

REVISED AGENDA  
FOR REGULAR MEETING OF THE  
EAST BATON ROUGE PARISH LIBRARY BOARD OF CONTROL  
**MAIN LIBRARY**  
**7711 GOODWOOD BOULEVARD**  
**BATON ROUGE, LA 70806**  
OCTOBER 21, 2010  
4:00 P.M.

- I. ROLL CALL
  
- II. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF  
SEPTEMBER 16, 2010
  
- III. REPORTS BY THE DIRECTOR
  - A. FINANCIAL REPORT
  - B. SYSTEM REPORTS
  - C. OTHER REPORTS
  
- IV. OLD BUSINESS
  - A. TO CHOOSE A CONSTRUCTION OPTION FOR THE RIVER CENTER BRANCH  
LIBRARY BY MR. LAMBERT
  - B. TO ACCEPT THE DESIGN DEVELOPMENT PACKAGE FOR THE FAIRWOOD  
BRANCH LIBRARY – MR. RICHARD BROWN - BANI, CARVILLE & BROWN  
ARCHITECTS, INC. BY MR. FARRAR
  
- V. NEW BUSINESS
  - A. DISCUSSION OF A COMPLAINT DATED OCTOBER 12, 2010  
BY MR. BROWNING
  - B. SCHEDULE FOR ANNUAL PERFORMANCE EVALUATION OF LIBRARY  
DIRECTOR BY MS. PAYTON
  
- VI. COMMENTS BY THE LIBRARY BOARD OF CONTROL

**ALL MEETINGS ARE OPEN TO THE PUBLIC**

**A PUBLIC HEARING WILL TAKE PLACE PRIOR TO EACH ITEM UNDER  
CONSIDERATION. THE PUBLIC COMMENT POLICY IS DISPLAYED AT ALL  
MEETINGS.**

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

October 21, 2010

The regular meeting of the East Baton Rouge Parish Library Board of Control was held in the auditorium of the Main Library on October 21, 2010. Ms. Kizzy Payton, President of the Board, called the meeting to order at 4:10 p.m. Members of the Board present were Mr. Stanford O. Bardwell, Jr., Mr. Donald Browning, Mr. Derek Gordon, Mr. Lawrence Lambert, and Ms. Beth Tomlinson. Also in attendance were Mr. David Farrar, Library Director; Ms. Mary Stein, Assistant Library Director of Administration; Ms. Patricia Husband, Assistant Library Director of Branch Services; Ms. Rhonda Pinsonat, Business Manager in the Library Business Office; and Ms. Liz Zozulin, Executive Assistant to the Library Director. Metropolitan Councilman Joel Boé of District 9; Mr. Davis Rhorer, Director of the Downtown Development District; Mr. Rip Manint of the Parish Attorney's Office; Mr. Jim Frey, architect with the Department of Public Works, Architectural Division and Ms. Erin Wesley, Vice President of Governmental Affairs with the Baton Rouge Area Chamber were present. Mr. Ken Tipton, and Ms. Lisa Hargrave, architects with The Library Design Collaborative; Ms. Traci LaMoyne, interior designer with LaMoyne Design Associates; Mr. Norman Chenevert and Mr. Dyke Nelson, architects with Chenevert Architects; Mr. Richard Brown, architect with Bani, Carville & Brown Architects, Inc.; Mr. Mike Sullivan, architect with LRK and Mr. Trey Trahan, architect with Trahan Associates; Mr. Ward Bond, with Talking Signs also attended. Ms. Rebekah Allen, reporter with *The Advocate* along with about fifty people from the community were also at the meeting. Absent from the meeting was Ms. Tanya Freeman.

Ms. Payton opened the meeting by asking for the approval of the minutes of the regular meeting of the Library Board on September 16, 2010. The minutes were unanimously approved on a motion by Mr. Gordon, and seconded by Ms. Tomlinson with one correction.

### **Reports by the Director**

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

Ms. Payton asked Mr. Farrar to present his financial and system reports. Mr. Farrar gave his reports noting that the Statement of Revenues, Expenditures, and Encumbrances as of September 30, 2010 show operating expenditures of \$16,956,718.61 or 54.61% of the operating budget spent. Through September, the Library should have spent no more than 75.00% of the operating budget. Cash collections from property taxes for 2010 remain at 1.37 million which is a little over the same period last year. As of this date interest earnings from the third quarter have not been posted, but they are expected to remain in the range of \$45,000-\$50,000.

