

TENTATIVE AGENDA
FOR REGULAR MEETING OF THE
EAST BATON ROUGE PARISH LIBRARY BOARD OF CONTROL
MAIN LIBRARY
THIRD FLOOR BOARD ROOM
7711 GOODWOOD BOULEVARD
BATON ROUGE, LA 70806
FEBRUARY 20, 2014
4:00 P.M.

I. ROLL CALL

II. APPROVAL OF THE MINUTES OF THE SPECIAL MEETING OF DECEMBER 14, 2013 AND THE REGULAR MEETINGS OF DECEMBER 19, 2013 AND JANUARY 16, 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 REPORT

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
 - 1. BEAU BOX REAL ESTATE
 - 2. LEOTTA-EVERS CONSULTING, LLC. (LEO, LLC.)
 - 3. SAURAGE-ROTENBERG COMMERCIAL REAL ESTATE
 - 4. SKILL REAL ESTATE

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

February 20, 2014

The regular meeting of the East Baton Rouge Parish Library Board of Control was held in the Board Room of the Main Library at Goodwood at 7711 Goodwood Boulevard on Thursday, February 20, 2014. Ms. Tanya Freeman, President of the Board called the meeting to order at 4:05 p.m. Members of the Board present were Mr. Stanford O. Bardwell, Jr., Mr. Charles P. “Chip” Boyles, II, Mr. Jason Jacob, Mr. Logan Leger, and Mr. Travis Woodard. Absent from the meeting was Board member, 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; and Ms. Kelli Bonin, Library Network Technician I. Mr. Gaines Garrett with Beau Box Real Estate; Mr. John Evers and Mr. Victor Leotta with Leotta-Evers Consulting, LLC. (LEO, LLC.); Mr. Larry Dietz with Saurage-Rotenberg Commercial Real Estate; and Mr. Ben Skillman with Skill Real Estate also attended. Captain Blair Nicholson of the East Baton Rouge Parish Sheriff’s Office; Ms. Elizabeth Crisp, reporter with *The Advocate*; Mr. Quincy Hodges, reporter with *Nola.com*; Mr. Frank Hillyard, 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 special Board meeting of December 14, 2013, and the minutes of the regular Board meetings of December 19, 2013, and January 16, 2014. Mr. Boyles made a motion to approve the minutes of the December 14th meeting, seconded by Mr. Jacob and approved unanimously. Mr. Jacob made a motion to approve the minutes of the December 19th meeting, seconded by Mr. Boyles and approved unanimously. Mr. Woodard made a motion to approve the minutes of the January 16th meeting, seconded by Mr. Jacob and approved unanimously.

Mr. Watts then asked the Board if they would consider revising the order of the agenda to discuss Item V, Old Business before Item III, Reports by the Director; thereby allowing the representatives of the four firms to leave the meeting after their presentations. The Board members unanimously approved the revision to the order of the agenda.

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

Mr. Watts said they have received proposals from four firms, and all of them are good, strong proposals. He added that he may have given the firms some incorrect information. He noted

that the Parish Attorney had told him initially that the firms could accept a commission from the seller of property they locate. Mr. Watts said that just prior to this meeting the Parish Attorney informed him that accepting a commission by these firms may not be allowed, and this is now under advisement. He added this may affect the pricing proposed by some of the firms.

Ms. Freeman asked if the presenters would have a time limit. She added that she wanted to be sure that the presenters understand that the acceptance of a commission is under legal review. Mr. Watts replied that he would like their presentations to run about 5 minutes. Ms. Freeman asked Mr. Jacob to be the time keeper.

Mr. Watts said that they've listed the firms alphabetically and would ask for the presentations in that order.

1. Beau Box Real Estate

Mr. Gaines Garrett of Beau Box Commercial Real Estate said that he and his brother, Brent Garrett work as a team specializing in site selection. They have worked together for fourteen years since his brother began working for Beau Box at Latter & Blum. When Beau Box started his firm in 2005, Brent Garrett was one of Mr. Box's first agents. They have grown to be the largest grossing commercial real estate firm in the state.

