

TENTATIVE AGENDA
FOR REGULAR MEETING OF THE
EAST BATON ROUGE PARISH LIBRARY BOARD OF CONTROL
MAIN LIBRARY
7711 GOODWOOD BOULEVARD
BATON ROUGE, LA 70806
JULY 16, 2009
4:00 P.M.

I. ROLL CALL

II. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JUNE 18, 2009

III. REPORTS BY THE DIRECTOR

- A. FINANCIAL REPORT
- B. SYSTEM REPORT
- C. OTHER REPORTS

IV. OLD BUSINESS

- A. REPORT ON DESIGN WORK FOR NEW MAIN LIBRARY – MR. STEVE JACKSON,
AND MR. KEN TIPTON
- B. REPORT ON ROUZAN DEVELOPMENT – MR. TOMMY SPINOSA - JTS REALTY
SERVICES, LLC
- C. REPORT ON NEW BRANCH FOR BURBANK AREA – DR. AARON BASS –
SJB GROUP, INC.

V. NEW BUSINESS

- A. JONES CREEK RIGHT OF WAY ACQUISITION – MR. DAVID FARRAR
- B. GENEALOGY DEPARTMENT – MS. CASSIE FEDRICK

VI. COMMENTS BY THE LIBRARY BOARD OF CONTROL

ALL MEETINGS ARE OPEN TO THE PUBLIC

**THE PUBLIC IS ALLOWED TO MAKE COMMENTS RELATIVE TO AN AGENDA
ITEM AT THE DISCRETION OF THE LIBRARY BOARD PRESIDENT. ANY
COMMENTS NOT RELATED TO AN AGENDA ITEM MAY BE RECEIVED AND
DISCUSSED OR DEFERRED TO A FUTURE MEETING UNDER PROCEDURES
DIRECTED BY THE LIBRARY BOARD PRESIDENT.**

Revised Minutes of the Meeting of the
East Baton Rouge Parish Library Board of Control

July 16, 2009

The regular meeting of the East Baton Rouge Parish Library Board of Control was held in the Main Library Auditorium on July 16, 2009. Mr. Dan Reed, President of the Board, called the meeting to order at 4:12 p.m. Members of the Board present were Mr. Stanford O. Bardwell, Jr., Mr. Donald Browning, Mr. Jamie Griffin, and Ms. Kizzy Payton. Also in attendance were Mr. David Farrar, Library Director, Ms. Patricia Husband, Assistant Library Director of Branch Services; Ms. Brenda Lovett, Library Business Manager, Ms. Rhonda Pinsonat, Assistant Library Business Manager, Ms. Cassandra Fedrick, Genealogy Librarian at the Bluebonnet Regional Branch Library; Ms. Liz Zozulin, Executive Assistant to the Library Director; and Ms. Nikki Essex of the Parish Attorney's Office. Mr. Steve Jackson and Mr. Ken Tipton of The Library Design Collaborative; Dr. Aaron Bass and Mr. Robert Cangelosi, Jr. of SJB Group, Inc.; and Mr. Grant Conway of JTS Realty Services also attended. Several other Library staff members, five members of the community and Mr. Steven Ward, reporter with *The Advocate* were also in attendance. Absent from the meeting were Board members Ms. Tanya Freeman and Ms. Elizabeth Tomlinson and Assistant Library Director of Administration, Ms. Mary Stein

The minutes of the regular meeting of the Library Board on June 18, 2009 were unanimously approved on a motion by Ms. Payton, and seconded by Mr. Browning with one correction.

Reports by the Director

Mr. Reed asked Mr. Farrar to present his financial and system reports. The Cash Collections report as of July 9, 2009 shows the total cash received on property taxes and interest in the amount of \$33,358,530.82. Expenditures are on budget and the budget supplement approved by the Metropolitan Council in June is reflected under Transfer to Capital Improvements Fund. Mr. Farrar said the system reports included statistics for June 2009 for Gate Count, and Database Usage.

