

TENTATIVE AGENDA
FOR REGULAR MEETING OF THE
EAST BATON ROUGE PARISH LIBRARY BOARD OF CONTROL
MAIN LIBRARY
7711 GOODWOOD BOULEVARD
BATON ROUGE, LA 70806
SEPTEMBER 17, 2009
4:00 P.M.

I. ROLL CALL

II. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF AUGUST 20, 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 AND NAMING OF THE BRANCH LIBRARY ON BURBANK DRIVE

V. NEW BUSINESS

- A. FAIRWOOD BRANCH LIBRARY – MR. RICHARD BROWN – BANI, CARVILLE, & BROWN ARCHITECTS, INC.
- B. TEEN SERVICES – MS. BARBARA ROOS

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

September 17, 2009

The regular meeting of the East Baton Rouge Parish Library Board of Control was held in the Main Library Auditorium on September 17, 2009. Mr. Dan Reed, President of the Board, called the meeting to order at 4:05 p.m. Members of the Board present were Ms. Tanya Freeman, Mr. Jamie Griffin, Mr. Stanford O. Bardwell, Jr., Mr. Donald Browning, and Ms. Beth Tomlinson. Also in attendance were Mr. David Farrar, Library Director, Ms. Patricia Husband, Assistant Library Director of Branch Services; Ms. Mary Stein, Assistant Library Director of Administration; Ms. Brenda Lovett, Library Business Manager, Ms. Barbara Roos; Library Division Head of Teen Services; Ms. Rhonda Pinsonat, Assistant Library Business Manager, Ms. Liz Zozulin, Executive Assistant to the Library Director; and Ms. Nikki Essex of the Parish Attorney's Office. Mr. Davis Rhorer, Director of the Downtown Development District; Mr. Steve Jackson, and Mr. Ken Tipton of The Library Design Collaborative; Mr. Richard Brown, architect with Bani, Carville & Brown Architects, Inc.; Mr. Michael Sullivan, architect with Looney, Ricks, Kiss Architects, L.L.C. also attended. Approximately 50 others from the Library staff, and the community were present. Mr. Steven Ward, reporter and Ms. Liz Condo, photographer both with *The Advocate* and Mr. Todd Brown reporter with *The Greater Baton Rouge Business Report* were also in attendance. Absent from the meeting was Board member Ms. Kizzy Payton.

The minutes of the regular meeting of the Library Board on August 20, 2009 were unanimously approved on a motion by Ms. Freeman, and seconded by Mr. Bardwell with two corrections.

Reports by the Director

Mr. Reed asked Mr. Farrar to present his financial and system reports. The Cash Collections report as of September 3, 2009 shows the total cash received on property taxes and interest in the amount of \$33,753,399.98. The Statement of Revenues, Expenditures and Encumbrances as of August 31, 2009 shows operating expenditures of \$14,209,472.14 which is 52.66% of the operating budget for 2009. The expenditures for the Library are on track for August. In comparing the 2009 property tax collections with the 2008 property tax collections, 98.45% of 2008's revenue has been collected. The City-Parish Finance Department has recorded two quarters of interest earned on cash and investments in the amount of \$331,961.44. This amount represents only 16% of the budgeted revenues collected. It seems certain that this trend will continue and that the Library will not meet the \$2,000,000 budgeted for interest earnings on investments. Mr. Farrar said the system reports included Gate Count for August, Circulation Statistics for August, Programming for June and July, Reference Questions answered for June and July, and Database Usage for August. He noted that for the month of August, the East Baton Rouge Parish Library has regained its position as the highest user of on-line databases in the State.

Mr. Farrar then announced that he had received a letter from Ms. Rebecca Hamilton, the State Librarian of the State Library of Louisiana, informing him that Ms. Barbara Roos, the East Baton Rouge Parish Library Division Head of Teen Services, has been chosen to serve on the Louisiana Teen Readers' Choice Award committee. During the next three years Ms. Roos will donate a tremendous amount of time to serve on the committee as they read and evaluate several hundred titles in order to produce a final list of ten titles per year. Mr. Farrar added that Ms. Roos will make a presentation about Teen Services later in this meeting.