Mr. Garrett said they have worked with companies such as McDonald's to large industrial companies. He added that in south Louisiana there are specific challenges to selecting a site such as environmental, flood zones, or other encumbrances that could affect a site's validity. They have access to GIS mapping systems, and demographics. He added that the technical data they will receive is fairly standard. Mr. Garrett said his firm will set themselves apart from the other firms in service and communication. These attributes make them stand out. They will always be available.

In regard to their fee, they will work on a contingency basis. If they do not find a site for the Board, there will be no fee charged. The fee will be charged if the Library Board pursues a site that they have suggested.

Mr. Garrett asked if the Board had any questions or concerns. Ms. Freeman asked how they would bring public input into their choice of sites. He replied that they would look for sites that are easy for people to find and to get into and out of along with traffic flow. Mr. Woodard asked how they would find the property. Mr. Gaines said once they know exactly what size site the Board wants, they would drive around the area and also use aerial mapping. They will talk to people once potential sites are identified. His team knows about sites that may not be on the market, but may actually be available. Mr. Bardwell asked who the lead broker would be to which Mr. Gaines answered his brother and him. Mr. Leger asked if their firm has ever found a site for a library or other public entity. Mr. Gaines noted they had never found land for a public entity, but they have done a lot of office leasing for various parish and state agencies. They understand the issues that are involved with a public entity. He concluded his comments by saying that his firm worked with Mr. Watts and the Library staff to find the old Ethan Allen building for the Library's Outreach Services division.

2. Leotta-Evers Consulting, LLC. (LEO, LLC.)

Mr. Victor Leotta, representing Leotta-Evers Consulting, stated he would give a brief overview of his proposal. He added that he would distribute some material that might be helpful to illustrate what they do. His business partner John Evers was also present. Mr. Leotta said the most cost effective way to find a site is to understand what the target area is in terms of socio-economic and population growth. His firm looks at profiles of the typical library user, and how to expand on the typical library user.

Mr. Leotta said their business is site selection and economic development. They are a GIS or spatial firm located in Baton Rouge. He added that he and Mr. Evers come from an environmental engineering background. This background assists them in working toward increasing economic development for their clients. They use the most cost effective and optimal ways to find sites that are attractive to their clients. Vulnerabilities related to the sites that could impact, for example, public perception, and permitting, are also examined.

Mr. Leotta noted that they did some preliminary work to help the Board understand their proposed search process in the target area. He showed them an analysis of the current branches in the Library system with their drive times. He said the map he was distributing shows that the Library has a need for service in the southern portion of the parish. He distributed a sheet showing the population density in 2000, and using the census information through the year 2010. This data shows what was happening with the population in the targeted area. Mr. Leotta said this data is confirming what the Board has surmised, but now it is quantified. He added that the Board would want to be able to defend their choice of site to the public. This type of information would assist them in doing this.

Mr. Leotta noted that once LEO, LLC has this preliminary data they look at transportation, features, utility infrastructure, and traffic counts. The consultant's analysis will help them to understand traffic flow and for example, to determine on which side of the street the facility should be located. He added that congruent and competing businesses are reviewed. They research where patrons are going throughout the day, for what purpose, and how the Library might fit in and be attractive to patrons within their daily routine. Mr. Leotta also said they look at success factors such as how many patrons come to the library each day, and what they desire from the Library. He noted it is important to evaluate potential sites for suitability based on the project requirements.

Mr. Jacob announced the five minute time limit.

Mr. Leotta noted that they can use the same analysis on sites that have already been considered by the Board. He concluded that ultimately his company will make a recommendation of sites. They will give the Library a series of reports containing a profile of what each site looks like and the advantages and disadvantages of each site.

Mr. Boyles asked about the process for acquiring a site. He wondered if the Board decided to purchase a site, would the Board contact the realtor representing the site. Mr. Leotta said that

LEO, LLC is not a real estate brokerage firm. They do not have an interest in the real estate side of the process. They base their choices on the Library's criteria and development. The Library would contact a realtor. Mr. Watts reminded Mr. Boyles that the Library does not actually purchase a site. That function is handled by the Parish Attorney's Office.

