

REVISED AGENDA
FOR REGULAR MEETING OF THE
EAST BATON ROUGE PARISH LIBRARY BOARD OF CONTROL
MAIN LIBRARY AUDITORIUM
7711 GOODWOOD BOULEVARD
BATON ROUGE, LA 70806
OCTOBER 16, 2008
4:00 P.M.

I. ROLL CALL

II. APPROVAL OF THE MINUTES OF THE MEETINGS OF SEPTEMBER 18, 2008 AND
OCTOBER 11, 2008

III. REPORTS BY THE ASSISTANT DIRECTORS

- A. FINANCIAL REPORT
- B. SYSTEM REPORT
- C. OTHER REPORTS

IV. OLD BUSINESS

- A. REPORT ON CONSTRUCTION OF NEW MAIN LIBRARY – MR. STEVE JACKSON,
MR. KEN TIPTON, MS DENELLE WRIGHTSON
- B. REPORT ON ROUZAN DEVELOPMENT – MR. TOMMY SPINOSA - JTS REALTY
SERVICES, LLC
- C. UPDATE ON PROCESS FOR HIRING NEW LIBRARY DIRECTOR – MR. DAN
REED
- D. STATUS REPORT ON EAST BATON ROUGE PARISH LIBRARY SYSTEM POST
HURRICANES GUSTAV AND IKE

V. NEW BUSINESS

VI. COMMENTS BY THE LIBRARY BOARD OF CONTROL

ALL MEETINGS ARE OPEN TO THE PUBLIC

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

October 16, 2008

The regular monthly meeting of the East Baton Rouge Parish Library Board of Control was held in the Main Library Auditorium on Thursday, October 16, 2008. Mr. Dan Reed, President of the Board, called the meeting to order at 4:10 p.m. Members of the Board present were Mrs. Katherine Auer, Mr. Stanford O. Bardwell, Jr., Mr. Donald Browning, Mr. Jamie Griffin and Mrs. Elizabeth Tomlinson. Also in attendance were Mrs. Mary Stein, Assistant Library Director of Administration; Mrs. Patricia Husband, Assistant Library Director of Branch Services; Mrs. Brenda Lovett, Library Business Manager; Mrs. Rhonda Pinsonat, Assistant Library Business Manager and five other Library staff members. Also present were Ms. Nikki Essix and Mr. William "Bushy" A. Aaron, Jr., both of the Parish Attorney's Office; Mr. Jermaine Watson, Governmental Affairs Associate with the Baton Rouge Area Chamber; Mr. Steve Jackson, architect with Cockfield Jackson Architects; Ms. Denelle Wrightson, architect with PSA Dewberry; Mr. Grant Conway with JTS Realty Services; Mr. Trey Cloud, attorney with Jones Walker, LLP; Mr. Scott Dyer, reporter with *The Advocate* and six members of the community. Ms. Tanya Freeman, a member of the Library Board, was absent.

The minutes of the regular meeting of the Library Board on September 18, 2008 was unanimously approved on a motion by Mr. Griffin, and seconded by Mrs. Tomlinson with three corrections noted. The minutes of the special meeting of the Library Board on October 11, 2008 was unanimously approved on a motion by Mrs. Tomlinson, and seconded by Mr. Griffin.

Reports by the Assistant Directors

Mrs. Stein asked Mrs. Lovett to present the financial reports. Mrs. Lovett referred to the Expenditure and Encumbrance statements for the period ending September 30, 2008, and the Cash Collections report as of October 7, 2008 with taxes collected in the amount of \$29,964,448.58 and total cash received on property taxes and interest in the amount of \$31,310,571.09 for the year 2008.

Mrs. Stein reviewed the system reports which included statistics for September 2008 for Circulation, Gate Count, and Database Usage and programming statistics for August 2008. Mrs. Stein noted that the statistics show a decrease in September as the Library was closed eight days and then initially re-opened with limited hours because of the hurricanes and their aftermath. She said she is confident that usage statistics will increase again now that regular hours of operation have resumed.

