

REVISED AGENDA  
FOR REGULAR MEETING OF THE  
EAST BATON ROUGE PARISH LIBRARY BOARD OF CONTROL  
**BREC ADMINISTRATION BUILDING**  
**6201 FLORIDA BOULEVARD**  
**BATON ROUGE, LA 70806**  
**ROOM 1800**  
APRIL 19, 2007  
4:00 P.M.

- I. ROLL CALL
- II. MINUTES OF THE MEETINGS OF JANUARY 30, 2007 AND MARCH 15, 2007
- III. REPORT FROM THE FINANCE COMMITTEE – DAN REED
  - A. LIBRARY IN THE PARK – DENELLE WRIGHTSON, PSA-DEWBERRY, INC.
- IV. COLOR COPIER COST
- V. EVALUATION/SELF STUDY – DOROTHY STEPTEAU
- VI. COMMENTS BY THE PRESIDENT

**ALL MEETINGS ARE OPEN TO THE PUBLIC**

**ENTER BREC PARKING LOT FROM ARDENWOOD DRIVE  
AND ENTER THE FACILITY FROM THE WEST LOBBY**

## Minutes of the Meeting of the

### East Baton Rouge Parish Library Board of Control

April 19, 2007

The regular monthly meeting of the East Baton Rouge Parish Library Board of Control was held at the BREC Administration Building in the Board Room on Thursday, April 19, 2007. Mrs. Georgia Brown, President of the Board, called the meeting to order at 4:00 p.m. Members of the Board present were, Mr. Dan Reed, Mr. Stephen Moret and Ms. Dorothy Stepteau. Also in attendance were Mrs. Lydia M. Acosta, Library Director; Mrs. Mary Stein, Assistant Library Director of Administration; Mrs. Patricia Husband, Assistant Library Director of Branch Services; and Mrs. Brenda Lovett, Library Business Manager. Also present were Ms. Nikki Essix of the Parish Attorney's Office; Mr. Reed Richard, Landscape Architect with BREC; Ms. Denelle Wrightson, Architect with PSA-Dewberry; 7 members of the community; and Mr. Scott Dyer of *The Advocate*. Absent from the meeting was Library Board member Mrs. Katherine Auer.

Mrs. Brown asked for a motion by the Library Board to adopt the revised agenda for the meeting. Mr. Reed made a motion that the agenda be adopted, and Ms. Stepteau seconded the motion.

The minutes of the regular meetings on January 30, 2007 and March 15, 2007 were approved on a motion by Ms. Stepteau, seconded by Mr. Reed after several typographical corrections were noted.

#### **Report from the Finance Committee-Mr. Dan Reed**

Mr. Reed, Chairman of the Finance Committee, told the Library Board that the Finance Committee which met on April 2, 2007 at the River Center Branch Library discussed financing options for library facility construction and the "Library in the Park" concept for a new facility in Independence Park. Mr. Reed introduced Ms. Denelle Wrightson, architect with PSA-Dewberry in Dallas, Texas. Ms. Wrightson specializes in library design. She referred the Board to the schematic design for "The Library in the Park" concept. Initially this design included a library building of 80,000 square feet. This design has now been expanded to 95,000 square feet to include space for Library Administration. This additional area would be built on a third floor. Under this scenario, once a new downtown branch is completed, the Library Administration would move to the downtown branch leaving the third floor for expansion.

Ms. Wrightson noted that although renovating the current Goodwood Library would produce a slight cost savings, the renovation cost does not include the cost of storing the materials currently in the Goodwood Library, and finding a place for the Library Administration to work while the building is renovated.

Ms. Wrightson added that most renovations of an older building end up costing more than new construction because of unknown costs. The current building which is almost 40 years old has fulfilled its life expectancy. Ms. Wrightson noted that constructing a new building would allow the Goodwood Library to remain operational while the new facility is being built. The new facility would have a smaller footprint than the current building, would be more functional and would better connect the library with BREC's re-design of Independence Park.

Mrs. Acosta noted that Mr. Bill Palmer, Superintendent of BREC, was out of town, but had written a letter which was distributed to the members of the Board. In part the letter stated that "The Library in the Park concept provides tremendous opportunities for creating an innovative, one-of-a-kind facility. Constructing the Library in the Park will enhance the park as well as provide the citizens of East Baton Rouge Parish with a library experience that is truly unique. The Commission appreciates this opportunity to work with the Library Board on this project at Independence Park. It appears that a new Library building may help us to both achieve our mutual objectives to a greater extent." Mr. Reed Richard, landscape architect with BREC, added that retaining the old library building would have a negative impact on the design of the renovated Independence Park complex. He also mentioned that for safety issues in the re-design of Independence Park, there would only be vehicular entrances on Independence Boulevard. The current entrance to the Library from Goodwood Boulevard would be removed to prevent motor vehicles from cutting through the park during peak traffic hours to get to Lobdell and Goodwood Boulevard.

