

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
AUGUST 15, 2013
4:00 P.M.

- I. ROLL CALL
- II. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JULY 18, 2013 AND THE SPECIAL MEETING OF AUGUST 10, 2013
- III. REPORTS BY THE DIRECTOR
 - A. FINANCIAL REPORT
 - B. SYSTEM REPORTS
 - C. OTHER REPORTS
 - 1. GOODWOOD MAIN LIBRARY
 - 2. RIVER CENTER BRANCH LIBRARY
 - 3. MAINTENANCE REPORTS
- IV. OLD BUSINESS
 - A. REVIEW AND DISCUSSION OF POSSIBLE ALTERNATE SITES FOR SOUTH BRANCH LIBRARY
 - B. UPDATE ON THE COOPERATIVE ENDEAVOR AGREEMENT (CEA) AMENDMENT FOR THE BRANCH LIBRARY IN THE ROUZAN DEVELOPMENT AND DECISION ON FUTURE COURSE OF ACTION – MR. LEO D’AUBIN
- V. NEW BUSINESS
 - A. CHANGE OF LOCATION FOR REGULAR LIBRARY BOARD MEETING OF SEPTEMBER 19, 2013 – MR. SPENCER WATTS
- VI. COMMENTS BY THE LIBRARY BOARD OF CONTROL

ALL MEETINGS ARE OPEN TO THE PUBLIC

IN ACCORDANCE WITH THE BOARD’S PUBLIC COMMENT POLICY, ALL ITEMS ON WHICH ACTION IS TO BE TAKEN ARE OPEN FOR PUBLIC COMMENT, AND COMMENTS AND QUESTIONS MAY BE RECEIVED ON OTHER TOPICS REPORTED AT SUCH TIME AS THE OPPORTUNITY IS ANNOUNCED BY THE PRESIDENT OF THE BOARD OR THE PERSON CONDUCTING THE MEETING.

Minutes of the Meeting of the

East Baton Rouge Parish Library Board of Control

August 15, 2013

The regular meeting of the East Baton Rouge Parish Library Board of Control was held in the Board Room of the BREC Administration Building at 6201 Florida Boulevard on August 15, 2013. Ms. Tanya Freeman, Vice President of the Board called the meeting to order at 4:00 p.m. Members of the Board present were Mr. Stanford O. Bardwell, Jr., Mr. Charles P. “Chip” Boyles, II, Mr. Jason Jacob, and Ms. Kizzy Payton. Absent from the meeting was Mr. Travis Woodard. Also in attendance were Mr. Spencer Watts, Library Director; Ms. Patricia Husband, Assistant Library Director of Branch Services; Ms. Mary Stein, Assistant Library Director of Administration; Ms. Rhonda Pinsonat, Library Business Manager; Mr. Ronnie Pierce, Assistant Library Business Manager; Ms. Liz Zozulin, Executive Assistant to the Library Director; Mr. Brian Thornhill, Library LAN Administrator; and Mr. Esau Lolis, Library Public Relations Coordinator. Captain Blair Nicholson of the East Baton Rouge Parish Sheriff’s Office; Mr. Leo D’Aubin, of the Parish Attorney’s Office; Mr. Steve Ward reporter with *The Advocate*; Ms. Diane Samuels, reporter with *Nola.com*; Mr. Mike Davis, videographer for Metro 21; and several people from the community were also present.

Ms. Freeman asked Ms. Zozulin to take the roll which she did. Ms. Freeman then asked for the approval of the minutes of the regular meeting of the Library Board on July 18, 2013 and the Special Library Board meeting on August 10, 2013. The minutes of the July 18, 2013 meeting were unanimously approved on a motion by Ms. Payton, and seconded by Mr. Jacob with one correction. Then Mr. Jacob made a motion that the Board defer the approval of the minutes of the meeting on August 10th until the next regular Board meeting on September 19th. The Board agreed that they did not have sufficient time to read the minutes prior to this meeting. Mr. Bardwell seconded the motion which was approved unanimously.

Reports by the Director

A. Financial Reports

Ms. Freeman asked Mr. Watts to make his reports. Mr. Watts then asked Ms. Pinsonat to present the financial reports. Ms. Pinsonat said that the Statement of Revenues, Expenditures, and Encumbrances as of July 31, 2013 show operating expenditures of \$15,729,932.35 or 39.44% of the operating budget. Through July, the Library should have spent no more than 58.34% of the operating budget. Cash collections from property taxes for 2013 continue to remain consistent, as the Library is now 1.76% above the same eight months in 2012.