Mr. Farrar was pleased to also announce that *Baton Rouge Parent's Magazine* has issued a certificate to Ms. Melinda Newman, Branch Head of the Bluebonnet Regional Branch Library. The Bluebonnet Branch Library has been named as the 2009 favorite library branch in the Family Favorites Contest sponsored by the magazine.

Mr. Farrar asked Ms. Husband to report on maintenance, repair and refurbishing at the branch libraries. She said that Mr. Tim Bankston, Library Facilities Manager and Mr. Claude Lindsey, Library Operations Manager have been busy replacing carpeting with tile flooring at the emergency exits of the Central, Delmont Gardens, Pride, Scotlandville and Zachary Branch Libraries. Carpet and tile replacement will begin at the Baker Branch as soon as the contract is signed. The bid process is underway for the controls and HVAC replacement at the Jones Creek Regional Branch Library. The cooling tower at the Bluebonnet Regional Branch Library is being replaced and the Recycled Reads facility has been repainted. This fall the carpeting in the Bluebonnet and Jones Creek Regional Branch Libraries will be replaced with vinyl flooring. Ms. Tomlinson asked if linoleum could be considered rather than vinyl. Mr. Bankston replied that the tile that has been chosen is a "green" product comparable to linoleum. Mr. Farrar mentioned that last weekend Mr. Lindsey shortened his vacation time and returned from New Orleans to address a leaking problem at the Scotlandville Branch Library. Mr. Farrar added that last year the Board had asked that maintenance issues be addressed in the branches. These various activities are in response to this request.

Mr. Farrar said that Ms. Stein has worked very hard on the Library's new integrated library system (ILS) with *Infor*, the vendor for this system. Ms. Stein said that many staff members have worked with her including Ms. Andi Abraham, Division Head of Circulation and Adult Services and Ms. Elizabeth Myers, Division Head of Computer Services. Ms. Stein said that the old ILS which has served the staff and patrons since 1987 will terminate tomorrow evening at 6:00 p.m. A moment of silence will be observed for this old friend. The transition to the new system should be accomplished in about two weeks. During the transition period many electronic features and services will not be available. However, once the new system is operational, patrons will be able to use many new features to provide them with improved access to the Library's resources.

Mr. Bardwell asked about the status of the state project to widen Jones Creek Road, a portion of which is in front of the Jones Creek Regional Branch Library. This road widening project necessitated the purchasing of the right of way at this library branch. The Library was offered \$28,634.00 for the purchase of the right-of-way. Mr. Farrar responded that the widening of the road has not begun and will take a considerable time to complete. He added that he received a phone call from Mr. William "Bushy" Aaron of the Parish Attorney's Office notifying the

Library that the funds for the purchase of the right of way will be deposited into the Library's account.

Old Business

It was decided that the Board would first discuss Item C on the agenda as Mr. Browning wanted to be present for the discussion, but had a prior commitment and would need to leave the meeting shortly after 6:00 p.m.

C. Report on and Naming of the Branch Library on Burbank Drive

Mr. Farrar asked the Library Board to consider whether they wished to name the branch library under consideration on Burbank Drive so that a sign could be placed on the site. If the Board decides not to name the future branch at this time, a sign could still be erected without a name. Ms. Tomlinson asked if the Board has decided to build two branches in the southern portion of the parish. Mr. Reed replied that he is not certain if there will be two branches, and that they need to hear more about the Rouzan site. Ms. Tomlinson asked if Mr. Reed had spoken to the donors of the property on Burbank Drive regarding the five-year construction deadline of December 2009 which was part of the donation agreement. Mr. Reed responded that Dr. Kirk Patrick, one of the donors, is out of town until next week.