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

Mr. Farrar noted that the gate count statistics and database usage are high this month, and again circulation numbers continue to increase.

### **C. Other Reports**

Mr. Farrar reported that he, Ms. Payton and Mr. Gordon attended the Baton Rouge Area Chamber Canvass Trip to Pittsburgh on September 19<sup>th</sup> through the 21<sup>st</sup>. He said he appreciated the opportunity to attend. He added that because of Mr. Gordon's and Mr. Rhorer's contacts in Pittsburgh they were able to meet with community leaders to learn about some of the innovative methods that the City of Pittsburgh is using to foster economic growth and a quality of life that attracts people and businesses to Pittsburgh.

Mr. Farrar announced that Ms. Elizabeth Myers, Library Division Head, is now the Head of the newly created Training and Staff Development Division. Ms. Myers will provide continuing education for library staff and will coordinate with the City-Parish Department of Human Resources regarding human resource training required under civil service guidelines. He added that he and Ms. Myers attended the Society for Human Resource Management (SHRM) Diversity Conference in New Orleans on October 11<sup>th</sup> through the 13<sup>th</sup>. This conference focused on methods for ensuring a diverse workforce. Mr. Farrar said that he is working closely with the City-Parish Department of Human Resources to meet diversity goals in hiring of library staff.

Mr. Farrar then displayed a plaque presented to the Library staff for their contribution to the United Way Campaign for 2010. He said that the employees contributed \$12,500 to United Way for 2010. The 2011 campaign is underway with a goal of \$13,500 and thus far \$12,293 has been pledged by staff. The campaign ends on November 5<sup>th</sup>.

Mr. Farrar congratulated Mr. Gordon for receiving the Greater Baton Rouge Brotherhood & Sisterhood Award. This award is given to people who have devoted their professional, philanthropic and volunteer services for humanitarian purposes. Those in attendance applauded Mr. Gordon.

Mr. Farrar then gave a summary of the activities involving the various library projects. In regard to the new Main Library, two team meetings were held on September 27<sup>th</sup> and October 18<sup>th</sup> with Mr. Jim Frey, architect with the Department of Public Works (DPW), Architectural Division, Mr. Ted Jack, of BREC, Mr. Ken Tipton of The Library Design Collaborative and Mr. Bob Abbott of the Parish Attorney's Office. At these meetings code compliance, the Cybercafé, the building name and add alternates were discussed.

The add alternates which are included in the scope of work were listed as follows:

1. Talking Signs - \$120,000
2. Rainwater Harvesting for the North Green Roof - \$55,000
3. Lightning Protection for Electrical and Technology Systems - \$85,000
4. North Courtyard - \$90,000
5. Photo Voltaic Panels \$550,000

Mr. Farrar explained that after the contractor bids are opened and a contractor is chosen, the budget will be established. At that point they will know which of the add alternatives can be

funded. He said they believe that there will be funding for items 1 and 2. Mr. Farrar said that talking signs are audio signs to direct sight impaired patrons within the building. He introduced Mr. Ward Bond who is the President of Talking Signs. In regard to rainwater harvesting, Mr. Farrar said that rainwater would be stored for irrigation purposes eliminating the need to use potable water for this purpose.

Mr. Farrar then discussed the Rouzan project. He said that the cooperative endeavor agreement has been signed by the Mayor and has been certified. On October 18<sup>th</sup> Mr. Farrar and his staff met with Mr. Mike Sullivan, architect with LRK, and Mr. Tommy Spinosa, Jr. to make some decisions regarding the interior of the building as well as some façade concerns. Design development is near completion and Mr. Sullivan expects to make a Design Development presentation to the Board in December.

Regarding the Fairwood Branch Library, Mr. Farrar said that Mr. Richard Brown, architect with Bani, Carville & Brown Architects, Inc. will present design development to the Board. Design development documents have been submitted to Mr. Frey for his approval.

