

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**  
**JANUARY 15, 2015**  
**4:00 P.M.**

- I. ROLL CALL
- II. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF DECEMBER 18, 2014
- III. AWARDS AND PRESENTATIONS
  - A. ENGINEERING NEWS RECORD (ENR) AWARDS FOR 2014 BEST GOVERNMENTAL BUILDING PROJECT AND 2014 BEST BUILDING PROJECT OF THE YEAR FOR THE TEXAS AND LOUISIANA REGION – MS. TANYA FREEMAN
- IV. REPORTS BY THE DIRECTOR
  - A. FINANCIAL REPORT
  - B. SYSTEM REPORTS
- V. OTHER REPORTS
  - A. MAIN LIBRARY AT GOODWOOD
  - B. RIVER CENTER BRANCH LIBRARY
  - C. MAINTENANCE AND ADDITIONAL CAPITAL PROJECTS
  - D. MISCELLANEOUS REPORTS
- VI. NEW BUSINESS
  - A. TO VOTE TO ELECT OFFICERS FOR THE LIBRARY BOARD OF CONTROL FOR 2015 – MS. TANYA FREEMAN
- VII. OLD BUSINESS
  - A. REVIEW OF OPTIONS AND DISCUSSION REGARDING COURSE OF ACTION FOR A SOUTH BRANCH LIBRARY – MR. SPENCER WATTS
  - B. REVIEW OF INFORMATION ABOUT MEETING ROOM USAGE AND MEETING ROOM POLICY REVISIONS– MR. SPENCER WATTS AND MS. MARY STEIN
- VIII. 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 15, 2015

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, January 15, 2015. Ms. Tanya Freeman, President of the Board called the meeting to order at 4:03 p.m. Members of the Board present were Mr. Stanford O. Bardwell, Jr., Mr. Jason Jacob, Mr. Logan Leger, Ms. Terrie Lundy, 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; Ms. Rhonda Pinsonat, Library Business Manager; Mr. Ronnie Pierce, Assistant Library Business Manager; Ms. Liz Zozulin, Executive Assistant to the Library Director; Ms. Kelli Bonin, Library Network Technician I; and Ms. Kayla Perkins, Library Public Relations Specialist. Absent from the meeting was Ms. Sonya Gordon, Library Public Relations Coordinator. Sgt. Patricia Carr of the East Baton Rouge Parish Sheriff's Office; Mr. Steve Jackson, Mr. Ken Tipton, Mr. Benjamin Bradford, Ms. Lisa Hargrave, architects with The Library Design Collaborative; Mr. Mark Sybrandt and Mr. Steve Carville of Milton J. Womack, Inc. were also present. Mr. Frank Hillyard, videographer for Metro 21; Ms. Andrea Gallo, reporter with *The Advocate* and several members of the community also attended.

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 December 18, 2014. Mr. Bardwell made a motion to approve the minutes, seconded by Ms. Lundy and approved unanimously.

### **III. Awards and Presentations**

#### **A. Engineering News Record (ENR) Awards for 2014 Best Governmental Building Project and 2014 Best Building Project of the Year for the Texas and Louisiana Region – Ms. Tanya Freeman**

Ms. Freeman read Item A under Awards and Presentations. She said that after the presentation of the award plaques, we will move to the lobby to hang the plaques for public view. Ms. Freeman and Mr. Watts walked to the podium. Mr. Watts explained that these awards were given for the Texas and Louisiana region by the Engineering News Record (ENR). The Main Library at Goodwood won the 2014 award for the best governmental building project. The Main Library at Goodwood also won the 2014 award for the best overall building project which encompassed 18 categories of construction for the 5-state region. The five states in this region are Arkansas, Louisiana, Mississippi, Oklahoma, and Texas. We are now qualified for consideration for the national award competition for the best building in the country which encompasses 12 regions of the United States.

Mr. Watts added that this is a great accomplishment and says a lot about this building. He said we have representatives here today from Womack Construction, and from the architectural team, The Library Design Collaborative.

Ms. Freeman then made her comments about the construction of the Main Library at Goodwood. She thanked the team that designed and constructed this beautiful library building. She said she can remember when we sat in the old Main Library discussing the plans for this building. It was difficult at first to imagine how the ideas and concepts would be incorporated into the design of the building we now occupy. We talked about all of the things that would be put in the building, and on the building. Now we can see how all of the discussions and plans became a reality in this facility. Ms. Freeman noted that it has been her pleasure to see the progress of this construction project to its completion.

But more importantly, she has enjoyed observing the pleasure of our patrons and customers as they use this library. They brag about our library and tell others that this is the place to go. She also said it is amazing to hear teenagers discuss how their groups meet here, and how they enjoy the activities that go on at this library. Ms. Freeman said we redefined what the old Main Library was. Now we offer new activities and services to society and the community in the new Main Library. We are stimulating culture, literacy, and activities that help to make individuals whole.

Ms. Freeman noted that this success is a result of the leadership of our design team, the Library Board of Control, the staff, and the public. This new Main Library at Goodwood is dynamic and functional using many “green” principles. It serves to meet the needs of the public, and has the capacity to adapt to meet the changing needs of the public. She added that she wants to commend everyone involved in this project which enabled us to win this prestigious award naming this building the best of the best. Ms. Freeman also said people from other states are recognizing us. We are proud of this accomplishment.

Mr. Watts then said we will go into the lobby for the ceremonial placement of the plaques. He said we would like to first recognize the extraordinary people who helped us get to this point. It was a vision of the Library Board, and the public. But we needed someone to take that vision and translate that into a reality. Mr. Watts asked the members of the design team and contractor present today to introduce themselves. The Library Design Collaborative architects were represented by Mr. Steve Jackson and Mr. Benjamin Bradford of Cockfield-Jackson Architects; and Mr. Ken Tipton and Ms. Lisa Hargrave of Tipton Associates. Mr. Watts mentioned that PSA Dewberry from Dallas Texas was the third firm forming The Library Design Collaborative. Mr. Steve Jackson noted that Ms. Denelle Wrightson and Mr. Eddie Davis of PSA Dewberry were an integral part of the team, but were unable to come to this meeting. Mr. Watts noted that even though some of the team was from out of state, they worked together to complete this project well which is a tribute to them.

Mr. Watts noted that once the plans are completed, a contractor is needed to take the plans and translate them into an actual building. The architects are still playing a role even up to the present day. Mr. Watts said we have two representatives of Milton J. Womack Inc. present. Mr. Mark Sybrandt and Mr. Steve Carville then introduced themselves.

