

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 15, 2010
4:00 P.M.

- I. ROLL CALL
- II. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JUNE 17, 2010
- III. REPORTS BY THE DIRECTOR
 - A. FINANCIAL REPORT
 - B. SYSTEM REPORTS
 - C. OTHER REPORTS
- IV. OLD BUSINESS
 - A. REPORT ON DESIGN WORK FOR NEW MAIN LIBRARY
 - B. APPROVAL OF DESIGN DEVELOPMENT FOR MAIN LIBRARY
 - C. APPROVAL OF PROPOSED LEED CERTIFICATION FOR MAIN LIBRARY
 - D. REPORT ON ROUZAN DEVELOPMENT – JTS REALTY SERVICES, LLC
 - E. REPORT ON FAIRWOOD BRANCH LIBRARY – MR. RICHARD BROWN - BANI, CARVILLE & BROWN ARCHITECTS, INC.
 - F. APPROVAL OF SCHEMATIC DESIGN FOR FAIRWOOD BRANCH LIBRARY
 - G. REPORT ON DOWNTOWN BRANCH LIBRARY
 - H. DISCUSSION OF PUBLIC COMMENT POLICY AT LIBRARY BOARD MEETINGS
- 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

July 15, 2010

The regular meeting of the East Baton Rouge Parish Library Board of Control was held in the auditorium of the Main Library on July 15, 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, Ms. Tanya Freeman, Mr. Derek Gordon, 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; Mr. Ronnie Pierce, Accountant in the Library Business Office; Mr. Tim Bankston, Library Facilities Manager; and Ms. Liz Zozulin, Executive Assistant to the Library Director. Mr. Rip Manint of the Parish Attorney's Office; Mr. Jim Frey of the City-Parish Department of Public Works, Architectural Services; Mr. Davis Rhorer, Director of the Downtown Development District; and Mr. Jermaine Watson, Governmental Affairs Associate with the Baton Rouge Area Chamber were present. Mr. Ken Tipton, and Ms. Lisa Hargrave, architects with The Library Design Collaborative and Ms. Jennifer Hall, Business Development Director with Tipton Associates; Mr. Norman Chenevert and Mr. Dyke Nelson, architects with Chenevert Architects; and Mr. Richard Brown, architect with Bani, Carville & Brown Architects, Inc. also attended. There were about thirty people from the community present. Ms. Amy Wold, reporter with *The Advocate* was also at the meeting. Absent from the meeting was Mr. Laurence Lambert, Board Treasurer.

Ms. Payton opened the meeting by asking for the approval of the minutes of the regular meeting of the Library Board on June 17, 2010. The minutes were unanimously approved on a motion by Ms. Freeman, and seconded by Ms. Tomlinson with two corrections.

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 June 30, 2010 show operating expenditures of \$11,517,204.61 or 37.05% of the operating budget spent. Through June, the Library should have spent no more than 50% of the operating budget. Cash collections from property taxes for 2010 continue to benefit from increased collections earlier in the year. The Library remains at \$1,630,000 or 4.90% higher than the same period last year.

Mr. Farrar noted that the East Baton Rouge Parish Library again leads the state in database usage, gate count numbers throughout the system remain strong and circulation statistics continue to be impressive. He added that Summer Reading Program participation has resulted in high programming statistics.

Mr. Farrar said that the American Library Association (ALA) held its annual conference from June 23rd through June 29th in Chicago. Many staff members were able to attend the educational meetings and seminars in order to keep abreast of current trends in library science, and to learn what new services can be offered to our Library patrons. The next ALA conference will be the mid-winter conference held in January. Mr. Farrar said that Board members are encouraged to attend ALA meetings to increase their knowledge of public library operations. Mr. Farrar said he would inform the Board members of the deadlines to register for these meetings. Ms. Freeman said that she attended the annual meeting and was very impressed. She said that the staff of our Library System can be proud because they have built a strong reputation as innovators with other ALA members from around the country.

Mr. Farrar said that Ms. Brenda Lovett, Library Business Manager is retiring at the end of the month. He said that she has done an outstanding job as the Library Business Manager. Prior to coming to work at the Library she worked in the City-Parish Finance Department. Mr. Farrar added that he would encourage those present to attend her retirement party which will be held in August to thank her for her excellent contribution to the East Baton Rouge Parish Library. He knows that Ms. Lovett will enjoy spending more time with her family and relaxing at the beach.

Mr. Farrar then gave a brief summary of the activities involving the various library projects. He said that Ms. Denelle Wrightson, and Mr. Steve Jackson, architects with The Library Design Collaborative worked with him and the Library Division Heads on July 8th and 9th reviewing the layout of each division in the design of the new Main Library. Mr. Farrar noted that the Library in the Park will be one of the most outstanding in the U.S.

