

TENTATIVE AGENDA  
FOR REGULAR MEETING OF THE  
EAST BATON ROUGE PARISH LIBRARY BOARD OF CONTROL  
BREC ADMINISTRATION BUILDING  
BOARD ROOM  
6201 FLORIDA BOULEVARD  
BATON ROUGE, LA 70806  
JANUARY 16, 2014  
4:00 P.M.

I. ROLL CALL

II. APPROVAL OF THE MINUTES OF THE SPECIAL MEETING OF DECEMBER 14, 2013 AND THE REGULAR MEETING OF DECEMBER 19, 2013

III. REPORTS BY THE DIRECTOR

- A. FINANCIAL REPORT
- B. SYSTEM REPORTS
- C. OTHER REPORTS
  - 1. MAIN LIBRARY AT GOODWOOD
  - 2. RIVER CENTER BRANCH LIBRARY
  - 3. MAINTENANCE REPORT

IV. NEW BUSINESS

- A. TO VOTE TO ELECT OFFICERS FOR THE LIBRARY BOARD OF CONTROL FOR 2014 – MR. TRAVIS WOODARD

V. OLD BUSINESS

- A. TO DISCUSS THE PROPOSALS SUBMITTED BY SITE SELECTION FIRMS AND TO VOTE TO SELECT A FIRM TO ASSIST THE BOARD IN FINDING A LOCATION FOR A SOUTH BRANCH LIBRARY – 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

January 16, 2014

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 Thursday, January 16, 2014. Mr. Travis Woodard, President of the Board called the meeting to order at 4:01 p.m. Members of the Board present were Mr. Stanford O. Bardwell, Jr., Mr. Charles P. “Chip” Boyles, II, Ms. Tanya Freeman, Mr. Jason Jacob, Mr. Logan Leger, and Ms. Kizzy Payton. 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; and Ms. Kelli Bonin, Library Network Technician I. Mr. Leo D’Aubin of the Parish Attorney’s Office; Captain Blair Nicholson of the East Baton Rouge Parish Sheriff’s Office, and Ms. Elizabeth Crisp, reporter with *The Advocate* also attended. Mr. Dirk Graser, videographer for Metro 21; and several people from the community were also present.

Mr. Woodard asked Ms. Zozulin to take the roll which she did. Mr. Woodard then said that the approval of the minutes of the special Board meeting of December 14, 2013, and the minutes of the regular Board meeting of December 19, 2013 would be deferred until the regular February Board meeting because they were not included in the Board packets. Mr. Watts noted that due to the move to the new Main Library, and the necessary down time with some equipment, the meeting minutes have not been completed, proofed and printed.

### **Reports by the Director**

#### **A. Financial Reports**

Mr. Woodard 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 December 31, 2013 show operating expenditures of \$29,683,576.65 or 73.68% of the operating budget. These expenditures will increase over the next few months as final pro-rated salaries, retirement, and insurance charges for Library staff, year-ending DPW charges, and retirement costs for other elected officials are recorded by the Finance Department. Cash collections from property taxes for 2014 are up, as the Library is now at \$3,976,000 or 15.58% ahead of the same period in 2013. If future months collections follow their historical pattern, this number will eventually average out to roughly 2% over the taxes collected in 2013.

Ms. Pinsonat asked if there were any questions. Mr. Woodard asked about the growth of the fund balance. He wondered if the growth would continue even after constructing the new Main Library. Ms. Pinsonat replied that the Finance Department has not paid all of the construction costs, and the fund balance growth is also due to savings from salaries and benefits.

Mr. Bardwell then asked about the quarterly balance sheet statement regarding the negative figure of \$41,029,752.32 under revenues. He wondered how they could have a negative number for revenues. Ms. Pinsonat said that this is how that number is shown in the accounting system. That number is the actual revenue that was collected. She added that they budgeted for \$38,295,340.00, but they collected \$41 million. Mr. Bardwell said he would ask for further clarification at another time.