Ms. Freeman said she wanted to thank Mr. Woodard because it was under his leadership that the project progressed, and also to thank the other Board members. She added that we learned about construction and the stages of a project. It was a privilege, but it was also like going to school.

Everyone applauded while the Board members, the design team and the contractor walked into the lobby to hang the plaques. Photos were taken of this historic event.

#### **IV. Reports by the Director**

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

Ms. Freeman asked Mr. Watts to present the reports. Mr. Watts asked Ms. Pinsonat to make the financial report. Ms. Pinsonat said that the Statement of Revenues, Expenditures, and Encumbrances through December 31, 2014 show operating expenditures of \$33,161,684.70 or 76.76% of the operating budget. This total will increase in the coming months as final charges for payroll, retirement, insurance, book bills and retirement for elected officials are recorded.

Cash Collections from Property Taxes for 2015 are positive as we are approximately \$950,000 and 3.24% ahead of 2014. Once interest earnings for the fourth quarter of 2014 are recorded, we will be able to present the 2014's final property tax collections and percentage increase.

Ms. Pinsonat asked the Board members if there were any questions. There were none.

##### **B. System Reports**

Mr. Watts asked Ms. Stein to give the PowerPoint presentation *Around the Parish in 90 seconds* which included the month of January 2015. Below are some of the highlights:

- The Library VOLUMEN project is underway. 5,000 library cards have been produced to be distributed to students in over 75 schools after Martin Luther King, Jr. Day. The cards will enable students to have access to the Library's e-resources. The number of schools participating is growing by word of mouth.
- Statistics for Library usage are up. Next month the annual report will show the results for 2014. We are "picking up steam in 2015".
- Two special partnerships and events will occur in February.  
  
The DeBose Foundation will be back on February 5<sup>th</sup> with a visual arts exhibition, reception and presentation of awards.  
  
Cox Communications will team with the Library to present the 46<sup>th</sup> NAACP Image Awards on February 6<sup>th</sup> with a red carpet event in the large meeting room. It will be open to the public, but registration will be required.

- December is a slow month for library traffic, but busy in Children’s Services when Mrs. Claus comes to visit, and when children write letters to Santa.
- Young children were making footprint Christmas ornaments at the Jones Creek Regional Branch Library.
- The Library featured holiday workshops for all ages – adults, teens and children.
- Through the efforts of the staff in the Baton Rouge Room and the Genealogy Department, the Genealogy Badge Program has been created. To earn a badge one reviews the curriculum course guide choosing 8 core classes plus 2 electives. These classes are in-house and on-line.
- Save the date of Saturday, February 28<sup>th</sup> from 6:00 to 9:00 p.m. for the spring kick-off of the One Book/One Community reading of *A Community of Dunces*. A New Orleans style street party will be held downtown in Town Square. Lucky Dogs will be served along with music and other fun activities.
- The staff in the Baton Rouge Room and the Genealogy Department is conducting programs such as the one last night about Sheriff Eudora Day, the only female sheriff of East Baton Rouge Parish.
- In February the staff will present instructions on how to use the Library’s obituary file created by Mr. Jim Jenkins, a retired Library employee. He has recorded approximately 154,000 obituaries back to 1961 in a searchable file format.
- In February voting for the Louisiana Young Reader’s Choice awards will be held. Teens will be asked to vote, and the winners will be encouraged to attend the Louisiana Book Festival at the end of October.
- Today is the first birthday of the opening of the new Main Library at Goodwood. The gate count has climbed since the opening of the parking lot on Goodwood Blvd.

Ms. Stein asked if there were any questions. There being none, Ms. Freeman read Item A under Other Reports.

## **V. Other Reports**

### **A. Main Library at Goodwood**

Mr. Watts then presented the report on the Main Library at Goodwood on this happy day celebrating the one year anniversary of the opening of the building to the public. He said that the contractor, the architects, DPW and we are working toward finalizing the close-out of the project. He added that yesterday the Library staff met with the architects to resolve a number of remaining issues. There had been 145 items on the warranty list and now there are only 47 outstanding items, and three are questionable. Many of the outstanding items are minor such as doors that experience problems in closing and opening properly, but several are major. Mr.

Watts reminded the Board that we have some modification requests pending on this project. One example is air conditioning in the IT server room. We need more powerful cooling in that room to accommodate the high performing servers that put out more heat than those four years ago when the building was initially designed. These types of items will be addressed even after the project is closed.

Mr. Watts noted that for the most part we are happy with the progress in closing out the project. He said that SJB Group came out and measured six suspect spots where the parking lot needs to be leveled out to minimize pooling of water. They plan to use a patching method that has been researched by the design team. This patching method has a three year warranty, so that if the patches fail within the three year period, the contractor will be required to replace the damaged area with a concrete panel.

## **B. River Center Branch Library**

Mr. Watts then discussed the River Center Branch project. He said that at the end of December the architects for the project sent us clearer, more detailed drawings of the four floors of the building which have been posted on the Library's website. Mr. Watts displayed and discussed these drawings provided by WHLC Architects and Schwartz Silver Architects. He pointed out that on the first floor one can see the main entry and the placement of furniture. The elevator bank is located in the outer lobby. Mr. Watts noted that there are five bathrooms each for men and women plus a staff bathroom. He added that he has communicated with the architectural team that in the men's rest room, there needs to be a better ratio of toilets to urinals.

On the second floor the architects proposed removing a wall to create a more natural flow into the early literacy area of Children's Services. However, this removal would have made this area less contained, decreasing the security level. Mr. Watts said in areas with young children, barriers and contained movement are necessary safety features to prevent children from wandering off into the lobby. This wall will be retained. There are two rest rooms for patrons and a staff rest room on the second floor.

On the third floor Mr. Watts pointed out the quiet study rooms with the glass walls. He explained that the architects had placed tinted glass in the study rooms, and the rooms featured a large expanse of solid walls. After touring the new Main Library, the architects understood the need for glass for visual control and openness. So an increased glazed area will be designed which increases light into these rooms, and also encourages good behavior. Mr. Watts pointed out the seats and the stacks which are easily seen in these new drawings. This floor will be particularly busy with the volume of materials and activities located here.

The fourth floor contains the meeting rooms, the conference areas, and the public terrace. Mr. Watts pointed out the rest rooms sufficient to accommodate a large number of people. He noted that the placement of the rest rooms on that floor would make them accessible to groups using the space for after-hours events.

