

TENTATIVE AGENDA
FOR REGULAR MEETING OF THE
EAST BATON ROUGE PARISH LIBRARY BOARD OF CONTROL
MAIN LIBRARY
FIRST FLOOR CONFERENCE ROOM
7711 GOODWOOD BOULEVARD
BATON ROUGE, LA 70806
SEPTEMBER 18, 2014
4:00 P.M.

I. ROLL CALL

II. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF AUGUST 21, 2014

III. REPORTS BY THE DIRECTOR

- A. FINANCIAL REPORT
- B. SYSTEM REPORTS

IV. OTHER REPORTS

- A. MAIN LIBRARY AT GOODWOOD
- B. RIVER CENTER BRANCH LIBRARY
- C. MAINTENANCE AND ADDITIONAL CAPITAL PROJECTS

V. OLD BUSINESS

- A. UPDATE ON SITE SELECTION PROCESS 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

September 18, 2014

The regular meeting of the East Baton Rouge Parish Library Board of Control was held in the first floor Conference Room of the Main Library at Goodwood at 7711 Goodwood Boulevard on Thursday, September 18, 2014. Ms. Tanya Freeman, 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. Jason Jacob, Mr. Logan Leger, Ms. Terrie Lundy, 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; Mr. Ronnie Pierce, Assistant Library Business Manager; Ms. Liz Zozulin, Executive Assistant to the Library Director; Mr. Brian Thornhill, Library Network Administrator; and Ms. Sonya Gordon, Library Public Relations Coordinator. Absent from the meeting were Board member, Mr. Travis Woodard, and Library Business Manager, Ms. Rhonda Pinsonat. Captain Blair Nicholson of the East Baton Rouge Parish Sheriff's Office, Mr. Dirk Graeser, videographer for Metro 21, and six members of 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 Library Board meeting of August 21, 2014. Mr. Bardwell made a motion to approve the minutes, seconded by Ms. Lundy and approved unanimously.

III. Reports by the Director

A. Financial Reports

Ms. Freeman asked Mr. Watts to present the reports. Mr. Watts asked Mr. Pierce to make the financial report. Mr. Pierce said that the Statement of Revenues, Expenditures, and Encumbrances through August 31, 2014 show operating expenditures of \$21,469,581.41 or 49.7% of the operating budget. Through August, we should have spent no more than 67% of the budget.

Cash Collections from Property Taxes for 2014 remain positive, as we are approximately \$1,540,000 and 4.14% ahead of the same nine months in 2013.

Mr. Pierce asked the Board members if there were any questions. There were none.

B. System Reports

Mr. Watts asked Ms. Stein to present her report. Ms. Stein gave the PowerPoint presentation *Around the Parish in 90 seconds* which included the month of September 2014. Some of the highlights include:

- The Library officially accepted the DeBose Foundation archives on September 9th in conjunction with the 40th anniversary celebration of the Foundation's service to the community and the arts.
- Ms. Myrtle David, Executive Director and Founder of the DeBose Foundation and Mr. Spencer Watts, Library Director discussed the inclusion of the DeBose collection in the Baton Rouge Room.
- The DeBose archives which includes scrap books and historical documents is now located at the Main Library in the Baton Rouge Room and is currently on display for public viewing.
- On September 10th, a fabulous marching band of 120 students from Belaire High School performed with instruments donated by the Tipitina Foundation. Their performance was called *Instruments A Comin'*. The Foundation's gift is valued at approximately \$20,000.
- The 37th Annual Author-Illustrator Program will be held at the Main Library on October 9th and 10th with guest author, Katherine Paterson. *Bridge to Terabithia* and *The Great Gilly Hopkins* are two of her many books. Her talk on October 9th begins at 7:00 p.m. and is open to the public. A fee-charged workshop with Ms. Paterson on October 10th will begin at 8:00 a.m. and end at 1:00 p.m.
- The *Pronunciator*, a foreign language instructional database provides extensive verbal practice for those using this resource. This is especially helpful to adults as conversation opportunities in a new language can be difficult.
- The first *Mini Maker Faire*[®] at the Library will be held on Saturday, September 20th from 10:00 a.m. to 4:00 p.m. The Library is licensed to be an official maker event which will be family friendly.
- Over 40 exhibitors will be present for the *Mini Maker Faire*[®] which will include crafts, 3-D printing, robotics, costumes, props, firing cannons and much more.
- Author Clive Thompson will make a presentation on Friday, September 26th at 7:00 p.m. at the Main Library. This will be the Library's first "after hours" presentation. Mr. Thompson, the author of *Smarter than You Think* will discuss how technology is changing our minds for the better.