Mr. Leger then asked if LEO, LLC looks only at sites that are for sale. Mr. Leotta said they look for optimal sites, some of which may not currently be on the market. Mr. Bardwell asked what the time frame is for this search. Mr. Leotta replied that they have estimated ten to fifteen business days to complete the work. Ms. Freeman said that when the Board tried to find sites they found many in flood zones. Mr. Leotta said they will consider flood zones, elevations, and wetlands. Mr. Watts said the time line question is a good one and each firm should indicate what their time frame is for this project.

3. Saurage-Rotenberg Commercial Real Estate

Mr. Larry Dietz of Saurage-Rotenberg Commercial Real Estate spoke next. He said he has been in sales and marketing for over 35 years and in commercial real estate in this area for almost 20 years. Mr. Dietz added that he has handled site selection for national companies in terms of multiple site locations in Baton Rouge and south Louisiana. He said he is service oriented and will issue a report of available sites including both those on the market and those off the market. Mr. Dietz noted that transportation, zoning, flood zones, and wetlands will be addressed. He said an initial report would be issued in 15 business days. He said due diligence would be included in his work, along with documents in order to proceed with the purchase of a site. In regard to his fee, Mr. Dietz said his fee would be adjusted to comply with the final decision of the Parish Attorney on accepting a commission from a seller. He added that the fee would be charged if the Library Board pursues a site that he has suggested.

Mr. Woodard asked Mr. Dietz if he would be willing to find a site on strictly a fee basis without any contingency or brokerage commitment. Mr. Dietz replied affirmatively. Mr. Bardwell asked if his fee is contingent on success to which Mr. Dietz said he would need to modify his proposal because currently it contains a brokerage fee, rather than a flat fee. Mr. Watts said it is unfortunate that he just received the information today from the Parish Attorney regarding commissions. He said the firms presenting today are just finding out about this possible change at this Board meeting. Mr. Bardwell then asked if the decision is that they can accept a commission from the seller, how would that affect the fee. Mr. Dietz replied that he would then delete the flat fee. Mr. Woodard asked if the analysis of the sites is qualitative or quantitative. Mr. Dietz answered that they use demographics, traffic studies, and transportation data. Mr. Bardwell asked who the lead agent would be to which Mr. Dietz said he would be the lead. Mr. Bardwell asked if he would work with anyone else. Mr. Dietz said they have 17 agents, but they tend to work alone on a project. Ms. Freeman asked about the exclusive representation clause in the proposal. Mr. Dietz explained that if the Board chooses a site he has located for them, he would have the right to represent the Board as the buyer exclusively. Mr. Leger asked if Mr. Dietz has done site selection for other libraries to which Mr. Dietz said no.

4. Skill Real Estate

Mr. Ben Skillman, the broker for Skill Real Estate spoke next. He added that he has been in business for over 45 years. He has sold more raw land than anyone else in this parish. He noted that his father was on the Library Board in the 1970's when Woody Dumas was mayor. Mr. Skillman complimented the Board on the new Main Library.

He said each of the firms proposing today can access the statistics and information through *Google* and other on-line search engines. He noted, however, that the important part of finding a site is to be able look at the site and how it can be used. He stated that "thinking out of the box" is critical. Mr. Skillman said he lives in Southdowns and knows the area well. He said finding a site is going to be difficult as the Board has already discovered. He said there are some possibilities of putting together some A-1 properties. He felt he could find some sites within a 30-day time frame. He added that there would be no fee charged if he did not find a site the Library could use.

Ms. Freeman asked Mr. Skillman to define the advantages of living in Southdowns. He replied that he knows traffic patterns, timing of traffic, people's movements, property, and people that own property in the area that the Board has not looked at yet. Mr. Skillman noted that if you know people that own property it makes the search easier.

Mr. Leger asked if Mr. Skillman if he has done site selection for other libraries to which Mr. Skillman said no. However, he said he has done site selection for BREC, and for the City. He added that he has worked for Our Lady of the Lake Hospital, for Baton Rouge General, and the new Children's Hospital off Essen Lane.