Ms. Freeman said there is no kitchen on that floor. She asked if there is a preparation area. Mr. Watts pointed to the room adjacent to the meeting room with a door into the meeting room. He noted that when a catering staff provides service to an event they bring their own warming ovens. They do need counter space, water and some refrigeration, although many bring their own refrigeration units. From this room access to the terrace is also available.

The drawings of the four floors of the River Center project are appended to these minutes.

Mr. Watts said work is continuing on the construction documents for the new River Center Branch. He noted that the Library staff have reviewed some preliminary construction documents. He added that the architects have provided a breakdown on the total seating for the new building which is 127 work/study seats, and 79 computer seats. He mentioned this is a good capacity.

Mr. Watts said there have been no further discussions on parking, alternate staging sites, or demolition of the old Municipal Building.

Ms. Freeman read Item C.

### **C. Maintenance Report and Additional Capital Projects**

Mr. Watts asked Ms. Husband to give the maintenance and additional capital projects report. Ms. Husband stated that the installation of exterior sliding doors at the Zachary Branch Library was completed yesterday.

She then gave an update on the four major capital projects. She said that she attended a pre-construction meeting in December for the exterior lighting project for the Bluebonnet Regional, Central, Greenwell Springs Road Regional and the Pride-Chaneyville Branch Libraries. The contractor has ordered the equipment and work should begin later this month.

In regard to the Greenwell Springs Road Regional and the Scotlandville Branch Libraries flooring project, we are working with DPW Architectural Services to prepare construction documents for the bidding process. The budget for this project will be expanded to also include the flooring in the meeting rooms and entrances. In addition, the flooring specifications have been upgraded from vinyl composite tile. By making this change in material, the maintenance cost over time is considerably less and will result in overall savings. Ms. Husband also noted the original budget did not include phasing. However, we learned when we re-floored the Bluebonnet Regional and the Delmont Gardens Branch Libraries, that it is better to leave the buildings partially open during the project so that patrons can use the library. She added that we have the money in the maintenance budget to make this change if there is no objection.

Ms. Husband noted that she reviewed the preliminary construction documents for the Bluebonnet Regional Branch Library renovation project. We are now revising and updating those documents.

For the branch assessment study, the Library staff will meet tomorrow with the architects for an update on their work and to review the changes we requested last month. Ms. Husband asked if there were any questions. There were none.

#### **D. Miscellaneous Reports**

Mr. Watts said an initial inspection was conducted on the Outreach Services building at 3434 North Boulevard that we are under contract to purchase. A code inspector from DPW along with Mr. Troy Mathis of DPW and the Library's Facilities Manager, Mr. Tim Bankston, and his staff conducted the inspection. We will get a written report, but many of the major components in the building are in good shape. They found a few problems such as old light fixtures. These would be replaced before we occupy the building. The inspector noted several issues requiring additional investigation. Mr. Watts noted that we will order an asbestos inspection because of the age of the building.

He then stated that we will have strategic planning sessions for the public at each branch based on the draft strategic plan approved by the Library Board. The theme of the sessions will be *Discover Unlimited Possibilities @ Your Library*. We have developed a quick sheet for people to see at a glance the goal areas in the plan. An insert sheet will be available so the public can express their comments about the Library system and what they would like to see in the way of library service. A short PowerPoint presentation will also be made about the strategic plan. Most of the time will be spent listening to what the public would like to tell us. We want to hear what they would like us to accomplish over the next several years. The first meeting will be held on Saturday, January 24<sup>th</sup> from 2:00-4:00 p.m. at the Fairwood Branch Library. Then two sessions will occur at the Main Library on Monday, January 26<sup>th</sup> from 6:00-8:00 p.m., and on Tuesday, January 27<sup>th</sup> from 2:00-4:00 p.m.

Mr. Watts then announced that new rules have gone into effect for 2015 in the City-Parish Purchasing Department. These new rules will streamline the procurement of many items under \$5,000. Strict guidelines regarding competitive bids will still be enforced to ensure that all City and State regulations are followed.

Mr. Watts said we are still waiting to launch the program, *1,000 Books before Kindergarten*. The order for the book bags and materials which was placed last fall, have not arrived. This is an example of how the new purchasing rules will hopefully assist us to receive supplies more quickly.

Mr. Watts then gave an update on the Library's participation in the *Educate to Elevate* program. He said the book drive is going very well and that we have collected over 40 boxes of books thus far for the inmates at the Parish Prison. Books and magazines on a variety of topics such as cooking and inspirational topics are appreciated. Soft cover books are welcomed as hard cover books are at times restricted in the prison. The program runs until the end of January.

Ms. Freeman asked Mr. Watts to explain the program, *1,000 Books before Kindergarten*, and when the kick-off of the program will occur. Mr. Watts replied that the program encourages

families to read at least 1,000 books to their children prior to kindergarten. The program focuses on preschool children. Reading to these children encourages vocabulary and readiness to read. Studies have shown that increasing vocabulary in young children is a precursor to success in school. The program will begin as soon as the materials arrive which should be very soon.

Ms. Freeman asked if there were questions from the Board regarding the reports.

Ms. Lundy asked about the open change orders for the new Main Library. She wanted to know if there is money in the budget to pay for these changes. Mr. Watts replied affirmatively. He noted that when the design work was ordered we also received an estimate for the work. These projects are complex, and if the additional work had not been placed in change orders, the project close-out would have been delayed. DPW was not in favor of further delays in the close-out once the parking lot was completed. Mr. Watts added that one of the change orders is for an exhaust fan in the genealogy lab where we do restoration and preservation work. A good exhaust fan is needed in that room where certain chemicals are used in our work. Mr. Watts noted that there are approximately seven or eight items that will need to be contracted out.

Ms. Freeman asked for public comments. There were none so she read Item A under New Business.

## **VI. New Business**

### **A. To Vote to Elect Officers for the Library Board of Control for 2015 – Ms. Tanya Freeman**

Ms. Freeman said we will open the floor for nominations for Treasurer. Mr. Jacob nominated Mr. Leger. Mr. Bardwell seconded the motion. Ms. Freeman asked if there were any other nominations. There being none, a vote was taken and Mr. Leger was elected unanimously.

Ms. Freeman then opened the floor for nominations for Vice-President. Mr. Bardwell nominated Mr. Jacob. Ms. Lundy seconded the motion. Ms. Freeman asked if there were any other nominations. There being none, a vote was taken and Mr. Jacob was elected unanimously.