A. System Reports

Mr. Watts asked Ms. Stein to present the system reports. She gave her PowerPoint presentation, *Around the Parish in 90 Seconds* which included the months of July and August. The following were some of the highlights:

- Life-long learning is for everyone of all ages-not just for children.
- The Library comes to patrons through Outreach Services including senior, and daycare facilities. These patrons utilize the materials and programs in the bookmobile.
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- Yoga classes for adults were held at the Zachary Branch Library.
- Glen “Big Baby” Davis visited the Scotlandville Branch Library to read and speak to children as part of his literacy program, *Booking It with Big Baby*.
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- A local dulcimer band also performed at the Zachary Branch Library.
- The 2013 Summer Reading Program ended with parties at each branch.
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- Every August the Library features a special genealogy program. This year the program celebrates the Basque influence in Louisiana.
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- A total of 20,000 patrons signed up for the Summer Reading Program; 15,000 were children.

Ms. Stein said that circulation is up. The gate count has also increased, making up for the decreased count at the Delmont Gardens Branch and the Bluebonnet Regional Branch Libraries earlier this year when they were closed for the installation of flooring in those buildings. Ms. Stein noted that database usage remains robust. She said they have wonderful databases for leisure, business and homework help. She referred the Board to pages 14 and 15 of *The Source* newsletter for details about help for students. Assistance is available digitally, by phone and in person at the Library. Ms. Stein also mentioned that the database *Reference USA* now has a résumé billboard feature.

She added that at the end of August each branch will have the opportunity for voter registration through a service with the Registrar of Voters. She then asked the Board to save the date of October 3rd and 4th for the annual Author/Illustrator program to be held at the Bluebonnet Regional Branch. Ms. Stein noted that Linda Sue Park will be the featured author this year. She is a Newbery Award winner and not only writes for teens, but for children as well.

Ms. Stein then introduced Mr. Esau Lolis, the Library’s new Public Relations Coordinator who is replacing Ms. Sarah Crawford who has relocated to another city. Ms. Stein noted that Mr. Lolis served in the military in the Department of Defense as an Army reporter. He has served for a number of years as a Public Relations and Communications Director for a granting foundation in Scottsdale, Arizona. She added that Mr. Lolis has now returned home to Baton Rouge and she wanted the Board to meet him. Ms. Stein said he has already met the local media electronically.

Ms. Freeman thanked Ms. Stein for reviewing the services at the Library and in *The Source*. She also welcomed Mr. Lolis.

C. Other Reports

Mr. Watts then gave an update on the new Main Library construction project. He said he recently communicated with the Board that although there has been a lot of progress at the site, he was concerned about the project being completed on time. He noted that there are some positive signs now. He met yesterday with the architectural staff and with DPW. There are still some pending extension requests, but he has been assured that the project will be completed in a timely manner enabling the furniture deliveries to be accepted on schedule starting with shelving in mid-October. Mr. Watts noted that the completion date is now projected for September 19th although he believes it will be a little later than that.

He added that on Tuesday, August 20th there will be a meeting with Library staff, the architects including those from PSA Dewberry, and DPW to discuss the move to the new building including logistics, initial transition plans and the date for the demolition of the old building. Mr. Watts said he expected to get the move-in date at this meeting which he feels will be four weeks longer than initially stated; making move-in activities commence at the end of October with the arrival of furniture. He hoped that the move-in would be completed by the end of December. He said he will let the Board know when the move-in date and the demolition are actually scheduled.

Mr. Watts noted that the contractor turned on the air conditioning system for a while that morning. He said the air conditioning needs to be on so that workers can complete some of the tasks related to finishes. He added that they had an ingenious humidity control device set up in the adult reading area which is a two story space. This enabled them to install acoustical plaster tile which required humidity control.

Mr. Watts told the Board that the North Courtyard redesign has been approved. The water feature has been removed. A clear glass railing system, a planting pattern for the trees, a continuous trench draining system, exterior lighting at night sufficient to see people clearly, but not bright enough for reading have all been agreed upon. The plants to be included are winged elms, Louisiana iris in place of African iris, and horsetails. The design of the courtyard and plantings will provide sufficient open space to hold some events that require vertical clearance above the tree canopy.

Mr. Watts noted that the placement of the backflow preventer have been successfully resolved. The pipes had been placed near the eventual entrance to the parking lot. This would have interfered with BREC's planned running and biking paths. Mr. Benjamin Bradford, architect on the project, intervened and worked with the Water Company and had the backflow preventer pipes moved while maintaining a suitable connection to the meters with no additional cost to the City or Library.