## **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 month of January, 2014. The following were some of the highlights:

- The State of Louisiana will not provide any printed 2013 Louisiana tax forms to public libraries.
- The new Main Library opened to patrons on January 15, 2014 at 12:00 p.m. A press release was sent out at 11:22 a.m. and patrons were waiting outside when the doors were opened.
- The IRS will only provide limited forms to public libraries for the 2013 tax year. Patrons can access on-line federal forms at the Library using the public computers.
- Teens were using computers stations, children tried out a manipulative unit, and adults said it was like visiting a book store.
- AARP Tax Assistance will again be available at selected libraries in our System. At the Main Library they will help patrons in the Career Center through April 10<sup>th</sup>.
- The waterfall art wall at the monumental stairway is constructed of recycled paper and art.
- The Library is providing information to patrons with questions about the Affordable Care Act.
- The Genealogy Room and the Career Center will move to the new Main Library later this year.
- BRCityKey.com was launched by Mayor Holden on January 15, 2014. It is a work in progress that contains assets, data sets, and features for neighborhoods in the parish.

Ms. Freeman asked how the CityKey website is being marketed. Ms. Stein said they would market it after a little more information is placed on the site. She said many partners such as the Baton Rouge Area Foundation, Reverend Jetson, the Mayor's Healthy City initiative, and the

Blue Cross Foundation have information to provide. Ms. Stein added that they have volunteers in the community to assist in publicizing the site.

Mr. Woodard asked who would be maintaining the database so that it is relevant. Ms. Stein replied the Library's Reference Department will be instrumental in this effort. She noted that this database is based on the community database that the Library set up in the 1970's. The liaisons for each neighborhood will be the Reference Departments in the branch libraries located in the neighborhoods. Ms. Stein said input has already come from other sources such as the Planning Commission, BREC, the School District, and the Police Department. Mr. Woodard asked if the site would include events such as those sponsored by the Arts Council. Ms. Stein noted that information would include both paid and free events.

Ms. Payton said she viewed the site last evening for information in her zip code. She said the Jones Creek Regional Branch Library was listed along with some grocery stores. Ms. Stein said they demonstrated yesterday how one could search for areas of poverty and where food assistance existed in that area. This information could then, for example, be used to determine where to locate additional assistance sites. CityKey has been established to provide this type of information.

Mr. Leger asked if the information from the site could be downloaded. Ms. Stein said that data could be downloaded as an Excel or jpeg file. She added that the files were made to work with droid and chrome devices, but they are working on getting them accessible with iPads. The nature of this work is to get the site to function on one type of device. Once that is established, they work on making it accessible on other devices.

Ms. Stein said the first exhibit in the new Main Library is from the DeBose Foundation. DeBose began with promoting piano music and eventually performance with other musical instruments. Then they featured art and poetry. The exhibit at the Library will feature art work in a competition. An awards ceremony is scheduled to be held at the Main Library on February 6<sup>th</sup> at 5:00 p.m. The artwork will be on display through March 6<sup>th</sup>.

Ms. Stein noted that there is a growing list of people who wish to exhibit or use the meeting rooms at Main. She explained that there will be a slight delay in the access to the meetings rooms because they have not received the table tops for these rooms. She noted that there was a small disruption in the ability to use the on-line meeting room application when they were moving servers to the new building. There are still some issues with some of the on-line forms. Ms. Stein added that she is getting requests for tours of the building from groups such as homeowner associations.

She said the items for the sale of surplus from the old Main Library are continuing to be relocated. They do not want to delay the construction of the new parking lot.

Ms. Stein then said the Board did not get all of the statistical reports due to moving into the new Main Library. She mentioned that they did receive the database statistics because Ms. Marie Landry relocated her computational work efforts to the Bluebonnet Regional Branch to print the reports. Ms. Stein added that database usage was up even though the Bluebonnet and Delmont

Gardens Branches were closed for the flooring projects last spring. She said system wide overall sessions are up 19%, searches are up 55% and records viewed are up 35%.

Mr. Leger asked if Wifi is operational at the Main Library to which Ms. Stein said yes.

Mr. Bardwell said he thought Mr. Watts and the staff have done a phenomenal job with the moving process in such a short period of time. Ms. Stein noted that people have been very patient and flexible, and she thanked the staff. Mr. Bardwell congratulated the staff.