Ms. Stein noted that circulation and gate count statistics remain high. She referred to the database statistics and pointed out that our Library leads the State in database usage. She mentioned that *Tutor.com* is provided through the State Library and is an invaluable resource for students from kindergarten through college. The service provides homework help on an anonymous one-on-one basis from educators across the country matched with the needs of the student. The tutor interacts with the student only one time with a different teacher selected for subsequent sessions. Ms. Stein added that Teen Services regularly promotes *Tutor.com* to their patrons who need assistance with homework. Tutors currently charge as much as \$60.00 per session, so this free service is very cost effective for our students.

Ms. Payton arrived at 4:10 p.m.

Ms. Stein explained that *Pronunciator* is one of the new databases provided through the State Library. It features 80 languages including English as a second language. *Mango Languages* will also continue to be offered because many of our patrons use this service regularly and find it useful.

Another new database is *The Women's Wear Daily Archive* which provides a record of twentieth century United States and international fashion and beauty. This archive database is particularly useful to researchers, to students of fashion, costumes, and theatre as well as art designers.

Ms. Freeman asked if there were any questions from the Board. There being none she asked for public comments. There were no public comments.

IV. Other Reports

A. Main Library at Goodwood

Mr. Watts then presented the report on the Main Library at Goodwood. He said he had hoped to announce that the east side of the parking lot would be opening for public use, but based on a meeting this morning several repair issues have been noted which will postpone public access for this portion of the lot. He noted that City-Parish DPW wants the contractor to repair some areas where the concrete is chipping, to remedy some low spots, and fix some curb cuts. It may be as much as a week or two before these items are satisfactorily addressed. Mr. Watts added that tomorrow morning we will be told if we can beta test that portion of the lot for the Maker Faire[®] which would give us an additional 150 spaces on a day which will draw large numbers of patrons.

Work on the turn lanes and adjustments to the median on Goodwood Boulevard is proceeding slowly and it is anticipated that this construction will be finished in two to three weeks.

Mr. Watts mentioned that the staff is continuing to address outstanding punch list and warranty items. This includes the addition of items that have recently come to light. Warranties are now involved as certain items that have been under use are not performing well or as per the required specifications.

Mr. Watts announced that the Library is going to work with the Hilltop Arboretum and a number of other gardeners in the area on placing a Bartram Trail marker here. We will plant some Louisiana flora around the marker and we foresee a partnership including a series of programs on the Bartram Trail. Mr. Watts explained that *Bartram's Trails in North America* is one of the most influential books of the 18th century. It was written by naturalist William Bartram who recorded his observations of the flora and fauna of North America. This book also contains information about the Native Americans whom Bartram encountered. He recorded the life style and day-to-day activities of the people. This volume was found on book shelves of well-read Europeans, and had a large influence in the United States and the rest of the western world. All of this material will enable the Library to sponsor a variety of programs spanning several years.

Mr. Watts asked the Board if they had any questions regarding the Main Library. There being none, he proceeded to the River Center Branch update.

B. River Center Branch Library

Mr. Watts said we are waiting for the reports from the architect's cost estimator. These reports should be available next week. We will meet with the architectural team over the next two weeks, and Mr. Jim Frey, architect with the DPW Architectural Division will attend. A discussion will occur to address questions about some of the design elements to ensure that the costs for construction will fall well within our budget.

Mr. Watts said he wanted to clarify the discussions which have occurred about demolition. He emphasized that the demolition of the current River Center Branch is included in the construction budget. However, the additional demolition of the municipal building which the City has discussed with the Library is not included in this budget. We have no money designated to demolish the municipal building, and it is not in the Library's budget.