Mr. Watts asked the firms who presented if there was anything else they wished to clarify with the Board based on questions that were asked during the presentations. Mr. Garrett said in their proposal their time line was 180 days which includes the transactions leading to the purchase of the property. But he wanted to clarify that a report outlining a package of sites would be completed in two weeks.

Mr. Bardwell asked about the assessment sheet they were given for scoring each firm. He asked why they had this form to which Mr. Watts replied this was a request and so he created this form. Ms. Freeman added it could be helpful to have a guideline for comparing the firms. Mr. Bardwell asked about question #2, *Skills and Knowledge of Staff*. He wondered whose staff this was; the Library's or the site selection firm. Mr. Watts replied the staff of the firm they are considering. Mr. Bardwell felt they should delete #2 from the sheet to which Ms. Freeman agreed. Mr. Woodard noted the Board does not have a formal selection process.

Mr. Boyles began the discussion of the presentations and the firms. He said that they are looking at different types of firms. Mr. Boyles added that previously he had said a plan for finding a site would be preferable to just looking at a list of sites because this is going to be a very controversial issue. He said some sites had been considered for a branch library for a long time, and now they are out of consideration. He added there are going to be a lot of documented answers that the Board will need to provide to the public. Mr. Boyles noted that the Board has

four excellent teams to consider, but for him, being able to document acreage, environmental conditions, traffic patterns and such are easy data to gather. There is a need to delve deeper into what is best for the community and what the Board needs to provide for the residents of south Baton Rouge Parish. Mr. Boyles said they have two different approaches with different pricing schedules to consider. But he prefers the community aspect approach that LEO, LLC has presented because it includes growth patterns and data about the other branch libraries.

Mr. Leger then said he agreed with Mr. Boyles. He said LEO, LLC will provide more exhaustive data that will be very valuable because this project will be talked about extensively. This data will enable the Board to defend the decision and site they choose. Ms. Freeman said data and community input is very important. The citizens of the service area should have the opportunity to talk about their needs and desires because these may be different from what was envisioned years ago when the site selection began. Mr. Boyles said he hasn't even seen data to explain how they arrived at where they are currently.

Mr. Woodard then said none of the presentations mentioned community input. If the Board wants the community canvassed, they need to inform the firms about this. He also said that in regard to the fee, one or two firms submitted proposals last month. When this information went public, other firms submitted their proposals. Mr. Woodard said because of this and in order to be fair, it should be noted some may have had an unfair advantage, although he was not implying this actually happened.

Mr. Watts then said he spoke to a Metropolitan Council member on another matter yesterday. The Council member said the Board should not use a site selection firm for locating this branch. The Board should simply choose a site because there are limited properties available in that part of the parish. Mr. Watts added that he explained that the Board felt it would be advantageous to get the extra assistance to objectively review what they are doing and find a site they may never have been able to locate themselves.

Mr. Jacob said he is going to state the obvious about public input. No matter what site is chosen, someone will be unhappy. He said the Board can do its best and the firm chosen will assist. But there is only so much the Board can do. Ultimately some people will be unhappy, but the Board will need to accept that and move ahead.

Mr. Bardwell then said he agreed with all the comments. The problem is that they have two different approaches in these firms which are both professional approaches. He noted he has a favorite among the realtors, but he also likes LEO, LLC because they are the only one with that approach. They are also the most expensive which is neither good nor bad. But it does enter into the decision process. He said if they are trying to mitigate comments that they are spending too much, then LEO, LLC should not be considered. But they have good credentials and could do a good job. Mr. Bardwell said it will be hard to pick one.

Ms. Freeman said that LEO, LLC is the only firm that proposed by the deadline. But even if they use LEO, LLC, they will still need to get a real estate firm to do the closing. She said they need to first decide if they need the services LEO, LLC provides. Mr. Leger said it is about the services they will provide. He added the Board had previously decided they needed a firm to

guide them toward properties that would be suitable for a library. Then they could work with a realtor to guide them in purchasing the property. Mr. Leger also said he thought they had wanted someone to provide them with quantitative analysis for a suitable site.