In regard to the demolition of the current Goodwood Library after the new facility is opened, Mrs. Acosta stated that the City works with a firm that specializes in the removal of unwanted structures. The cost is not prohibitive.

Ms. Stepteau asked Mrs. Acosta to address the issue of meeting spaces in the new facility. Mrs. Acosta responded that the Library will have access to the 800 seat BREC Independence Park Theatre for large group programs. In addition, in the new building there will be meeting room space and quiet study rooms for each division.

Mr. Reed asked Mrs. Brown if she had any questions or comments for Ms. Wrightson. Mrs. Brown said that she favors a new building. She has concerns about the aesthetic suitability of renovating the old facility. She also said that she is in favor of preventing motor vehicles from using the park as a cut through. Mrs. Acosta added that the current building could not be renovated to give it the flexibility of the proposed new construction.

Mr. Moret asked who had created the schematics that were on display for this meeting. Mrs. Acosta answered that BREC had produced these designs. She said that BREC has completed its master plan for Independence Park and is patiently waiting for a decision by the Library Board of Control regarding the "The Library in the Park" concept.

Ms. Stepteau asked for an explanation of the purpose of several items listed in the building program. Mr. Berry, a member of the community asked to speak. Mr. Berry asked what the length of the construction period would be, to which Ms. Wrightson replied approximately 18-24 months. Mr. Berry questioned when construction would begin. Mrs. Acosta said that once the

Board approves the timetable and projects for construction, an accelerated timetable could begin as early as 2008. Mr. Berry asked if the plan for the new building includes the flexibility of further expansion at a later time. Mrs. Wrightson noted that the expansion would need to occur on the third floor in order to be compatible with BREC's schematic design. She added that the rule of thumb for designing a facility which can be expanded at a later date is to add \$5.00 per square foot to the total cost in order to design the building to structurally allow for expansion. Ms. Wrightson also explained that changes in the way libraries function is occurring rapidly and some of the future changes cannot be predicted at this time.

Mr. Berry stated that a citizen of the parish should be chosen to work directly with the architect who will design the new library. Mr. Moret asked about past citizen input and public meetings. Mrs. Mary Stein, Assistant Library Director of Administration, said that approximately 1,100 responses were received to the Library's questionnaire in 2005. Mrs. Acosta stated that many public meetings were held at various sites around the parish, but that an additional one could be arranged. Mrs. Brown added that she has invited the members of the public on many occasions to submit their ideas and questions in writing to the Library Director for the Board's consideration. Mr. Reed said that he and the other members of the Library Board are citizens and representatives of the parish. None of the Board members are paid and they are chosen and appointed to serve by the Metropolitan Council. Ms. Stepteau cited as an example the public meeting that was held prior to the design of the new Eden Park Branch Library with the Board members, Library staff, the architectural firm and the public present. The input obtained at this meeting assisted Tipton Associates in designing the beautiful facility which was dedicated in January.

Mrs. Brown recognized Ms. DeLisa Arnold, a member of the public. Ms. Arnold complimented the Library Board for its choice of Ms. Wrightson to create the schematic concepts for the new building in Independence Park. Ms. Arnold said that Ms. Wrightson's firm is especially sensitive to Louisiana culture and has produced many beautiful libraries in Louisiana.

Ms. Wrightson concluded her presentation by explaining that there are five phases for an architectural firm to complete in the process of designing a building. She outlined the five phases with the approximate percentage of the total cost and time for each phase of the project as follows:

- Schematic Design 15%
- Design Development 20%
- Construction Documents 40%
- Contractor Selection 5%
- Construction 20%

Ms. Wrightson said that the Library Board authorizes the decisions that the architect carries out.

Mr. Moret then said that he would like to make two recommendations. He said he is opposed to naming one person to represent the public. He also would like one more opportunity for the public to provide the Board with input and for the Board to share the programming information. Mr. Moret then made a motion that the Library Board provide the opportunity for public input on

the schematic design for the “Library in the Park”. The motion was seconded by Ms. Stepteau and it passed unanimously. Mr. Moret then moved that the Library Board pursue constructing a new library building in Independence Park, and then demolish the current Goodwood Library. The motion was seconded by Ms. Stepteau and it passed unanimously.

Mr. Harvey Landry, a member of the community, said he would like to see a model on display and a PDF file of the proposed new building. He asked how the Library staff decided on the design concepts and if the public could see the document that was produced so that Ms. Wrightson could create her schematic design.

Mrs. Gayle Smith, a member of the community, asked if the “Library in the Park” will become the Main Library. Mrs. Acosta responded affirmatively that this new building would be the Main Library. Mr. Moret added that nothing would be taken away from the collection in the facility in Independence Park. Mr. Moret said that Mr. Palmer has been very gracious to the Library Board. BREC is very eager to work with the Library.

Mr. Reed told those in attendance that the Finance Committee is also investigating the issuing of bonds in order to complete the construction of four library facilities on an accelerated schedule to save money due to the escalating cost of construction after Hurricanes Katrina and Rita.