In regard to the Rouzan project Mr. William “Bushy” Aaron, of the Parish Attorney’s Office reported to him that in the preliminary study of the title for the proposed donated land in the Rouzan development no errors have been found. Mr. Farrar then said that he asked Ms. Husband to meet with Mr. Richard Brown, architect with Bani, Carville & Brown Architects, Inc. on July 12th to review interior finishes for the Fairwood Branch Library.

Mr. Farrar noted that the date for the public forum to discuss the options for the downtown branch library has been set for Monday, August 16th. The location for the meeting has not been chosen at this time, but will be announced in advance of the meeting.

Mr. Farrar asked Ms. Stein to give an update on programs and services the Library is supporting. Ms. Stein said that the One Book/One Community reading of the book, *In the Sanctuary of Outcasts: A Memoir* by Neil White is going strong this summer. The author will be in Baton Rouge on July 29th for an interview about his life and his book. This free event will be held at Louisiana State University.

Ms. Stein then said that in the next two weeks *Tutor.com* will be available to Library patrons. This service offers a live tutor for homework help. Mr. Bardwell asked who the tutors are to which Ms. Stein replied about 40,000 people from across the country. Ms. Stein added that in August the Library will also promote *Mango*, one of the Library’s free databases which assist patrons to learn to speak a foreign language or English as a second language. Ms. Stein

concluded her remarks by noting that applications to apply for the use of Library meeting rooms has been placed on-line, streamlining the application process and saving on paper and postage.

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 on site and ready to be installed. Ms. Husband added that this project will cost about \$80,000, but will cut utility costs because of a higher efficiency unit.

At the Jones Creek Regional Branch Library a new cooling tower is on site. Once the chiller is delivered an installation date will be set. Included in this work is new energy management controls with a total cost for the project of under \$400,000. This installation will also cut utility costs and make the library greener. Also at Jones Creek the specifications for new flooring are being written including the recycling of the old carpet. This project will cost approximately \$200,000.

At the Zachary Branch Library the backflow preventer has been raised up and this work has passed inspection. The cost for this project was \$8,200.00. At the Main Library a new compressor for the primary chiller should arrive in about a week. The total cost including installation is around \$8,500.00. Ms. Husband concluded her report by noting that there are numerous window issues throughout the system which occur on a monthly basis. Both Ms. Husband and Mr. Bankston, Library Facilities Manager, thanked Mr. Jim Frey, of the City-Parish Department of Public Works, Architectural Services, for his assistance in expediting these projects.

Old Business

Ms. Payton then referred to the agenda for this meeting. She told the Library Board members that the Leadership in Engineering and Environmental Design (LEED) certification package is part of the design development package for the new Main Library and therefore, does not need separate approval by the Library Board. She asked for a motion to delete "Item C, Approval of Proposed LEED Certification for Main Library". Ms. Freeman made a motion to delete "Item C, Approval of Proposed LEED Certification for Main Library". This motion was seconded by Ms. Tomlinson. Ms. Payton and Mr. Bardwell voted to delete the item; Mr. Gordon was not present for the vote and Mr. Browning opposed the motion. The motion carried and the item was deleted.

Mr. Derek Gordon arrived at the meeting at 4:25 p.m.

A. Report on Design Work for New Main Library

Mr. Ken Tipton, architect with The Library Design Collaborative, said that there are no further updates except for Mr. Farrar's summary at the beginning of this meeting. Ms. Payton then asked Mr. Farrar if he had any further comments to make regarding the design work for the new Main Library. Mr. Farrar replied that the project is on schedule. He stated that after the Library

Board approves the design development portion of the project the process will continue to move forward.

Ms. Tomlinson asked about the use of pavers in the parking area in front of the new building. Mr. Farrar said that this issue is not under consideration this evening, but will be addressed at a later date. Ms. Tomlinson said that in Olympia, Washington the city is using sustainable materials for their roads. Mr. Dyke Nelson, architect with Chenevert Architects, replied that Houma, Louisiana considered what Olympia has done. However, Houma decided against it because it would not work in our environment. Mr. Nelson added that the use of materials and techniques must be compatible with Louisiana climate and conditions.

Ms. Tomlinson then said that the LEED components now in the design for the new Main Library almost give the building a gold rating. She asked if there is anything else that can be done to give the building a gold rating. Mr. Nelson replied that there are other features that could be added to ensure a gold rating, but that would increase the cost. His recommendation is that the current building design responds to the programmatic requirements of the Library and should be approved without further additions.

B. Approval of the Design Development for Main Library

Ms. Payton said that the Board has had the opportunity to review the PowerPoint document presented at the meeting on June 17th regarding LEED certification. Ms. Payton asked for a motion to approve the design development for the Main Library minus the pavers and with a silver LEED certification. Mr. Browning made the motion which was seconded by Ms. Freeman.

