

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
MAY 19, 2011
3:00 P.M.

- I. ROLL CALL
- II. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF APRIL 21, 2011
- III. REPORTS BY THE DIRECTOR
 - A. FINANCIAL REPORT
 - B. SYSTEM REPORTS
 - C. OTHER REPORTS
- IV. NEW BUSINESS
 - A. CONSIDERATION OF WHETHER TO REQUEST THE STAFF TO BEGIN A STUDY OF THE APPROPRIATE FACTORS INVOLVED IN A DECISION TO RECOMMEND THE CONSTRUCTION OF A BRANCH LIBRARY IN METROPOLITAN COUNCIL DISTRICT 3 – COUNCILMAN CHANDLER LOUPE
 - B. RECEIVE A REPORT FROM THE LIBRARY BOARD OF CONTROL PRESIDENT REGARDING THE INITIATION OF A NEW CHILDREN’S LITERACY PROGRAM TO BE IMPLEMENTED BY THE STAFF OF THE LIBRARY – MS. KIZZY PAYTON
- 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

May 19, 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 May 19, 2011. Ms. Kizzy Payton, President of the Board, called the meeting to order at 3:06 p.m. Members of the Board present were Mr. Stanford O. Bardwell, Jr., Mr. Donald Browning, Ms. Tanya Freeman, Mr. Derek Gordon; and Mr. Lawrence Lambert. 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; Mr. Ronnie Pierce, Assistant Library Business Manager, and Ms. Liz Zozulin, Executive Assistant to the Library Director. Mr. Rip Manint, with the Parish Attorney's Office; Sgt. Patricia Carr and Captain Blair Nicholson, of the East Baton Rouge Parish Sheriff's Office were also present. Mr. Ken Tipton, architect with The Library Design Collaborative; Mr. Mike Sullivan, architect with LRK, LLC Architects, Mr. Henry Carville and Mr. Jes Sanders, architects with Bani, Carville & Brown, Inc. also attended. Mr. Greg Garland, reporter with *The Advocate*; and Mr. Frank Hillyard, videographer with Metro 21 along with six people from the community were also at the meeting. Absent from the meeting was Library Board member, Ms. Beth Tomlinson.

Ms. Payton opened the meeting by asking for the approval of the minutes of the regular meeting of the Library Board on April 21, 2011. The minutes were unanimously approved on a motion by Ms. Freeman seconded by Mr. Gordon.

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 April 30, 2011 shows operating expenditures of \$8,447,336.27 or 24.45% of the operating budget spent. Through the end of April, we should have spent no more than 33.33% of the operating budget. Cash collections from property taxes for 2011 remain up as we are at \$782,000 and 2.31% higher than the same five months last year.

B. System Reports

Mr. Farrar noted that the gate count and database usage statistics remain high. Circulation numbers throughout the system also remain high.

C. Other Reports

Mr. Farrar then gave an update on the four library construction projects. In regard to the Goodwood Main Library, the architects from The Library Design Collaborative submitted their construction documents to the Department of Public Works (DPW). DPW is now producing the bid package so that contractors can submit their proposals for constructing the Main Library. Once a contractor is chosen, a contract will be written by DPW, reviewed by the Parish Attorney, submitted to the Metropolitan Council for their approval and then presented to Mayor Holden for his signature. Groundbreaking will occur shortly after that.

Construction bid submittals for the Fairwood Branch Library were opened on May 10, 2011. Stuart & Company General Contractors, LLC won the bid and will construct this new library branch. The bid tabulation sheet is available for review by the Board and the public.

The Library staff is awaiting the final 10% of the construction documents from Mr. Mike Sullivan, architect with LRK, LLC Architects for the Rouzan Branch Library. The Library staff has finished making their comments on the floor plan while the architect is reviewing the comments on the interior finishes and the furniture package.

Mr. Farrar then said that today at 5:00 p.m. the Architectural Selection Committee will listen to presentations by three firms on the short list: Chenevert Architects, Trahan Architects and Washer, Hill Lipscomb Architects. The fourth firm on the list, Coleman Partners, withdrew their bid proposal from consideration. Upon completion of the presentations the Committee will select the firm to design the new River Center Branch Library.