Mrs. Stein reported on several other matters. The Library received a State Aid check for \$203,000 and a grant check for \$16,000 from the *Big Read, One Book/One Community* program. The book selection for the 2009 *Big Read* program will be *A Lesson before Dying* by Ernest Gaines, a Louisiana native. Approximately 20,000 people attended the Louisiana Book Festival

sponsored by the State Library on Saturday, October 4th. The East Baton Rouge Parish Library had a booth in a prominent location. The plug and play early literacy learning station has been installed at the Main Library. The customer satisfaction survey that the Library Board and administrative staff created this past spring has been posted on the Library's website for patrons and employees to complete. People continue to respond to the survey which will be open until the end of October.

Mr. Browning said that he had attended a wonderful Readings in Literature and Culture (RELIC) program about World War II held at the Bluebonnet Regional Branch Library in the afternoons. The program was a 6-week series entitled *I'll Be Seeing You...America and World War II*. Mrs. Stein replied that the Library staff appreciates the ability to provide life long learning to our patrons through grants from the Louisiana Endowment for the Humanities (LEH). Library staff scheduled the program in the afternoon instead of the evening to accommodate patrons who might not be able to come out at night; the result was a very successful series.

Old Business

Report on Construction of New Main Library-Mr. Steve Jackson, Cockfield Jackson Architects and Ms. Denelle Wrightson, PSA Dewberry

Mr. Steve Jackson, architect with Cockfield Jackson Architects and Ms. Denelle Wrightson, architect with PSA Dewberry were present to update the Library Board on the design work to build a new Main Library in the Park. The contract was amended on October 1, 2008 as per the vote of the Library Board on August 21, 2008 to include the revision of the building program by adding 15,000 square feet in order to accommodate the relocation and expansion of the Genealogy Department, the Baton Rouge Room and the Career Center. The revised building program also includes cost estimates to either accommodate the build-out of the third floor in the future, or the construction of a shell on the third floor for future construction.

Ms. Wrightson spoke about the programming changes. She explained that in the last two weeks they looked at five different "adjacency" options for the location of various departments in order to determine maximum functionality, flexibility, accessibility for patrons, and the best deployment of staff. They met with Library Administration this afternoon to obtain their input and concerns. She said that they favor adding 1,000 square feet to the first floor to accommodate the Career Center, and 14,000 square feet to the second floor for the Genealogy Department and the Baton Rouge Room. This arrangement locates the microfilm collection in compact shelving near the Baton Rouge Room. The teen department which encompasses 8,000 square feet would be moved to the first floor. This design concept provides for flexibility now and into the future. The architects are also working on the cost estimate to build out the third floor in the future or to construct a shell on the third floor for future construction.

Mr. Reed asked if the size of the footprint in this new design concept is bigger to which Mr. Jackson said it was by an additional 8,000 square feet. This design calls for a building with 52,200 square feet on the first floor, 49,300 square feet on the second floor and 14,000 square feet on the third floor. Mr. Bardwell said he thought that they would simply add 15,000 square

feet to the third floor, keeping the footprint the same size as originally designed. Mr. Bardwell added that he thought the idea was to even out the building by adding to the third floor. Mr. Browning agreed. Mr. Reed said he assumed the same design idea would occur as Mr. Bardwell and Mr. Browning mentioned, but that if it can be built as the architects have just described, he has no objection. Ms. Wrightson said they did not design the additional space so that the floors stack up evenly because the feedback from the public indicated that patrons want to see and interact with the park; the building program reflects this. Floors of equal size make that more difficult. She added that increasing the third floor causes usage, staffing, security, and rest room issues.

Mrs. Gayle Smith, a member of the community, said she read in the paper that the plan is to expand the downtown library. She asked if the additional square footage planned for downtown could be reallocated to the Main Library. Mr. Griffin replied that we cannot take the additional space from the future River Center Branch for the Main Library. We will build the library needed at Main and focus on downtown later.

