

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 17, 2015
4:00 P.M.

PLEDGE OF ALLEGIANCE

I. ROLL CALL

II. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF AUGUST 20, 2015

III. AWARDS

- A. THE 2015 ROSE AWARD, MEMBERS' CHOICE - AIA BATON ROUGE
- B. LIBRARY DESIGN SHOWCASE – *AMERICAN LIBRARIES MAGAZINE* SEPT./OCT. 2015
- C. THE LANDMARK LIBRARY – *LIBRARY JOURNAL* SEPT. 2015

IV. REPORTS BY THE DIRECTOR

- A. FINANCIAL REPORT
- B. SYSTEM REPORTS

V. OTHER REPORTS

- A. RIVER CENTER BRANCH LIBRARY
- B. MAINTENANCE AND ADDITIONAL CAPITAL PROJECTS
- C. MISCELLANEOUS REPORTS

VI. OLD BUSINESS

- A. UPDATE ON EXECUTED AGREEMENT AND SEARCH FOR A SITE FOR A SOUTH BRANCH LIBRARY BY REAL ESTATE BROKER – MR. SPENCER WATTS

VII. NEW BUSINESS

- A. VOTE TO APPROVE A RECOMMENDATION FOR A TEMPORARY PUBLIC SERVICE FACILITY FOR RIVER CENTER BRANCH SERVICE AREA – MR. SPENCER WATTS
- B. VOTE TO APPROVE A RECOMMENDATION FOR A STORAGE SPACE FOR RIVER CENTER BRANCH COLLECTION AND EQUIPMENT – MR. SPENCER WATTS

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

September 17, 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, September 17, 2015. Ms. Kizzy Payton, President of the Board called the meeting to order at 4:02 p.m. Members of the Board present were Mr. Jason Jacob, Ms. Terrie Johnson, Mr. Logan Leger, Mr. Donald Luther, Jr., Ms. Kathy Wascom, and Mr. Travis Woodard. Also in attendance were Mr. Spencer Watts, Library Director; Ms. Patricia Husband, Assistant Library Director of Branch Services; Ms. Mary Stein, Assistant Library Director of Administration; Mr. Ronnie Pierce, Assistant Library Business Manager; Mr. Brian Thornhill, Library LAN Administrator; and Mr. Tim Smith, Library Network Technician I. Absent from the meeting was Ms. Liz Zozulin, Executive Assistant to the Library Director, Ms. Rhonda Pinsonat, Library Business Manager, and Ms. Sonya Gordon, Library Public Relations Coordinator. Mr. Frank Hillyard, videographer for Metro 21; Ms. Andrea Gallo, reporter with *The Advocate*, Ms. Lisa Hargrave, architect for Tipton Associates, and two members of the community also attended.

Ms. Payton said we will start the meeting with the Pledge of Allegiance to the Flag.

Ms. Payton then asked Ms. Stein to take the roll which she did.

Ms. Payton then asked for the approval of the minutes of the regular Library Board meeting of August 20, 2015. Mr. Woodard made a motion to approve the minutes, seconded by Mr. Jacob and approved unanimously.

III. Awards

Ms. Payton read Item III and asked Mr. Watts to report.

A. The 2015 Rose Award, Members' Choice – AIA Baton Rouge

Mr. Watts reported that the Library Design Collaborative received the “Members Choice Award” for the Main Library at Goodwood at the end of July. This is one of the awards given as part of the local AIA’s annual recognition program known as the Rose Awards. Mr. Watts commented that this award is particularly meaningful and reflects highly on the architectural team. He acknowledged the presence of architect Lisa Hargrave to represent the Library’s architectural team. Mr. Watts then presented the Rose certificate to Ms. Payton. A photo was taken to commemorate the award.

B. Library Design Showcase – *American Libraries Magazine* Sept./Oct. 2015

Mr. Watts announced that the Main Library was also selected by the American Library Association to be included in the annual “Design Showcase”, featured in the most recent issue of *American Libraries*. This includes about twenty libraries of different types from across the country; the magazine featured photographs of the Library’s second floor reading area and wide expansive views.

C. The Landmark Library – *Library Journal* Sept. 2015

Mr. Watts then revealed that the Library had been designated as a Landmark Library. The new Landmark Library Award is a significant award sponsored by *Library Journal*. This new award uses a highly competitive process with a lengthy application. The panel of national experts extensively examined over 80 applicants. Only 11 libraries were selected to receive this prestigious award. As soon as the September issue is published we will share it with the Board.