Mr. Griffin thanked Mr. Browning for stating in his motion at last month's Board meeting that the branch library to be built on Burbank Drive minimally impact the wetlands on the site. Mr. Griffin said he does not understand why the Board is uncertain about building two branches. However, Mr. Griffin said if the Board places a sign on Burbank Drive and then does not build a branch there, the perception of the Board by the public would be that they have not kept their promise. Ms. Freeman suggested that they need to discuss the proposed branch in the Rouzan development before further discussion on the Burbank site, and the Board agreed. Mr. Reed agreed with Mr. Griffin on the naming of the Burbank site.

B. Report on Rouzan Development-Mr. Michael Sullivan

Mr. Michael Sullivan, architect with Looney, Ricks, Kiss Architects, L.L.C. who has designed the branch library to be located in the Rouzan development was asked to address the Board. He reported that work is proceeding on the Village Center where the branch library is to be located. He has given Benchmark Engineering a footprint for the library. The engineering team is finalizing the development plan which will be submitted to the City-Parish Planning Commission for their approval. Mr. Sullivan added that he has been working with Ms. Husband and Ms. Stein on the library design and will meet with them again. He will then be ready to make a presentation to the Library Board on the design. Mr. Bardwell asked about the plat map. Mr. Reed thanked Mr. Sullivan for his update on the library in Rouzan.

Mr. Griffin asked where was Mr. Tommy Spinosa of JTS Realty Services and why was he not at this meeting. Mr. Browning referred to the timeline for the project which the Board received in

May. He asked for an update on the infrastructure work for the project. Mr. Sullivan said details on infrastructure information would need to be provided by Benchmark Engineering. However, he said he does know that they are working on the infrastructure.

Mr. Reed said that they are all concerned about the impact of the financial problems of the Perkins Rowe development built by JTS Realty Services on the proposed Rouzan development. Mr. Reed said that he and Mr. Farrar met with Mr. Spinosa yesterday. He said it is not fair to ask Mr. Spinosa to reveal all of his financial activities. Yesterday Mr. Spinosa did provide Mr. Reed with some information about the proposed financing for the Rouzan development and gave him permission to contact the bankers involved. Mr. Reed said the majority owner of the Rouzan site is a company called 2590 Associates which is itself owned by 5615 Associates and JTS Realty. He noted that JTS Realty only owns a small financial interest in Rouzan. The owners of the development will be Rouzan Associates. Mr. Reed said he called a banker with Federal Insurance Mortgage in Texas and was told that a \$42 million loan application for the Rouzan development has been underwritten, and has been recommended for approval; and the issuing of the loan looks favorable. The banker said that Mr. Spinosa will not be personally responsible for the financing and that the issues with the Perkins Rowe project will not affect the issuing of a loan for Rouzan. Mr. Reed added that he also spoke to a local banker with Bancorp South who said they are willing to lend the money to build another portion of the Rouzan development. Mr. Reed concluded that he doesn't see an objective reason to say that the Rouzan project is dead.

Mr. Bardwell said the Board does not need to make a decision today about building a branch in Rouzan. When Mr. Spinosa is ready to donate the land to the Library, then the Board can make a decision. He added that this gives the Board some time to observe how the financing will be accomplished. He admitted that financing for Rouzan is not definite at this time, so the Board should not make a motion now. Mr. Spinosa has until November to have the infrastructure plans complete. Ms. Freeman asked Mr. Farrar to speak to Mr. Spinosa about the importance of his personally attending the Board meetings rather than relaying information through the Board President.

Mr. Browning said that last month the Board approved a motion to build a 15,000 square foot library at the Burbank site for the sum of \$6 million. Ms. Lovett noted that the Board approved adding \$6 million to the 2010 budget for capital improvements; and not a budget amendment for 2009. Ms. Lovett added that she has not been asked to do a projection for this additional construction, but she believes that there will not be a large surplus of money when the projections are made for the branch on Burbank Drive. Mr. Griffin noted that \$40 million is being set aside for the construction of the new Main Library.