Mr. Boyles said in regard to the fee, he does not want to waste or appear to waste any of the Library's money, not even a penny. But the fee for the site selection is a quarter of a percent of the total budget of \$6 million for this branch. He said he believes that is a very good investment. Ms. Freeman said that implies we can get the property for \$6 million. Mr. Boyles concluded he'd rather err on the side of the more comprehensive plan than just a simple site selection.

Mr. Bardwell asked Mr. Boyles to make a motion. Mr. Boyles moved that the Board recommend the award be given to LEO, LLC to assist them in finding a location for a south branch library. Mr. Leger seconded the motion which passed unanimously. Ms. Freeman noted they may need the services of the realtors later in the process. The Board members thanked those who presented.

Ms. Kathy Wascom, a member of the public, reminded Ms. Freeman that there was no time given to comments by the public before the motion was made and passed. Ms. Freeman apologized. Ms. Wascom replied that it was okay, and then she made a comment. She said in meeting with their civic association they want a firm that can put together pieces of property and look outside the box. She said they looked at the Skillman property to see its possibilities. Ms. Wascom said that it is their understanding that wherever the library is located that property retains the A-1 designation. They want the Board to be creative when looking at the area. She also said their Board President would be happy to meet with the Library Board and the site selection committee. Ms. Freeman thanked Ms. Wascom for her comments.

Mr. Harvey Landry, a member of the public, asked the Board to re-state the criteria they gave to the firms. He also asked if \$6 million is the total cost of the project or have they allocated an amount for the land purchase. Mr. Watts answered that land purchase was not in the original plan because the property was being donated. Therefore, the \$6 million was for construction costs. He added, as Ms. Freeman pointed out, the total cost will be a little more since they will need to buy land. In regard to the criteria they were using, Mr. Watts said they told the brokerage firms that one of the firms specialized in site selection consulting. All the firms felt comfortable that they could offer a competitive selection service that would result in comparable sites. Mr. Landry then asked if there would be two sites selected for two separate buildings. Mr. Watts answered that they are looking for just one site with one building. The firm selected will submit a list of sites for the Board to review. Because of the efficiencies in building and long term operations, a single site is preferable.

Ms. Freeman again apologized for not asking for public comments before the motion.

Reports by the Director

A. Financial Reports

Ms. Freeman asked Mr. Watts to make his reports. Mr. Watts then asked Mr. Pierce to present the financial reports. Mr. Pierce said that the Statement of Revenues, Expenditures, and Encumbrances as of January 31, 2014 show operating expenditures of \$2,954,275.24 or 6.89% of the operating budget. Through January the Library should have spent no more than 8.34% of the operating budget. Most of the December or year-ending charges for 2013 have been posted, but these numbers will not be final until they are reviewed by outside auditors in the next two to three months.

Cash collections from property taxes for 2014 remain strong, as the Library is now roughly at \$1,217,000 or 3.44% ahead of the same two months in 2013. As was mentioned last month, the increase over the prior year from this point forward should drop slowly. If future months collections follow their historical pattern, this number will eventually average out to roughly 2% over the taxes collected in 2013.

Mr. Pierce asked if there were any questions. Mr. Woodard asked Mr. Pierce to confirm that currently the Library is running 25% under the budget. Mr. Pierce replied that this is correct. Mr. Watts said that 8.34% is the maximum that the Library is supposed to spend. Mr. Pierce added that the figure is prorated for the year and represents what the Library is supposed to spend. However, it is not completely accurate as these numbers rise and fall throughout the year.

Mr. Watts pointed out to the Board that they received a copy of the approved final budget for 2014. He pointed out that there is \$847,000 in capital requests carried forward from 2013. This represents items that were budgeted for in 2013, but for which the money has not been expended. These were projects that were sent to DPW to be completed, but requisitions have not been issued. So they do not appear in the financial reports. The carry forward report from the Finance Department illustrates this situation. Finance decided to use this method this year rather than place the money in the surplus account. Mr. Watts said he is not being critical of DPW because they have done a great deal of work for the Library. They are heavily engaged in the new Main Library, they were involved in the Baker and Pride-Chaneyville Branch projects, and in the Fairwood Branch warranty/maintenance issues. DPW is over-extended which has caused some projects to fall behind. There were no other questions, so they proceeded to the system reports.