Ms. Payton commented that this wonderful announcement just gives even more reasons for our citizens to be proud of the resources and services we offer.

Ms. Terrie Johnson joined the meeting at 4:10 p.m.

IV. Reports by the Director

A. Financial Reports

Ms. Payton 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, 2015 show operating expenditures are \$22,663,322.00 or 52.24% of the operating budget. Through August, we should have spent no more than 67% of the operating budget.

Cash collections from Property Taxes for 2015 are consistent, as we are approximately \$1,090,000 and 2.83% ahead of the same nine months in 2014.

Mr. Pierce asked if there were any questions about the financial statements. There being none, Item B was presented.

B. System Reports

Mr. Watts asked Ms. Stein to give her report.

She told the Board that the Library system had enjoyed a number of high profile, high attendance events. Statistics and media coverage remain high.

She then gave the PowerPoint presentation *Around the Parish in 90 Seconds* which included the month of September 2015. Below are some of the highlights:

- The Main Library has received several prestigious Architectural Awards: *American Libraries* 2015 Design Showcase Award, *Library Journal's* Landmark Library Award, and AIA BR Rose Award. Each award or article was shown.
- Greenwell Springs Road Regional Branch Library hosted a commemorative program, Katrina Voices. It was well-attended and appreciated by participants.
- An appreciative crowd witnessed the dedication of the Bartram Trail Historical Marker on Sunday, September 13. A reception followed featuring the Lagniappe Dulcimer Society, and then a fascinating presentation by best-selling author Andrea Wulf rounded out the day.
- Friction Farm, our first concert after hours, takes place on Friday, September 18 at the Main Library.
- New chairs have arrived at the Baker Branch to replace the original, worn furnishings. They were immediately put to good use by patrons.
- 7th Annual Pride–Chaneyville Community Festival, with the theme COMING HOME, takes place on October 24.
- Author David Adler, known for the Cam Jansen series and many other books for children, joins us soon for the 38th Annual Author Illustrator series.
- Baton Rouge Mini-Maker Faire® is on track for Saturday, September 26. Over 70 demonstrators will be on site and over 3,000 people have already registered. Acadian Robotics is donating a 3-D printer to be used as door prize. Whole Foods is donating lunch for the exhibitors. AmeriGas is donating supplies. We have had lots of interest and coverage.

Ms. Stein asked if there were any questions. There were no questions from the Board.

Ms. Payton read Item A under Other Reports and asked Mr. Watts to report.

V. Other Reports

A. River Center Branch Library

Mr. Watts discussed the River Center Branch project. A recent meeting with the Department of Public Works was chaired by Jim Frey and included the new Director of Buildings and Grounds, Stephanie Rivers. This was a very productive meeting. We thought we had found a new staging area nearby; it was not overly large but could work with careful planning and attention to phasing. We subsequently learned that the potential staging area will not be available.

There are going to be several other projects going on in the downtown area at the same time as our project. This will result in issues with access and street closures. Additionally, the sally port for the Judicial Building must be carefully regulated.

Mr. Watts added that there was also discussion regarding the impact of the project on the B1 parking for city employees – the piping for the central plant tie-in will close the narrow entrance to this parking for at least four or five days. We will need creative ways to minimize the impact on City-Parish workers, perhaps timing this operation for a long holiday weekend.

Mr. Watts reported that on September 9, he and other members of the Library staff participated in a teleconference with the architectural team. From approximately 600 issues, we had already come down to 60-80 issues; many of these involved floor boxes, capacity, locating lighting, shades, and so on. Other issues were more complex: the fax machine is a new item which had to be accommodated; internal signage had to be decided, and the men's room on the first floor had only one stall. These were all solved with a little creative thinking. As of the end of that meeting only 4 or 5 outstanding items remain. Most should be resolved in the next few days.

Mr. Watts then stated that the Construction Bid Documents should be finalized very soon, with bids out perhaps within six to eight weeks. Solving the staging for the project will have an impact.

B. Maintenance Report and Additional Capital Projects

Ms. Husband gave an update on the major maintenance projects.