## **C. Other Reports**

### **1. Goodwood Main Library**

Mr. Watts then gave an update on the Goodwood Main Library. He said that getting Wifi operational in the new building was one of the processes that proceeded relatively smoothly and quickly. He noted on the other hand, that OverDrive which is extremely popular with patrons was a bit problematic. The software had difficulty communicating with the Library's new robust firewall. Mr. Watts added that he experienced this same issue at another library system. He felt that the Library staff did an excellent job of working with the various vendors in resolving issues. He said the new building was opened to the public yesterday, but while they were closed patrons were patient. The staff and other professionals involved in the move worked well together.

He reminded the Board that this is a phased project and so there will be challenges until all phases are finished. He said there have been some delays in delivering of furnishings, and in partial deliveries of items. There is no excuse for this, so the architects and the City are pursuing remedies. Some items were damaged in shipping and will need to be replaced.

Mr. Watts said they moved the old PC's into the new building, but they also ordered additional new computers which will be installed over the coming months. As of today 50 PCs are operational and being used by patrons. Starting today the printing device contractor began delivering equipment. There were some contractual disputes on how the equipment was to be moved, but these were resolved to the Library's satisfaction.

Mr. Watts added that not all areas of the building are completed. The contractor is continuing to work in the large meeting room, and in some of the smaller rooms. As originally planned, the Genealogy Department and the Baton Rouge Room will not be moved to Main until later in the year. These services will not move until the new parking lot is completed and available to the patrons who use these resources.

The monumental stairway was closed today because the stair railing appears to be more flexible than it should be. An engineer will certify the measurements at the railing, and hopefully the stairway will be opened again shortly.

Mr. Watts then discussed the punch list for the project. He said the final list was to be submitted by this past Tuesday. He and the staff have worked longer hours in order to meet deadlines. The original punch list document was 67 pages, but is now 75 pages long. He said some of the items have been addressed and so will come off the list.

He cited that the internal card access system is not available for use as the certification process is working its way through the various departments that approve the system. Mr. Watts added he thought the contractor should have started the certification process sooner than they did. Consequently, the staff cannot use all of the doorways without keys. The card access/fob system was supposed to eliminate the need for multiple keys for all staff making it easier to move from one area to the next.

Mr. Watts told the Board that DPW was reluctant to open the building to the public yesterday. The approval came about an hour before the Library was opened to the public. DPW stated that “the Library has permanent public occupancy at an ongoing construction site,” and it was made manifestly clear that this is a partial completion of the project. Mr. Watts noted that this is proper because there is a Phase II and a Phase III of the project which includes the demolition of the old building and the construction of the parking lot. DPW wanted to be sure that as much of the building was completed as possible and that the building was in good shape for the public. The punch list process is part of occupying any public building.

Ms. Payton asked if they knew how many people came to the new library yesterday. Mr. Watts said it was fairly light because we issued the press release within the hour of opening. However, social media played a part in getting the word out. He added that the volume of visitors is increasing as he saw this morning which is not typically a busy time.

Ms. Payton replied that the staff and social media did a wonderful job in keeping the public informed about what was going on. She saw updates on Facebook and saw people being welcomed into the building today. Ms. Freeman said that maybe they could get the number of visitors for the first week. Ms. Payton said so many people were on Facebook and Twitter. They were liking and were tweeting the post by the Library. After seeing the photos, people were posting their own pictures.

Mr. Watts then discussed several issues that have required considerable attention and effort. He noted that BREC decided the layout of walkways from the parking lots would be changed a bit from the original plans. The pathway from the garden center to the north side of the Library is good. BREC poured another walkway today from the garden center which will be helpful. The architects devised a ramp near the main entrance into the library from the sidewalk leading to the BREC Theatre parking lot. This enables us to have a handicap accessible entrance. The third parking lot is at the soccer fields. The old Main parking lot is still being used, but as of Monday it will not be available for staff or patrons. Strings of lights have been placed from the arboretum to the Library for safety and security reasons. The electrical subcontractor has been helpful in getting these temporary lights installed and operational. BREC has also strung lights through the trees which have increased visibility. Mr. Watts said that he noticed several dark areas last night, so they will request that those spots be addressed. He added that they are placing more and improved signage in the parking lots and along the sidewalks to guide patrons into the building.