Ms. Husband reported that because of the recent budget cuts made by the State Legislature, the State Library of Louisiana has had to cancel several on-line databases that the East Baton Rouge Parish Library utilized. Among those that will no longer be available through the State Library are World Book, Learning Express, Facts.com, Ancestry.com and Books in Print. Mr. Farrar noted that Ms. Rebecca Hamilton, State Librarian worked diligently to retain as many databases as possible in the last round of talks regarding the State budget. Ms. Smart, Division Head of Reference Services said that she is reviewing her budget figures and expenditures to determine which of the State cancelled databases the East Baton Rouge Parish Library can pay for itself. She would like to continue offering Learning Express and Ancestry.com. Books in Print is used for collection development by the Library staff and therefore, will be necessary to purchase. Mrs. Husband added that small library systems in the state will be particularly affected by these cutbacks.

Mr. Farrar mentioned that this past week, Ms. Freeman and several staff members including Ms. Husband, Ms. Lovett, Ms. Myers, Ms. Roos, Ms. Smart, Ms. Fedrick, and he attended the 2009 American Library Association Annual Conference in Chicago, Illinois. There were many opportunities to participate in educational seminars and to communicate with other librarians from across the United States. He added that many database providers are now willing to form consortiums in order to meet their financial needs and the needs of their customers.

Old Business

A. Report on Design Work for New Main Library – Mr. Steve Jackson and Mr. Ken Tipton

Mr. Jackson opened the discussion about the design work for the new Main Library by saying that The Library Design Collaborative solicited, received and reviewed three different proposals to provide commissioning services. Commissioning services are required to comply with the requirements of the Leadership in Energy and Environmental Design (LEED) Reference Guide and to be designated as a LEED building. Proposals were submitted by Thompson Building Energy Solutions, LLC in Baton Rouge, CxA Services, LLC in Lafayette, and Henneman Engineering, Inc. in Dallas, Texas. Mr. Jackson said they are recommending Henneman Engineering because Ms. Denelle Wrightson's firm, PSA Dewberry, has worked successfully with them and they have provided the lowest bid.

Mr. Bardwell asked why the Board needs to consider a commissioning agent at this time. Mr. Jackson explained that there are two types of commissioning services, basic or fundamental commissioning and enhanced commissioning. Basic or fundamental commissioning is performed after the building is completed while enhanced commissioning is incorporated as part of the architectural design work. Mr. Tipton added that enhanced commissioning provides oversight and expertise while the building is being designed; thus eliminating the need to redesign features. Now would be the appropriate time to engage the services of a commissioning agent. Mr. Bardwell noted that the quote for enhanced commissioning by Henneman Engineering is only \$27,700 versus \$157,000 for fundamental commissioning. He said he favors choosing the enhanced service.

Mr. John Berry, a member of the community, asked about the silver, gold and platinum designation. Mr. Jackson answered that they are going to design and build the best building possible within the budget and they will aim for a gold designation. He noted that in order to receive any LEED designation, they will be required to contract with a commissioning agent. Mr. Tipton added that those certifying a building for a LEED designation will not simply take the word of the architects or owners. The commissioning agent's responsibility is to document the LEED components in the project and to prove that these features are in working order. The commissioning agent's duties are analogous to an auditor in the financial world. Mr. Jackson said that Mr. Tim Kraft of Henneman Engineering has provided in his proposal a detailed list of the LEED commissioning process known as Cx along with a timeline flow chart. Mr. Jackson added that the desire for an energy efficient building was part of the initial conversations with the Library Board. LEED commissioning is the next level of providing energy efficiency. Mr. Reed replied that a LEED certified building can provide an opportunity to demonstrate to the public

how a LEED certified building operates and saves energy and money. Mr. Jackson added that recycled materials would be used in the construction and that recycling would be encouraged in the operation of the facility. Mr. Bardwell said that at the June Board meeting it was pointed out that this proposed building had 28 points for LEED certification thus far and for 5 more points that designation could be silver. Mr. Tipton and Mr. Jackson reminded the Board that they should not depend on the number of proposed points their building appears to have because in the commissioning certification some of the features may not be accepted. Mr. Jackson emphasized to the Library Board that the sooner they make a decision regarding LEED the better it will be for the design work of the building.

