

TENTATIVE AGENDA  
FOR REGULAR MEETING OF THE  
EAST BATON ROUGE PARISH LIBRARY BOARD OF CONTROL  
**MAIN LIBRARY**  
**7711 GOODWOOD BOULEVARD**  
**BATON ROUGE, LA 70806**  
JUNE 17, 2010  
4:00 P.M.

- I. ROLL CALL
  
- II. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF MAY 20, 2010 AND THE SPECIAL MEETING OF JUNE 10, 2010
  
- III. REPORTS BY THE DIRECTOR
  - A. FINANCIAL REPORT
  - B. SYSTEM REPORTS
  - C. OTHER REPORTS
  
- IV. OLD BUSINESS
  - A. ADOPTION OF PROPOSED 2011 LIBRARY BUDGET
  - B. REPORT ON DESIGN WORK FOR NEW MAIN LIBRARY
  - C. REPORT ON ROUZAN DEVELOPMENT – JTS REALTY SERVICES, LLC
  - D. REPORT ON FAIRWOOD BRANCH LIBRARY – MR. RICHARD BROWN - BANI, CARVILLE & BROWN ARCHITECTS, INC.
  - E. REPORT ON DOWNTOWN BRANCH LIBRARY
  
- V. 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

June 17, 2010

The regular meeting of the East Baton Rouge Parish Library Board of Control was held in the auditorium of the Main Library on June 17, 2010. Ms. Tanya Freeman, Vice President of the Board, called the meeting to order at 4:08 p.m. Members of the Board present were Ms. Kizzy Payton, Mr. Stanford O. Bardwell, Jr., Mr. Donald Browning, Mr. Derek Gordon, Mr. Laurence 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. Brenda Lovett, Library Business Manager; Ms. Rhonda Pinsonat, Assistant Library Business Manager; Mr. Tim Bankston, Library Facilities Manager; and Ms. Liz Zozulin, Executive Assistant to the Library Director. Mr. Leo D'Aubin of the Parish Attorney's Office; Mr. Jim Frey of the City-Parish Department of Public Works, Architectural Services; Mr. Steve Jackson, Mr. Ken Tipton, Mr. Benjamin Bradford, and Ms. Lisa Hargrave, architects with The Library Design Collaborative were present. Mr. Norman Chenevert and Mr. Dyke Nelson, architects with Chenevert Architects; Mr. Tommy Spinosa, Jr., of JTS Realty Services, LLC; Mr. Mike Sullivan, architect with Looney Ricks Kiss Architects, LLC, and Mr. Richard Brown, architect with Bani, Carville & Brown Architects, Inc. also attended. There were about thirty people from the community in attendance. Ms. Chante Warren, reporter with *The Advocate* was also at the meeting.

Ms. Freeman opened the meeting by asking for the approval of the minutes of the regular meeting of the Library Board on May 20, 2010 and the special meeting of the Board on June 10, 2010. The minutes of the May 20<sup>th</sup> meeting was unanimously approved on a motion by Mr. Gordon, and seconded by Mr. Bardwell with one correction. The minutes of the June 10<sup>th</sup> meeting was unanimously approved on a motion by Ms. Freeman, seconded by Mr. Gordon with one correction.

**Reports by the Director**

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 May 31, 2010 show operating expenditures of \$9,283,105.09 or 29.86% of the operating budget spent. Through May, the Library should have spent no more than 42% of the operating budget. Cash collections from property taxes for 2010 are still outpacing last year, as collections to date are \$1,630,000 or 5.00% higher than the same period last year.

Progress continues to be made on the construction of the 37 foot bookmobile. A meeting with the manufacturer regarding the final layout revealed that delivery of the vehicle could take place as early as July.

Mr. Farrar noted that the East Baton Rouge Parish Library again leads the state in database usage, that gate count throughout the system remains high and that circulation statistics have increased along with good programming participation.

Mr. Farrar then gave a brief summary of the activities involving the various library projects. He said that the Main Library Project Management Team met this afternoon prior to the Library Board meeting. The Library Design Collaborative architects will give a design development presentation on the shared work area of the project and Chenevert Architects will present the Leadership in Engineering and Environmental Design (LEED) certification package.