Mr. Watts then pointed out several important benchmarks for the Main Library construction project as follows:

- The green roof media has been delivered and should be installed soon.
- Millwork is being installed in the bathrooms, circulation area, Children's workroom, and in the shipping area.
- Steel framing for the loading dock canopy has been completed and painted.
- Concrete Masonry Unit (CMU) work in the service yard is over half completed.
- Almost all wall board on the third floor is completed along with most of the taping and floating. Priming and painting continue throughout the building.
- Metal ceiling work in the two story reading room continues with panel and ceiling devices being installed.
- Exterior metal panels for the butterfly roof are being installed. Trim work along the edges of the roof has begun.
- Wiring is almost complete on the third floor.
- Grade beams have been poured for the café.
- The design and construction teams, along with Library staff have reviewed a number of LEED commissioning items. Six credits will be awarded if the public bus system agrees to have two or more bus routes serving the bus stop. DPW will contact CATS about this issue.
- Ms. Stein and Ms. Pinsonat have submitted a proposal for a moving service to City-Parish Purchasing for their review. Once Purchasing approves the proposal, a moving company can be sought.

Mr. Watts said that Ms. Husband will present the Construction Status Report for the Main Library. He wanted the Board to remember that the chart is based on officially approved days. It does not include any pending weather days or other adjustments. So it is the best estimate of the approved dates, but it could change if additional days are requested and granted.

Mr. Watts then discussed the River Center Branch construction project. He said the architects are working on the estimate of probable cost. Mr. Rex Cabaniss, architect on the project, said they should have some figures from their estimator in about a week. He will review this with his team and then present the information to the Library. Mr. Watts added that he asked Mr. Cabaniss about the design modification to add a second bathroom to the second floor plans. He hopes to have a meeting about this change in the next couple of weeks. Mr. Watts noted he has

been working on a letter to the State Fire Marshall regarding setting occupancy limits for the building.

He noted that he and the staff have been working hard on the specifications for the RFID system. They are almost ready to submit the completed specifications to City-Parish Purchasing. They are also working on sorting equipment for the RFID system as a whole.

Mr. Watts informed the Board that he should have some additional information to present to them at the next regular Board meeting regarding the proposed wind shear monitoring device at the Scotlandville Branch Library. This is the device that the Baton Rouge Metropolitan Airport would like to place on the Library's property near Mengel Road.

He added that staff have been looking at options for establishing a foundation. Mr. Watts said that possibly the best option would be to form a foundation within our existing friend's group, Patrons of the Public Library (POPL).

The last topic he talked about was new market tax credits. Mr. Watts said that Mr. Mark Goodson, Vice President and Chief Operating Officer of the East Baton Rouge Redevelopment Authority, would be a good individual to make a presentation to the Board on this subject. He added that this concept currently seems to be of interest, and was also studied by the Board in the past. Mr. Watts admitted that new market tax credits are complicated to explain and understand, but that Mr. Goodson is very knowledgeable and able to explain the concepts involved. Mr. Watts said he would like to arrange for Mr. Goodson to talk to the Board soon. Ms. Freeman asked Mr. Watts if he is thinking of using new market tax credits for the new Main Library or for the new River Center Branch, or both. Mr. Watts replied for the new River Center Branch; it is too late for Main. The downtown location would be the most likely area to qualify to apply for these credits at this time. But the Library could also consider these in the future for renovation projects.

Mr. Watts then asked Ms. Husband to present the Main Library Construction Status Report and the maintenance report. Ms. Husband said the information on the construction status report is accurate for the information they currently have. But she said that the actual percentage of construction remaining will probably be a little greater depending how many days extension are approved for weather conditions or other issues, or changes

Ms. Husband then gave the maintenance report. She said that at the Baker Branch Library the contractor replaced a window frame. The waterproofing and exterior painting is almost complete. At the Bluebonnet Regional Branch some ceiling tiles and supporting tracks were replaced in the foyer. The Library Facilities staff replaced two windows at the Carver Branch Library. At the Central Branch, the Facilities staff removed the steps in the story time room, and replaced the flooring. Once the base is installed the project will be complete. The monument sign at the Greenwell Springs Road Regional Branch needs to be repaired. City-Parish Purchasing is requesting bids for this work. At the Pride-Chaneyville Branch the exterior painting and water sealing projects are complete. The Library Facilities staff also found and repaired a chilled water line leak.

Ms. Husband noted that DPW Architectural Services is obtaining specifications for LED lighting upgrades for the Bluebonnet Regional Branch, the Central Branch, the Greenwell Springs Road Regional Branch, and the Pride-Chaneyville Branch Libraries. She added that they are also working with DPW Architectural Services on flooring projects for the Greenwell Springs Road Regional Branch, and the Scotlandville Branch Libraries. Ms. Husband also stated that Mr. Tim Bankston, Library Facilities Manager, is working on specifications for boiler replacements at the Baker Branch and the Jones Creek Regional Branch Libraries.