Mr. Bardwell said that the proposal quoted by C_xA Services, LLC is more expensive than Henneman Engineering, but C_xA Services is a Louisiana firm. He added that he is familiar with some of the projects that this firm has worked on and these are well done. Mr. DuBos, a member of the community, asked if there are any LEED certified libraries. Mr. Jackson answered yes, but none are located in Louisiana. Mr. Jackson noted that Mr. Craft does have experience in commissioning LEED certified libraries. Ms. Lovett added that part of utilizing LEED concepts is that materials are purchased locally to minimize the transportation impact to the environment. Mr. Tipton responded that the guidelines indicate that locally is defined as within a 500 mile radius of the project which would encompass the Dallas area. Ms. Essix said she will speak with Mr. Bob Abbott of the Parish Attorney's office regarding the process to contract with a commissioning agent. If a contract is over \$50,000, the City-Parish requires that the contract must be put out for bids. Mr. Farrar agreed that the Library staff will also work on getting information on the process for utilizing a commissioning agent.

Mr. Tipton and Mr. Jackson then distributed a budget summary titled Budget Increase #02 Summary, revised July 16, 2009. Mr. Bardwell said he is concerned with the \$2 million increase in this budget summary to which Mr. Tipton replied that this increase reflects the additional number of hours of work involved in the requested additions to the original scope of work. Mr. Jackson said they are proposing that a contract amendment be negotiated for the LEED portion of the project.

Mr. Bardwell emphasized that the Library Board is still expecting documentation of the work proposed for this new Main Library. Mr. Jackson said that The Library Design Collaborative is in the process of the design phase. They project that this work will be completed in October with a presentation to the Library Board at the regular meeting on October 15, 2009. At this meeting the architects will present figures for the pay back period of the various energy saving features along with structural, and mechanical three dimensional models to illustrate the features.

Mr. Bardwell said that in the cost projections, a telephone system is not included. Mr. Jackson replied that in Ms. Wrightson's experience, most library building programs do not include the phone system. The installation of a phone system is accomplished under a separate equipment contract. Mr. Jackson asked Ms. Myers, Head of the Library's Computer Division, for her opinion about using voice over Internet Protocol (VoIP) technology for the delivery of voice communication over the Internet. Ms. Myers said she believes that this option is not feasible currently, but may be possible in the future with more advances in this technology. Mr. Griffin

noted that by the time the building is completed and ready for the installation of a phone system, there could be more advanced systems than what is currently available.

Next the architects distributed a proposal for energy consultant services from Associated Design Group, Inc. in Lafayette, Louisiana. This firm would assist The Design Collaborative with building energy modeling and energy consumption measurement and verification. Mr. Tipton said this process uses software simulations to project energy and lighting savings for the building. Mr. Reed noted that this process would supply the engineers with data on what the savings would be and therefore, he supports accepting this proposal. Mr. Browning then made a motion that the Library Board accept the proposal for energy consultant services from Associated Design Group, Inc. Mr. Griffin seconded the motion which passed unanimously. Ms. Pinsonat said that they will need a purchase order in place to authorize this work. Ms. Lovett said they will submit this proposal to the City-Parish Purchasing Department in order to obtain the purchase order for this service contract.

Mr. Jackson said they are working on the design phase of the project. He noted that every week the architects meet and every two weeks the entire design team meets. They are working on items such as interior and exterior finishes, lighting, Thought Square and the north side of the building. Mr. Benjamin Bradford, architect with Cockfield Jackson, has spoken with Mr. Bubba Cashio, from the City-Parish Department of Public Works. Mr. Cashio said that his department, as owner of the project must review all LEED documents in advance of the Library staff and Board. Mr. Farrar concluded the discussion about the new Main Library by noting that Mr. Reed and he have been working on the Cooperative Endeavor Agreement with Mr. Bill Palmer, Superintendent of BREC. He stated that he and Mr. Reed will have another meeting with Mr. Palmer within the next two weeks.