Mr. Farrar noted that the new outreach vehicle which is a 10-passenger seat van arrived on Tuesday. A wheel chair lift is located at the back of the van. Library staff will use the vehicle to visit day care and learning centers to present story times and programs. They will also be able to supply deposit collections at some locations. Additional uses for this vehicle will be for staff to participate in community outreach events and to attend professional development opportunities such as at the State Library, or the annual Louisiana Library Association Conference. Mr. Farrar said that the van will be on display for the Library Board once it is wrapped similar to the bookmobile. Ms. Stein then noted that they will need to complete a bid request for the work to begin on the van.

Mr. Farrar then said that the annual Louisiana Library Association's Legislative Day was held on May 6th at the State Capitol to lobby legislators on the importance of State Aid for public libraries in Louisiana. Mr. Farrar and several staff members spoke with several Senators and House members emphasizing the importance of retaining the aid to libraries. Unfortunately, the responses were not encouraging and some felt aid to libraries would be cut completely. Mr. Farrar said this would not have a significant impact on our Library system, but it will affect small libraries across the state. On a lighter note, Mr. Farrar said that they had no problem speaking to legislators because Ms.

Stein wore her “book hat” which drew officials to investigate the bonnet. Mr. Farrar thanked Ms. Kathy Wascom who was at this meeting for her assistance in introducing the staff to several key people. Ms. Wascom is an environmental lobbyist and a former employee of the East Baton Rouge Parish Library.

Mr. Farrar then discussed his plans regarding the remote chance of flooding from the Mississippi River in downtown Baton Rouge and its impact on the River Center Branch Library. He said that they established a flood disaster plan for this branch because of the historic, one-of-a-kind materials found in the Baton Rouge Room located on the fourth floor. Ms. Melissa Eastin, the Library’s archivist, has worked diligently to organize and preserve the collection in this room. Ms. Husband and Mr. Tim Bankston, Library Facilities Manager, arranged for several generators to be installed there. These would provide climate control should there be a power outage. These generators will remain at this location until the river level falls to a normal stage.

Mr. Farrar noted that the Library Board will hold its annual special Board meeting to review the proposed 2012 budget for the Library. He said his assistant, Ms. Zozulin, will contact each Board member to confirm availability for the review. The tentative date is June 6th at 4:00 p.m.

Mr. Farrar announced that Ms. Emilie Smart, Librarian Coordinator of Reference Services is now supervising the Library’s Computer Services Department. Mr. Farrar said that he authorized Ms. Smart and her staff to accelerate the schedule for replacement of patron computers because of equipment problems, viruses and out of date technology. These replacements were approved in the 2011 budget request. The Delmont Gardens, Scotlandville and Eden Park Branch Libraries have now had computer upgrades.

Mr. Farrar then asked Mr. Fielder to give an update on his activities over the last month. Mr. Fielder said that they continue to work with Ms. Christee Atwood, East Baton Rouge City-Parish Education and Development Consultant, on strategic planning with the Library staff in the branches. Once the information is gathered they will present it to the Board.

Mr. Fielder noted that Mr. Farrar and he will host a Recruitment Information Social at the Annual American Library Association Conference in New Orleans. This event will be held on Friday, June 24th from 7:00 p.m. to 10:00 p.m. This will be a wonderful opportunity for our Library staff to meet prospective employees and to showcase our excellent system to Library School students and graduates.

Mr. Fielder said that a half day of training for staff was held on Wednesday, May 11th. Half of the staff participated in a morning session and the other half attended in the afternoon. The topics covered were ergonomics in the workplace, Equal Employment Opportunity (EEO) laws governing the workplace and progressive discipline guidelines for City-Parish employees. The City-Parish requires all employees to attend a class on the two Human Resource topics every two years. These sessions were presented by representatives from Human Resources and the Parish Attorney.

Mr. Farrar then asked Ms. Stein to give her update. Ms. Stein said that the Summer Reading Program will officially begin on May 25th for all ages, adults, teens and children. Even children who cannot yet read can participate by enrolling in the “read to me” program. The theme this summer is “One World, Many Stories”. Besides reading books, the children can also look forward to many outstanding events including Playmakers, Sinfonietta, the Baton Rouge Ballet Corps and Farmer Minor and Daisy the Pig. Programs with Angela Davis, Yarnspinner, Harvey Rabbit and Friends, and Javier Juarez are made possible by a generous grant from the Louisiana Division of the Arts through the Arts Council of Greater Baton Rouge

Adults can read this summer’s *One Book/One Community* selection, *Crazy: A Father’s Search through America’s Mental Health Madness* by journalist Pete Earley. The publisher has donated 135 copies of the book for patrons. This program is offered in conjunction with several community partners such as the Baton Rouge Community College, Louisiana State University and Louisiana Public Broadcasting. The author will present a free program at 7:00 p.m. on July 28th at LSU’s Cox Communications Academic Center for Athletes.