### **Color Copier Cost**

Mrs. Acosta told the members of the Library Board of Control that the Library will begin shortly to offer patrons state of the art multi-functional devices (MFDs) for printing from patron computers and for copying in black and white and color. The Library Board is responsible for establishing the fees for services offered by the Library. The current fee for black and white copying is 10 cents per page and the Library Administration is recommending that this fee stay the same. Printing from patron computers has allowed for 20 free pages per day. Above that number patrons have been charged 10 cents per page on the honor system. This method has not been effective. However, the new print management system which will be used with the multi-functional devices will electronically control and charge the appropriate fees for printing from computers.

The new service that will be available to patrons will be the ability to print and copy in color. Therefore, the Library Board must establish the fee per page for color. The Library Board was provided with a list of facilities in the area that have color copiers with the cost per page that they charge. The average cost for color copies was 50 cents per page. The Library Administration asked the Library Board to establish the fee for the Library at 50 cents per page for color printing and copying. A motion was made by Ms. Stepteau that the Library Board establish the fee of 50 cents per page for color copying and printing from the Library’s multifunctional devices. Mr. Moret seconded the motion which passed unanimously.

### **Evaluation/Self Study-Ms. Dorothy Stepteau**

Ms. Stepteau addressed the Library Board about considering conducting a self-study and evaluation to determine what the East Baton Rouge Parish Library is doing well and where improvements need to be implemented. She would like the study to focus on the entire library system including services, building construction and maintenance, staffing, security, hours of operation, and materials such as books, and tapes.

She also would like to include customer and staff satisfaction, and the role of the Library Board of Control. She would like to explore the reasons why some library patrons felt the need to devalue the Library Board members with verbal and written attacks on the character and intentions of Board members prior to and after the last tax renewal election campaign.

Ms. Stepteau would also like to review emergency and crisis protocols for communication among employees. She would like this comprehensive study to include diversity efforts by the Library and how the system can have a more diverse staff appearance.

Ms. Stepteau asked that Mrs. Brown consider working on this study as a citizen after her service on the Library Board of Control is ended. Mrs. Brown replied that she could not attempt this project at this time. She said based on her experience with such evaluations, she feels this comprehensive study could take at least two years to complete. She added that an outside source should evaluate the results of the study and make recommendations. Also she reminded the Board that they would need to include in the budget for 2008, the fees to pay for this evaluation. Mrs. Brown added that the Library Board needs to prepare for the next tax renewal election. The outside source chosen to evaluate the Library should be asked to include recommendations and a timeline for ensuring the passage of the next tax renewal. She mentioned also that the study should make recommendations to the Board on staff compensation that could be submitted to the City-Parish Department of Human Resources. It is critical that the East Baton Rouge Parish Library offer competitive salaries to employees if this library system is to continue to hire the caliber of staff that can provide excellent library services to the citizens of the parish.

Mr. Reed asked what the cost might be for this type of study. He said that he needs more information about the study in order to make a decision about whether to proceed. Mrs. Acosta said that the firm chosen to assist the Library with the study will need to also design the study. The Library will need to use technology to collect the data and measure the results in order for the Library to report the results to the public. Mrs. Acosta said that more information can be obtained so that the Board can vote on whether to proceed with Ms. Stepteau's suggestion.

In other business, Mrs. Acosta showed the Board a plaque that was given to the East Baton Rouge Parish Library by the Louisiana Endowment for the Humanities for its service to the public in the aftermath of Hurricanes Katrina and Rita. Mrs. Acosta also invited the public to participate in *The Big Read: One Book/One Community* event scheduled for Saturday, April 28, 2007 at 2:00 p.m. at the Bluebonnet Regional Branch Library. Mr. Charles Shields, an author who wrote *Mockingbird* will talk about his experience in writing his biography of Harper Lee, the author of *To Kill a Mockingbird*, which is *The Big Read* book for this semester. Mrs. Acosta told the Board that *The Big Read* event on Saturday, April 14, 2007 was a huge success. The

movie *To Kill a Mockingbird* was shown at the BREC Independence Park Theatre. Following the movie, a panel discussion was moderated by Ms. Beth Courtney, Executive Director of Louisiana Public Broadcasting, with Ms. Mary Badham, the actress who played Scout in the movie, Mr. John Hardy, a Hollywood producer, Mr. Derek Gordon, Executive Director of the Arts Council of Greater Baton Rouge, and Mr. Danny Heitman, a reporter and former movie critic from *The Advocate*. Mrs. Acosta concluded her comments by thanking the Baton Rouge Area Chamber for agreeing to team with the East Baton Rouge Parish Library on *The Big Read*.

Mrs. Brown thanked the public for their attendance at today's meeting. She said that she is glad to see that so many men are able to attend the Library Board meetings. She pledged to continue to keep the public informed of the actions of the Library Board of Control.

There being no further business, the meeting was adjourned on a motion by Ms. Stepteau, seconded by Mr. Moret.

---

Georgia Brown, President

---

Lydia M. Acosta, Director