

REVISED AGENDA
FOR REGULAR MEETING OF THE
EAST BATON ROUGE PARISH LIBRARY BOARD OF CONTROL
CARVER BRANCH LIBRARY
720 TERRACE STREET
BATON ROUGE, LA 70802
MEETING ROOMS 1 AND 2
NOVEMBER 14, 2007
4:00 P.M.

I. ROLL CALL

II. APPROVAL OF THE MINUTES OF THE MEETING OF OCTOBER 18, 2007

III. REPORTS BY THE DIRECTOR

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

IV. OLD BUSINESS – COOPERATIVE ENDEAVOR AGREEMENT-SAFE PLACE – MS.
NIKKI ESSIX – PARISH ATTORNEY

V. NEW BUSINESS

- A. ARCHITECT SELECTION PROCESS – MR. DAN REED
- B. DRAINAGE SERVITUDE FROM LIBRARY AT ZACHARY BRANCH – MR. RON
FERRIS – FERRIS ENGINEERING
- C. DONATION OF PROPERTY ON OLD HAMMOND HIGHWAY FOR A BRANCH
LIBRARY

VI. COMMENTS BY THE LIBRARY BOARD OF CONTROL

ALL MEETINGS ARE OPEN TO THE PUBLIC

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

November 14, 2007

The regular monthly meeting of the East Baton Rouge Parish Library Board of Control was held at the Carver Branch Library on Thursday, November 14, 2007. Mr. Dan Reed, President of the Board, called the meeting to order at 4:04 p.m. Members of the Board present were Mrs. Katherine Auer, Mr. Stanford O. Bardwell, Jr., and Ms. Dorothy Stepteau. Also in attendance were Mrs. Lydia M. Acosta, Library Director; Mrs. Patricia Husband, Assistant Library Director of Branch Services; Mrs. Brenda Lovett, Library Business Manager; Mrs. Rhonda Pinsonat, Assistant Library Business Manager; Mr. Ronnie Pierce, Accountant, Library Business Office; and Ms. Nikki Essix of the Parish Attorney's Office. Also present were Mr. Ron Ferris, engineer with Ferris Engineering and Surveying, LLC and seven members of the community. Absent from the meeting was Board member Mr. Stephen Moret.

The minutes of the regular meeting of the Library Board on October 18, 2007 were approved on a motion by Mr. Bardwell, seconded by Mrs. Auer with one correction under *Comments by the Library Board of Control*.

Reports by the Director

Mrs. Acosta referred to the Cash Collections report as of November 14, 2007 with total cash received on property taxes and interest in the amount of \$29,783,661.82. Board members asked several questions about figures on the Financial Statement which Mrs. Lovett and Mrs. Pinsonat answered. System reports included statistics for October 2007 for Circulation, Gate Count, Reference Questions Answered, Programs in the Library and Database Usage.

Ms. Stepteau had asked Ms. Denelle Wrightson, architect with PSA-Dewberry who wrote the building program for the new Main Library to calculate what percentage of the total square footage of the building is public space and what percentage is staff space. Mrs. Acosta reported that Ms. Wrightson calculated that 70% of the building is devoted to public usage and 30% is devoted to staff usage when considering assignable space. When considering gross building area, which includes 13% of unassignable space such as stairs, elevators, and corridors, 61% of the building is public space and 26% is staff space.

Mrs. Acosta noted that Mayor-President Melvin L. "Kip" Holden has issued a proclamation declaring November 23, 2007, the day after Thanksgiving Day as a special holiday. This holiday applies to all employees in all departments of the City-Parish. Therefore, the Library will be closed on that day. This information has been posted on the Library website and at all of the branches of the Library system.

Mrs. Acosta was pleased to announce that the next book for the 2008 *Big Read: One Book/One Community* program is *Fahrenheit 451* by Ray Bradbury. The East Baton Rouge Parish Library

has been awarded \$20,000 by the National Endowment for the Arts. Activities similar to those that were planned for *To Kill a Mockingbird* are being scheduled. One of the many activities will be a program at the BREC Independence Park Theatre chaired by Ms. Beth Courtney, Executive Director of Louisiana Public Broadcasting.

Old Business-Cooperative Endeavor Agreement-Safe Place

Over the last year the Library Board of Control has discussed the *Safe Place* program and the implementation of this program at the East Baton Rouge Parish Library through Baton Rouge Alliance for Traditional Living, Inc. d/b/a Youth Oasis. The *Safe Place* program is designed to provide services and resources to runaway, throwaway and homeless youth ages 10 to 21. Ms. Nikki Essix, Special Assistant to the Parish Attorney, has worked with the Library Board and with Mr. Alvin Smith, Executive Director of Youth Oasis to draft a cooperative endeavor agreement. The cooperative endeavor agreement contains a hold harmless clause to indemnify the Library staff until *Safe Place* staff arrives to help the youth requesting assistance.