In regard to the Rouzan project the Parish Attorney's Office is conducting a title review of the proposed donated land and will advise the Library Board regarding the need to purchase a title insurance policy. Once this process is completed the Cooperative Endeavor Agreement can be sent to the Mayor for his signature.

Ms. Freeman asked Mr. Leo D'Aubin of the Parish Attorney's Office, about the title review. Mr. D'Aubin explained that when a title search is requested and the title appears to be clear, it is possible that the abstractor conducting the search could have made an error. The title insurance policy protects the policyholder in the event of an error. Mr. Bardwell replied that the Board should be given a quote on a policy to which Mr. D'Aubin said he would need a value for the property and the building in order to give a price for the insurance. Mr. Gordon asked if the Parish Attorney is checking to see if a policy can be issued. Mr. Farrar asked who would determine the cost of the land. Mr. Bardwell replied that the Parish Attorney's Office can obtain that information. Mr. Bardwell noted that the determination of whether to purchase a policy is based on the matter of risk versus reward. He added that the Parish Attorney's Office will give the Library Board an opinion about the ability of 2590 to give the Library a clear title to the land. The purpose of the insurance is to protect the Library in the future if a problem with the title occurs.

In regard to the downtown branch, Mr. Farrar said he and his staff are compiling a document which will illustrate the three options as outlined in the feasibility study by Trahan Architects in a side-by-side comparison. This document will be distributed to the Board in July in order to discuss the comparisons. Ms. Freeman said that the announcement of the public forum should be placed in *The Source*, the Library's monthly newsletter.

Mr. Farrar then reported on the progress toward finding a consultant to analyze the efficiency of day-to-day operations of the library. Ms. Stein is doing the research of firms with a national reputation in examining library systems and their processes. Ms. Stein reported that it will take several months to gather the names of possible consulting firms. She said that her preliminary inquiries suggest that based on our Library's size and facilities that the cost range for a study is between \$50,000 and \$175,000. She noted that one firm is charging \$50,000 to provide an analysis for a small library system in Texas.

Mr. Farrar asked Ms. Husband to give a brief report on maintenance projects at the various branches. She said that the cooling tower at the Bluebonnet Regional Branch Library is being replaced. Lighting upgrades will also occur at this branch next month. A computerized HVAC

system is being installed at the Jones Creek Regional Branch. Bids have gone out for pressure washing the Baker Branch and the Carver Branch Libraries. Bids for pressure washing the other branches will go out in July.

Ms. Stein then discussed the Summer Reading Program book for adults entitled *In the Sanctuary of Outcasts: A Memoir* by Neil White. She reminded everyone that the author will travel to Baton Rouge for an interview on July 29<sup>th</sup> with Ms. Beth Courtney, Executive Director of Louisiana Public Broadcasting. The free event will be held at the Lod Cook Alumni Center. Mr. Farrar added that information about this event will appear in *The Source*.

## **Old Business**

### **A. Adoption of Proposed 2011 Library Budget**

Ms. Payton asked for a motion to adopt the proposed 2011 Library budget. Mr. Gordon made a motion that the 2011 Library budget be adopted. Mr. Lambert seconded the motion. Ms. Payton, Ms. Freeman, and Ms. Tomlinson voted in favor of adoption; Mr. Bardwell and Mr. Browning opposed the adoption of the 2011 Library budget. Mr. Bardwell said their opposition was based on the retirement cost item which assigns a portion of the Library property tax money to a number of Retirement Funds.

### **B. Report on Design Work for New Main Library**

Mr. Ken Tipton, architect with The Library Design Collaborative, began the design development presentation about the shared work components of the new Main Library construction. The PowerPoint presentation reviewed the areas in which the Library and BREC will share space and the costs of constructing and maintaining these shared areas. Mr. Tipton reviewed the principles of thought park, seamless, unify, and unique that have guided them in designing the Library in the Park. He then showed an overall site plan illustrating the BREC Park and the Library.

Mr. Tipton then discussed the Plaza which will connect the Library, the cybercafé and the gardens. Within the Plaza there will be four gardens; a gathering garden, a performance garden, a play garden and a chess garden. A fountain will be located in the center of the Plaza and will be constructed flush with the pavement so that it can be turned off when that area is needed for a non-water purpose. Ms. Tomlinson asked if the pond by the cybercafé has a ledge around it. Mr. Tipton replied that this pond will be built and maintained by BREC and therefore, they will design it.