## **Old Business**

### **A. To Choose a Construction Option for the River Center Branch Library by Mr. Lambert**

Ms. Payton said that at the September Library Board meeting the Board voted to construct a new branch library building downtown of 57,000 gross square feet, with 46 subsurface parking spaces and free parking for patrons. After this meeting, questions were raised about the process. The Parish Attorney's Office was consulted about the parliamentary procedure. It was recommended that the Board vote again on an option for the downtown branch library. Ms. Payton said the Board will vote again today for a construction option for the River Center Branch.

Ms. Payton opened the meeting for comments from the public prior to taking the vote on an option. She asked Mr. Gordon to act as the official time keeper for public comment limiting speakers to three minutes.

Mrs. Gayle Smith, a member of the community, spoke first and said that at the September meeting, Mr. Lambert said the public had voted for a new downtown branch. But Mrs. Smith disagreed and said the public did not vote for a main library downtown.

Mr. Bardwell then said that the three options for the downtown branch should be stated and then the public can make comments. Mr. Browning questioned what are the three options? Ms. Payton replied that the Parish Attorney said the Board did not need to list the three options on the agenda. But she stated the three options as to renovate the current River Center Branch Library, or to renovate and expand the current River Center Branch, or to construct a new building.

Mr. Tom DuBos, a member of the community and Chairman of the Library Committee of the Federation of Greater Baton Rouge civic Associations, said that all of a sudden there are only

three options. He asked if there were going to be more options and that he would like to see other options considered.

Mr. Davis Rhorer, Director of the Downtown Development District, thanked the Board for the thorough review of the options presented by Trahan Architects. He encouraged the Board to vote for option 3. He noted that the Board has already budgeted for that option. He added that on the Canvass Trip to Pittsburgh they saw what a vibrant library can do for the community. He concluded his remarks by thanking the Board for their work.

Ms. Payton then closed the public comment period on this agenda item.

Mr. Lambert then said he would like to make a motion regarding the construction option for the downtown branch library. He said he is making a motion to construct a new library building downtown for an urban context, which will not exceed 57,000 square feet and with special attention to innovative technological programming. Mr. Bardwell asked Mr. Lambert what he meant by innovative technology to which Mr. Lambert said that this branch would not be the standard suburban building which houses mostly print material. He said that this branch would emphasize electronic media, information and programming. Mr. Gordon seconded the motion. Those voting in favor were Ms. Payton, Mr. Lambert, Mr. Bardwell, Mr. Gordon and Ms. Tomlinson; Mr. Browning opposed and the motion passed.

**B. To Accept the Design Development Package for the Fairwood Branch Library – Mr. Richard Brown – Bani, Carville & Brown Architects, Inc. by Mr. Farrar**

Ms. Payton opened this item for comments from the public regarding the design development package for the Fairwood Branch Library. There were no comments from the public. Mr. Farrar said that Mr. Brown will make a computer-generated presentation to the Board. Mr. Farrar noted that this branch will contain 43 patron computers, 10 laptops and 9 computers for library catalog access. He noted that the Children's Room will have two special Advanced Workstations in Education (AWE) computers that contain learning programs with no Internet access.

Mr. Richard Brown then gave his interactive PowerPoint presentation on the Fairwood Branch. He said that the design development package was submitted to the City-Parish Department of Public Works in September. He noted that the site for the branch is off Old Hammond Highway at the location of the former Fairwood Country Club. He said he has accounted for the future widening of Old Hammond Highway in the placement of the building on the site. The entrance to the building will contain a covered drive-through area along with a driveway for the pickup and return of library materials.

Mr. Brown then showed the Board the exterior materials to be used. He noted that the building will be constructed of brick produced in southern Mississippi which follows Leadership in Engineering and Environmental Design (LEED) principles by using local materials. He said the front entrance will contain polished block and the roof will be champagne-colored. He said they designed a seating area adjacent to the bike rack. He showed a view of the rear of the building which contains a secured patio with a view of the lake.

Ms. Tomlinson asked Mr. Brown about the number of spots on the bike rack and whether this number will be sufficient. Mr. Brown replied that they planned the number based on LEED guidelines and that because this branch is in a suburban environment, he felt the number they have allocated will meet the needs of patrons.