She concluded her report telling the Board members that staff are working with the Library's landscaping contractor who mainly performs grounds maintenance. We will now address some issues that have been observed at some of the branches.

Ms. Freeman asked if there were any public comments on the Director's reports. There being no comments, Ms. Freeman proceeded to Old Business.

Old Business

A. Review and Discussion of Possible Alternate Sites for South Branch Library

Ms. Freeman read Item A, and opened the topic for discussion. Mr. Watts began the discussion with some comments about the alternate sites that they have presented to the Board. He said they gave the Board a wide variety in the 21 sites with asking prices for comparison. He noted that one site was too small at approximately 1½ acres; another was too far south at the location of the former Catholic School for the Deaf. He added that four or five were outside of what he regarded as the prevailing traffic flow for this area of the parish. Mr. Watts said they tried to obtain information about floodplains and wetlands as these areas cause concerns and caution should be used in purchasing in these areas. He added that there are five or six that could be considered. Some lots are long and narrow which can be a problem. In regard to the size of the sites, he added that a total of 4 to 5 acres is ideal. He noted that the Fairwood Branch is on 2.7 acres of land, and they do not have enough parking. Mr. Watts said one solution for a small site is to design a two-story building. However, then one would need elevators and more staff in order to provide the proper level of security and assistance to patrons. Also maintenance costs are higher in a multi-story building. He noted another solution is to build a square building rather than a long one. He also noted that storm water management might need to be underground which can be costly. In conclusion Mr. Watts said 4 to 5 acres would be preferred, but they could make 3 or even 2.8 acres work with some creative design features.

Ms. Freeman thanked Mr. Watts and replied that his information really narrows down the viable sites. She added that some of her initial choices are not acceptable now based on Mr. Watts' information. Mr. Boyles asked what the total estimated budget for this branch is. Ms. Stein replied \$5,950,204.00. Ms. Freeman then asked for the budget and acreage for the Fairwood Branch. Ms. Stein said the revised budget for Fairwood was \$5,495,000.00, and the site is 2.7 acres. Ms. Freeman then noted that they just finished building that branch, but they did start construction about two years ago. Mr. Bardwell asked for the square footage of Fairwood to which Ms. Stein answered 15,800 square feet. She added that the Rouzan Branch was to be 15,200 square feet. Mr. Watts noted that the same services can be provided in a building ranging

in size from 14,000 to 15,000 square feet. He added they would prefer a 15,000 square foot building. He reminded the Board that the property for Fairwood was donated. So the Board will need to add in the cost of the land if they choose a site outside of the Rouzan development. Ms. Freeman thanked the staff saying these figures will help in evaluating the alternate sites.

Mr. Bardwell asked which of the branches is the smallest. Ms. Husband replied that the Pride-Chaneyville Branch is about 11,000 square feet, and the Carver Branch is about 12,000 square feet. Mr. Watts said that he has been assuming that if the Board decides to purchase land, they would need to revise their budget for this branch. If they buy land, they cannot build the type of branch they initially envisioned with the current budget. They would need to ask for additional funding for this branch. Mr. Watts added that initially the budget included some site development. If they purchased property, they would need to increase the amount of money for site development. Ms. Freeman said she likes the layout and services at the Fairwood Branch and she can't imagine a branch much smaller than Fairwood for south Baton Rouge. Mr. Watts said that the staff agrees with her. They believe this branch will be heavily used by the public. He added that they would prefer to see a building of 15,000 to 16,000 square feet from a service standpoint.

Mr. Jacob thanked the staff for the work they did to compile the information. He said this is a starting point. He added that he wanted to make a motion that the Board go to visit these sites. He noted that it's one thing to look at a photo, but another to actually see the property where the building would be located. Mr. Jacob moved that the Library staff make arrangements for the Board members to visit the sites. Ms. Payton said prior to seconding the motion which she wanted to do, she felt they needed to narrow down the number of sites to visit. She suggested they pick the top sites they want to see. Mr. Watts thanked Ms. Payton noting that logistically they need to narrow it down to four or five sites with possibly a back-up of two or three more if the initial choices do not work out. Ms. Payton said she thought that five would be a good number. Mr. Jacob asked Mr. Watts how many sites he thinks they should visit based on the list and considering the acreage. Mr. Watts replied at most four or five. Ms. Freeman noted that based on Mr. Watts' criteria they now have four or five to visit.