Mr. Watts noted that we have not heard any more from the City about what type of parking might be available, or the cost of the demolition of the municipal building.

Ms. Freeman said for clarity, we are covered for the demolition of the current River Center Branch Library in the \$19 million River Center Branch construction budget, but this budget does not include the demolition of the municipal building for parking. Mr. Watts agreed.

Mr. Watts asked the Board if they had any questions regarding the River Center Branch. There were none.

C. Maintenance Report and Additional Capital Projects

Ms. Freeman asked Ms. Husband to give the maintenance and additional capital projects report. Ms. Husband stated that Library facilities staff continues to perform preventive maintenance and to complete repairs at the branches. This work includes chillers, lighting, air handlers, flag poles, courtyard gates and windows.

She noted that at the Bluebonnet Regional Branch Library a main sewer line was stopped up, but our maintenance staff quickly responded to the problem. They contacted the City-Parish Wastewater Management Division, and a repair crew began work that day and finished the next day. Therefore, the branch did not need to be closed. Carpet cleaning also occurred at the Bluebonnet Branch this month.

Ms. Husband noted that touch up painting was completed at the Fairwood Branch Library.

She also said that we currently have four large active projects. The first is the exterior lighting project at the Bluebonnet Regional, Central, Greenwell Springs Road Regional, and Pride-

Chaneyville Branch Libraries. A pre-bid meeting occurred this week on the 16th. The bids are due later this month.

The second project is the flooring replacement at the Greenwell Springs Road Regional and Scotlandville Branch Libraries. Ms. Husband said the Library staff met with the interior designer to review preliminary designs. Work will now begin on the specifications for the project.

The third project is the Bluebonnet Regional Branch renovation. This project includes moving Teen Services to the old Genealogy Department which will be moving to the Main Library, renovating the current Teen Services area to increase our display space, to create small meeting rooms, and to expand the circulation workroom. The Library staff met with the architect to review the construction budget. We are now moving forward with design development.

Ms. Husband added that the fourth project is the branch assessment study. Last week Library Administration and the Branch Managers met with the architectural team from Bradley-Blewster in the first phase of the branch assessment. The architects made site visits to all eleven branches on September 10th and 11th. They will document their assessments in preparation for a follow-up meeting with the Library staff in the next couple of weeks.

Ms. Freeman asked the Board if they had any questions. There being none, she asked for any public comments. Mr. Harvey Landry, a member of the public, said he e-mailed Mr. Watts regarding the branch assessment project. Mr. Landry said this project was never discussed at a regular public meeting when it was initially proposed. The public discussion has only occurred after the project architects were announced and began their work. He added that he was told this project was discussed at a planning meeting when a motion was made, and the decision was made to go forward.

Mr. Bardwell replied that it was discussed during the budget workshop meeting which was open to the public. Ms. Freeman agreed with Mr. Bardwell and added that it was also discussed in the strategic planning meeting which was also open to the public. She added the discussion of this item was not a long one, but the comments made stated that we have aging buildings and they will need some renovations in the next few years. We need to make an allotment for these upgrades in our facilities.

Mr. Watts then agreed that the discussions occurred in a public meeting. A decision was not made prior to the public meeting. The budget was also adopted in a public meeting. He added that discussions also occurred at strategic planning meetings when it was apparent that we needed to look at the Library's buildings and assess them. The Library staff needs some guidance on what choices we can realistically make. Many times the Library staff would like to redesign an area in a certain way which can be structurally difficult. The professional opinion of an architect can address issues such as wiring, heating and plumbing concerns prior to beginning the work. They also can address the need for new technology and infrastructure. This type of assessment saves money for the Library when changes are needed.

Ms. Freeman added that she has had calls from three Metropolitan Council members wanting to know about changes or updates to their specific library branches. One in particular mentioned that when the branch was designed and built we did not have the technology we have today. Consequently the outlets are now insufficient to meet today's computer needs. Ms. Freeman noted that we need renovations now to meet the current needs. She likened this to renovating and updating a home after many years of occupancy.