Mr. Tipton then showed slides illustrating the types of furniture and landscaping that are envisioned for the Plaza area. A slide with a 3-dimensional aerial view of a portion of the library building, the Plaza and the gardens showed where these areas will be located in relation to each other. Three slides illustrated ground level views of the entry toward the fountain, the view from the cybercafé and the view from the great lawn.

Mr. Steve Jackson, architect with The Library Design Collaborative, next discussed the other area of shared work which is the service yard. The service yard will be located between the

Library and the BREC Theatre. The corners of the service yard will contain mulch and other materials which BREC will use to maintain the gardens in the park. The remainder of the service yard will be paved and will be used by the Library for a loading dock for 18-wheelers and a parking area for bookmobiles. An additional slide illustrated the types of plants that will be located around the service yard.

Mr. Jackson then discussed the next steps in the design process. A slide listed the work presented at this Board meeting, and the main items to be completed in the months to come. Beyond June the steps toward construction of the new Main Library will be the discussion of review comments made by the City-Parish Department of Public Works, the Library, BREC and the LEED Commissioning Agent; production of construction documents; finalization of the scope of work and opinion on the probable cost; and the development of documents for contractor bidding.

Ms. Freeman then asked when the conceptual illustrations of the cybercafé will be more defined. Mr. Jackson replied that BREC is searching for a tenant to run the cybercafé, but has not found one. Therefore, the final design is not completed.

The discussion of the design of the new Main Library then moved toward LEED certification. Mr. Dyke Nelson, architect with Chenevert Architects, and the Commissioning Agent presented a review of the LEED components for the new Main Library construction. He said that he reviewed the mechanical and electrical designs by The Library Design Collaborative comparing these designs against the standard for sustainability set by the U.S. Green Building Council (USGBG) in order to determine how environmentally friendly or “green” the new Main Library will be.

Mr. Nelson explained the benefits of a green building. He noted that the construction of a building has an impact on water use, carbon dioxide emissions, solid waste output and electricity consumption. By designing a green building, water use can be decreased by 40%, carbon dioxide emissions by 33-39%, solid waste output by 70% and electrical use by 24-50%. He added that from a business standpoint there are many benefits such as a reduction in operating costs, an increase in the value of the building and an increased return on investment.

Mr. Nelson said that the mission of designing green is to regenerate and sustain the health and vitality of all life within a generation. The vision is to transform the way buildings and communities are designed, built and operated, enabling an environmentally and socially responsible, healthy and prosperous environment that improves the quality of life. He said these concepts are reflected in the East Baton Rouge Parish Library System’s mission.

Mr. Nelson then reported his observations on the design as follows:

- Building as designed is energy efficient and takes advantage of proper building orientation.
- Current design is fully code compliant and meets the Library’s programmatic requirements.
- As designed the library should achieve LEED Silver certification or better.

- Energy Model performed on the current design shows significant energy savings.

His recommendations were to:

- Proceed with the project as designed.
- Consider implementing additional sustainable elements if the budget permits.

He then discussed the components of a LEED certified building in the categories of sustainable sites, water efficiency, energy and atmosphere, materials and resources, indoor environmental quality, and innovation in design/regional priority. Under each category, Mr. Nelson provided a net cost along with the benefit of each building element.

In the category of sustainable sites elements such as bike racks and showers; pervious pavers and bio swales and a vegetated roof were discussed. Mr. Farrar noted that the showers would be for staff members who ride their bicycles to work.

Water efficiency would be accomplished by the use of efficient fixtures and appliances and programmed irrigation; thereby reducing water usage. Under the category of energy and atmosphere, an efficient air conditioning system, a commissioning agent and use of sun screens were the elements listed.

Under the category of materials and resources, five elements were discussed including storage and collection of recyclables, construction waste management, recycled content, regional materials and rapidly renewable materials. Ms. Tomlinson asked about recycling some of the materials from the current Main Library building when it is torn down. Mr. Tipton said that they are investigating recycling the concrete. Mr. Nelson said there are local firms that are involved in this type of recycling. Mr. Jackson noted that the slab can be applied to the area that will become the parking lot in front of the new Main Library.