Ms. Payton asked Mr. Watts to give his thoughts on his top five sites. Mr. Watts said he looked at the sites based on the feasibility of building the kind of library they want, and on the accessibility and traffic patterns of the sites. He said Property #2 (on Perkins Road across from Moss Side Lane) is level, visible, accessible and easy to find. They noted this property is 3.17 acres.

Mr. Watts said his next choice would be Property #8, (the Pennington property). He added it is not highly visible from Perkins Road, but it is located on a heavily traveled street that is well known. It has a signalized entry off Perkins Road, and is near the BREC Park which is heavily used. Mr. Watts added that he is concerned that Dawson Creek runs through the middle of this site. He noted that Pennington is getting the property appraised now. He added that Pennington is looking at some other partners to be involved in this site. He said that could work out well or cause complications with timelines and construction. Mr. Watts said a positive feature associated with this site is the future greenway bike, walking, and running path which will link many subdivisions in that area.

Mr. Watts said his next choice is Site #9 (on Perkins Road across from Kenilworth Parkway). He noted that he has some reservations about this location because the Kenilworth extension will go through that property in the future. He added that he is alone in the staff for liking this site. He did note his concerns when the extension is built. The construction would block access to the library, and produce mud and dust for a couple of years.

Mr. Watts said Site #11 (Perkins Road at Quail Run) is a good site, but is only 1.1 acres and therefore, too small. Site #12 (5940 Perkins Road) is too long and narrow with structures on it that would need to be demolished. He added that one might be able to fit a building on the site, but they would have to compromise on the type of building, or design a two story branch. Parking would need to be in the front of the site. Ms. Freeman noted the price was good. Mr. Watts agreed, but they would need to add demolition costs and whatever issues might occur with that.

Mr. Bardwell asked about Sites # 16, 17, and 18 which are all located along Burbank Drive. Mr. Watts said he likes Site 16 (Arlington Creek PUD). Ms. Freeman said until she saw the sites today, she was concerned about flooding along Burbank Drive. But she said today she noticed what looked like drainage work being done at Sites # 6 (Burbank, east of Ben Hur) and 7 (Burbank, southwest of Lee Drive). She added that area is an underserved area. Ms. Freeman said Site #7 contains 14 acres to which Mr. Watts said they wouldn't want to buy 14 acres. Ms. Freeman said she'd like to find out if they were doing drainage work there. Mr. Watts noted that some of this land was sold this week.

Mr. Watts added that he asked the realtor if part of Site # 16 was purchased by the Price LeBlanc family. The realtor said it was not. Mr. Watts noted that in terms of transportation patterns, Site # 16 is in a good location. He said he liked Site # 17 because it was further north; north of Burbank, rather than south of Burbank and close to Lee Drive. Mr. Bardwell asked on which side of Burbank Drive are Sites # 16 and 17. Both Mr. Bardwell and Ms. Freeman wanted to know if these sites were closer to the River or closer to Highland Road. Ms. Stein and Ms. Husband answered that both sites are on the Highland Road side of Burbank; the north side of the road. Mr. Bardwell said that these sites are wooded, and uncleared properties. He added that there is heavy development going on further down Burbank near Lee Drive. He said it looked like 10 to 12 acres on the south side of Burbank were under considerable construction.

Mr. Bardwell said this appears to indicate that someone does not think this area is forbidden for development. He talked about Site # 18 as a possibility. Mr. Watts replied that he thinks there are many people who think this area should not be developed, and there are other people who will build any place. He added that he has some concerns with Site # 18 being too far east. Mr. Watts said he is concerned about all the sites on Burbank Drive. He added that if he had to buy on Burbank, he would rather buy near Lee Drive. Ms. Freeman said she had some of those concerns until they drove down the Staring Lane extension and saw a heavily populated area that is underserved. She said for this reason and because of the asking price, she would like Site # 7 (Burbank, southeast of Lee Drive) investigated.

Ms. Payton asked Mr. Watts about the properties that he suggested, noting that except for two of them, the Board does not know if the properties are for sale or for lease. Mr. Watts replied that all the properties they discussed so far are for sale. The spreadsheet that gives the details of each site contains only properties for sale.

Mr. Bardwell asked how many sites they want to consider. So far he has # 2, #8 and #9 with a question mark. He felt they needed two or three more sites. Mr. Watts and the Board members discussed which sites should be included. Mr. Bardwell said on the larger lots they could ask about purchasing just a portion of the land. Mr. Watts said they had discussed this with some of the realtors. He noted that if they can sell the whole piece of property to one individual they would prefer that to selling three or four acres to the Library. Ms. Freeman wanted to include the Burbank sites for further investigation into the drainage issues. Site # 9 (Kenilworth Pkwy and Perkins Road) has the most problems. Ms. Freeman said she liked Site # 10 (Quail Run Drive). Mr. Watts said that site does not have good access and will be hard to see from Perkins Road. Mr. Bardwell suggested they add # 10 to the list as an illustration of why it is not a good choice.