Ms. Freeman next opened the floor for nominations for President. Mr. Jacob nominated Ms. Freeman. Mr. Bardwell seconded the motion. Ms. Freeman asked if there were any other nominations. There being none, a vote was taken and Ms. Freeman was elected unanimously.

Ms. Freeman announced that the officers remain the same as in 2014; Logan Leger – Treasurer, Jason Jacob – Vice President, and Tanya Freeman – President.

Mr. John Berry, a member of the community, asked a question about the duties of the Treasurer of the Library Board. He also wanted to know for what money, if any, is he responsible, and how does he relate with the Business Office staff.

Mr. Watts replied that the Treasurer of the Board reviews major contracted expenditures. He does

not write checks, sign checks, expend money, or balance books, nor does he have direct contact with Library financial transactions. These types of responsibilities are managed by the Library Business Office in conjunction with the City-Parish Finance Department. Purchasing for the Library is handled by the Purchasing Department. This system is structured under the Plan of Government for the City-Parish. The Treasurer of the Library Board provides a system of checks and balances with a view into the financial transactions of the Library.

Ms. Freeman added that the Treasurer never has direct contact with Library money. Mr. Watts and Ms. Freeman both agreed Mr. Leger has the expertise to perform the duties of Treasurer.

## **VII. Old Business**

### **A. Review of Options and Discussion regarding Course of Action for a South Branch Library – Mr. Spencer Watts**

Ms. Freeman read Item A under Old Business. She asked Mr. Watts to report on this. Mr. Watts said we are going to have a public meeting with the residents of Bennett Drive to assess the property at the corner of Lee Drive and Bennett Drive. We will show them some site drawings of various placements of a branch library on the Bennett Drive property. We will illustrate how we can buffer the proposed site and where an entrance/exit from Lee Drive could be situated. He added that we have found many examples of branch libraries around the country surrounded by subdivisions similar to the Bennett Drive lots. Some of the branches are actually in the center of the subdivision. This will enable the Bennett Drive residents to see how the placement of a civic building within a residential area can be an attractive addition to the neighborhood.

Mr. Watts then said if the Bennett property is not a viable choice, then the Library Board might want to consider property south of Burbank Drive in the southern portion of the service area. This is the area presented in the study by LEO, LLC. We had the desktop engineering study done on some of those sites which showed the challenges and opportunities there. However, there are other concerns in this area of the parish. It does contain many apartment complexes for student housing, some commercial properties, and some residential which are all in a developing area. So the Board would need to decide if they want to proceed in this area or find an alternative way to provide service such as a smaller lot near the northern portion of the service area, constructing a unique type of building. Another option would be to temporarily locate a branch in a retail shopping center while we continue to search for a permanent site.

Ms. Freeman asked the Board for comments. Mr. Leger said it seems that one of the concerns of the residents on Bennett Drive is the proximity of the library building to their lots. He asked Mr. Watts to compare the Bennett Drive site with the proximity of residences near the Jones Creek Regional Branch Library. Mr. Watts replied that on the Bennett Drive property, the branch building would be closer to three or four houses than at the Jones Creek Branch. It was noted that when the regional branch was constructed, there was vacant land adjacent to it. Since that time an apartment complex has been built and expanded very close to the branch library. This does not appear to be a problem for the residents of the complex. However, the library finds it intrusive at times because it looms over the branch. Mr. Watts added that in regard to the neighborhood

surrounding Jones Creek, the residents consider the branch to be an asset to their community.

Ms. Freeman asked when they should hold a public meeting for all the residents in the service area. She added we have done a great deal of research and study regarding a branch library for the southern portion of the parish, and have encountered many problems. If the Bennett site does not work out, we need to hear from the residents of the service area before we proceed with alternative options. At what point do we make the decision to have a public meeting?

Mr. Bardwell answered not yet. He said that the Board will know when we get to that point which could take another month. Mr. Bardwell asked if this meeting Ms. Freeman was proposing would be open for all the citizens of the parish. Ms. Freeman replied the meeting should be open to all citizens because it is a parish library.

Mr. Watts added that the Board can ask for a public meeting, but that it should not be in the next 30 days. He said we can choose a meeting site in the southern part of the parish open to all, but he did not think residents in Zachary or Central would be interested in such a meeting. Mr. Watts noted that there would be a value in such a meeting because we would hear from many people in the service area. We could show several concepts to see what would resonate with people. He added that at some point we might need a realtor to assist in locating property; understanding that there are some restrictions when a public entity works with a realtor.

Mr. Leger said we have discussed considering a smaller building more focused on technology. He asked if the staff could illustrate for the Board what such a branch would look like and what amenities it could have. Mr. Watts replied that we would need to ask the public in that service area what they want for that branch; that is, should it be primarily technology or a more traditional branch with books?

Mr. Watts also said we could consider a different looking building on a small lot. For example, it could be a three story structure of 4,000 square feet per floor. The staffing and arrangement of materials would be different than our current facilities.

Ms. Stein mentioned that the next scheduled strategic planning session would be at the Bluebonnet Regional Branch Library. Mr. Watts replied that we have planned that session for Thursday, February 26<sup>th</sup> from 7:00 p.m. – 8:30 p.m. He said we could include the south branch library in the discussion if the Board agrees. Ms. Freeman liked that suggestion as did the other Board members. Mr. Watts said the staff will work on adding this to the session.

Ms. Freeman asked how this session would be announced to the public. Mr. Watts replied we will use a variety of methods including media announcements, social networking, and communicating with the residents who use the Bluebonnet Regional, and Carver Branch Libraries and the Main Library at Goodwood.

Ms. Freeman asked for public comments. Mr. Berry said in regard to the site across the street from Lee High School, there are other entities involved in this area which include the East Baton Rouge Parish School Board, and DPW. The traffic on Lee Drive is going to be a huge problem similar to that of Rouzan on Perkins Road. There will be problems getting the City to place

traffic lights or walkways in that area. Mr. Berry said these issues should be kept in mind when the Library Board asks for input during the public meeting.

Ms. Freeman thanked Mr. Berry. She said his concerns were the very ones we talked about when we first looked at that site. She said the prime time to get approval for improved traffic control would be while they are constructing the school.

