derek Gordon.

Ms. Payton opened the meeting by asking for the approval of the minutes of the regular meeting of the Library Board on February 17, 2011. Mr. Bardwell made one correction to the minutes. Ms. Payton then asked the Board members if there were any other changes to the minutes. There being none, the minutes were unanimously approved on a motion by Ms. Freeman seconded by Mr. Bardwell.

### **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 \$27,062,970.67 or 87.2% of the operating budget spent. This was a decrease from expenditures which were reported last month because of the Finance Department moving some expenditures from 2010 to 2011. For 2011, operating expenditures through February 28, 2011 were \$4,205,522.99 or 12.15% of the operating budget. Through the end of February we should have spent no more than 16.7% of the operating budget. Cash collections from property taxes for 2011 remain up as we are at \$1,340,000 and 4.13% higher than the same period last year.

## **B. System Reports**

Mr. Farrar noted that the gate count remains very high and that our database usage statistics continue to lead the state. Circulation numbers throughout the system remain high.

## **C. Other Reports**

Mr. Farrar then reported on the four library construction projects. He said that he and his staff have almost completed reviewing the construction documents for the Goodwood Main Library. Once the review is completed, Mr. Jim Frey, with the City-Parish Department of Public Works (DPW), Architectural Division can submit the bid package beginning the process of choosing a contractor.

In regard to the Fairwood Branch Library project, the Library Board will be asked to vote today to accept the construction documents. The bids for choosing a contractor for this project will be due on May 3<sup>rd</sup>.

In regard to the Rouzan Branch Library, Mr. Mike Sullivan of LRK Architects met with the Library staff this week regarding furniture, lighting, security, electrical and technology.

Mr. Farrar said that Mr. Frey has sent the Request for Qualifications (RFQ) for architectural services for the downtown branch library to the City-Parish Department of Public Works, Engineering Division for their review. Mr. Farrar added that he will give the Board further information on this project as he receives it from Mr. Frey.

Mr. Farrar then noted that they continue to gather information about collaborating with the Knock-Knock Children's Museum. He said that they will make a presentation of their findings to the Library Board in April.

Mr. Farrar said that in regard to the solar panels for the Goodwood Main Library, Mr. Frey has removed them from consideration because the payback and some other statistics did not support the justification of adding them as an alternate. He added that Mr. Frey will make some recommendations of some other cost saving alternates to replace the solar panels.

Mr. Farrar announced that the children's outreach vehicle is closer to being finished. He noted that Mr. Bardwell had asked about the vehicle at last month's Board meeting. The purchase request is out of the City-Parish Purchasing Department. The vehicle is being built in Slidell and was to be completed in mid-March. However, there were some issues with the placement of the wheelchair lift and the air conditioning system. Once the vehicle construction is finished, it will be taken to the City-Parish Central Garage in order for the proper decals and other detailing to be added.

Mr. Farrar also announced to the public that the Library Board of Control will hold a strategic planning session on Saturday, April 16, 2011 from 9:00 a.m. to 2:00 p.m. at the State Library of Louisiana. He added that the public is invited to attend.

Mr. Farrar said that Ms. Freeman had asked that our Library staff members make presentations at conferences and that the Board be informed of these presentations. The Annual Louisiana Library Association Conference is being held this week from Wednesday through Friday. Mr. Farrar was pleased to tell the Board that two of our librarians are making presentations at this conference. Ms. Nancy Lockett, Youth Services Librarian at the Zachary Branch Library will participate today in a panel discussion about teen advisory boards. Ms. Lockett developed and manages the teen library crewe at the Zachary Branch. Tomorrow Mr. John Hansen, Reference Librarian at the River Center Branch Library, will present a program entitled *Grant Resources for Patrons of the East Baton Rouge Parish Library*.

Mr. Farrar said that he will keep the Board informed of possible presentations at the Annual American Library Association (ALA) Conference to be held in New Orleans in June. He invited the public to attend some of the events at ALA to make a comparison of our system with others around the country. Mr. Farrar said he can provide information about the conference to those interested in attending. He added that several of our Board members will attend because it will be held so close to Baton Rouge.

In regard to the pre-school bookmobile outreach, since the last Board meeting, twenty-four visits have been made with nine more visits scheduled this month. Tomorrow the bookmobile will visit the CATS main bus terminal to conduct a library card sign-up drive. Mr. Farrar said they are encouraging everyone to come out to get a library card. Mr. Farrar added that there are some big plans for the bookmobile in the coming months and that Ms. Payton will announce that information in the next month or two.

Ms. Freeman said she had two comments to make. She thanked Mr. Farrar for allowing the Library staff to make an impact on others at these conferences. She said there was a concern at one time about the cost of attending these events for professional development. She added that she thinks people will see that the investment in these conferences is well worth the cost. In her second comment she asked why there was such a large increase in February in the gate count for the Delmont Gardens Branch Library. Mr. Farrar asked Ms. Stein to respond. Ms. Stein said that the gate counter is malfunctioning and therefore, it will be repaired.