B. System Reports

Mr. Watts asked Ms. Stein to present the system reports. Ms. Stein explained that they received plenty of statistics this month because they got very few last month due to the move to the new Main Library, and the setting up of computers, printers, and copiers. She noted they are having some issues retrieving some data. She said overall the usage is high, and some measurements are higher than others in spite of the closing of the Delmont Gardens and Bluebonnet Regional Branch Libraries earlier this year, and the Main Library at the end of December and the beginning of January. Ms. Stein added that circulation and gate count are high. These two

statistics are always tied to each other. Programming and computer usage depends more on who is coming through the door, and whether there is electricity and available computers. Ms. Stein said there was a slight dip in circulation in January because the Main Library was closed for two weeks, and Main usually carries 30-35% of the circulation count. She commented that the Library system was closed for four days during the “Blizzard in Baton Rouge”. Ms. Stein said she has noted that in the report for future reference. Ms. Stein added that she is reviewing the database statistics with a vendor. There was a dramatic a drop of 90 % for that product. This often indicates there is a problem with data gathering and reporting rather than an actual drop in use.

She then gave her PowerPoint presentation, *Around the Parish in 90 Seconds* which included the month of February, 2014. The following were some of the highlights:

- The artwork from this year’s DeBose Foundation Competition is displayed between the Concierge Desk and Teen Services, and on the second floor of the Main Library.
- The East Baton Rouge Parish Library is now the new home for the DeBose Visual Arts Competition and the future home of the DeBose Foundation archive.
- The Library is celebrating Black History Month and is participating in the 2014 National African-American Read-In. Families are enjoying events at the various branches. Either the Library provides the reading choices or families bring their own selections.
- Greyhawk Perkins, a Native American musician and storyteller appeared at several branches and at the Main Library.
- An e-Reference public comment was made about the digital library. The patron loves the e-books, digital books, and magazines. She noted that she has saved time and money and requested additional items are purchased.
- Staff are trained in how to use the digital resources in order to assist patrons. There have been some significant changes in some of the digital resources. Mango Language has added films and a component for conversation.
- *Comics Plus* is a new e-resource featuring graphic novels. The advantage over hard copies is that they don’t wear out or tear. We have upgraded *Freegal* so that patrons can download seven items a week. They can stream whole albums and create their own playlist.
- *Learning Express 3.0* has been upgraded. Patrons can take practice ACT exams, professional tests, college entrance exams and civil service tests. The GED in Louisiana is being phased out and HiSET is the replacement. It is also featured in *Learning Express 3.0*.
- *Firefly*, a product of the Kurzweill Educational System, is a new resource that converts text to speech for patrons with visual impairments, dyslexia or other problems in reading. It will be available in April on all patron computers and through an app for use outside the library.

Ms. Freeman then asked how the Library is marketing *Firefly* to the schools. Ms. Stein replied they have contacted the schools. They will also promote it with the Brighton School for those with dyslexia, with the Families Helping Families organization, with *The Advocate* educational department, with VIPs and with the Big Buddy program. Ms. Stein said she is so grateful that the Library Board supports traditional books and also the new ways of learning.

Ms. Freeman asked for public comments. There were none so she proceeded to Item IV Other Reports.

IV. Other Reports

A. Main Library at Goodwood

Mr. Watts then gave an update on the Main Library at Goodwood. He said they are happy to be in the new building even though some items still need to be finished or fixed. The contractor is continuing to work in the building on the punch list. The end panels for the shelving in the adult collection began to arrive yesterday. It changes the way things look in the fiction and non-fiction areas. The building is still a work in progress. There is a lot of work being done in the plaza. However, rain does slow down the progress of this work.

The temporary parking is an issue. It's not what we all wanted to have in terms of distances. But Mr. Watts noted that when he speaks to patrons, and they understand it is temporary and dependent on the demolition of the old building, they are more accepting of the situation. He said they have worked with BREC to address problems with the temporary lights at the Garden Center on the north side of the building. He said they are dealing with lights being out at the BREC Theatre the last few nights.