Mrs. Tomlinson said that it might be hard to visualize floors of unequal sizes, but it has to do with functionality. Mr. Browning commented that if the footprint was bigger, it would cost more to build out later. Ms. Wrightson commented that visibility for the Genealogy/Baton Rouge Room is important. Genealogists want young people to get involved in their family histories. One way of accomplishing this is to place the Genealogy Department in an area that is busy and visible to patrons which encourages interaction. Mrs. Stein noted that that programmatically it is very advantageous to have the Genealogy Department and the Baton Rouge Room adjacent to the Reference Department so that collections, staff, and equipment can be shared. If these are located on different floors, additional staff will also be required. Mrs. Smith asked if the current staff in the Genealogy Department will be moving to the new Main Library. Mrs. Stein answered affirmatively, but pointed out that currently there are only three full-time and one ¼ time staff members for Genealogy and one full-time employee for the Baton Rouge Room. If the Genealogy/Baton Rouge Room was placed by itself on the third floor at the Main Library, more staff would need to be hired because of the additional hours of operation and for security for the patrons and staff on the third floor. (The Genealogy Department is currently open 72 hours per week, the Baton Rouge Room is open 66 hours per week; and the Main Library is open 84 hours per week.) Ms. Wrightson agreed that if the Library Board decides to add the square footage to the third floor, then the Genealogy Department will need to be located there separating it from the materials and staff in the Reference Department.

Mr. Griffin said the design proposed by the architects is not a problem for him. He likes the idea of placing the teens on the first floor which is a very visible location. Mr. Bardwell agreed with Mr. Griffin. Mrs. Smith asked if BREC would have any objections to a larger footprint. Mr. Jackson said that BREC has never given the architects a mandate on how many square feet would be available for the library's footprint. Mr. Bardwell asked what the square footage was on each floor in the original design. Mrs. Wrightson responded that the plan was for 43,000 square feet on the first and second floors and 14,000 square feet on the third floor. Mr. Bardwell then said that if BREC has no objections to the larger footprint, then he feels the Board should authorize this design. Mr. Reed concluded the discussion when no further questions were asked.

Report on Rouzan Development-Mr. Grant Conway, JTS Realty Services, LLC

Mr. Reed initiated the discussion regarding the construction of a branch library in the Rouzan development. He said that a resolution was introduced at the Finance and Executive Committee of the Metropolitan Council on October 15, 2008. The resolution authorizes the Mayor-President to execute an act of agreement to donate and accept through a cooperative endeavor agreement with JTS Realty a portion of the Rouzan Development for the construction of a branch library upon the approval of the Library Board and the Parish Attorney's Office. Mr. Reed then introduced Mr. William "Bushy" A. Aaron, Jr. of the Parish Attorney's Office. Mr. Reed thanked Mr. Aaron for his extensive work on this document and asked him to summarize the process thus far for the Board.

Mr. Aaron said he attended the Finance and Executive Committee meeting yesterday and answered questions from the Committee members. He said he has been involved in the legal aspects of land purchase for the Library for all of the branches. This land agreement is very different from the other property acquisitions for the Library. However, this does not imply that it is a bad agreement and he feels comfortable with it. He said that the property has not been donated at this time. This agreement is necessary so that JTS Realty Services can draft a legal document outlining that the Library will be built in Phase I of the Rouzan Development. He continued that there is nothing in the agreement that can hurt the Library, and the Library can break the agreement without legal consequences. The donation is in the form of a cooperative endeavor agreement so that the Library and JTS Realty Services can team together to meet the public's need for a branch library. Mr. Trey Cloud, attorney with Jones Walker representing JTS Realty Services, produced the original agreement while Mr. Aaron and Mr. Bardwell worked on revisions of this document. Mr. Aaron said that Mr. Bardwell is a good attorney who focuses on the details. Mr. Reed said that this resolution is the next step in the process of building a branch library in Rouzan and he thinks that the Board should move forward with this.