B. Report on Rouzan Development - Mr. Tommy Spinosa JTS Realty Services, LLC

Mr. Grant Conway of JTS Realty Services, LLC gave an update on the progress with the design of a branch library in the Rouzan development. The architects are starting their design work and will then make a presentation to the Library Board. An amendment to the subdivision map of Rouzan showing the pad site of the building will have to be submitted to the City-Parish. All of the infrastructure drawings need to be completed.

Mrs. Gayle Smith, a member of the community, asked if the Act of Donation has been accepted by the Metropolitan Council and if the East Baton Rouge Parish Library could conceivably end up with a library building in Rouzan with no streets in place. Mr. Berry asked Mr. Reed if he could address the Board. He said the southern portion of the parish still does not have a branch library. He quoted from prior Board minutes noting that property on Burbank Drive was donated to the Library in order to build a south branch in 2004. Then Mr. Spinosa offered property to the Library for a branch in Rouzan. The Library Board then concentrated on the Rouzan site, ignoring the property on Burbank Drive. Mr. Berry said that in light of the legal problems that Mr. Spinosa is having with his development at Perkins Rowe, this could have an effect on construction at Rouzan. He added that after all of this time the residents of the southern portion

of the parish still do not have a branch library. Mr. Berry asked the Board to take control of the process to build a branch in the southern portion of the parish.

C. Report on New Branch for Burbank Area – Dr. Aaron Bass and Mr. Robert Cangelosi, - SJB Group, Inc.

Mr. Reed introduced Dr Aaron Bass, Manager of Coastal & Environmental Services, and Mr. Robert Cangelosi, Engineering Division Manager for SJB Group, Inc. He asked them to explain to the Board the process involved in obtaining authorization to construct a branch library on the donated property on Burbank Drive. Mr. Cangelosi opened his remarks by stating that there are three issues involved with the Burbank property; those being a floodplain, surface drainage and wetlands. Issues regarding the floodplain and surface drainage are regulated by the City-Parish government while issues with wetlands are regulated by the U.S. Army Corps of Engineers. Mr. Cangelosi said that in 2005 his firm submitted a jurisdictional delineation request to the Army Corps of Engineers for the East Baton Rouge Parish Library. The delineation request was defined by the Corps of Engineers indicating that of the 25 acres of property, 11½ acres located in the front of the property closest to Burbank Drive are wetlands. Therefore, in order to build on any of the wetlands acreage, mitigation is required. Mr. Cangelosi then distributed a scope of work outlining the steps in the environmental permitting process.

He stated that the expensive portion of this process is the mitigation of the wetlands. In East Baton Rouge Parish in the last ten years there has been tremendous construction activity which has driven mitigation costs to between \$45,000 and \$50,000 per acre. The requirement to mitigate is driven by the habitat involved. Mitigation can be done on site by such techniques as planting trees. However, the property owner must permanently maintain this type of mitigation. Another technique is to purchase mitigation credits. A property owner, whose property contains wetlands that have not been mitigated nor will be in the future, can sell credits to another property owner who wants to build on wetlands. However, the credits must be purchased from a land owner in the same hydrologic area. Mr. Reed noted that one is actually creating and maintaining wetlands. Dr. Bass and Mr. Cangelosi explained that the land in the back of the donated property is not wetlands and would be a good alternative to mitigating the wetlands. They noted that an elevated road could be built to access the facility in the back of the property.

They then discussed the issues of the floodplain and surface drainage. Ninety percent of the Burbank property is in an AE floodplain which is about one foot below flood stage. There is enough area on the site to make feasible, mitigating flooding of the facility by adding dirt below the construction. Legally, surface drainage cannot cause downstream flooding. Parking lots and roofs must retain this water in a pond. Also, surface water management must maintain the quality of water runoff that enters storm drains minimizing impacts to the neighborhood.