Mr. Watts said he received some bad news this morning regarding the demolition of the old building and the construction of the parking lot. Following completing the asbestos remediation, preliminary work began on the parking lot. The contractor found a large horseshoe shaped concrete slab which will need to be removed before the parking lot can be constructed. This slab appears to be part of the old library. It has to be removed so that the drainage system for the parking lot can be installed. Mr. Watts added that the slab was under the asphalt and so did not appear when they did their preliminary survey. This additional work will add between 20 to 40 days to the project.

Mr. Bardwell asked if the slab was part of the old runway because that was part of the original budgeted work. Ms. Stein replied that the runway was where the new Main Library is now located. The old runway was removed before the construction of the new building.

Ms. Freeman asked if there is a temporary solution to this problem. Mr. Jacob asked when the old Main Library would be demolished. Mr. Watts replied that they are estimating that the completion date for the whole project will now be in August. June 19th is actually the new completion date, but they are including the allowable rain days that will occur. Mr. Watts said

that date is the completion of the Phase I parking lot of 150 spaces. Some will still park in the BREC lots, but many will be able to park in the new parking lot which will be bigger than the old Main Library parking lot.

Mr. Bardwell asked when they plan on having the formal grand opening of the new Main Library. Mr. Watts said Ms. Stein, Ms. Husband and he were discussing this topic this morning and how they could make the best of the situation. They felt they could combine the grand opening with the 75th anniversary celebration of the Library system in September. Ms. Freeman did not think that was a good idea. She asked if they could consider the BREC parking lots in meeting the parking requirement for a grand opening. Mr. Jacob asked when the plaza would be completed to which Mr. Watts replied in April. Ms. Freeman asked how many parking spaces are available at BREC to which Mr. Watts said about 180 spaces. She thought that would be sufficient. Mr. Watts added that they would like the building to be more operational than it is now, since several key spaces are not completed. Ms. Freeman added that the building is operational; otherwise we would not have opened to the public. Mr. Watts said he is not opposed to having the grand opening sooner, but it would need to be in April or May because the Baton Rouge Room needs to be relocated here, and the large meeting room needs to be completed. Mr. Woodard said they don't need to rush into picking a date for the grand opening right now. They should wait a while to see how the project progresses. Ms. Freeman then said August or September is too far into the future. By then it can't be called a grand opening. Mr. Leger added by then it becomes the grand opening of the parking lot. Ms. Freeman said they can talk about this at a later date.

Mr. Watts noted that issues with card access have been resolved. The monumental stairway is now open. However, they are still resolving phone issues. He concluded his remarks on the new Main Library by saying that the Library will need to work with BREC in May or June to complete the Cooperative Endeavor Agreement (CEA) regarding shared expenses. The CEA had been worked on in the past, but it needs to be finalized. Mr. Watts said BREC has been a good, responsive partner on the issues they have faced on this project.

B. River Center Branch Library

Mr. Watts then discussed the River Center Branch construction project. He said on February 27th the Library staff will meet with DPW, with Rex Cabaniss and by phone with the Schwartz/Silver architects in Boston to discuss containing costs and alternative design elements to ensure that we stay on budget. DPW would like the Library to have more latitude regarding the budget. Mr. Woodard said the staff and DPW should express to the architects that value engineering should not be done this early in the project, and that they need to come under budget. Mr. Watts said value engineering should be done near the end of the project as a refinement technique when one is trying to stay within the budget. Ms. Freeman agreed that the architects need to understand that they must stay within the budget. Mr. Bardwell asked about the second floor west side window system cost. Mr. Watts replied that when they take that item out it saves about \$30,000 to \$40,000. Mr. Woodard said the items they should be discussing now are columns and walls which Mr. Watts said is exactly what DPW wants to focus on now. He added that some of the

structural elements need to be reviewed. He also said that all of the soil testing has recently been completed, so that they now have a better understanding of the load bearing ability of the site.

Mr. Woodard said there will be a construction boom in the Baton Rouge area over the next three to four years. We need to get contractors to bid on this project soon before these big industrial projects begin. When these big projects begin, this will cause construction costs to escalate. The River Center Branch project will then be more expensive.