Mr. Bardwell suggested that the Board wait to place a sign at the Burbank site. He added that the Board does not have the Metropolitan Council's approval for the \$6 million to build the branch on Burbank Drive. Ms. Tomlinson asked when the Metropolitan Council would approve the budget for 2010. Ms. Lovett said the budget for 2010 will be addressed at the Metropolitan Council meeting on December 10, 2009. Ms. Tomlinson asked if the Library Board votes to only build at Rouzan, will the Board need to ask the Metropolitan Council to approve the removal of the \$6 million for the branch on Burbank Drive to which the answer was no.

Mr. Bardwell then asked if the Board was going to vote on naming the proposed branch library on Burbank and placing a sign at the site. Mr. Griffin replied that they voted to add \$6 million to the 2010 budget. Therefore, he made a motion that the Board defer the decision to name and place a sign at the Burbank site until the Metropolitan Council approves the Library's 2010 budget. The motion was seconded by Ms. Freeman and unanimously approved.

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

An update was given about the design work for the new Main Library. On August 27, 2009 Mr. Mike Futrell, Chief Administrative Officer, for Mayor Holden called a special meeting for all stake holders in the design of the new Main Library. Those attending were Mr. Farrar; Mr. Bill Palmer, Superintendent of BREC; Mr. Jim Frey, Architect with the City-Parish Department of Public Works (DPW); Mr. Bob Abbott with the Parish Attorney's Office and Mr. Jackson and Mr. Tipton of The Library Design Collaborative. Mr. Futrell said that he would like a status report including a discussion of the scope of work on this project in order to get a greater understanding of the role of each stakeholder. Mr. Futrell said that this group will meet once a month to provide an update on the project. The next meeting is scheduled for September 22nd.

Mr. Futrell emphasized that the Department of Public Works needs to be more involved in the choice of a Leadership in Engineering and Environmental Design (LEED) Commissioning Agent and also more involved in the LEED process for the new Main Library. He asked that the major work on LEED related aspects of the project be temporarily halted until the Commissioning Agent is chosen and is working with the design team.

Ms. Freeman asked about the time frame for naming a Commissioning Agent to which Mr. Jackson said there are nine steps including creating a Request for Quotations (RFQ); the submission of bids by interested vendors; the review of these bids and selection of a firm by the City-Parish Architectural Board; and the approval of the selection by the Metropolitan Council. Mr. Farrar said that he and Mr. Reed spoke with Mr. Frey and they were informed that DPW is working on the creation of the RFQ.

Mr. Jackson assured the Board that The Design Collaborative is continuing to work on other aspects of the project including engineering and energy modeling. The design team including Ms. Denelle Wrightson has scheduled to meet with Library staff on Monday, September 21st and on the morning of Tuesday, September 22nd. On Tuesday afternoon they will attend the second meeting. The architects would like to either at the October Board meeting or a special Board meeting show the Board their renderings of how the new Main Library will look. They emphasized that it will be a very visual presentation. Ms. Freeman asked that their presentation show exactly what can be built within the budget allocated for the project emphasizing the basics. Mr. Tipton replied that they have been designing within the budget that has been given to them. Mr. Reed added that until a contractor is selected to construct the building, the budget cannot be exact.

Mr. Bardwell asked the Board if they would like to hold a special meeting. He suggested that the meeting be held at 4:00 p.m. and that Ms. Zozulin call the Board members to determine an appropriate day for the presentation.

Ms. Tomlinson said she knows of an individual who is an authority on sustainability issues. Since writing the RFQ and selecting the Commissioning Agent will be a first for DPW, Ms. Tomlinson would like to recommend that this person be involved to assist DPW staff and the Architectural Selection Board. Mr. Farrar added that user and owner input should be controlled by the Library Board.

New Business

A. Fairwood Branch Library-Mr. Richard Brown-Bani, Carville, & Brown Architects, Inc.

Mr. Reed introduced Mr. Richard Brown, one of the principals of Bani, Carville & Brown Architects, Inc. whose firm was selected by the City-Parish Architectural Selection Board to design the Fairwood Branch Library. Mr. Brown said his firm designed the Bluebonnet Regional Branch Library seventeen years ago. He said he looks forward to building another library branch for the Board. He said he has received a draft contract from DPW and they are anticipating the receipt of a final contract soon. He said he has already met with Mr. Farrar and they have scheduled some time on Wednesday, September 23rd to tour some of the branches to that he can understand the expectations of the staff for this new building including what features work and which features should be avoided.