Mr. Brown showed a floor plan for the interior of the building. From the main lobby of the building one can see across the building to the lake. He pointed out the meeting room area, the staff areas, and the Circulation, Reference, Teen and Children's Departments.

The next slide illustrated the color schemes for the interior. Ms. Traci LaMoyne, interior designer with LaMoyne Design Associates, is the interior designer for the building. Ms. Tomlinson asked what inspired the color choices to which Ms. LaMoyne replied that the color palettes contain earth tones inspired by nature. She added that the discussion of colors began when they looked at seating for the Children's Room. One of the cushioned seating arrangements curved like a caterpillar and thus the discussion of color choices began.

Mr. Brown explained that they conducted a daylight study to determine the amount of sunlight coming into the building. He said they are planning to place a skylight over the Reference Department. He also said they are considering using glass art on some of the windows. Mr. Gordon noted that there are some outstanding stained glass artists in the area that are well known nationally. Mr. Gordon said he can contact these artists to make them aware of the project and give them the opportunity to assist with their talent.

Mr. Brown then pointed out some other features in the building such as the wood trusses in the ceiling. He said they have designed bowed glass in the Teen Department to provide sight control by the staff.

A timeline was then presented and the schedule for construction was discussed. Mr. Brown said they have made good progress, but the City-Parish Department of Public Works (DPW) reviews are holding up the continuation of their work. He added that once the construction document review is released from DPW, a Request for Qualifications (RFQ) can be made. Mr. Brown estimated that bidding could begin around February 1, 2011 and would continue for 30 days. Then it will take another 30 days for the contract to be issued. He said generally groundbreaking occurs about two to three months after the construction document release.

Mrs. Smith asked about the number of months required for construction to which Mr. Brown replied about thirteen months. Mr. Farrar said he wanted to thank Ms. Husband and Ms. Stein for their work with Mr. Brown and Ms. LaMoyne.

Mr. Gordon then made a motion to accept the design development package for the Fairwood Branch Library. Mr. Browning seconded the motion which passed unanimously.

## **New Business**

### **A. Discussion of a Complaint Dated October 12, 2010 by Mr. Browning**

Ms. Payton said that the Library Director and the Library Board received a letter dated October 12, 2010 from Mr. Tom DuBos. Mr. Browning requested that a discussion of Mr. DuBos' complaint outlined in his letter be placed on the agenda.

Mr. Browning said he was asked by the Federation of Greater Baton Rouge Civic Associations to allow time for a discussion of Mr. DuBos' concerns. Any homeowner association in the parish can join the Federation. This organization represents many people in the parish. Mr. Browning added that Mr. DuBos is the Chairman of the Library Committee of the Federation of Greater Baton Rouge Civic Associations and he should have the opportunity to address the Board.

Mr. DuBos referred to his letter and said that the public comment policy voted on by the Board limits the discussion of issues by the public. He also said that the vote on the option for the downtown branch library taken last month did not allow for discussion by the public. The agenda item did not state that a vote would be taken. He said it appears that the Board decided the matter prior to the Board meeting, violating the Open Meetings law.

Mr. DuBos added that the Board is now moving ahead with four new library building construction projects. The Federation is concerned that funds dedicated for the new Main, Fairwood and Rouzan library buildings will be diverted to the downtown branch construction. He also said they are concerned that the cooperative endeavor agreement with BREC for the Main Library has not been finalized.

He concluded his remarks by saying that the Federation is considering talking to the Parish Attorney and the State Attorney General about these concerns.

Ms. Payton then opened the item for comments from the public. Ms. Kathy Wascom, a member of the public and a former Library employee, said when she first began to attend Library Board meetings, she told the former Board President, Mr. Dan Reed that she was surprised that the meetings were not conducted following *Robert's Rules of Order*. She said that she is pleased that the Board is now doing so.

Ms. Diane Keithly, member of the public, said she is representing herself. She said has been following the downtown branch library issue for many years. She said the Board is limiting the public comment period and there was no chance to make public comments about the downtown branch. She thanked the Federation for bringing these issues to the public's attention.

Ms. Peggy Good, a downtown business owner and resident of Spanish Town said there are many progressive people coming downtown including young professionals who spend money there. These people need a library with high technology downtown. She noted that the citizens of Little Rock, Arkansas built a new library downtown. Now Little Rock is thriving. Income and renewal occur in cities with a vibrant downtown. Ms. Good thanked the Board for their vote for the downtown branch library.