Mr. Jacob then restated his motion that the Library staff arrange for site visits for the Board members for Sites #2, #6, #7, #8, # 9, #10, and #16. Ms. Payton seconded the motion. Ms. Freeman asked if the site visits can be arranged and conducted in the next two weeks. She added that they should have a special Board meeting after the visits to discuss their preferences. She did not want to prolong the decision until the regular September Board meeting which would delay getting appraisals until October. Mr. Watts said the two appraisers they spoke with said it would take from four to eight weeks to complete the appraisals. He added they have a couple of appraisers that were recommended by the City-Parish Attorney's Office. But the Library will need to complete a requisition and submit it to City-Parish Purchasing. Ms. Freeman asked if Mr. Jacob would add to his motion that the site visits occur within the next two weeks. Mr. Jacob agreed and Ms. Payton seconded the motion which passed unanimously. Mr. Watts reminded the Board that he will be out of the office for a week from August 21st through August 28th. Mr. Jacob then mentioned that he would be out the first week of September. Ms. Freeman asked Ms. Zozulin to poll the members for a time for the special Board meeting. Ms. Freeman felt the meeting would only take about 30 minutes.

Ms. Freeman then asked for a motion on having a special Board meeting. Mr. Bardwell made the motion that they have a special meeting soon after the site visits. Mr. Jacob seconded the motion which passed unanimously.

Ms. Freeman then asked for public comments. Mr. Harvey Landry, a member of the public, asked how they knew where to look for sites. He wondered if there was a map indicating the boundaries of the area to be served by this south Baton Rouge branch. He said he recalled a map that was shown at a meeting in the past. But he felt there should be a map on-line. He also said they talked about the need for parking at these sites. With that in mind he wondered why there is no dedicated parking for the downtown library. Mr. Watts replied that in an urban setting like the downtown branch, there is no requirement for a certain number of parking spaces attached to a particular building. Parking garages downtown provide parking for the various entities there. In regard to the boundaries for the south branch, the Library uses a rough planning map. For this branch the boundaries are Essen Lane and Staring Lane to the east, Lee Drive and College Drive

to the west, Perkins Road to the north and Burbank Drive to the south. Ms. Freeman added that at the last Board meeting, the staff was asked to search for alternate sites for a branch library in south Baton Rouge to be presented at this meeting.

Ms. Kathy Wascom, a member of the public, asked the Board to please keep in mind the neighborhoods of Pollard Estates, Concord Estates, Kenilworth, Zeeland, and others in Southdowns that have been asking for a library. She noted that they would like to have a library with easy access from these subdivisions. She said she feels Burbank Drive is too far from these subdivisions. Ms. Wascom also said that the Board should keep in mind the traffic in the Burbank area from LSU. Ms. Freeman replied that at least four of the sites they are considering are in the area that Ms. Wascom prefers. Ms. Wascom said that she is also concerned about the environment, drainage issues, and the forested wetlands that would require mitigation in that area. She added that there is a sewerage treatment plant on Nicholson in which mitigation had to be addressed. Ms. Freeman suggested that Ms. Wascom e-mail Ms. Stein or Ms. Husband with these concerns.

There were no further comments from the public.

B. Update on the Cooperative Endeavor Agreement (CEA) Amendment for the Branch Library in the Rouzan Development and Decision on Future Course of Action – Mr. Leo D’Aubin

Ms. Freeman then read Item B. She asked Mr. D’Aubin to give an update on the CEA. Mr. D’Aubin replied that since the Board began to pursue other sites he has not done anything further on the CEA. He added that he noticed that the Rouzan development site which is Site #1 is not listed in the spreadsheet with all of the other sites. He wasn’t sure if it was omitted because they do not need to make a visit there since they know where it is located, or whether it is no longer under consideration. Mr. D’Aubin said if the Board is getting to the point where they want the donated site off their list of considerations that possibly by the next Board meeting they can make a decision. If the Board does not want the site in Rouzan, then he can begin the process of returning the property to 2590 Associates.

Ms. Freeman replied that she didn’t think they wanted to return the donation until and unless they have another property in mind. She asked if it was an oversight that they did not put the Rouzan site on the list with the other sites. Mr. Bardwell replied that it never occurred to him that they needed to tour the site of the donated property. The only purpose of the list was to indicate properties that the Board could look at as alternatives to the donated site. Mr. Bardwell added that everyone knows where the Rouzan site is. Mr. Watts agreed and said it is actually Site #1 on the list, but they did not include extra information about it because the Board is fairly acquainted with it and knows where it is located. Mr. Bardwell noted they are not abandoning that site by looking at other options.