The contractor has been working on keeping the sidewalks clean and on grading the dirt to keep the pathways clear. Work is continuing on the cybercafé and plaza area which is adjacent to the main entrance of the library.

Mr. Watts said that there were some issues with the elevators that are now being addressed. Temporary range indicators are being used until the end panels for the shelving come in. The spacing between two isles of shelving was not ADA compliant, and was therefore, corrected. Many of the 47 staff training sessions have been conducted to instruct staff in the use of the various systems in the building.

Mr. Watts explained that BREC has discovered that two trees in the Plaza area will need to be removed as they are a safety concern. BREC will assume responsibility for deciding which trees are healthy and appropriate, when to remove trees, and which types of trees should be chosen as replacement trees. Since BREC is involved in landscaping and park maintenance, they have the expertise to properly address these concerns. BREC will pay for the removal of the old trees and the cost of the new trees.

Mr. Watts said they have had issues regarding the surplus items in the old Main Library. Four different variations of the process were successively suggested, and subsequently altered until we arrived at a solution in which all items will be removed by this coming weekend. We need to adhere to this timeline so that remediation and demolition of the old building can occur, and the new parking lot can be constructed.

Mr. Watts said The Quality Group who moved items out of the old building from December 17<sup>th</sup> through January 3<sup>rd</sup> did a superb job. He noted that the movers could have completed the entire job by December 24<sup>th</sup> if we had not had some challenges necessitating a slower pace. By Christmas Eve the great majority of the collection was in the new facility. By December 30<sup>th</sup> the old building could not support much work, and by January 3<sup>rd</sup> staff was setting up their areas and beginning to work in the new Main Library. Mr. Watts added that there were lots of struggles over various issues related to the move, and getting to the point where staff could occupy the building and then open to the public. The staff had to perform under conditions that were at times discomfoting and disorienting. One difficulty was poor weather conditions impeding the ability to pour concrete for the walkways. Another problem was migrating to the new computer system. However, the Library now has a robust system with greater capacity.

Mr. Watts noted that the staff at Main has risen to the occasion including staff from other branches assisting our patrons during this transition time. He added that they have been very resourceful and resilient. He again said that the public has been very understanding during this process.

Mr. Leger asked about the 75 page punch list in the amount of \$1.5 million, and if it was excessive for the size of the building. Mr. Watts replied that it was on the high side. He noted there were a lot of cove base molding problems especially around corners. They will need to be replaced. There are a lot of areas that are causes for concern, but the architects, DPW, and the Library are determined to work through them. The problems need to be addressed. They found

that some strike plates were installed upside down so the workers would have access. Now they need to be installed properly.

Mr. Watts said the exterior punch list still needs to be worked through. The contractor caused a significant amount of damage at the end of December to the zinc panels on the south side of the building as they worked on the final touches to the south green roof. Their equipment dented the panels which will now need to be replaced. Items like this contribute to the large dollar amount on the punch list. Mr. Leger said this is something we will need to monitor and Mr. Watts agreed. He said that is a concern that DPW has also expressed.

## **2. River Center Branch Library**

Mr. Watts then discussed the River Center Branch construction project. He said they have talked to Mr. Jim Frey, of Architectural Services at DPW. They all agree that in the next few weeks they will meet with the architect to continue the review of the schematic design for River Center. They will address the issues about the value engineering, the cost, and the design concerns.

Mr. Watts then mentioned several other topics. He said they had completed a draft of the Library's Strategic Plan prior to the move to the new building. They will include a copy of it in the next Board meeting packet for the Board to review and discuss.

Mr. Watts said he wanted to repeat what Ms. Stein said about the Baton Rouge CityKey community database. This new database will be a valuable source of information that the Library will further develop and maintain for years to come.