At this meeting the Board members were given copies of the Agreement to Donate and Accept which has three exhibits attached to it. These attachments are a drawing of Phase I of the Rouzan Development, a proposed Key Events Timeline and the Cooperative Endeavor Agreement. Mr. Browning asked if the timeline was part of the agreement and if the Rouzan developers were going to adhere to the dates. Mr. Browning also asked what would happen if by 2009 there was no infrastructure or streets. Mr. Aaron replied that the Library can withdraw from the agreement and Mr. Cloud confirmed that. Mr. Browning said he wants a date given for when the Rouzan developers will have the roads and infrastructure completed and when construction of the Library would begin. Mr. Aaron said that the timeline can be changed. Mr. Browning added that at the Library Board meeting at Eden Park Mr. Spinosa said that construction was to begin in October of 2008. At this time construction has not begun.

Mr. Grant Conway with JTS Realty Services replied that the request for bids for road construction have not been issued yet. Mr. Reed asked when the roads would be constructed to which Mr. Conway said he would speak with their engineers. They can advise him on when the plans for the roads and the buildings will be completed and when requests for bids will be made.

Mr. Aaron summarized that the Library Board wants to know when they can start constructing the branch library. Mr. Cloud asked if the Board wants an exact deadline after which the Library will break the agreement. Mr. Browning responded affirmatively. Mr. Conway asked if the timeline is needed in order for the agreement to proceed. Mr. Aaron said legally the agreement does not need a timeline, but that the Library Board wants one.

Mr. Griffin said he is eager for this branch library to be built. Mrs. Tomlinson asked if the resolution to execute the agreement to donate will go before the Metropolitan Council on October 22, 2008. Mr. Aaron answered affirmatively. Mr. Browning said it was shocking to him that the Library Board was being asked to vote on this agreement today when only two members of the Board had seen this agreement prior to this meeting. Mr. Griffin suggested that the Board members read the agreement before the next Board meeting and then vote on the agreement at the next Board meeting. Mr. Aaron noted that the next document to be reviewed would be the neighborhood restrictions called the Covenants, Conditions and Restrictions (CCR).

Mr. John Berry, a member of the community, said that on September 22, 2008 at the Planning Commission meeting, they recommended the approval of the Final Development Plan for Phase I of the Rouzan development. Mr. Berry said the plan did not define a library branch. He said that primarily there has been a delay in constructing a branch for the citizens of the southern part of the parish and he demanded action be taken. He also said that the fourth anniversary of the donation of the land on Burbank Drive for a branch library is fast approaching with one more year available before the property must be returned to the donors. Mr. Conway replied that what was submitted to the Planning Commission was an area designated as the civic center which is in fact the area where the branch library would be built. Mr. Bardwell also responded to Mr. Berry and explained that the documents submitted to the Planning Commission by JTS Realty could not be submitted for the Library. Once the Library Board accepts this Act of Agreement, then the land donation can be made to the Library. At that point the Library will file a Specific Implementation Plan (SIP) for the branch facility. Mr. Berry added that the development of the infrastructure in the Rouzan area is going to be problematic because of the ongoing issues with sewage. He also expressed concern about the sale of alcoholic beverages at establishments near the library. Mrs. Tomlinson replied that the Library Board and JTS Realty Services do want to construct a library for the citizens of the southern portion of the parish. She made a motion that the Library Board have a special meeting to approve the Act of Agreement. Mr. Griffin seconded the motion.

Mr. Browning asked Mr. Aaron how long it would take to incorporate dates into the agreement. Mr. Cloud asked if what he understood was that the Library Board wants dates for the construction of infrastructure incorporated in the Act of Agreement. Mr. Browning said that was correct. Mr. Reed noted that a draft of the CCR also needs to be agreed upon. Mr. Aaron noted that in this traditional neighborhood development, zoning regulations would prohibit bars and taverns from being constructed near the library. Mr. Conway said that he could possibly give the Library Board the dates early next week.