C. Maintenance Report

Mr. Watts asked Ms. Husband to give the maintenance report. Ms. Husband said that the Library Facilities staff has been working with the contractors regarding punch list items. They have also ensured that directional signage to the new Main Library is visible and that sidewalks are clear for patrons and staff.

Lighting preventive maintenance was completed at the Baker, Delmont Gardens, Greenwell Springs Road Regional, and Pride-Chaneyville Branch Libraries. Air handler preventive maintenance was finished at the Carver, and Fairwood Branch Libraries. Chiller preventive maintenance was performed at the Fairwood and Pride-Chaneyville Branch Libraries.

At the Delmont Gardens Branch, the Library Facilities staff worked on the plumbing. At the Eden Park Branch, they repaired the electronic gate for the staff parking lot. Exit signs were replaced at the Greenwell Springs Road Regional Branch Library.

At the Jones Creek Regional Branch Library, lighting and the HVAC system were repaired. The hot water lines were repaired at the River Center Branch. Air handler number 7 was repaired at the Scotlandville Branch. The Library Facilities staff also repaired the boiler and completed energy management repairs.

An electrical engineer from DPW is scheduling site visits at the Bluebonnet Regional, Central, Greenwell Springs Road Regional, and Pride-Chaneyville Branch Libraries in preparation for the bid process for the projects to upgrade the exterior lighting.

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

Mr. Landry asked about the Board Room in which they were meeting. He wondered if they had extra chairs available if more members of the public attended. He also asked about microphones so that they could hear what was being discussed. He then asked whether the temperature in the room could be adjusted. Mr. Watts replied that they have a meeting room on the first floor that can accommodate 30 to 40 people, and the large meeting room which is not completely finished yet will hold about 300 people. He noted that the temperature in the room cannot be adjusted more than several degrees. Mr. Watts said amplification is something they need to consider.

There were no other public comments.

Comments by the Library Board of Control

Ms. Freeman asked for comments by the Board members. Mr. Leger said he was glad they could choose a firm for the site selection process for the south branch location.

Ms. Freeman said she is really glad they are in the new building, and she would like to celebrate with a grand opening prior to August or September. She also said she'd like to congratulate Mr. Watts for completing a year at the East Baton Rouge Parish Library. The entire Board applauded. She then asked Mr. Bardwell and Mr. Jacob to work on an evaluation process for the director. She said they don't currently have a policy so she would like them to formulate one to include, for example, starting the process in October. Ms. Freeman said in the past they usually evaluated the director informally in November. But now they would like the evaluation process to be better defined. She asked Mr. Bardwell and Mr. Jacob well to communicate the results of their work with the other Board members. The Board will then come to a consensus regarding the process. Ms. Freeman will then talk to Mr. Watts about scheduling the evaluation time during a Board meeting.

So with no further business, the meeting was adjourned at 5:40 p.m. on a motion by Mr. Travis Woodard, seconded by Mr. Boyles.

Ms. Tanya Freeman, President

Mr. Spencer Watts, Library Director

DATE: February 13, 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 February 4, 2014 for The Library Design Collaborative on the Goodwood Main Library.



CONSTRUCTION REPORT

DATE: February 4, 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 January 30, 2014.
- 2) The Library opened to the public on January 15, 2014.
- 3) The interior punch list work is ongoing.
- 4) The sidewalks to botanical gardens parking lot was completed by BREC.
- 5) The sidewalks to the north of the building are completed.
- 6) The sidewalks to the south of the building are completed to the Plaza.

UPCOMING WORK:

- 1) The white concrete work on the western part of plaza should be completed in the next three weeks
- 2) The granite in the reflecting pools will be installed in the next two weeks.
- 3) Landscaping should begin in the next couple of weeks.
- 4) The demolition of the existing library should start by the end of the month.
- 5) The fence trellis and gates in the service yard should be completed in the next couple of weeks.



Looking toward the Library entry.



Looking into the Plaza from the Library Entry.



Looking into the Service Yard.



Looking toward the North Courtyard



Looking toward the sidewalks to the Botanical Gardens