Ms. Stein added that textbooks being considered for state adoption will arrive at the Library in about two weeks. They will be on display for 90 days as required by State law.

Ms. Stein the said that each Board member was given a copy of the *2011 CityStats* report issued by the Baton Rouge Area Foundation (BRAAF). The annual *CityStats* report contains information about the quality of life in East Baton Rouge Parish. The information is based on a collection of data about various indicators that measure quality of life. Ms. Stein had discussed the results of this report at last month’s Library Board meeting.

The Grants Foundation Center at the River Center Branch Library will travel to the Bluebonnet Regional Branch Library for a special program to instruct grant seekers on how to obtain funding for their non-profit organization.

Ms. Stein concluded her remarks by saying that Ms. Pabby Arnold, Librarian Coordinator of Children’s Services would like all to know that children enrolled in the Summer Reading Program will be able to obtain a free book as part of their prize package for participating. Mr. Farrar introduced Ms. Arnold noting that she touches the lives of many children in this parish and works hard for children throughout the year. She ensures that our Library has one of the best collections of children’s books in the state.

Mr. Farrar then asked Ms. Husband to give an update on maintenance projects at the Library branches. He noted that Ms. Husband has been supervising the Library’s Computer Services Department for the last year and he thanked her for her work with that group. Ms. Husband then gave her report. She said that the contractors have begun installing the lighting retrofit for the Bluebonnet Regional Branch Library. The retrofit

includes relamping and ballasts including a new controls system for improved energy efficiency. This system will provide brighter and more comfortable lighting for patrons and staff. The bid for the new partition walls for the Jones Creek Regional and the Bluebonnet Regional Branch Library has been awarded and they are awaiting the contract in order to proceed. Ms. Husband concluded her remarks by noting that they are taking an inventory of their hurricane supplies and purchasing additional materials such as visqueen and also updating lists with emergency contact information.

New Business

A. Consideration of Whether to Request the Staff to Begin a Study of the Appropriate Factors Involved in a Decision to Recommend the Construction of a Branch Library in Metropolitan Council District 3 – Councilman Chandler Loupe

Ms. Payton said that they received an e-mail earlier today from Metropolitan Councilman Chandler Loupe requesting that item A on today's agenda be removed and placed on next month's agenda. Ms. Payton asked for a motion to strike item A from today's agenda. Mr. Gordon made the motion which was seconded by Ms. Freeman and unanimously approved by the Board.

Ms. Freeman then asked whether there is any money in the budget to construct another branch library to which Mr. Farrar said he asked Ms. Pinsonat to do a projection assuming that Councilman Loupe will be requesting a branch library in his district. He said the Board will need the financial information along with other data to determine if a branch can be built. Mr. Farrar added that once the Library Board asks the staff to determine if a new branch is feasible, he will provide the Board with the data they need to make a decision. Ms. Pinsonat replied that the proposed 2012 budget will contain information on the possibility of constructing another new branch library. Ms. Freeman said she asked the question because she wondered about the money. She said that it is wonderful that Council members want a library branch in their districts, but last year's projections did not contain funds for additional construction. Mr. Farrar noted that presently a new branch in Councilman Loupe's district is not in the budget.

Mr. Gordon then said that there are two different points to consider regarding this item. One is whether there is money available, and two is the rationale for constructing a branch there based on current and projected needs. He said even if there is no money available at this time, but there is a strong rationale for a branch, they can begin to plan for one. Mr. Gordon said that this type planning is similar to a marathon as opposed to a sprint. Ms. Freeman replied that she agreed with his analysis. However, she said that she was just pointing out that during last year's budget presentation, the Board was told that there would be no additional money available until the next library tax renewal. Mr. Farrar noted that if the Board asks the staff to do so, there is a template in place to explore the feasibility of building a new branch library.