Mr. Tom DuBos, a member of the community, then asked if a list of the LEED components, the cost of these components and the return on investment was given to the Board and the public to which Ms. Payton replied affirmatively. Ms. Tomlinson added that the payoff for the LEED components is 8.5 years. Mr. Farrar told Mr. DuBos that he would give Mr. DuBos a copy of the presentation and post it on the Library's website. At the conclusion of the discussion of Mr. DuBos' concerns, the motion passed unanimously.

Another member of the community then asked about the expenditure involved in the new cooling towers at the regional branches. He said that the cost seemed very high and he questioned why this money was being spent on replacement of these parts in these buildings. Mr. Browning answered that the replacements were necessary. Mr. Ronnie Pierce, Accountant in the Library Business Office, added that the request by the Library for these projects is reviewed by the City-Parish Department of Public Works and is subject to the bidding process by the City-Parish Purchasing Department. Mr. Gordon noted that the technology for these systems has advanced since the construction of these buildings and therefore the new equipment will save utility costs in the long run.

D. Report on Rouzan Development-JTS Realty Services, LLC

Ms. Payton asked Mr. Farrar to detail the discussion that he and Parish Attorney Bushy Aaron had about title insurance for the property to be donated to the Library for a branch building in the Rouzan development. Mr. Farrar again noted that in the preliminary study of the title for the proposed donated land no errors have been found. Mr. Aaron said that if the Library Board wants to carry a title insurance policy, it would cost \$15,245.20 for \$5,000,000 of coverage on the land and \$3,425.20 for \$800,000 of coverage on the building. Mr. Aaron said this type of insurance has never been purchased for any property the City has bought. Mr. Gordon asked if this premium is a one-time cost to which Mr. Farrar said yes. The policy would remain in force forever.

Mr. Bardwell added that the reason one purchases this type of policy is to protect the owner in the future should a potential problem that was not identified in the initial title search occur. Mr. Bardwell said he knew the Fords personally and that they owned the property for many years. He noted that this policy would cover the Library from the death of the last owner to the present. He said the property was sold properly and the current owner has encumbered this property. Therefore, Mr. Bardwell said he recommends that the Library Board not purchase a title insurance policy.

Mr. Rip Manint of the Parish Attorney's Office said that historically the City-Parish has not purchased title insurance. The title insurance protects the owner of the property. However, Mr. Manint said we know the former owners, the Fords and the current owners. He added that one can only sue an attorney for three years and the Library does not have a malpractice issue with this property because the Parish Attorney's Office will represent the Library during this period. Mr. Gordon then asked when the Library Board will get the details about the encumbrances on the property. Mr. Manint replied that the City-Parish will not take the title to any property with an encumbrance attached to it.

Mr. Bardwell then made a motion that the Library Board not purchase title insurance for the proposed donated property in the Rouzan development. Ms. Tomlinson seconded the motion. Ms. Payton, Ms. Freeman, Mr. Gordon voted in favor of the motion. Mr. Browning opposed the motion. The motion carried.

Mr. John Berry, a member of the community, asked to make a comment. He said that he is against the Rouzan development and he will continue to speak his piece. He said that Mr. Spinosa has constantly delayed the construction of Rouzan and that the vote to build a branch library in Rouzan has placed a blot on the Library Board. Ms. Payton thanked Mr. Berry for his comments.

E. 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 geotechnical borings indicate

that the site was not compacted correctly. He said there is about 12,000 cubic feet of concrete ranging from 4 to 7 feet thick. He said he would like to take the cost for removal of this concrete out of the building construction budget and place it in a separate package. Mr. Jim Frey is in agreement with Mr. Brown's suggestion. Mr. Brown added that the cost to remediate this site will run between \$90,000 and \$120,000. He is hoping that the remediation work can be done in early fall when the weather is usually dry.

F. Approval of Schematic Design for Fairwood Branch Library

Ms. Payton noted that the schematic design for the Fairwood Branch Library has been completed and Mr. Brown has given them monthly updates on his work. In order for him to move to the Design Development phase of the project, the Library Board must approve the schematic design of the branch. Ms. Freeman made a motion that the Library Board approve the schematic design for the Fairwood Branch Library. The motion was seconded by Ms. Tomlinson and approved unanimously.

G. Report on Downtown Branch Library

Ms. Payton asked Mr. Farrar to give an update on the downtown library. Mr. Farrar said that his staff is continuing to compile information that will provide a side-by-side analysis of the current and proposed three options as outlined in the feasibility study by Trahan Architects. The report will consider technology, security, and sustainability features along with a review of parking options. He added that this report will assist the Board in making a decision about the options for the River Center Branch Library.