Mrs. Tomlinson said she feels comfortable that if Mr. Reed and Mr. Bardwell have reviewed the Act of Agreement and feel the Board can accept it, then they should do that. Therefore, she

withdrew her first motion which Mr. Griffin seconded. Mrs. Tomlinson then made a second motion that the Library Board approve today the Act of Agreement to donate and accept through a cooperative endeavor agreement with JTS Realty a portion of the Rouzan Development for the construction of a branch library with the condition of receiving a dated timeline and the Board's approval of the CCR. Mr. Bardwell added that the Board needs the dates within 90 days of the signing of this document. The 90-day deadline would start after all parties have signed the agreement and the Library has four certified copies of the agreement. Mr. Griffin made a motion to call the question. It was seconded by Mrs. Tomlinson and passed with one opposing vote by Mr. Browning. Then the motion was made by Mr. Griffin that the Library Board approve today the Act of Agreement to donate and accept through a cooperative endeavor agreement with JTS Realty a portion of the Rouzan Development for the construction of a branch library with the condition of receiving a dated timeline and the Board's approval of the CCR within 90 days of the signing of this document. The 90-day deadline would start after all parties have signed the agreement and the Library has four certified copies of the agreement. The motion was seconded by Mrs. Tomlinson and passed with one opposing vote by Mr. Browning.

Update on Process for Hiring New Library Director-Mr. Dan Reed

Mr. Reed gave an update on the process thus far in hiring a new library director. He said the applicants under consideration are Mr. Michael Golrick, Mr. David Farrar, and Ms. Emily Eddy. He said the Board had the pleasure of interviewing the applicants on Saturday, October 11th. Ms. Eddy is from Jonesborough, Tennessee and is a professional storyteller and a member of the National Storytelling Network. Mr. Farrar is the Director of the Talladega Public Library and has held that position since 2001. While at the Talladega Public Library, he has enlarged their Main Library. He is a graduate of the University of Alabama. At one time he worked for the publisher of *Southern Living* magazine. Mr. Golrick has been the Director of the Public Library in Eau Claire, Wisconsin and in Bridgeport, Connecticut. He is very active in the American Library Association and has also been active in the Connecticut and Wisconsin Library Associations. His undergraduate degree was from Brown University.

Mr. Reed said he contacted the Chairperson of the Board of Trustees where Mr. Farrar works to obtain a reference. Mr. Reed said the reference was positive. Therefore, he felt that Mr. Farrar should be offered the position of Library Director of the East Baton Rouge Parish Library. Mr. Browning made a motion that the Library Board offer the position of Library Director to Mr. David Farrar. Mrs. Auer seconded the motion which passed unanimously. Mr. Reed noted that Mr. Farrar had said in the interview that he would be able to start employment in Baton Rouge in 6 to 8 weeks once the offer was made and accepted.

Ms. Tomlinson asked how Mr. Farrar is actually hired. Ms. Nikki Essix of the Parish Attorney's Office explained that the Board will send a requisition to the Department of Human Resources with Mr. Farrar's résumé. The position of Library Director is an unclassified position meaning that the Director is an at-will employee of the Library Board. The Library Director is not protected by civil service regulations. Human Resources will decide on a starting salary based on experience and the pay range for the position of Library Director. At the end of a satisfactory six-month probationary period, the Director will receive a step increase. Mr. Bardwell said that

if the position is unclassified why can't the Board set the salary of the Director. Ms. Essix answered that the library's dedicated tax is actually paid to the City-Parish. Therefore Dr. Annette Bookter, Director of Human Resources, Mr. Brian Bernard and Ms. Carla Peltier will decide on the salary. However, the Board has the responsibility to make a recommendation on the salary after speaking with Mr. Farrar and speaking to Mr. Bernard in Human Resources.