Mr. Watts reported that the Metropolitan Council at its last meeting did approve the intergovernmental agreement allowing the Baton Rouge Metropolitan Airport to lease property at the Scotlandville Branch Library for the placement of a wind shear monitoring device. Ms. Payton asked if the Airport has reached out to the Library to pursue advertising and a partnership with them. Mr. Watts replied that the Airport asked about reserving a space for a kiosk. He clarified that they want a library kiosk as does the Library staff. The Library staff would like to install a library kiosk/dispensing device, and an e-book downloading station.

Ms. Freeman said she knows we are renovating branches. She asked when the Scotlandville Branch Library would be renovated. Mr. Watts said they are planning for a flooring replacement and some minor redesign which has been delayed. DPW does not have enough staff to handle this project themselves along with all of the other projects such as the Main Library. DPW advertised twice for a designer to complete this work. They have made a recommendation and have submitted the bids to the Purchasing Department. Purchasing is working through the details, after which the work can begin. Mr. Watts noted we would have liked to have begun the project at the end of the summer, but these issues occurred. Ms. Freeman asked if the work would begin in March or April. Mr. Watts replied that after the design is completed, then firms who wish to bid on the project would have the opportunity. Ms. Payton asked if they are going to design before speaking to the community. Mr. Watts clarified that this is primarily a flooring and furniture repositioning project. This project is similar to those at the Bluebonnet Regional Branch, the Delmont Gardens Branch, and the Greenwell Springs Road Regional Branch

Libraries. He added that as they plan this year for Capital projects over the next ten years they hope to complete a major renovation to the Scotlandville Branch along with several others. These renovations will address the changing needs of patrons by upgrading technology, spaces and furniture to meet these needs.

### **3. Maintenance Report**

Ms. Husband said that the Scotlandville project they just discussed is not a major redesign or expansion project. They are adding more computers and repositioning some furniture to meet the needs of their patrons.

She then presented the maintenance report. Lighting preventive maintenance was completed at the Delmont Gardens, Jones Creek Regional, and, Scotlandville Branch Libraries. Boiler preventive maintenance was finished at the Carver, Eden Park, and Zachary Branch Libraries. The Facilities staff also repaired the boiler at Eden Park.

Chiller preventive maintenance was done at the Central, Delmont Gardens, and Pride-Chaneyville Branch Libraries. The cooling tower refurbishing project bid for the Baker Branch Library was awarded, and the work should be done in late February. Work on the replacement of the cooling fan assembly at the Greenwell Springs Road Regional Branch Library began this week and should be finished early next week.

The parking lots at the Bluebonnet and Jones Creek Regional Branch Libraries have been restriped. At the Central Branch Library the new sliding glass front door project bid was awarded. Work should start in late February or early March.

Ms. Husband also said that the bulk of the work by the Facilities staff has been in moving furniture from the old Main Library to other branches. They have also installed signage for the new Main Library in various locations as the need arose.

Ms. Husband asked if there were any questions. There being none from the Board, then Mr. Woodard asked if there were any public comments on the Director's reports.

Mr. Ben Strong, a member of the public, asked Ms. Stein a question about the CityKey project. He wondered if there would be classes at the Library on how to use the database to which Ms. Stein said yes. She noted that in March they will conduct classes in all of the branches. Mr. Strong said that he has been recruited to assist with this project as a reporter. He wondered to whom he would be reporting and what he would be reporting. He also asked what the plan is for quality control. Ms. Stein replied that there will be an on-line form that will be easy to fill out. However, the Library Reference staff at the branches will act as liaisons and will decide what will be published.

Mr. Strong also said kudos to the Library staff and the other professionals including the movers that assisted with the Library relocation. He said he speaks from his own experience, and he is delighted to see the staff at the meeting.

There were no other public comments.

## **New Business**

### **A. To Vote to Elect Officers for the Library Board of Control for 2014 – Mr. Travis Woodard**

Mr. Woodard read Item A. The Board accepted nominations for President. Mr. Bardwell nominated Ms. Freeman, and Ms. Payton seconded the nomination. Mr. Leger nominated Mr. Woodard and Mr. Jacob seconded that nomination. There were no other nominations, so a vote was taken. Mr. Bardwell, Mr. Boyles, Ms. Freeman, Mr. Jacob and Ms. Payton voted for Ms. Freeman. Mr. Leger and Mr. Woodard voted for Mr. Woodard. Ms. Freeman received the majority of votes and was therefore, elected as President. Mr. Woodard then congratulated Ms. Freeman and turned over the meeting to her.