Ms. Essix said that the Parish Attorney's Office and the Office of Risk Management are reluctant to recommend that the Library enter into this agreement because the insurer for Youth Oasis will not indemnify the Library until the *Safe Place* staff arrives. This situation leaves the Library with no liability coverage for an undetermined amount of time. A brief discussion by the Library Board followed. Mr. Bardwell said supporting this program is worth the small risk even if the insurer does not cover the Library. Mr. Reed noted that the final decision to participate in this program is not a Library Board decision, but one that will be made by the Mayor's Office. Mr. Bardwell stated that the Board could inform the Mayor's Office that they support this program. Mr. Bardwell made a motion that the Library Board of Control express their approval of the cooperative endeavor agreement with the hold harmless clause for the *Safe Place* program and that this be communicated to the Mayor's Office by the Parish Attorney's Office. Mrs. Katherine Auer seconded the motion which passed unanimously.

New Business

Mr. Reed initiated the discussion of new business by requesting a motion to approve the revised agenda to include the discussion of cancelling the December Board meeting. Mr. Bardwell made a motion that the Library Board approves the revised agenda. Mrs. Auer seconded the motion which passed unanimously.

A. Architect Selection Process

Mr. Reed summarized the activities in regard to the selection of an architectural firm to design the new Main Library in the Park. A legal notice was placed in *The Advocate* on October 26, 2007, and Statements of Qualification were accepted until November 9, 2007 at 4:00 p.m. The Architectural Selection Board will hold a project informational meeting on November 15, 2007, and the Selection Board will meet on November 29, 2007 to establish a short list of the three highest ranking firms. From these three, one will be chosen to design the building. The eight firms that submitted Statements of Qualification were as follows: Chenevert Architects, Inc. in

association with Robert A.M. Stern Architects; Coleman Partners Architects; Grace & Hebert Architects; Group Novak, LLC; Post Architects + Schwartz/Silver Architects; Remson/Haley/Herpin Architects in association with Michael Graves & Associates; The Library Design Collaborative (Cockfield-Jackson Architects, PSA-Dewberry and Tipton and Associates); and Washer Hill Lipscomb Architecture (LA) LLC. On December 13, 2007 the Selection Board will meet to hear oral presentations by the three firms, and then a final selection will be made. Contract negotiations and approval by the Metropolitan Council will occur in early 2008.

B. Drainage Servitude from Library at Zachary Branch

Mr. Ron Ferris of Ferris Engineering addressed the Library Board about requesting a dedicated drainage servitude at the Zachary Branch Library. Mr. Ferris represents Mr. Walter Bankston who plans to construct a single family residential subdivision called Windsor Place on Louisiana Highway 64 across from the Zachary Branch Library. As a requisite for approval of his plans, the Department of Public Works for the City of Zachary is requiring a dedicated servitude around the existing outfall which is located adjacent to the Zachary Branch Library. When improvements were made to Highway 64, a servitude was never secured. Mr. Ferris said that Mr. Bankston is asking the Library Board of Control to express their approval for the creation of a 15 foot wide drainage servitude along the east side of the Zachary Branch Library property. The servitude would be used by the City of Zachary in the event that maintenance of the ditch was necessary. Mr. Bankston plans to clean out the ditch, line it with concrete pavers, and plant a hedgerow along the outer edge of the servitude.

Ms. Stepteau mentioned that for the record she owns property three miles from the Zachary Branch Library. She asked what the time frame would be for making these improvements. Mr. Ferris said they would be done as soon as approval was obtained. Mrs. Acosta mentioned that she has spoken to Mr. Peter Newkirk, the Director of the City-Parish Department of Public Works and he does not have concerns with this request. Mrs. Acosta asked Ms. Essix if the Metropolitan Council would need to approve this to which Ms. Essix replied affirmatively.

Mr. Bardwell then made a motion that the Library Board of Control express their approval of the request by Mr. Walter Bankston to dedicate a drainage servitude of 15 feet in width along the east side of the Zachary Branch Library property. Ms. Stepteau seconded the motion which passed unanimously.

C. Donation of Property on Old Hammond Highway for a Branch Library

Mrs. Acosta told the Library Board that Kodiak Equipment LLP has offered to donate almost 3 acres of land to the East Baton Rouge Parish Library for the construction of a branch library. This property is located on Old Hammond Highway at the site of the former Fairwood Country Club. In order for this donation to proceed, the Library Board must express their desire for the acceptance of this donation. Then the Metropolitan Council must pass a resolution to accept the Act of Donation and authorize the Mayor-President to execute it. Ms. Stepteau made a motion that the Library Board of Control takes the formal steps to accept the donation of property by

Kodiak Equipment, LLP for the construction of a branch library. Mrs. Auer seconded the motion which passed unanimously.

D. December Board Meeting

Mr. Reed announced that there will be no December Library Board meeting because of the proximity to the Christmas holidays. The next Board meeting will be held on January 17, 2008.

Comments by the Library Board of Control

Mr. Reed mentioned that on the *Jim Engster Show* on WRKF Radio an international opera singer was featured who grew up in Baton Rouge. He attended Reddy Street School, McKinley High School and LSU. The site of the Carver Branch Library is the old Reddy School property.

Mrs. Acosta said that the last performance for this year's jazz series will be held at Chelsea's Restaurant on November 28 from 6:00 to 8:00 p.m. The Library has asked Cox Communications to underwrite the jazz series in 2008. However, if Cox is unable to assist the Library, the Library will still be able to present the series as the funds have been allocated for this in the 2008 budget.

There being no further business, the meeting was adjourned at 5:10 p.m. on a motion by Ms. Stepteau, seconded by Mrs. Auer.

Dan Reed, President

Lydia M. Acosta, Director