Mr. Charles Grimmer, a member of the public, said that the vote regarding the downtown library is completely driven by special interest groups. He said he will do everything to ensure that the Metropolitan Council does not approve the construction budget for the new downtown library.

Mrs. Gayle Smith said that the downtown library is not a main library, but a branch. Therefore, the example of the success of the main library in Seattle, Washington does not apply to our downtown branch. Ms. Payton then closed the public comment period on this item.

## **B. Schedule for Annual Performance Evaluation of Library Director by Ms. Payton**

Ms. Payton said that Mr. Farrar was hired in November 2008 and that his first annual performance review occurred on November 5, 2009. It is now time to schedule this year's evaluation. Toward this effort, Ms. Payton asked Mr. Bardwell and Mr. Gordon to study an evaluation method and inform the other Board members of the process.

Mr. Gordon said that he and Mr. Bardwell should first talk with Ms. Payton for her direction. He asked about the format for last year's review. Mr. Farrar said that former Board member Mr. Jamie Griffin and Ms. Freeman produced an evaluation form for the Board members to use. Mr. Gordon said he would like to see this document.

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

Ms. Payton said that Councilman Boé was in attendance and she wanted to thank him before he had left the meeting.

Mr. Farrar said he wanted Ms. Husband and Ms. Stein to give a brief update on their activities in the last month. Ms. Husband talked about the branch maintenance projects underway. She said that the finishing work on the cooling tower at the Bluebonnet Regional Branch Library is almost completed. At the Jones Creek Branch a chiller and cooling tower were installed. New flooring will be installed there over a two-week period starting on November 29<sup>th</sup>. During the installation the branch will be closed.

Mr. Farrar thanked Ms. Husband for her prompt response on Tuesday when a prisoner who escaped at the courthouse downtown was thought to be in the area near the Carver Branch Library. The Head Start building adjacent to the library went into lockdown and Ms. Husband informed Mr. Farrar who also thought a lockdown was necessary at the Carver Branch. Ms. Husband quickly carried out the process. Later in the day the fugitive was thought to be near the Delmont Gardens Branch. All doors were locked except at the entrance and the Sheriff's Deputy was alerted to be on guard.

Mr. Farrar asked Ms. Stein to give an update on programs and services provided by the Library. Ms. Stein said that they are drumming up interest in the new bookmobile through various activities such as being part of the LSU homecoming parade. Today the bookmobile is at the

Baton Rouge Community College and was at *Live after Five* last Friday. The staff is now ordering materials and supplies for use by visitors to the mobile library.

Ms. Stein then said that the Library just completed three big events. The 33<sup>rd</sup> Annual Author-Illustrator Program featuring Eric Kimmel was a huge success. On October 6-7 at the Biz-Tech Expo at the Library's booth, the River Center Branch Career Center demonstrated the résumé database and gave information about career options. On October 16<sup>th</sup> Attic Treasures was held at the Jones Creek Regional Branch Library. There were 686 people who brought items for experts to evaluate and provide information.

Ms. Stein noted that the 37-foot bookmobile has been progressing through the parish. At the Mentorship Academy students received library cards. The bookmobile was also present at the LSU-Tennessee game.

Ms. Stein said that Leo Honeycutt spoke to patrons at the Main Library about his book, *Edwin Edwards: Governor of Louisiana*. She then talked about coming events. *Live @Chelsea's* will be back on the third Wednesday of the month. The Library is teaming with the Baton Rouge Blues Foundation and will present six shows featuring local Blues artists. On November 17<sup>th</sup> Chicago Al and Larry Garner will perform.

Mr. Bardwell then asked if the bookmobile is going to daycare centers. Ms. Stein said they had ordered books for the bookmobile and are now processing these materials in preparation for their visits to children. Mr. Gordon asked if there is a process in place to request a bookmobile visit. Ms. Stein said that people can call her department to make arrangements.

There being no further business, the meeting was adjourned on a motion by Mr. Gordon, seconded by Mr. Bardwell at 5:17 p.m.

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Kizzy Payton, President

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David Farrar, Library Director