Ms. Kathy Wascom, a member of the community, said their homeowner association often meets in the Southdowns neighborhood at St. Aloysius Church or Trinity Episcopal Church. She suggested these locations if the Board decides to have a follow-up meeting after the one at the Bluebonnet Branch. She also said there are several civic associations such as Southside, Pollard Estates, Concord Estates, Zeeland Place, and the Hundred Oaks area. These associations could be contacted through the Federation of Greater Baton Rouge Civic Associations to let them know these meetings are being planned. Possibly new ideas or properties could emerge from the members of these groups.

There were no further public comments, so Ms. Freeman read Item B.

**B. Review of Information about Meeting Room Usage and Meeting Room Policy Revisions – Mr. Spencer Watts and Ms. Mary Stein**

Mr. Watts said that in the old Main Library we improvised because we did not have real meeting rooms for groups to use. Now in the new Main Library we have multiple, different types of meeting rooms and spaces for the public which are in high demand. This seems is a good time to review our meeting room policy in light of the Board direction to the staff to experiment and expand the usage of the meeting rooms. Since the opening of the new Main Library, the staff has gathered data on the types of groups that would like to use our rooms, the types of events that the public would like to hold at the Library, what expectations the public has when using the rooms and the amount of effort required of the Library staff when the meeting rooms are being used by the public.

From the data we have collected, Mr. Watts said it is apparent that the Library's meeting room policy needs to be revised. Some of the revisions are rather simple and easily changed. The most complicated revision that will take some effort is determining the types of usage that will be allowed. This would include after-hours events, the services the Library would provide, and the fees the Library would charge. Some of the events would involve the sale of tickets and the collection of the fees associated with ticketed events. Some of the events might be private social events or corporate events by for-profit groups.

There are four items for the Board to consider. They are the following:

- Allow governmental agencies to book rooms.
- Permit on-site collection of dues or other routine book-keeping and low level organizational transactions; allow the distribution of business cards and other simple promotional materials.

- Outline what constitutes a non-profit, or the process for determining the non-profit status of an organization.
- The nature of events that will be accepted for use of the meeting rooms.

Mr. Watts added that there might be a company that would like to use our facilities for training their staff as part of their workforce development program. The Board would need to consider whether we would offer the room for free, or charge a fee. He noted, however, that the Library is not interested in providing a weekly retail operation in the Library.

Mr. Watts noted that our rule of limiting which governmental agencies can book the Library meeting rooms is unique. Usually libraries allow governmental agencies on all levels to book the meeting rooms. Occasionally a governmental agency is overusing a room. The staff could intervene and limit the number or frequency of use by that group. He also noted that when a City-Parish department needs a room, we generally waive the rules and assist them.

Mr. Watts then discussed the collection of dues or other book keeping activities by groups. He said we would like to allow this type of exchange. Also the staff would like to allow the distribution of business cards at meetings which is a very common activity.

Mr. Watts then talked about the non-profit status of groups meeting in the Library. There are many groups that are clearly non-profit. They are not in business to make money or make a living through their group. Occasionally we have a group that misrepresents itself, and is clearly in business. With such a group we can ask for a determination letter regarding the non-profit status. If the group cannot provide the letter, then we can deny them use of a room because of their “business” activities.

Ms. Freeman asked how much staff time would these new types of activities take, and will our current staff be able to assume these new duties along with their current workload. Ms. Stein replied that at every branch with meeting rooms, the staff already has an established routine of scheduling. She noted that we are getting a better electronic calendar to schedule the meetings to replace the outdated system we have been using. The purchase request for this scheduling software is about to be approved by the City-Parish Purchasing Department, and ordered for us. We believe this software will help us easily manage the booking of 21 spaces here at the Main Library and 3 or 4 rooms at many of the branches.

Ms. Stein added that we require that an application be completed by each group wishing to use a meeting room. The staff is already in the habit of reviewing these applications in order to book a room. This is done on a weekly basis. The individuals completing the application must have library cards in good standing. Two adults from the group must meet this requirement. She said that this helps us determine that the group is legitimate.

Ms. Stein then said we are struggling with the booking of special events. We know that for after-hours events, we will need to assign staff to be present. For our practice events in 2014, we asked for volunteers from our janitorial and security staff details. Those who were willing to work were paid for their time. She said she stayed as the staff representative. If she could not

have stayed, she would have asked another Library employee with authority over the building to stay. It would have been someone who knows who to call in various urgent situations.

Ms. Stein said that we had several special events that occurred during our regular hours of operation. These were easily handled by the staff already on duty that day. We didn't need any additional janitorial or security assistance. Those having the meeting are required to set up their own room. We only assist if we are co-sponsoring an event. If they are having an event catered we allow them to use our dolly, and that is all. She added that the caterers know what to do and do not need our assistance. They bring everything they need to ensure the success of their event.

Ms. Stein said for a group that brings their own food, they appreciate the hospitality room at the Main Library. She said we have hospitality suites at every branch. We do not have kitchens, but we have a space to put out food with a sink and a microwave. It is a staging area. She noted that people appreciate these types of spaces, too.

Ms. Stein said we can have a reception here at the Main Library that would not need to be an after-hours event because we are open so many hours. She cited the Glenn "Big Baby" Davis reception that was held here on a Thursday night last year.

We sponsored an after-hours event with Clive Thompson, and the staff handled all aspects of it. She said that event was not unusual noting that the Library has done after-hours events for *The Great Gatsby* and Edgar Allen Poe. She said we don't hold these often because staffing can be challenging when trying to adjust employee work schedules.

Ms. Stein told the Board that many commercial enterprises want to rent the rooms at the Main Library. She said she has told them we need to wait until we can establish the guidelines and the fee schedules for these types of groups. She added that we need to be cautious so that we do not over extend ourselves. Ms. Stein suggested that for these types of events we could possibly limit the number per month. We could also limit the number of times per year that a commercial group could meet at the Library. But she said that the Library Board will need to decide if we are even going to allow these groups to meet in our Library.

Ms. Stein noted that libraries across the country allow these types of events. She said she researched what other libraries are doing and what they charge and allow. Some charge one fee to cover the entire event while others charge for each service that the group wants.

Ms. Freeman said this is what businesses do. She said to Ms. Stein because of the additional people coming into the facility for these events, there would be more wear and tear on our furnishings and equipment than would normally occur. Ms. Stein replied that this is why we put terrazzo flooring in the large meeting room here at the Main Library. She added that when people come to these events, many have not been inside the Library in a considerable amount of time. This serves as a marketing tool for us and we take advantage of this opportunity.