Mr. Landry said he believes the Library staff knows what they need in the buildings. So possibly the title of this project is a misnomer. He added that he did not think the staff needed to know what to change, but rather how to go about the change to get the results needed.

Mr. Watts then said that what Ms. Freeman and Mr. Landry were saying is correct. The staff does have a good, general idea of what we need, and also has public feedback from listening to our customers. They will tell us when something we offer is not working well. Mr. Watts also explained that when something new is introduced and works well, we want to offer it at all branches. The Library staff then needs someone to assist us to plan wisely, project what the cost might be, and compare various options. This is why it is called an assessment project. We want to document what condition our buildings are in, and what capabilities are possible.

Ms. Freeman added that as the public has come into the new Main Library, they want the same services and technology in their local branch. She noted that every branch cannot have everything that this Main Library has because it is the Main Library. So we need outside expertise to assist in our planning efforts.

Mr. Berry, another member of the public, said that what Ms. Freeman and Mr. Watts said makes sense and is laudable. But the project was not presented as a motion with a vote taken by the Board. He added this process was followed for all the projects including the Main Library, the downtown library, Fairwood and the bookmobile, but not for this assessment project of \$98,000. Mr. Berry said this is the point of his concern, not that the project is necessary, but that the proper process was not followed. He added that the public did not know about it.

Ms. Freeman replied that the process was followed. Ms. Freeman also told Mr. Berry that his concern is that the Board did not make a separate motion. But the project was discussed at the Library's budget workshop which was a public meeting. It was also discussed and approved at the strategic planning meeting open to the public. The Library budget which included the assessment study was approved at a public meeting.

Mr. Watts agreed with Ms. Freeman noting that the assessment was covered in a public meeting. It was placed in a budget package which was approved. The budget was approved in a regular meeting of the Board open to the public. Mr. Watts added that it was not a highlighted item and was not under extensive discussion because the Board agreed it was necessary. The items that caused more discussion were of a personnel nature and involved continuing costs such as the security guard request. The assessment project was not a contested item.

Ms. Freeman asked for additional public comments. There being none, she moved on to Old Business, Item A.

V. Old Business

A. Update on Site Selection Process for a South Branch Library – Mr. Spencer Watts

Mr. Watts said he does not have much to report in regard to this project because at the last Board meeting it was agreed that the deadline for the results of the desktop engineering assessments of the sites would be extended so that SJB Group could apply a new technology process. This process will give us some additional perspectives on the sites we are considering such as from the street and from above the site. The reports should be delivered in early October and should be available at the next Board meeting.

Mr. Watts also noted that at the last meeting we were asked if we had a short list of the top sites. He said we do not have a short list. We do not have a narrowed down list of sites that we are only considering and are actively seeking to purchase. However, five sites were cited by LEO, LLC as their top choices pending additional engineering and wetlands assessments of these sites for suitability. He said the public was finding these sites difficult to pinpoint because they were listed under Planning Commission Lot Numbers. Mr. Watts said the Library staff has determined the street addresses to these five lot numbers that SJB Group and C-K Associates are assessing. They are the following:

1. 1000 – 1100 Ben Hur Road
2. 601 W. Lee Drive
3. 411 Ben Hur Road
4. 5900 – 6000 Ben Hur Road
5. 636 W. Lee Drive

All of these sites are in the southern portion of the service area. Mr. Watts added that we anticipate these sites may have some environmental, water and drainage issues, so they warrant careful evaluation.

Mr. Watts also emphasized that the Library is continuing to explore possibilities. He noted that he has been told of two properties in the last couple of weeks. These are on the fringes of the service area. He added we are grateful to anyone who will suggest possible sites.

Mr. Watts asked the Board if there were any questions. There being none, Ms. Freeman asked for public comments. Mr. Berry asked where the two properties are located that Mr. Watts mentioned to which he replied one is off Staring Lane and the other is on the north side of Perkins Road. Mr. Berry then asked where on the north side of Perkins is the site to which Mr. Watts replied off Moss Side Lane.