Ms. Freeman said she would make her comments after they elected the other officers. Nominations were then made for Vice President. Mr. Woodard nominated Mr. Jacob. Mr. Jacob nominated Mr. Bardwell who declined the nomination. Mr. Bardwell said he was going to second the nomination of Mr. Jacob. There were no other nominations. Mr. Jacob was unanimously elected as Vice President.

Nominations were made for Treasurer. Ms. Payton nominated Mr. Leger for Treasurer. Mr. Woodard seconded the nomination. Mr. Jacob nominated Mr. Woodard who declined the nomination. There were no other nominations. Mr. Leger was unanimously elected as Treasurer.

After the elections Ms. Freeman thanked Mr. Woodard for his service as President and said he did a phenomenal job.

## **Old Business**

### **A. To Discuss the Proposals Submitted by Site Selection Firms and to Vote to Select a Firm To Assist the Board in Finding a Location for a South Branch Library – Mr. Spencer Watts**

Ms. Freeman read Item A. Mr. Watts said they had two firms express an interest in site selection for a branch library. He explained that because of the Library move and his unexpected trip out of town, he did not get proposals in a timely manner. He noted that they spoke to some brokerage firms who were interested in a buyer/seller relationship. The seller would pay for any fees charged by the brokerage firm. Mr. Watts said this would be one approach they could consider. He also said some offered consulting services for a flat fee.

Mr. Watts said the proposal that has been received is from LEO, LLC. This firm specializes in using GIS mapping data, population demographics, socio-economic factors, and drive patterns to

assist in site selection for their clients. They carefully define the criteria in order to find what the client requires. Mr. Watts noted if they choose this firm the Library would specifically define what they need. This firm considers what will attract customers for their client. In the case of the Library since we are a public entity, we would want a site that would foster the trust of our patrons in the Library system. Mr. Watts said the issue of building in the wetlands or an environmentally sensitive area would be considered. He added that this group is highly interested and would like to give a presentation to the Board at a regular or special Board meeting, or to a committee.

Mr. Bardwell asked if they must consider other firms, or could they just consider this one. Mr. Watts replied technically no. He said there are other firms that use a similar process as LEO, LLC, but the ones he has found are out of state companies. He added that this is why he was looking at brokerage firms who do consulting, so they could provide a basis for comparison. Mr. Bardwell then asked what the approval process would entail, and how long would it take. Mr. Watts replied the proposal would need to be approved by Purchasing, and the length of time would depend on their work load. Ms. Pinsonat added that Purchasing would also send the proposal to the Parish Attorney for their approval. If the proposal is under \$17,500 the Metropolitan Council will not need to approve it. Ms. Pinsonat said they could ask them to expedite the process, but they have had to ask them to expedite many purchases related to the move and the construction process over the last few weeks.

Mr. Bardwell said he'd like to see a couple of additional proposals and different approaches before deciding. Mr. Bardwell added he is not opposed to this firm, and in fact mentioned them to Mr. Watts several months ago. Ms. Payton asked Mr. Watts if one of the firms he spoke to was planning to submit their proposal today, and if there were other firms who expressed an interest. Mr. Watts replied affirmatively. Ms. Payton said she agreed with Mr. Bardwell that they should wait to vote. She noted she did not have time to read the LEO proposal since they just received it yesterday. Mr. Watts said he just got an e-mail from the brokerage firm asking if they could send the proposal tomorrow due to some unforeseen circumstances. Ms. Freeman agreed with Mr. Bardwell and Ms. Payton because she would want to compare the pricing. Mr. Watts noted that LEO's pricing was comparable to other site selection companies he researched.