Mr. D’Aubin said he was not suggesting they abandon the site, but if they reach a point where they no longer wish to build on the site, they should inform him so that the process of returning the property can begin. Ms. Payton said she understands what Mr. D’Aubin is saying. The

Library should not hold the donation if the Board is no longer interested because it is unfair. Mr. D'Aubin advised that as long as there is a possibility that the donated site may be used, no immediate action is needed. Ms. Freeman said that if and when the Board votes to return the property, then they can notify 2590 Associates, but not before. Ms. Freeman added that is why she asked for a special Board meeting, so that they can move this process along and do their due diligence.

She asked if there were any comments from the public. There were no public comments, so Ms. Freeman read Item A under New Business.

New Business

A. Change of Location for Regular Library Board Meeting of September 19, 2013 – Mr. Spencer Watts

Mr. Watts said that for the September Library Board meeting, they would not be able to use the BREC Board Room because that week a series of planning charettes for the Smiley Heights project are scheduled for this room. He suggested that the Board consider holding the meeting in the Fairwood Branch Library meeting room. Mr. Watts said a sufficient sound system can be supplied at the Fairwood Branch for the Metro 21 taping. Ms. Freeman asked for any comments from the Board and then from the public. There being none, she asked the Board to vote on the relocation of the September Library Board meeting to the Fairwood Branch Library. Mr. Chip Boyles recused himself. The other Board members voted in favor of moving the September meeting to the Fairwood Branch Library.

Comments by the Library Board of Control

Ms. Freeman said she wanted to welcome Mr. Lolis to the Library staff. She also thanked Ms. Zozulin for her dedication and hard work on Saturday, August 10th for the special Board strategic planning work session. She noted that Ms. Zozulin had the assistance of a volunteer, Ms. Jo Anne Blouin. They came out early that Saturday morning to set up the room and the food. She added that Ms. Zozulin also worked very hard to get the minutes completed and sent to the Board within three days. Ms. Freeman said she appreciated the extra effort.

Ms. Payton then said she wanted to thank Mr. Watts and the staff for gathering all the information about the alternate sites for a south branch library. She added that it took a lot of effort to pull all of this data together within the last thirty days. Ms. Freeman agreed that the information was very effective and it helped the Board. She said it has helped the Board to narrow down the choices and see where the sites are located.

There were no further comments from the Board and, so with no further business, the meeting was adjourned on a motion by Mr. Bardwell, seconded by Ms. Payton at 5:25 p.m.

Mr. Travis Woodard, President

Mr. Spencer Watts, Library Director

DATE: August 8, 2013
TO: Library Board of Control
FROM: Spencer Watts
Library Director
SUBJECT: Construction Report

Goodwood Main Library

Steve Jackson, architect with Cockfield Jackson Architects reported the following on August 7, 2013 for The Library Design Collaborative on the Goodwood Main Library.



CONSTRUCTION REPORT

DATE: August 7, 2013

PROJECT: Independence Park Main Library
REPORTED BY: Stephen P. Jackson, The Library Design Collaborative

OBSERVATIONS:

- 1) The Monthly Owner's Meeting was held on July 27, 2013.
- 2) The temporary cut-in (permanent power) has been connected.
- 3) The masonry installation at the Meeting Room continues.
- 4) The cistern has been installed on the third floor roof.
- 5) The acoustical plaster panels are being installed.
- 6) An air conditioner has been installed to condition the two-story space for the installation of the acoustical plaster.
- 7) The steel for the art wall has been installed.
- 8) The metal column covers are being installed.
- 9) The ceramic tile in the family restrooms has been installed.
- 10) The millwork installation has begun.
- 11) The following work is being installed:
 - a. Zinc wall panels
 - b. Curtainwall
 - c. Masonry
 - d. Metal studs
 - e. Interior gypsum board
 - f. Millwork

UPCOMING WORK:

- 1) The A/C should be turned on in couple weeks after the permanent power is connected.
- 2) The green terrace (roof) installation should begin in the next couple of weeks.



Looking toward the Library from the plaza.



Looking toward the front of the Meeting Room.



Looking into the two-story Reading Room.



Looking toward the millwork in the Delivery Room.

John E. Thomson P.E.