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 a strategic planning specialist to produce a more detailed strategic plan for the Library system. He added that he hopes to have some of this plan completed by the time the Library Board meets at the State Library. Mr. Fielder noted that he is also working closely with the City-Parish Department of Human Resources on a succession planning model to ensure that our Library employees are prepared to be considered for promotion in the Library system.

Mr. Fielder added that they are planning a recruitment event at the ALA Conference in June. They will encourage graduates as well as current library professionals from around the state and the nation to consider choosing the East Baton Rouge Parish Library for employment.

Ms. Stein then gave a summary of some newsworthy events. She said it was “Read an eBook Week” at the beginning of March. She noted that there is a big controversy occurring now between OverDrive and HarperCollins Publishing. OverDrive provides a hosting service to many libraries including the East Baton Rouge Parish Library System which includes electronic media such as audiobooks, ebooks, music and videos. Materials in the OverDrive collection are purchased by the library system. These items then belong to the library forever. But without warning HarperCollins decided that it would limit to twenty-six, the number of times an ebook can be loaned on OverDrive. Ms. Stein said that since only 8% of our collection on OverDrive is from HarperCollins, they are going to monitor how this situation is resolved.

Ms. Stein then discussed the “One Book/One Community” selection, *The Maltese Falcon* by Dashiell Hammett. She said each Board member was given a copy of the book. She then mentioned some of the activities occurring at the Library in conjunction with this spring’s community read. On Tuesday, gemologist Jack Hood talked about gems and jewels. On March 23<sup>rd</sup> at the Jones Creek Regional Branch Library, New Orleans mystery author Julie Smith will speak about the detective novel. Then on March 30<sup>th</sup> at the Main Library, Dr. Carl Freedman, a professor of English and film and media arts at Louisiana State University will present a brief discussion of the book and the detective novel.

Ms. Stein also noted that the Readings in Literature and Culture (RELIC) series on *Folktales and Stories of the South and Louisiana* is being held each week at the Main Library. She said that the last *Live at Chelsea’s* will be held on April 20th. She announced that the Library is advertising the time capsule registry so that anyone who knows of a time capsule can report where it is and what might be in it. Ms. Stein noted that they installed an upgrade to the integrated library system, V-Smart 2.0 on Mardi Gras Day when the Library was closed. She reported that National Library Week is April 10 through April 16<sup>th</sup>. It is fitting that the strategic planning session will occur at the end of that week. Also on April 16<sup>th</sup> from 10:00 a.m. to 2:00 p.m. is Authors Row featuring local authors and their books. She said they have about thirty authors scheduled to participate at the event at the Bluebonnet Regional Branch Library.

Ms. Stein concluded her remarks by reminding those present that this Board meeting is being videotaped and will air on Metro 21 on Saturday, March 19<sup>th</sup> at 9:00 p.m.

Mr. Farrar asked Ms. Husband to give her update on branch maintenance projects. Ms. Husband said that interior painting has been completed at the Greenwell Springs Road Regional Branch, the Scotlandville Branch and the Zachary Branch Libraries. By the end of the week painting at the Baker Branch will be completed. She noted that they have obtained an estimate for the flooring at the Delmont Gardens Branch, and are in the preliminary phase of the flooring project at the Bluebonnet Regional Branch. The contract for the Bluebonnet Regional Branch Library lighting project is awaiting signatures. DPW can then issue the notice to proceed with the work.

Ms. Husband said that a lighting consultant and a representative from DPW are working together to develop the specifications for the Jones Creek Regional Branch Library lighting retrofit. She added that they have preliminary quotes for the replacement of the meeting room partition walls at the Bluebonnet and Jones Creek Regional Branch Libraries. Mr. Frey’s staff is working on the

bid package at this time. The contract for the automatic doors at the Scotlandville Branch Library has been awarded and once the contract is signed, the installation can be made.

Mr. Farrar then said he wanted to thank his staff for their hard work on the construction documents and on several other projects during the last few weeks. He also said that every so often he likes to mention the outstanding job that the Library Board of Control members do. He noted that these members donate their time to be on the Board. Many of them are also full-time professionals in engineering, law and education and yet they give their time to the community as Board members. He and the Library staff appreciate anyone in the community who is willing to serve to make sure that the East Baton Rouge Parish Library is the best in the country. He thanked the Board members for their volunteer service which enables the Library to reach all of the patrons of the parish.

## **Old Business**

### **A. To Vote to Accept the Construction Document Package for the Fairwood Branch Library - Mr. Richard Brown – Bani, Carville & Brown**

Ms. Payton opened the discussion of this agenda item by asking for any public comments on the item. Mr. John Berry, a member of the community, said he had three comments to make. Ms. Payton replied that based on the public comment policy, Mr. Berry can only make a comment of three minutes length and it must be about the agenda item. Mr. Berry said he wanted to comment about the Rouzan Branch Library and the downtown library. He added that he had asked over a week ago that an item be placed on the agenda and that his request was ignored. Ms. Payton told him that only Board members can place an item on the agenda. Mr. Berry said that the Board is trying to stop a member of the public from speaking at a public meeting run by a public board which is paid for by taxpayer dollars. He added that if the public cannot speak, how can they relate to the Board? Ms. Payton responded that they have never refused any member of the public from comment on an agenda item.