The discussion continued about the salary and benefits for the Director. The Director will be given a City vehicle for use on Library business, health insurance, a pension and a BlackBerry®. Mr. Bardwell said they need to know what Mr. Farrar's current salary is. It was noted that Mrs. Acosta was hired at Step 6. Ms. Essix added that if they recommend that the Director skip steps, then they will need to get approval by the Metropolitan Council. They discussed the salaries of the Assistant Library Directors and the Board felt that the Director should earn more than the Assistant Directors. Mr. Bardwell said he felt the Board could set the salary. Mrs. Auer disagreed and Mr. Griffin said he is comfortable with Human Resources deciding. Mr. Reed said that he will call Mr. Farrar this evening to make the offer and will ask him for his current salary. Mr. Reed will then speak to Mr. Bernard in Human Resources.

Mrs. Stein asked about the payment of Mr. Farrar's moving expenses as this expense is typically covered by the hiring library. Mrs. Lovett said that the City will not pay for Mr. Farrar's move. However, the Patrons of the Public Library friends organization can cover this cost. The Board members agreed to request that the Patrons of the Public Library cover Mr. Farrar's moving expenses.

Mr. Bardwell said that the Board needs to adopt an evaluation method for the Director's performance reviews. It was noted that Ms. Freeman has a human resources background. Therefore, a committee could be formed to devise a form. Mr. Griffin said he would be willing to serve on a committee with Ms. Freeman. Mr. Reed said he felt a committee to draft a performance evaluation method was a good idea. Mrs. Tomlinson made the motion that a committee be formed to draft a performance evaluation method. The motion was seconded by Mr. Reed and passed unanimously.

Mr. Browning left the Board meeting at 6:10 p.m.

Status Report on East Baton Rouge Parish Library System Post Hurricanes Gustav and Ike

Mrs. Patricia Husband gave an update regarding repairs to the library branches since Hurricanes Gustav and Ike. A temporary roof has been installed on the Main Library. Sand bags have been placed on the repaired area until the permanent roof is completed. The roof on the Baker Branch Library is also being repaired. A request for bids has been issued for the repair of the fence at the Eden Park Branch. At the Pride Branch the water was extracted from the carpet and the carpet will not need replacing. Forms for reimbursement of damages are being filed with FEMA. Windows on the north and east sides of some of the buildings will need to be resealed due to wind damage. Air quality is being checked in the buildings so that damage from mold

and mildew can be avoided. Trees on the library grounds are also being inspected for possible wind damage.

Comments by the Library Board of Control

Mr. Reed asked the Board members for any comments they wished to make. He said he attended the Downtown Development District meeting on Tuesday, October 14th. He was asked to speak about the plans for the downtown branch library. Mrs. Smith then asked if a new building is being considered for the downtown branch. Mr. Reed replied that Mr. Trey Trahan, architect with Trahan Architects has been asked to do a feasibility study of the River Center Branch to determine whether a renovation/remodeling/expansion of that building would be cost effective. Mr. Trahan's scope of work is similar to what Mr. Steve Jackson was asked to do when a determination needed to be made about the feasibility of renovating the current Main Library building.

Mr. Bardwell said that he attended the Finance Committee meeting on October 15th to speak to the committee regarding the Act of Agreement for the Rouzan development. He said Councilman Wayne Carter had questions. Therefore, he felt Mr. Reed or another Board member should plan to attend the Metropolitan Council meeting on October 22nd. Mrs. Tomlinson said she plans to be present. She said she feels that as many Board members as possible should attend the meeting so that the Metropolitan Council knows that the Library Board supports building a library branch in this development.

Mr. Griffin said that Ms. Freeman had asked about strategic planning with the new Director. Mr. Griffin is also interested in pursuing this. Mrs. Stein said that the State Library of Louisiana has materials and staff to assist with strategic planning.

There being no further business, the meeting was adjourned at 6:35 p.m. on a motion by Mrs. Tomlinson, seconded by Mrs. Auer.

Dan Reed, President

Mary H. Stein, Assistant Director