Mr. Bardwell then said that he agreed with Mr. Gordon that determining the potential for building a new branch and allocating the money to build it are two separate issues. Mr. Bardwell added that the boundaries of this district are subject to a change. Therefore, they need to wait until the new boundaries are specified before looking at the demographics.

B. Receive a Report from the Library Board President regarding the Initiation of a New Children’s Literacy Program to be Implemented by the Staff of the Library – Ms. Kizzy Payton

Ms. Payton then read item B on the agenda and asked if there were any comments from the public on this item. Being there were none, Ms. Payton then announced that about five months ago, the publicist for Glen “Big Baby” Davis approached her with a literacy initiative. Glen Davis is an NBA basketball player for the Boston Celtics team. He is a native of Baton Rouge, attended LSU and played for the Tigers before beginning his professional career. He would like to give back to the community in Baton Rouge and has always supported reading and literacy efforts. Ms. Payton noted that because of this interest, Mr. Davis wanted to partner with the Library to reach out to the youth of the parish. She asked Mr. Farrar and Ms. Stein to speak to Mr. Davis’ publicist about the possibility of some events with the star.

Ms. Payton said that there are some exciting events planned that the Library Board and the staff will support. Mr. Davis would like to begin some new literacy programs. These will not replace the programs that the Library is currently pursuing, but will be an additional way to encourage reading. In mid-July this initiative will begin with Mr. Davis coming to Baton Rouge to hold several media events with the Library. He will also be present at the July Library Board meeting. Mr. Farrar then said it is an amazing opportunity that a star like “Big Baby” can come to Baton Rouge, and that children will listen to what he says and be inspired to read.

Ms. Payton asked Ms. Stein to outline some of the activities that are planned. Ms. Stein said that Mr. Davis is using his celebrity to reach out to children and adults. She added that he says “reading is cool”. There is a book about him and copies will be given to children. He will visit day care centers, BREC facilities, camps, pool parties, and malls. There will even be television appearances. The appearances will begin with a press conference on Wednesday, July 20th at the Sports Academy, and then a speech at noon at the Baton Rouge Rotary Club luncheon. There will be a reception on Thursday, July 21st at 7:00 p.m. at the State Museum. Mr. Farrar noted that the Library Board along with the public is invited to attend the reception. Ms. Stein said they are planning activities for both daytime and evening and for all age groups. She said that Glen Davis is willing to be a spokesperson for the importance of reading. Ms. Payton noted that they will be able to reach children from age 3 through teens. She said she is most proud that they will be able to partner with so many local agencies that were extremely eager to be involved in this initiative with the Library. Mr. Farrar mentioned BREC’s involvement and Ms. Payton added that BREC has always been a good partner with the Library.

Mr. Gordon said that everyone loves Big Baby. He asked in addition to using his notoriety as a vehicle to promote literacy, are there other specific content elements of the program such as a curriculum? Mr. Gordon said that in reading some of the promotional materials, it mentioned that Mr. Davis was planning to start a foundation here to foster the elements of this literacy initiative. Mr. Gordon wondered what else would happen after Big Baby's visit. Ms. Stein replied that there will be some long-term programmatic features. When the activities begin in July, they will only be the beginning of many years of literacy promotion. Ms. Payton agreed that this will be an on-going project and that they hope to motivate adult participation also.

Ms. Stein said that journalist and radio personality, Mr. Jim Engster has agreed to moderate "Coaches Night-Out". It will feature local coaches and mentors. Mr. Gordon said there is a great deal of good sports-related literature and that encourages young people to read about a topic they are already interested in. If Big Baby says "you should read this book", this type of endorsement will lead young people to good literature. Ms. Stein replied that some of the teens will be doing poetry based on word play along the lines of Charles Smith's book, *Rim Shots*.

Mr. Farrar added that there are three or four other collaborative efforts that are being discussed that are almost as big as Mr. Davis coming to Baton Rouge. Mr. Farrar said that he will keep the Board informed as these efforts are finalized. Ms. Payton said that Mr. Davis will have a very aggressive schedule when he comes to Baton Rouge. The events will start on Wednesday, July 20th and run through Saturday, July 23rd. He is willing to partner with the Library in the future when he visits Baton Rouge. Once he starts his foundation, he would like to make a donation such as another bookmobile to the Library.