Ms. Payton then told Mr. Berry that if he had a comment about the Fairwood Branch Library that he could make his comment at this time; otherwise, she requested that he be seated. Mr. Berry replied that the Rouzan Branch and the downtown branch have not been on the agenda for three months, and he wanted to make comments about them. Ms. Payton said that when these items are on the agenda, Mr. Berry can make a comment. Mr. Berry refused to comment on the agenda item, but continued to speak on his desire to discuss other projects. Ms. Payton asked Captain Blair Nicholson, of the East Baton Rouge Parish Sheriff's Office, to escort Mr. Berry from the building. The two men left the building.

Mr. James A. George, another member of the public, said he had a comment to make to which Ms. Payton replied that it must be on the agenda item under discussion. Ms. Payton asked that Mr. George come to the podium to speak. Mr. George said that he is a member of the public and has known Mr. Bardwell for many years. Ms. Tomlinson asked Mr. George to state his name which he did.

Mr. Lambert left the Board meeting at 4:30 p.m.

Mr. George said he wished to express his disappointment and astonishment that a member of the public has been escorted out of the building by an armed guard during a public hearing. He added that Mr. Berry wanted to ask questions of the Board about the expenditure of public funds. Ms. Payton replied that they never limit anyone's ability to speak on an agenda item. Ms. Payton then asked Mr. George if he had a comment on the agenda item. If not, she requested that he be seated.

Ms. Tomlinson then told Mr. George that the Library Board has a public comment policy in force just like any other public body including the Metropolitan Council. She added that the Library Board's policy was fashioned after the Metropolitan Council's public comment policy. Ms. Tomlinson said that Mr. George and Mr. Berry were disrespectful by not abiding by the policy of the Library Board. Mr. George replied that he has spoken in front of the Metropolitan Council and has never seen a member of the public escorted out of the Council Chambers by an armed guard. Ms. Tomlinson commented that Mr. Berry had been removed from a Metropolitan Council meeting by an armed officer.

Ms. Payton then asked Mr. Rip Manint of the Parish Attorney's Office, and the Board's legal counsel, to respond to Mr. George regarding the Library Board's public comment policy. Mr. Manint said that the policy is very clear that the comment must be on an agenda item. He added that if the issue is not on the agenda it must be addressed in another way at another time. Mr. Manint said the issue that Mr. George wished to comment on cannot be addressed at this time. Mr. George questioned how the public can make comments if the Board refuses to put an item on the agenda. Ms. Payton replied that when an item is ready to be discussed it will be placed on the agenda. Mr. Manint said he would not respond further because the meeting needed to go forward and Mr. George was disrupting and interrupting the process of the meeting. Mr. Manint said that the only reason Mr. Berry was asked to leave the meeting was because he was not willing to honor the public comment policy. He added that Mr. George was also unwilling to abide by the policy. He asked Mr. George to return to his seat so that the meeting could continue. Mr. George then asked Ms. Payton if he also would be escorted out of the meeting to which Ms. Payton replied affirmatively if Mr. George did not leave the podium. When Mr. George continued to speak, Ms. Payton asked Captain Nicholson to escort Mr. George from the meeting.

Ms. Kathy Wascom, another member of the public, said she would like the Board to proceed with the agenda item. She added that as a person who frequently attends the Library Board meetings, she is tired of the disruptive behavior. Ms. Payton then asked if there were any other public comments about the agenda item.

There being no further comments, Ms. Payton asked Mr. Richard Brown to make his presentation on the construction document package for the Fairwood Branch Library. Mr. Brown said that he continues to meet with the Library staff and has received their written comments. He said he incorporated those comments into the final bid document and submitted the digital package to the Department of Public Works.

Mr. Brown added that he made a misstatement at last month's Board meeting when he said that he was waiting for comments from Mr. Jim Frey, with the City-Parish Department of Public Works, Architectural Division. Mr. Brown noted that he was corrected and that Mr. Frey's office does not issue comments on these submittal packages. Mr. Brown said the package is ready to go out for bids. Mr. Farrar said that Mr. Frey and Mr. Brown have worked diligently and have done outstanding professional work and therefore, he recommends that the Board accept the construction document package for the Fairwood Branch Library.

Ms. Payton asked if there were any other comments by the Board. She then asked for a motion. Mr. Browning made a motion that the construction document package for the Fairwood Branch Library be accepted. The motion was seconded by Ms. Freeman and passed unanimously.

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

Ms. Payton asked if there were any additional comments that the Library Board members wished to make. There were no further comments, and so with no further business, the meeting was adjourned on a motion by Ms. Freeman, seconded by Ms. Tomlinson at 4:35 p.m.

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Kizzy Payton, President

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David Farrar, Library Director