B. Teen Services-Ms. Barbara Roos

Mr. Farrar asked Ms. Barbara Roos, Head of the Teen Services Division to summarize the functions of her division. Ms. Roos said that their patrons' ages range from 12 to 14 which form the tween group and the 14 to 17 year olds which form the teen group. Her department provides both educational and recreational services. She and her staff introduce their patrons to the Library's on-line databases as reliable sources of information for their academic and personal research needs. These patrons learn that search engines like *Google* may not provide accurate data and should be avoided.

Ms. Roos also explained that during the school year her department sponsors practice testing for the standardized college entrance exam called the American College Testing Program or ACT. During the summer months students also participate in Book Buds and Math Buds sessions. Her patrons are paired with young patrons of the Library's Children's Services Division. Book Buds assist children with their reading skills by listening to these children read books while Math Buds practice math skills through the use of games.

Ms. Roos noted that they attract their patrons to come to the Library through various entertaining events such as rock concerts and *Fear Factor*-type programs. *Anime* afternoons were very popular this past summer. To illustrate some of the fun activities that Teen Services provide to motivate teen usage of the Library, Ms. Roos introduced two of her staff members, Ms.

Chaundra Carroccio, Assistant Head of Teen Services and Ms. Lauren Strickland, Library Technician II who were dressed in kimonos to distribute “candy sushi” to the Board members and the public. The candy sushi was made of Rice Krispies Treats and fruit leather strips.

Comments by the Library Board of Control

Mr. Reed asked for comments from the Board members. Ms. Kathy Wascom, a member of the public asked to address the Board. She said she lives near Burbank Drive and she wondered about a branch library there and its hours of operation during LSU home football games in light of the contra flow policy for traffic. She added that she has concerns about construction on property designated as wetlands. She also mentioned that she is a retired Library employee and she knows that people who live in surrounding parishes use the East Baton Rouge Parish Library. She asked if the statistical reports could reflect the out-of-parish usage of our resources. Mr. Steve Jackson responded that during home football game days Burbank Drive remains a two-way traffic street.

Mr. Reed noted that e-mail responses have been sent by patrons regarding the feasibility presentation on the River Center Branch Library made last month by Trahan Architects. Mr. Reed said that as of today 97 comments have been submitted as follows: 5 miscellaneous comments, 62 supporting a new branch library, 14 supporting no change to the River Center Branch and 16 supporting a renovation of the current branch.

Mr. Farrar asked the Board members if they wish to continue to receive comments from the public through the special e-mail address created for downtown branch library input. Mr. Reed replied that he would like the e-mail address to be active for one more month. Mr. Griffin said he likes receiving comments from the public and that when the next meeting about the downtown branch library is scheduled, he would like an e-mail sent two weeks in advance to all who have responded through e-mail on this issue. Ms. Tomlinson suggested that an announcement be placed on the Library’s homepage regarding the deadline for comments to the downtown branch e-mail address. It was agreed that comments would be accepted through Friday, October 9th which is a week before the regular October Board meeting. Mr. Griffin asked that all of the comments be printed before the meeting for the Board to review. Mr. Bardwell said he does not see the purpose of placing a deadline on comments and that the public can always e-mail any Board member about any topic. Mr. Reed replied that a deadline provides the public with a specific time frame to make comments about the Trahan presentation of various options for the River Center Branch. Mr. Griffin added that the downtown constituents have not had an opportunity to give their opinions and he supports downtown and wants these patrons’ voices to be heard.

There being no further business, the meeting was adjourned at 5:40 p.m. on a motion by Ms. Freeman seconded by Mr. Griffin.

Dan Reed, President

David Farrar, Library Director