Mr. Boyles then said they should wait for the other proposals. He added that the LEO proposal is close to what he had wanted a firm to do. They provide more data which is comprehensive and is what the Board needs to make a decision. They will do more than what the average brokerage firm will offer. Mr. Boyles said the one thing they do not provide is what types of buildings can be placed on a site. However, he said whoever produced this scope of work did an excellent job. Ms. Freeman noted that the proposal is only valid for 45 days from submittal to the Board. Mr. Boyles replied that he has found companies to be very flexible on these time frames in proposals.

Mr. Watts said they should try to meet that deadline. Ms. Payton asked the staff if they have been able to take an in depth look at the proposal since they have been so occupied in the move. Mr. Leger asked if they could have another special Saturday Board meeting in a couple of weeks and would they get enough proposals to review in that time frame. Mr. Watts thought they

would. Mr. Leger then recommended that they schedule a special meeting to review the proposals. Then they could select a firm at the regular Board meeting.

Ms. Freeman asked for comments from the Board. Mr. Jacob replied that because of the move, and all of the activities and extra work the staff is doing, he felt there was no reason to hold a special Board meeting. Mr. Jacob asked if there was a reason to move this along more quickly. Mr. Leger said he thought they gave adequate time for proposals to be submitted. He also said he's not opposed to waiting, but he does want the project to move forward. Mr. Jacob said he is not opposed to waiting until the next regular Board meeting to review all the proposals that may come in. Mr. Bardwell agreed with Mr. Jacob. He added that Mr. Watts is now looking for brokerage firms. Mr. Watts responded that if he could find another local firm that would do what LEO proposes he would consider them also. But so far none have come forward. Ms. Freeman said they have a recommendation on the floor. She asked if they have a second to the recommendation. Mr. Woodard seconded the motion. Ms. Freeman asked for a vote. Mr. Leger and Mr. Woodard voted in favor of a special meeting. Mr. Bardwell, Mr. Boyles, Ms. Freeman, and Mr. Jacob opposed the recommendation. Ms. Payton abstained. The recommendation failed, so there will be no special meeting.

Ms. Freeman asked for public comments. There being no other comments, Ms. Freeman moved on to Comments by the Library Board of Control.

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

Mr. Leger said that Ms. Stein was featured in the Executive Profile feature of the current *Baton Rouge Business Report*. He suggested they read the piece which was very entertaining. He congratulated Ms. Stein for being featured. Ms. Freeman asked Ms. Stein to e-mail them a copy of it.

Mr. Jacob noted that a retired co-worker e-mailed him about the new Main Library and how wonderful it is. Mr. Jacob said the staff is to be commended.

Ms. Freeman then said that she realized how much of an impact we have on the public. She said she got calls from the public when the Wifi was down due to the move, but then she also got calls when it was working again. People expressed how important this library service is to them and their families. Ms. Freeman said the Board would like to thank the staff for how they handled the move, and how they continually offer a high level of service to our patrons.

Mr. Bardwell said they have discussed finding two sites within the boundaries for a south Baton Rouge branch. Mr. Bardwell said he would like Mr. Woodard, Mr. Leger and Mr. Watts to see a site owned by a realtor. This realtor is also looking for an additional site for the Library. Mr. Woodard said he appreciated the offer. He added that in December they decided on a course of action to move forward, so he would like to do this through.

Mr. Woodard added that he wanted to thank the Board for allowing him to serve as President last year. It has been a pleasure, and he has learned more about libraries than he ever thought he

would. He also thanked the staff for the work they've done. The move to the new Main Library was more of a challenge than they could ever have imagined. It hasn't gone unnoticed that the staff wore many hats such as contractor, mover, and IT. Mr. Woodard added that he would be there to support the staff in any way possible in the coming year. He also wished Ms. Freeman the best of luck. Ms. Freeman again thanked Mr. Woodard for his service as president.

Ms. Freeman asked Mr. Bardwell to check to be sure the lot is still available, so they can have a full picture when they discuss options.

So with no further business, the meeting was adjourned at 5:27 p.m. on a motion by Ms. Payton, seconded by Mr. Travis Woodard.