Ms. Stein said she reviewed what BREC charges for their meeting spaces. She noted that many of BREC's facilities were designed to generate income which is different from our mission. She said some libraries she researched charge a blanket fee which covers everything they provide.

Mr. Watts added that the libraries that are most successful charge an hourly fee. These libraries factor in security, janitorial, and wear and tear on the facility. Usually there is a minimum time frame of 3 to 4 hours for the booking. Mr. Watts said it is difficult to factor out a charge for the wear and tear on flooring and furniture. But the hourly rate is definitely accurate in regard to the cost for staffing the event. He added that in setting the fee one must consider what the market is charging for these types of bookings. Otherwise, if one does not charge enough, there will be too many wanting to use the library; if one charges too much, nobody will be interested in booking the library.

Ms. Stein said some libraries will only allow a commercial enterprise to book a room three weeks in advance. This then enables a non-profit to use the library. In this way we could open the rooms for some commercial use, but also continue to meet the needs of non-profits, homeowner associations, and various clubs that have traditionally used the library free of charge.

Ms. Stein said the Board will also need to decide if alcohol will be allowed, and if so, do we want to get a special license like BREC did. She said the organizers of the "Big Baby" Davis reception got permission from the ABC Board to serve alcohol. The organizers also hired a licensed bar tender to serve the drinks.

Ms. Stein referred the Board to the proposed fee schedule for the use of the meeting rooms. She noted that some of the fees are based on what BREC or the Welcome Center downtown charge.

Mr. Bardwell then said the summary document which the Board was given was helpful. In regard to the current meeting room policy, he asked if the last revision was June 26, 2007 to which Ms. Stein replied yes. He said we are really talking about major changes in this policy. He pointed out that the current policy does not allow for the commercial use of the meeting rooms. He said he is not in favor of commercial use of Library meeting rooms.

Mr. Bardwell then noted that the policy does not allow for drama events, rehearsals, showers, weddings or funerals. Ms. Stein pointed out that we allowed a memorial service to be held in a meeting room.

Mr. Bardwell also asked about the meeting room committee who approves all applications. Ms. Stein said in the past, the staff held 3 to 4 hour monthly meetings to review applications which required the staff to discuss handwritten applications. We changed the procedure so that all homeowner, and scout troops automatically are approved. The applications are now reviewed on-line, so the monthly meetings have been eliminated. We only discuss applications through e-mails or phone calls if the application is unusual. Mr. Bardwell then asked who makes a final decision to which Ms. Stein replied that Mr. Watts would make the final choice.

Mr. Bardwell said he accepts civic groups, homeowner associations and non-profits being allowed to meet, but he is not in favor of depositions being taken in the Library. He added that he is not clear about the definition of some of the groups such as professional. He noted he is also concerned about religious groups meeting in the Library. Mr. Watts said some of the appellate courts have ruled in the 1990's that the first amendment trumps the established clause.

Religious groups can have Bible studies. This is different from a religious service where they are collecting money.

Mr. Leger asked what action is the Board to take today. The agenda states that the Board was to review the information about meeting room usage and revisions to the policy. Mr. Leger said he felt this had been accomplished today.

Ms. Freeman said the Board needs time to read what the staff has given them. She told the Board to submit any questions they have to the Library staff. Then at the February Board meeting, they will discuss the requested changes, and vote on the changes at the March meeting.

Ms. Freeman asked for public comments. Ms. Wascom said she does not think that commercial organizations should be allowed to use the meeting rooms. She noted that when she worked for the Library, patrons felt that if a group was meeting at the Library, the Library endorsed that organization. She also said that political groups would meet in the Library and allow candidates for office to speak.

Ms. Freeman asked if there were any other comments. There being none, she asked for comments by the Board, Item VIII.

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

There were no comments by the Board.

There being no further comments, and with no further business, the meeting was adjourned at 5:43 p.m. on a motion by Mr. Jacob, seconded by Mr. Bardwell.

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Ms. Tanya Freeman, President

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Mr. Spencer Watts, Library Director

**DATE:** January 8, 2015  
**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 6, 2015 for The Library Design Collaborative on the Goodwood Main Library.



#### **CONSTRUCTION REPORT**

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**DATE:** January 6, 2015

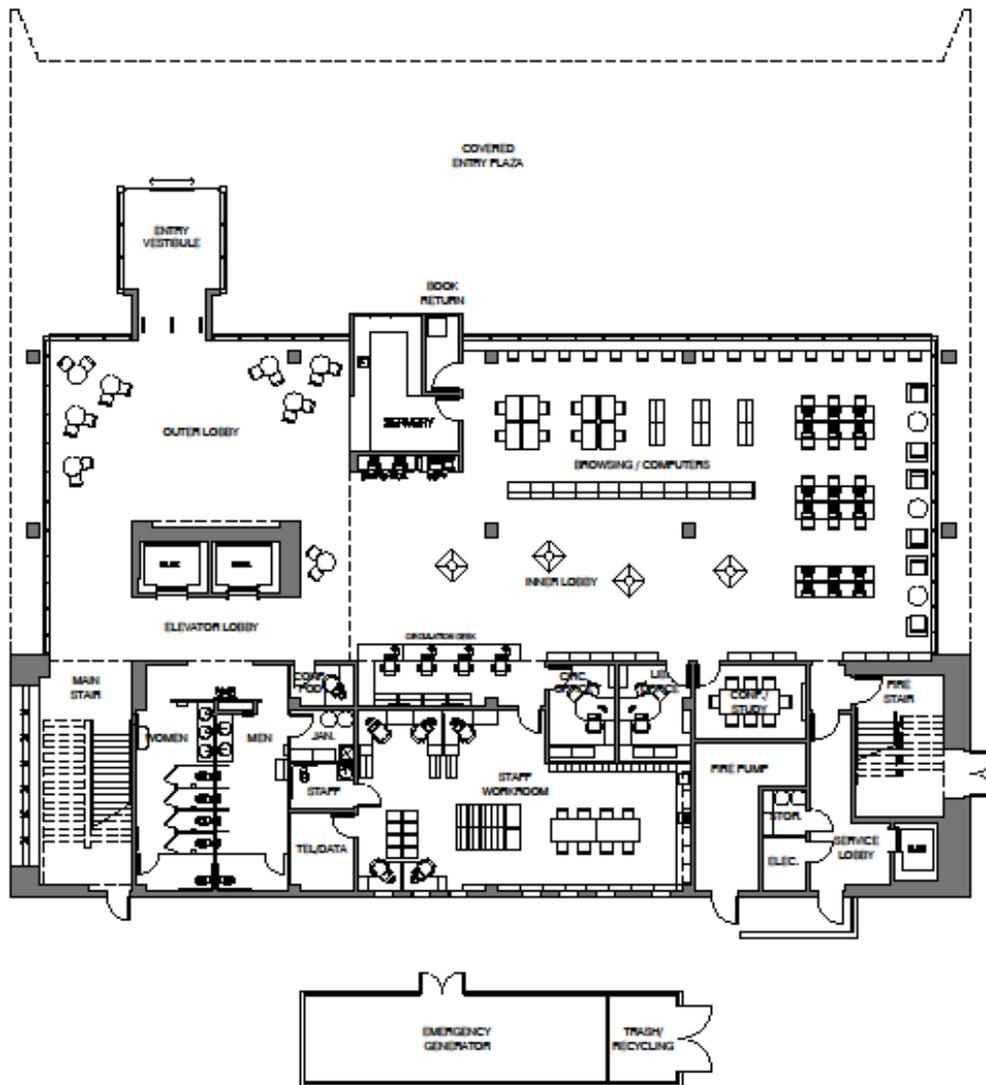
**PROJECT:** Independence Park Main Library  
**REPORTED BY:** Stephen P. Jackson, The Library Design Collaborative