Mr. Berry asked if the Rouzan site is still a possibility because there is a sign on the Rouzan site near Perkins Road stating a “public library is coming soon”. Mr. Watts and the Board members agreed that Rouzan is off the list of possibilities. Mr. Watts noted that the Library and the Board have no control over what signs Mr. Spinosa posts on his property. Mr. Bardwell said the sign has been there for over four years. Mr. Watts said we no longer have an active agreement with Mr. Spinosa. If it were his sign, Mr. Watts said he would have taken it down. Mr. Berry asked

again about the Rouzan property to which Ms. Freeman and Mr. Watts agreed it is not under consideration for a branch library. Mr. Watts also said he has not asked the Board to take a vote on Rouzan, but they made it clear last year that they were not interested in pursuing Rouzan or any alternatives with Rouzan. The vote was 5 to 1 to not consider an alternate site within Rouzan for a branch library. There has been no current interest in Rouzan.

Ms. Freeman asked for any further public comments. There being none she asked for comments from the Board.

Comments by the Library Board of Control

Mr. Bardwell complimented the staff on the public relations, advertising and programs the Library has had over the last several weeks. The full page ads in the newspaper have also been great. He said he was happy to see such a great presence.

Ms. Freeman added these efforts are associated with celebrating the 75th anniversary of the Library. She thanked Ms. Stein for featuring the database *Tutor.com*, and the tutoring program. She noted that this is a service that is highly needed. We know the statistics involving our students and our schools. We have always had a vision for innovation in this Library System. So it is wonderful to see non-profit organizations such as the DeBose Foundation and others who know we are on the cutting edge to come forward to use our services and to partner with the East Baton Rouge Parish Library.

Ms. Freeman said she wanted to again emphasize that the Library Board is only an Advisory Board to the Metropolitan Council. The Metropolitan Council makes all final decisions regarding spending by the Library. There is time in our Board meetings for comments, and the public can also contact their Council members.

Mr. Landry said he appreciated the explanation about the demolition of the River Center and the municipal building. He said he would encourage the Board to campaign for the space on which the municipal building is now located for parking for the Library before it is converted into green space. Ms. Freeman replied that so far only Mr. Watts has spoken to the City one time. The City is looking at possibilities and will further communicate with Mr. Watts. At that point he can share some ideas with the Library Board for their consideration. Mr. Landry then said he understood that the Library could use that space for parking temporarily and that later it would become green space.

Mr. Watts replied that he is not certain of the details, or what they are proposing. His understanding was that that area was to be a green space. What was offered was a staging area for the construction of the new River Center Branch which would save money in construction costs. In regard to parking, it is not certain where it would be located. It might be in one of the existing parking facilities or in a new parking facility under consideration now.

Ms. Freeman asked for additional comments by the Board members. There being none, and with no further business, the meeting was adjourned at 4:45 p.m. on a motion by Mr. Jacob, seconded by Ms. Lundy.

Ms. Tanya Freeman, President

Mr. Spencer Watts, Library Director

DATE: September 10, 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 September 3, 2014 for The Library Design Collaborative on the Goodwood Main Library.



CONSTRUCTION REPORT

DATE: September 3, 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 August 28, 2014.
- 2) The pavers in the plaza are almost complete.
- 3) The plants are onsite for the Plaza. The trees have not arrived yet.
- 4) The east parking lot has been cleaned.
- 5) The western parking lot is approximately 50% complete.
- 6) The granite pavers at the reflecting pools continue to be installed. The northern pool installation has been started.

UPCOMING WORK:

- 1) The landscaping of the Plaza should have begun and will continue.
- 2) In the Plaza, the one remaining white concrete seatwalls will be poured by the end of next week.



Looking across the Plaza at the Library.



Looking from the southern roof garden to the new Goodwood parking area.



Looking from the parking lot to the Drop Off Canopy and the Plaza.



Looking from the roof to the Plaza.



Looking at the plaza planting material.



Looking at the bed preparation of the western planting area south of the Plaza.



This catch basin is being lowered to ensure proper drainage.