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Ms. Tanya Freeman, President

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Mr. Spencer Watts, Library Director

**DATE:** January 9, 2014  
**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 January 7, 2014 for The Library Design Collaborative on the Goodwood Main Library.



### CONSTRUCTION REPORT

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DATE: January 7, 2014

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

**OBSERVATIONS:**

- 1) The Monthly Owner's Meeting was held on December 19, 2013.
- 2) The library move is almost complete.
- 3) Limestone has been installed in the service yard.
- 4) The reflecting pool installation continues.
- 5) The fence trellis are on site for installation.
- 6) The planters on the north side of the building are installed.
- 7) The south green roof installation is completed and north green roof is almost complete.
- 8) Genealogy has been completed.
- 9) Furniture installation is completed.
- 10) The roller shades installation continues.
- 11) The punch list work continues

**UPCOMING WORK:**

- 1) The north courtyard retaining walls should be completed this week.
- 2) The sidewalks to the library should be completed this week.



Looking northeast toward the library.



Looking toward the Library Main Entry from the Plaza.



Looking toward the northern planters.



Looking toward the east on the South Planted Roof.



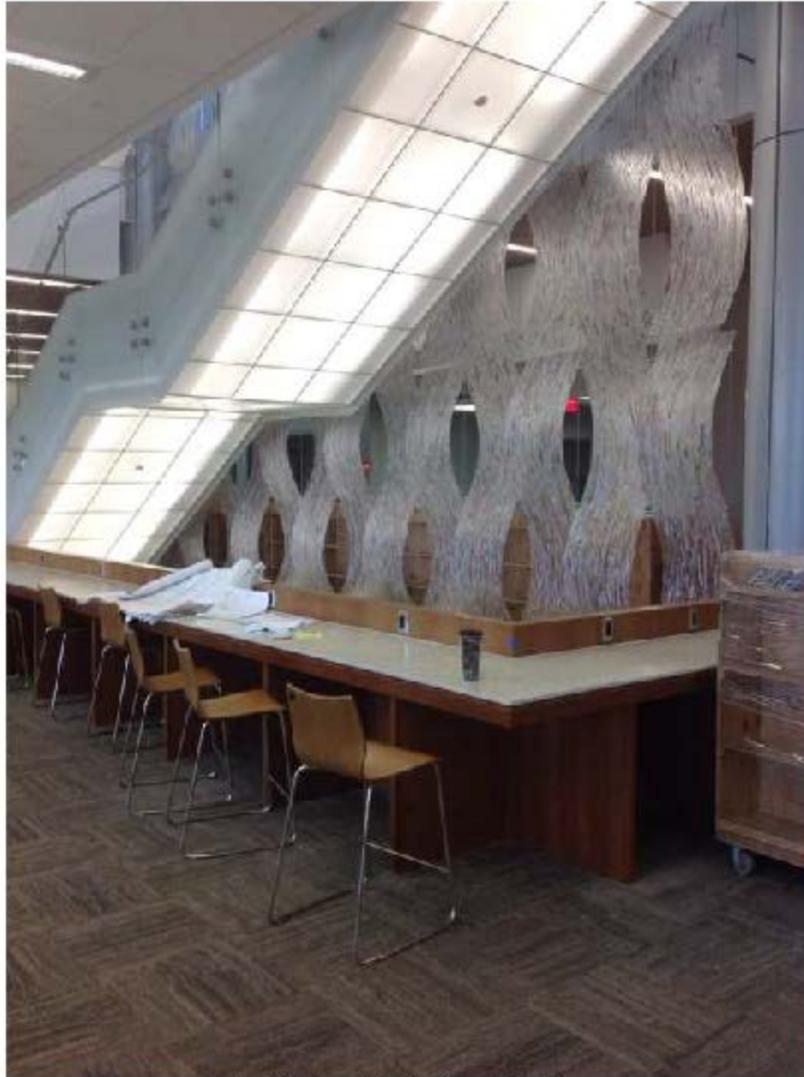
Looking into Children's at the beginning of their unpacking.



Looking toward the Children's computer stations.



Looking toward the Teen Entry.



Looking toward the first floor laptop bar.



Looking toward the adult computer area.