The flooring project at Greenwell Springs Road Regional Branch will begin on Monday, September 21 after the close of the business day, so as not to disrupt patrons. They will start in the Reference area; computers will be moved. The project might take less than a month. The contractors are working after hours to minimize the impact to our patrons. Once they complete Greenwell Springs, the contractors will move to Scotlandville.

Ms. Husband then reported on the Bluebonnet Regional Branch Library renovation project. Ducts and raceways have been inspected; gyp board is now floated and taped. We will have to move several strobe lights and enlarge an opening. The architects have completed the furniture list for the Teen area.

For the Carver roof project, the notice to proceed was issued on August 25, and DPW anticipates a bid package will be ready for release in October.

At Baker, trees have been cut and the fence replacement project should start on October 12. Neighbors have been notified via letter.

Scotlandville's Energy Management Control system has gone out for bid, and the specs are being reviewed for Zachary's Energy Management Control system. Specs for Carver's chiller system go to the Purchasing Department next week.

Ms. Payton read Item C and asked Mr. Watts to report.

C. Miscellaneous Reports

Mr. Watts gave an update on the Main Library.

Mr. Watts reported that the vendor has worked on the LED screen and it has worked well ever since; a few tiles will still need to be replaced. The bioswales have performed relatively well in recent rains. We will be working on the irrigation system which seems to be defaulting to a time other than what is desired. Architects met with us on September 16 to review various problems with subcontractors and/or vendors. We discussed the bioswales; it has been suggested that we clear out some of the horsetails and relocate them to other areas. We also outlined our issues with the pavers leading into the Plaza; they are ADA compliant but we have concerns related to comfort and ease of use. Our architects are going to work up a basic plan with DPW to create a smooth pathway. If we can make entry easier for those with mobility issues, it will be well worth it.

Ms. Payton asked for comments from the Board. There being none, she asked for public comments.

Mr. Berry congratulated the Board on adding the Pledge of Allegiance to the agenda. He asked who added this and Ms. Payton informed him it was at the request of Mr. Luther.

Mr. Berry commented on the awards, noting his concerns about the building and the square footage for the third floor. He asked if the Board was going to cover the temporary site for River Center later in the meeting; if so he would hold off.

Ms. Payton assured Mr. Berry that the River Center temporary site was going to be discussed later on the agenda.

There were no other comments, so Ms. Payton read Item A under Old Business.

VI. Old Business

A. Update on Executed Agreement and Search for a Site for a South Branch Library by Real Estate Broker – Mr. Spencer Watts

Mr. Watts reported that the City-Parish Purchasing Department is still working on the executed agreement for the brokerage firm. We hope to complete this within the next two to three business days and then move forward.

Ms. Payton asked for public comments.

Mr. Berry commented that the process to use a broker was suggested after several starts by Mr.

Skillman. He suggested that this was “iffy” and a matter for concern when you have a real estate broker suggesting you hire a real estate broker.

Mr. Woodard clarified the situation for Mr. Berry, stating that the broker selected by the committee was not Mr. Skillman and was instead, Sperry Van Ness.

Mr. Berry expressed his concern that they might be friends.

Ms. Payton reminded the group that members of any profession may be friendly colleagues; friendship had no bearing on the selection process.

Mr. Landry asked about material available on the website. The Branch Assessment Study and other documents are already posted. The complete ten-year budget will be posted by Friday, September 18.

VII. New Business

A. Vote to Approve a Recommendation for a Temporary Public Service Facility for River Center Branch Service Area – Mr. Spencer Watts

Mr. Watts stated that the River Center Branch will need to be vacated prior to remediation, demolition, and then construction. We do not want this area to be 24 months or longer without services; we want to maintain a foothold so people who live and work in the area can still have access to services. We investigated a number of options; many had issues with restrooms or access. If we were planning on staying in such a facility long term, it would make sense to do more extensive renovations to customize the space but since we anticipate approximately 24-36 months, we need a space that more closely fits our needs without significant renovations. After a lengthy search, we have found a facility that can offer enough space for public computers, reference services, a separate space for children’s services, and enough space to accommodate a high demand-high turnover collection.