Ms. Freeman said that she would like the report to include information on the River Center collection, population demographics and proximity to schools. Ms. Tomlinson said the report should contain data similar to the projections they received regarding the Rouzan development. Mr. Browning said he would like the distance to adjacent branches. Mr. Bardwell said they need a branch study because they are operating with a 2-year old feasibility report. The report should indicate the size for the downtown branch. Mr. Gordon noted that since the feasibility study some additions have occurred downtown like the mentorship academy.

Mr. Berry said that the public forum has now become a charette which implies that a design has already been completed. He added that this project has been backward. Ms. Freeman replied that Mr. Trahan was asked to produce a feasibility study to which Mr. Berry said the feasibility study included three designs. Mr. Berry said he hopes the meeting in August will actually be a public forum. Mr. Farrar said that he has never used the word charette in regard to this meeting. Mr. Nelson added that actually the word "charette" implies bringing in public comments. Ms. Stein then said they have chosen to call this meeting a public forum.

Mr. Davis Rhorer, Director of the Downtown Development District, said the forum will include planned programming and cost analysis to which Mr. Bardwell said that the Library staff will determine what is needed in the way of programming. Mr. DuBos asked if the discussions at the

forum will cover more than the three designs from the Trahan study. Ms. Tomlinson responded that the study contains three options, not designs. Mr. Harvey Landry, a member of the community, asked if the size of the branch will be determined at the meeting. Ms. Freeman replied that the Library Board will decide on the square footage of the building. Mr. Bardwell added that the staff can provide some suggestions on the size of the branch.

Ms. Stein noted that when the staff talked about the design of the new Main Library, they looked at different sizes over a year's time. Compromises were made to arrive at what is now the actual design and size of the new Main Library.

Ms. Freeman then said they need to not say only three options because the three options in the feasibility study are just a starting point for the discussion of a downtown library. Ms. Tomlinson noted that she mentioned three options because this was in the literature distributed during the 2005 Library Tax Renewal campaign.

Mr. Rhorer then said that the Metropolitan Council just approved a sales tax to be used for improvements to the River Center site. He added that the City-Parish is making many improvements in the area near the River Center Branch Library. Mr. Bardwell and Mr. Gordon noted that they must consider this in discussing a downtown branch library. Ms. Tomlinson agreed that the River Center Branch does not exist in a vacuum. Mr. Berry then said that the contract with Mr. Trahan for the feasibility study indicated that the new town square project be considered in the feasibility study.

H. Discussion of Public Comment Policy at Library Board Meetings

At the July Board meeting Ms. Tomlinson had said that she would like the Board to address the public comment policy at the August meeting. She asked that the Board 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.

Ms. Tomlinson opened the discussion today by saying that after reading the approved public comment policy written by Ms. Essix and reviewed and signed by Ms. Mary Roper, Parish Attorney, Ms. Tomlinson composed a more concise document. She e-mailed her version of the public comment policy to the Board members for their consideration. Ms. Tomlinson said they would need to revise the Board by-laws to include this policy if the Board agrees to adopt the policy. Mr. Gordon replied that he thinks a public comment policy is appropriate.

Mr. DuBos asked if the public can see the policies drafted by Ms. Essix and Ms. Tomlinson. He added that if the Board is going to revise this policy, the public should be able to read both versions. Ms. Payton noted that Ms. Tomlinson just e-mailed her version to the Board this afternoon. Ms. Tomlinson said she intended that the Board discuss various ideas at this meeting.

Mr. Bardwell noted that he had asked Ms. Essix several questions about her document which was written in January of this year, and she answered all his questions. Mr. Bardwell added that Ms. Essix's version is very elaborate while Ms. Tomlinson's is more concise. However, they

both contain the same information; that being that the President of the Library Board has the discretion on allowing comments and the length of time for comments. This is now stated at the bottom of each Board meeting agenda. Mr. Bardwell concluded by saying he will defer to Ms. Payton's wishes on whether they adopt a more formal public comment policy. Ms. Tomlinson replied that they need to have a formal public comment policy.

Mr. Gordon then recommended that the Board review the documents produced by Ms. Essix and Ms. Tomlinson, that this item be placed on next month's agenda and that the two documents be posted on the Library's website along with the current Board by-laws. Mr. Gordon then made a motion that the by-laws be amended to include a public comment provision. Mr. Bardwell seconded the motion which passed unanimously. Mr. Berry said that public comments are already in the by-laws to which Mr. Bardwell said no.

Comments by the Library Board of Control

There were no additional comments by the Library Board.

There being no further business, the meeting was adjourned on a motion by Ms. Freeman, seconded by Mr. Gordon at 5:23 p.m.

Kizzy Payton, President

David Farrar, Library Director