Under indoor environmental quality five elements were listed. These included outdoor delivery monitoring, environmental tobacco smoke control, construction indoor air quality management plan, low-emitting materials and thermal comfort of occupants. Under the final category of innovation in design/regional priority, three elements were discussed. They were regional priorities which encourages sustainable practices in the community, educational outreach and occupant recycling. This last element would provide a hub encouraging patrons to bring their recyclables to the Library. Mr. Farrar said that the Library already does this on a small scale.

Mr. Nelson then explained that there are four levels of LEED certification established by the USGBC which are LEED Certified, LEED Silver, LEED Gold and LEED Platinum. He said that by using a LEED checklist which contains the point values for the various categories and each element under each category, he has analyzed the designs of the architects and currently the design for the new Main Library has attained 60 points making it eligible for LEED Silver and possibly LEED Gold.

Mr. Nelson then provided the Board with a detailed summary for a base building and a design building comparing the yearly cost and the cost over thirty years which is the building's life

expectancy. The areas analyzed in each type of building were energy, operation and maintenance, employee productivity and occupant health. The 30-year totals were summarized as follows:

Base Building:	\$23,839,145
Design Building:	\$20,010,963
Total 30 Year Savings =	\$ 3,828,182
Payback Time on Upgrades =	8.5 Years

Mr. Nelson noted that after the payback time of 8.5 years for the upgrades involved in LEED certification, the upgrades will result in savings in the areas analyzed. Mr. Bardwell asked if these were the allocated figures from the budget to which Mr. Nelson said yes. Mr. Nelson concluded his presentation by saying that his report will be submitted to the Architectural Services Division of the City-Parish Department of Public Works.

Ms. Payton then asked Mr. Jim Frey of the City-Parish Department of Public Works, Architectural Services Division, for his opinion of the design work and LEED analysis. Mr. Frey said he likes the design and that it will have a positive impact. He said the design and LEED certification will tell the public that the East Baton Rouge Parish Library is constructing an efficient building which is also beautiful. He added that the Library cannot lose.

Mr. Gordon thanked Mr. Nelson for his presentation. He said that at the last Board meeting there was a discussion about removing elements from the LEED budget that were not cost-effective. He asked if they were deleted to which Mr. Nelson replied affirmatively. Mr. Farrar added that the Library wants to build a LEED certified building that will save the greatest amount of money without increasing the budgeted amount for LEED. Mr. Frey said that the architectural team created a good design that is energy efficient. They felt that the design would qualify the building to be LEED certified. Therefore, it was necessary to hire a Commissioning Agent to confirm the LEED elements. Mr. Gordon asked if they are still within the \$5 million budgeted for LEED to which Mr. Chenevert, architect with Chenevert Architects replied yes.

Mr. Bardwell said that the Board had approved a budget supplement of \$4 million for the LEED components of the project. He asked the architects if they knew the cost of each of the components in the \$4 million set aside for LEED. Mr. Chenevert said that some of the features have been deleted, and that the \$4 million is a placeholder. Mr. Tipton then asked if Mr. Bardwell was asking where the money is allocated to which Mr. Bardwell said yes. Mr. Tipton replied that in any design process some items are deleted. Ms. Payton then asked for a list of all of the LEED components as of this time. Mr. Tipton assured the Board that they are not asking for additional money. Mr. Bardwell said that part of the LEED budget was being allocated for the pavers in the shared parking lot.

Mr. Frey said that his division produces bid documents for construction projects throughout the City-Parish. Through the design phase of the project the architects provide an estimated statement of cost. As they proceed with their design work, the market fluctuates causing the estimate of cost to fluctuate. This is the nature of the design and construction of buildings.

Ms. Payton asked that the Board members be given a copy of the presentation to study before the next Board meeting. She said that the Board can vote on this at the July meeting. Mr. Gordon said that since it is shared work with BREC, who at BREC must approve the plans? Mr. Tipton replied the BREC commissioners. Mr. Farrar then said that the BREC Commission has given Mr. Bill Palmer, Superintendent of BREC, the authority to make those decisions.