25291 Lorin Wall Rd.
Holden, LA 70744
(225) 294-3061

Electrical Commissioning Site Visit

Date: July 17, 2013

Project: Independence Park Main Library Baton Rouge, Louisiana

Date Visited: July 17, 2013

OBSERVATIONS

1. First floor approximately one half complete installing fixtures.
2. Second floor approximately 5% complete installing fixtures.
3. SAIA is working on power to A/C equipment.
4. No receptacles have been installed.
5. Third floor "in wall" conduits are complete.

Observations made by John E. Thompson P.E.



FIELD REPORT

DATE: July 18, 2013
PROJECT: Independence Park Main Library
WEATHER CONDITIONS: Partly Cloudy - 85°
SITE CONDITIONS: Slightly Muddy
WORKERS: -
REPORTED BY: Benjamin R. Bradford, The Library Design Collaborative

IN ATTENDANCE: Benjamin R. Bradford

OBSERVATIONS:

- 1) The flood test has started on the south green roof.
- 2) The cistern has been installed on the third floor roof.
- 3) The acoustical plaster panels are being installed.
- 4) An air conditioner has been installed to condition the two story space for the installation of the acoustical plaster.
- 5) The steel for the art wall has been installed.
- 6) The ceramic tile in the family restrooms has been installed.
- 7) The masonry installation at the Meeting Room continues.
- 8) The following work is being installed:
 - a. Zinc wall panels
 - b. Curtainwall
 - c. Exterior gypsum board sheathing
 - d. Masonry
 - e. Metal studs
 - f. Interior gypsum board.

CONSTRUCTION SCHEDULE:

- 1) The permanent power should be connected soon.
- 2) The A/C should be turned on in couple weeks after the permanent power is connected.
- 3) The flood tests for the north green roof should occur at the end of this week.

ATTACHMENTS:

- 1) Two (2) pages of photographs from the site visit.

This report is not an exact record of discussions held, but a general understanding of topics discussed from the notes taken by the author. If there is an error, omission, or correction required, please contact the Architect in writing within three days of receipt of this report.







FIELD REPORT

DATE: July 25, 2013
PROJECT: Independence Park Main Library
WEATHER CONDITIONS: Scattered Clouds - 83°
SITE CONDITIONS: Dry
WORKERS: -
REPORTED BY: Benjamin R. Bradford, The Library Design Collaborative

IN ATTENDANCE: Benjamin R. Bradford

OBSERVATIONS:

- 1) The Monthly Owner's Meeting has held today.
- 2) The flood tests on both green roofs have been completed.
- 3) The temporary cut-in (permanent power) has been connected.
- 4) The metal column covers are being installed.
- 5) The millwork installation has begun.
- 6) The following work is being installed:
 - a. Zinc wall panels
 - b. Curtainwall
 - c. Masonry
 - d. Metal studs
 - e. Interior gypsum board
 - f. Millwork

CONSTRUCTION SCHEDULE:

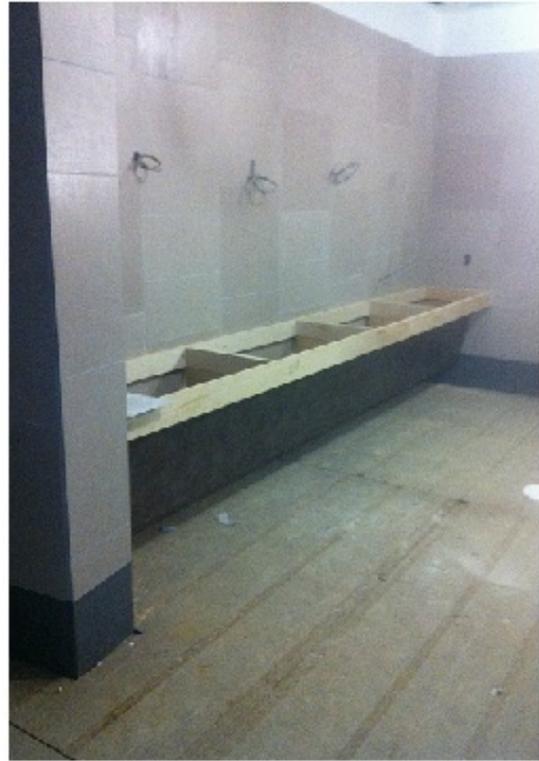
- 1) The A/C should be turned on in couple weeks after the permanent power is connected.

ATTACHMENTS:

- 1) Two (2) pages of photographs from the site visit.

This report is not an exact record of discussions held, but a general understanding of topics discussed from the notes taken by the author. If there is an error, omission, or correction required, please contact the Architect in writing within three days of receipt of this report.





Rouzan Branch Library

All pertinent information related to this project will be discussed at the Board meeting under Agenda Items 4, A and B.