Mr. Farrar distributed three options for the construction of a branch library of three different sizes. Option A features a building of 5,000 square feet initially specializing in youth services with the possibility of expansion to 15,000 square feet. Option B features a building of 10,000 square feet initially specializing in youth services with the possibility of expansion to 15,000 square feet. Option C features a full service building of 15,000 square feet.

Mr. Farrar asked Ms. Husband to present her research about technology-based libraries. Ms. Husband said that the Public Library System of Charlotte and Mecklenburg North Carolina has a technology branch called *Imaginon*. This facility is interesting and fun for children because it contains a children's theatre, computers and a technology center with such features as blue screen, stop-motion animation, claymation and digital music production. Mr. Reed asked about gaming possibilities to which Ms. Husband replied that they do provide Wii and Xbox gaming. She added that St. Tammany Parish and Jefferson Parish Libraries have e-library branches. Mr. Reed thanked the staff for this information and said further discussions will occur on this library concept.

Mr. Berry said he wants this branch to be more than an e-branch for children; he wants a full service facility. Mr. Farrar replied that whichever option is chosen, the branch will contain traditional books and materials for adults and children.

New Business

A. Jones Creek Right of Way Acquisition – Mr. David Farrar

Mr. Farrar explained that the Library received a letter from the City-Parish Department of Public Works concerning a state project to widen Jones Creek Road, a portion of which is in front of the Jones Creek Regional Branch Library. The Department of Public Works is making an offer of \$28,634.00 to the Library for the purchase of the right-of-way. The Library Board of Control must take action on this offer. Mr. Bardwell made a motion that the Library Board accept the offer of \$28,634.00 for the purchase of the right-of-way in front of the Jones Creek Branch. Mr. Browning seconded the motion which passed unanimously.

B. Genealogy Department-Ms. Cassie Fedrick

Mr. Farrar introduced Ms. Cassie Fedrick, Head of the Library's Genealogy Department located in the Bluebonnet Regional Branch Library. Ms. Fedrick said her staff includes two full-time library technicians and two volunteers. Their patrons include visitors from outside of the parish who frequently comment that the staff in her department are more helpful than staffs in other library systems. Ms. Fedrick noted that they instruct people on how to use the resources available to obtain the genealogical information. This instruction is done through classes and in one-on-one sessions. Among the areas that patrons are interested in searching is their African American ancestry and female ancestry. Ms. Fedrick said that she will hold a special program in September about post-adoption issues and research. She added that she now writes a bi-weekly column in *The Advocate* appearing on Sundays.

She then discussed her future plans which include working on library guides and on-line guides. She said she supports the decision of the Library Board to move the Genealogy Department to the new Main Library because she and her patrons will be able to easily use the resources of the Baton Rouge Room and the Reference Division. Mr. Reed thanked Ms. Fedrick for her presentation.

Comments by the Library Board of Control

Mr. Farrar commented that the public notification of the Request for Quotations for the design of the Fairwood Branch Library appeared in *The Advocate* on July 2nd. He also recognized Ms. Melinda Newman, Branch Head of the Bluebonnet Regional Branch Library who was in attendance at this meeting.

Mr. Jamie Griffin left the meeting at 6:15 p.m.

Mr. Bardwell said that Mr. Conway mentioned that JTS Realty is working on the floor plan for the branch library. Mr. Bardwell said the Library Board does not need to approve the foot print. He is concerned about further delay in moving the project ahead. Mr. Reed suggested that Mr. Bardwell make a motion. Mr. Bardwell moved that the Library staff review the floor plan and make the final approval of the footprint dimensions. Mr. Reed seconded the motion which passed unanimously.

Mr. Bardwell also expressed concern regarding the December 2009 deadline on the land donation for construction of a branch on the Burbank site. Ms. Essix replied that they should speak to the donors regarding the Board's desire to build a branch on their donated site. She added that she believes a gesture toward beginning the building process before the December deadline would satisfy the donors.

There being no further business, the meeting was adjourned at 6:25 p.m. on a motion by Ms. Payton seconded by Mr. Browning.

Dan Reed, President

David Farrar, Library Director