Mr. Coleman Brown, an architect with Coleman Brown Architects, asked about the pond by the cybercafé. He asked if it was a retention pond and could the water percolate to the pond. Mr. Tipton answered that it is not a retention pond because of a land grading issue. Mr. Brown said he thought they could save money if the pond were built as a retention pond.

**C. Report on Rouzan Development-JTS Realty Services, LLC**

Ms. Payton asked for an update on the design of the branch library in the Rouzan development. Mr. Mike Sullivan, architect with Looney Ricks Kiss Architects, LLC, referred the Board to a copy of the floor plan labeled Option B. Mr. Farrar noted that the teen area is now located on the right side of the building. The Board reviewed the floor plan. Mr. Sullivan told the Board that he would have a final floor plan in the very near future.

**D. Report on Fairwood Branch Library – Mr. Richard Brown – Bani, Carville & Brown Architects, Inc.**

Mr. Richard Brown, architect with Bani, Carville & Brown Architects, Inc. gave an update on the design work for the Fairwood Branch Library. He said that the schematic design phase of the project has been completed and has been submitted to Mr. Jim Frey for his review. Design development will be the next phase on which to work.

Mr. Brown referred the Board to a spreadsheet containing the estimate of costs for the Fairwood Branch Library. He said that the original estimate to build this branch was \$5.2 million. However, their actual calculation now for the branch is \$5.18 million. He added that he has produced a schematic design that is LEED friendly. If the Board decides to formally construct the building as LEED certified, the current features would give it a silver certification with an additional cost of \$180,000.

Mr. Brown then reviewed the schedule for the construction of the building. He said they plan to have the project ready for bidding in late November of 2010 with construction beginning in January of 2011. He projected that construction would be completed by January of 2012. Furniture would arrive at that time with the projected date of occupancy in May of 2012.

Mr. Brown said that the geotechnical borings indicate that the site has a high volume of uncontrolled fill. He said when the borings were taken they hit concrete which could be from the old tennis courts that were part of the Fairwood Country Club. He said additional expense could be involved to deal with what is buried on the site. He will give another update on this issue at next month's Board meeting.

Ms. Tomlinson said that she does not remember the Board voting for the schematic design phase of the project. Mr. Farrar replied that the City-Parish government has moved ahead to the next phase. Mr. Farrar said he was told that the Library Board's approval is just a formality.

Ms. Tomlinson then said that she would like a clarification regarding the design of the porte-cochere. Mr. Brown responded that a full porte-cochere did not look appealing in proportion to the size of the building. He also noted that they needed to consider the proximity of the entrance to Old Hammond Highway which could be expanded in the future.

#### **E. Report on Downtown Branch Library**

Ms. Payton asked Mr. Farrar to give an update on the downtown library. Mr. Farrar said that through the month of July he and the Library staff will be compiling information that will assist the Board in making a decision about the options for the River Center Branch Library. He said they will provide a side-by-side analysis of the current and proposed concepts examining technology, security, and sustainability features along with a review of parking options. They will also examine the unique features and opportunities related to the other developments downtown such as the Town Square and the North Boulevard re-design project.

Mr. Farrar then said they are planning to hold a public forum on Thursday, August 5<sup>th</sup> to receive input from patrons. Mr. Gordon said that he will be out of town on that day, and therefore he would like the forum planned for another day. Mr. Farrar said he will communicate with the Board on alternative dates and will re-schedule the public forum. He said he plans to present the Board with a report of the results of the forum at the regular August Board meeting. Possibly the Board could make a decision in September regarding the course of action for the River Center Branch Library.

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

Ms. Tomlinson said that she would like the Board to address the public comment policy at the Board meeting in July. She asked that they review the information that Ms. Nikki Essix of the Parish Attorney's Office gathered on this topic in preparation for a discussion of the matter.

Mr. Farrar said that because of changes in the Parish Attorney's Office, Ms. Essix is no longer the attorney for the Library Board. The Parish Attorney's Office will provide an attorney to attend Library Board meetings on a need basis until a permanent appointment is made.

There being no further business, the meeting was adjourned on a motion by Ms. Freeman, seconded by Mr. Gordon at 5:32 p.m.

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Kizzy Payton, President

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David Farrar, Library Director