**OBSERVATIONS:**

- 1) The Monthly Owner's Meeting was not held in December.
- 2) The digital display board at the Meeting Room is installed.
- 3) The monument sign at Goodwood is complete
- 4) The dead trees have been removed from the Service Yard.
- 5) The Service Yard gates have been activated.
- 6) The project closeout procedures are continuing.



Looking toward the new digital sign at the Meeting Room.

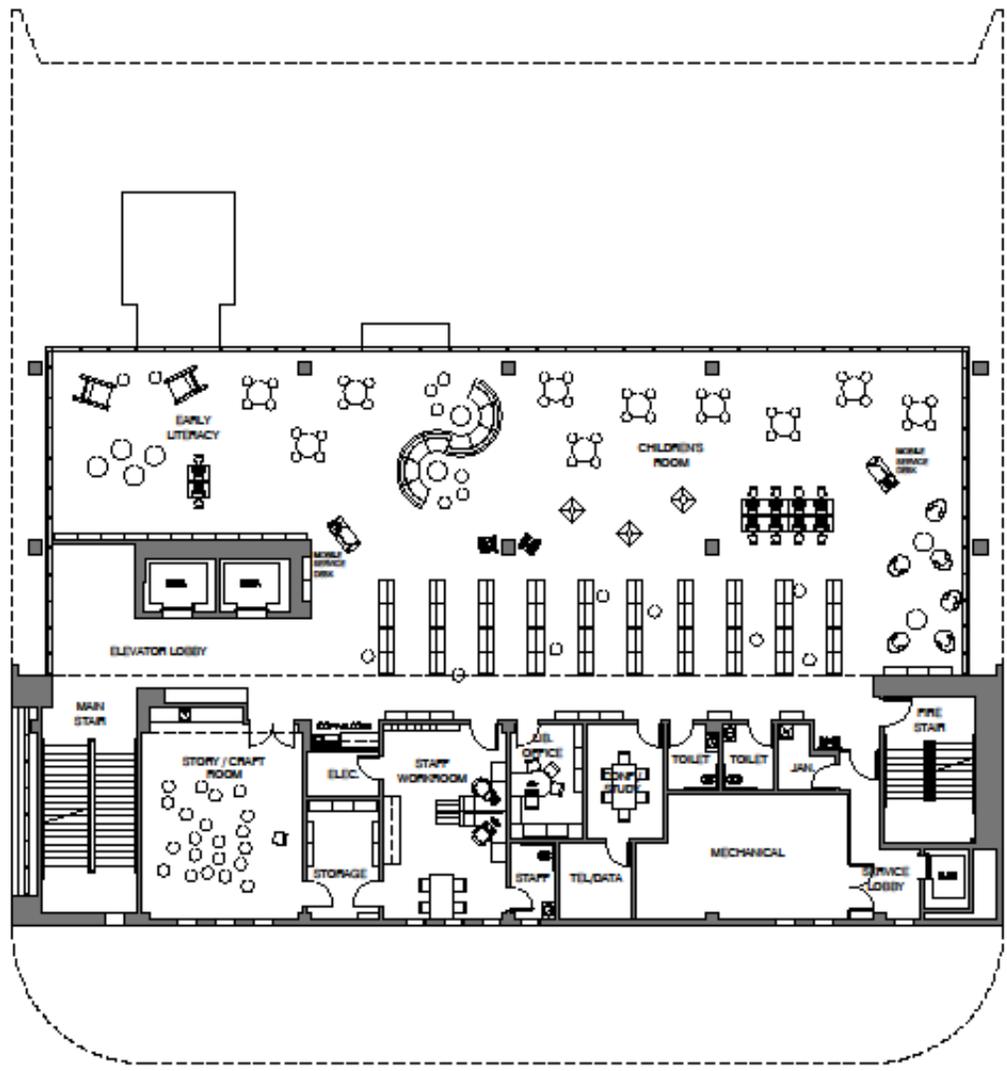


# LEVEL 1

AREA: 9,800 GSF