Ms. Freeman said that this news is truly exciting. It's wonderful to show kids how cool it is to read again. Everyone is talking about the evolution of the library and this is one way we can show how viable we as a Library system. As many times as we build buildings, it is not just about the buildings, but about the impact we have on lives. Some of these impacts we may never hear about, but we know they are happening as we plant these seeds.

Mr. Farrar added that the Mayor and the Metropolitan Council are planning some activities, but Mr. Davis will definitely attend the July Board meeting. Ms. Stein added that if it can be funded by donations from the community, at the reception they will have a virtual display of Baton Rouge sports history through oral history, memorabilia and photos. The Library's archivist is working on capturing the oral history. Ms. Stein said she would like to include remembrances of coaches such as Bob Morgan who changed lives. Mr. Gordon added that the Old State Capitol has a Louisiana sports hall of fame exhibit, and so there might be some collaboration with them. Ms. Payton noted that there will be very minimal expense incurred by the Library for this program because Mr. Davis will use his own funds and also work with his sponsors to provide the promotional items that will be given to the youth.

Comments by the Library Board of Control

Ms. Payton asked if there were any other comments by the Board members. There were no further comments, and so with no further business, the meeting was adjourned on a motion by Ms. Freeman, seconded by Mr. Lambert at 3:45 p.m.

Kizzy Payton, President

David Farrar, Library Director

MEMORANDUM

DATE: May 19, 2011

TO: Library Board of Control

FROM: David Farrar
Library Director

SUBJECT: Construction Report

Goodwood Main Library

Mr. Ken Tipton, architect with The Library Design Collaborative reported on May 11th that the construction documents are to be submitted on Wednesday, May 18th to the City-Parish Department of Public Works (DPW). As of May 11th, the architects anticipate that DPW will advertise the project for bidding on Friday, May 27th.

Fairwood Branch Library

Mr. Richard Brown, architect with Bani, Carville & Brown, Inc., reported the following:

1. The construction bid opening for the Fairwood Branch Library was held on Tuesday, May 10, 2011. The results are listed on the following page.
2. The lowest bid was from K.D. Homes of New Orleans. The bids, with the exception of K.D. Homes, ranged from \$4.8 million to \$6 million. K.D. Homes' bid was \$3.9 million, about 20% less than the next lowest, who was Stuart & Company General Contractors, LLC.
3. Because of this irregularity, Mr. Henry Carville from the architect's office spoke to K.D. Homes and extended to them the opportunity to review their numbers and to withdraw their bid if they so desire. The architects planned to speak with them before close of business on Wednesday, May 11th. They will make a recommendation to the Library Board as soon as they complete their discussions with K.D. Homes.

**New Fairwood Branch Library
 BID TABULATION SHEET**

Bid Date: 5/10/2011

Project Name: New Fairwood Branch Library
Old Hammond Hwy. Baton Rouge, LA

Designer: Bani, Carville and Brown AIA Architects, Inc.
3718 Government Street, Baton Rouge, LA 70806

Project No.

BIDDER	Lic.No.	Addn	Base Bid	Alt # 1	Alt # 2	Alt # 3	Total
Axcess Construction Management Services Inc. (Mandeville, LA)	20840		5,159,131				
Frank A. Anzalone General Contractors, Inc.	6652		4,612,000	98,500	232,000	78,000	5,020,500
K. D Homes (New Orleans, LA)	44719	1st	3,560,000	180,000	40,000	120,000	3,900,000
Lincoln Builders of Baton Rouge, Inc.	48570		4,695,000	148,000	252,000	61,681	5,156,681
MBD			4,890,000	114,000	60,000	60,000	5,124,000
Miremont – Schoonmaker Construction Co., Inc.	11302		5,609,000	229,000	178,000	13,000	6,089,000
Select Building Systems, Inc. (San Antonio, TX)	33973	3rd	4,608,000	88,000	139,000	58,000	4,893,000
Stuart & Company General Contractors, LLC	40689	2nd	4,471,000	99,000	181,600	65,000	4,816,600

A TRUE COPY

Signed: _____ Date: _____ Signed: _____ Date: _____

Designer's Estimate _____ Construction

Rouzan Branch Library

Mr. Mike Sullivan, architect with Looney Ricks Kiss/LRK LLC, reported that the ninety percent (90%) construction documents have been submitted to the Library staff for internal review. Interior finishes and furniture are in final review.