Mr. Watts asked Ms. Stein to expand on the suggested space. Mr. Stein explained that we had conducted a long search involving many excellent properties; some properties were really terrific except for issues related to access or restrooms: for example, one excellent space was located in a basement with challenges for access at night and on weekends. Another site was on an upper floor in a building using key card access. Another street-level site lacked restrooms of any kind. Our preferred site is the street level retail space portion of the Kress Building located at 447 3rd Street. It totals approximately 8,700 square feet and has access to restrooms, is very visible from the street, has a separate area for children, and has enough space for at least 15 public computers and a popular reading collection. Cost should be between \$20 and \$22 per square foot.

Mr. Watts added that the Department of Public Works and our Facilities Manager have also inspected the building. The next step after Board approval is to go the Parish Attorney’s Office.

Mr. Woodard asked how this was accounted for in the budget.

Mr. Watts replied that we have a line item in the budget for rentals. We included sufficient funds to cover the cost of this rental in the 2015 budget as well as in the 2016 budget. Mr. Pierce checked on the number: \$250,000 was budgeted.

Ms. Johnson asked if the same staff and security personnel would move to the temporary facility. Mr. Watts assured her they would.

Ms. Payton asked for comments from the public. Mr. Berry asked if the Library was considering long term usage, in terms of many years. Mr. Watts explained that this is not for long term use but is instead a short term lease; that is exactly why we don't want to make a significant capital investment in the rental property. The construction is expected to take at least 20 months, plus 3 more months are needed for remediation. Extra time will also be used for moving out, moving in, etc.

Mr. Berry asked if the storage rental covered the same date range. Mr. Watts said yes.

Mr. Berry said he did not recall that any plans in written form included timing for temporary use and storage.

Mr. Watts explained that these are operational costs, just as there were operational costs to run the old Main Library while the new building was being constructed.

There were no further public comments. Mr. Leger moved to approve the recommendation for a temporary public use facility; Mr. Jacob seconded the motion. The motion carried, unopposed.

B. Vote to Approve a Recommendation for a Storage Space for River Center Branch Collection and Equipment – Mr. Spencer Watts

Mr. Watts discussed the Library's recommendation for a storage space for the River Center Branch Library's collection. Since only a small collection can be housed in the temporary public service facility, the bulk of the collection must be moved to climate controlled storage. We are recommending a site at 415 North 15th Street.

At \$5.67 per square feet we feel this is our best option since this cost includes utilities and maintenance, including maintenance of the HVAC system. There is an onsite facilities manager.

Climate control, moisture/water issues, security, maintenance responsibilities and overall cleanliness have been major factors in assessing sites. In some cases we found that owners were not interested in putting in air conditioning, or that this would be our responsibility – as would any costs associated with maintaining it. We believe this provides us with the best price, and at 15,000 square feet it will give us plenty of room for the River Center Branch project, plus some extra capacity to help us with other projects and storage needs.

Ms. Husband expanded on the search process. She searched the commercial properties listings and prepared a large spreadsheet which was then narrowed down to 10 properties. She and the Facilities Manager looked at each one, rating climate controls, sprinklers, loading docks, security, and other issues. The base rates ranged from \$2.75 per square foot to \$8 per square foot. Some were nice properties but were just too expensive.

The recommended property has a large covered loading dock, a cargo elevator, is climate controlled, and has an onsite facilities manager. Access to the building is key card access; Parking is also secure. The owner will need to close off a portion of the wall dividing this space from another and this is included in the total cost. This site offered the largest percentage of storage space, with a small area for office space in the front. Utilities are included, which is a significant savings.

Mr. Watts said the next step would be to work with the Parish Attorney on the documents for a 2½ to 3 year lease with the possibility of 6 month extensions.

Mr. Jacob moved to approve the recommendation for the storage facility. Ms. Johnson seconded the motion, which passed unopposed.

Ms. Payton asked for Comments by the Board, Item VIII.

VIII. Comments by the Library Board of Control

Ms. Wascom pointed out the maintenance is not routine; our buildings are constantly being updated instead of being left to decay. She thanked Ms. Husband and her staff for keeping our facilities in good shape. It is good for the patrons and good for the staff.

Ms. Payton said she wanted to remind the citizens how wonderful the Library system is; the new awards highlight the great buildings we offer and all the time and effort that has been taken to carefully design them.

There being no further comments, Mr. Leger made a motion to adjourn, seconded by Mr. Jacob. The meeting was adjourned at 5:05 p.m. by unanimous vote.

Ms. Kizzy A. Payton, President

Mr. Spencer Watts, Library Director