River Center Branch Library  
 12/23/14  
 WHLC | SCHWARTZ/SILVER





## LEVEL 2

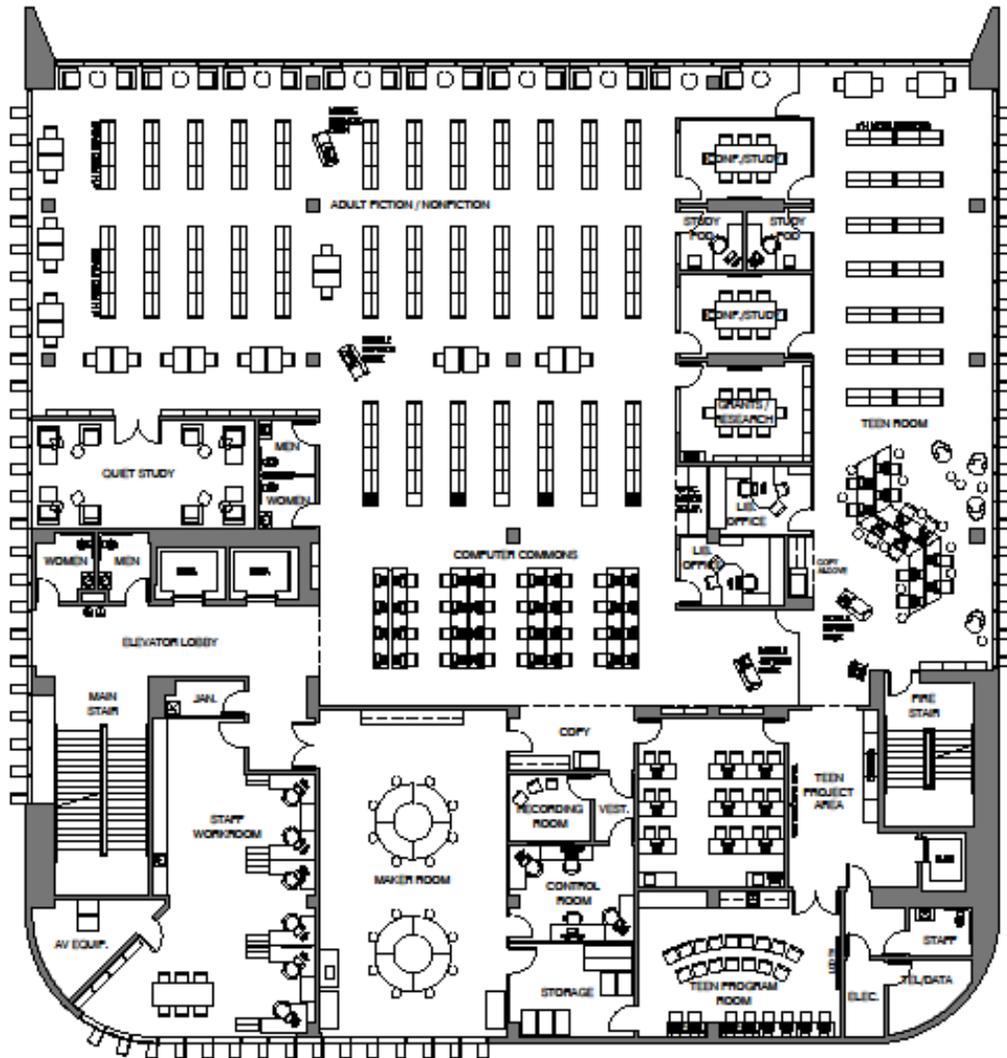
AREA: 9,438 GSF

River Center Branch Library

12/23/14

WHLC | SCHWARTZ/SILVER





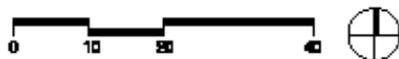
### LEVEL 3

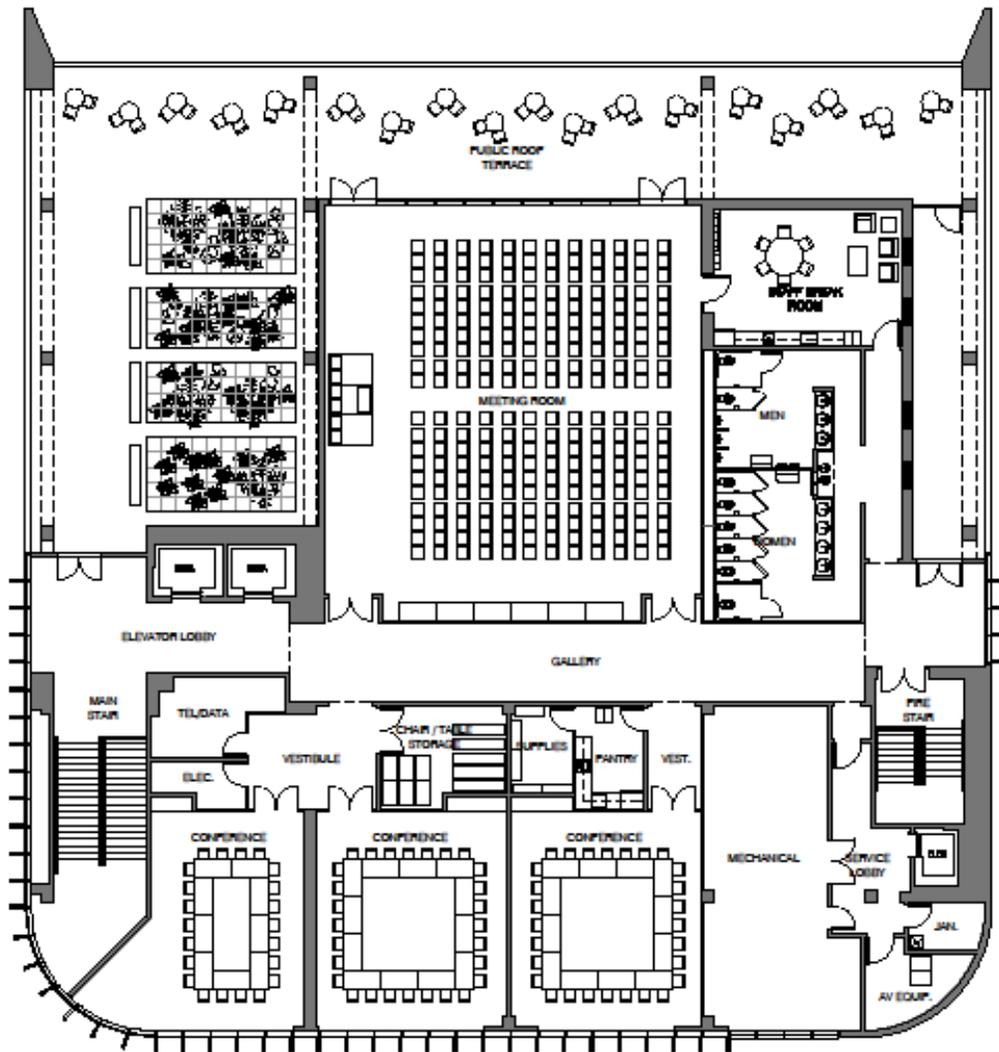
AREA: 16,907 GSF

River Center Branch Library

12/23/14

WHLC | SCHWARTZ/SILVER





## LEVEL 4

AREA: 12,171 GSF

River Center Branch Library

12/23/14

WHLC | SCHWARTZ/SILVER

