

TENTATIVE AGENDA
FOR REGULAR MEETING OF THE
EAST BATON ROUGE PARISH LIBRARY BOARD OF CONTROL
MAIN LIBRARY AUDITORIUM
7711 GOODWOOD BOULEVARD
BATON ROUGE, LA 70806
NOVEMBER 20, 2008
4:00 P.M.

I. ROLL CALL

II. APPROVAL OF THE MINUTES OF THE MEETING OF OCTOBER 20, 2008

III. REPORTS BY THE DIRECTOR

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

IV. OLD BUSINESS

- A. REPORT ON CONSTRUCTION OF NEW MAIN LIBRARY – MR. STEVE JACKSON,
AND MR. KEN TIPTON
- B. REPORT ON ROUZAN DEVELOPMENT – MR. TOMMY SPINOSA - JTS REALTY
SERVICES, LLC
- C. REPORT ON RIVER CENTER BRANCH FEASIBILITY STUDY
- D. INTRODUCTION OF NEW LIBRARY DIRECTOR, MR. DAVID FARRAR – MR.
DAN REED

V. NEW BUSINESS

- A. COMMENTS BY COUNCILMAN MIKE WALKER, DISTRICT 8

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

November 20, 2008

The regular monthly meeting of the East Baton Rouge Parish Library Board of Control was held in the Main Library Auditorium on Thursday, November 20, 2008. Mr. Dan Reed, President of the Board, called the meeting to order at 4:06 p.m. Members of the Board present were Mrs. Katherine Auer, Mr. Stanford O. Bardwell, Jr., Mr. Donald Browning, Ms. Tanya Freeman, Mr. Jamie Griffin and Mrs. Elizabeth Tomlinson. Also in attendance were Mr. David Farrar, Library Director; 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 Ms. Liz Zozulin, Executive Assistant to the Library Director. Also present were Metropolitan Councilman for District 8, Mr. Mike Walker; and Ms. Zona Pickens, Legislative Aide to Councilman Walker. Present also were Ms. Nikki Essix 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; Mr. Grant Conway with JTS Realty Services; Mr. Scott Dyer, reporter with *The Advocate* and twelve members of the community.

The minutes of the regular meeting of the Library Board on October 16, 2008 was unanimously approved on a motion by Mrs. Tomlinson, and seconded by Mrs. Auer.

Reports by the Assistant Directors

Mr. Farrar asked Mrs. Lovett to present the financial reports. Mrs. Lovett asked the Board members to replace the statement with a footer dated November 2, 2008 with the revised statement with the footer dated November 17, 2008. She said that the revised statement was produced after the packets were mailed to the Board members. Mrs. Lovett referred to the Expenditure and Encumbrance statements for the period ending October 31, 2008, and the Cash Collections report as of November 10, 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 \$31,726,935.02 for the year 2008. Mrs. Lovett concluded her report by saying that when the collection from taxes is calculated in December, the Library's figures will be on plan.

Mr. Farrar asked Mrs. Stein to review the system reports which included statistics for October 2008 for Circulation, Gate Count, and Database Usage and programming statistics for September 2008. Mrs. Stein noted that the statistics improved since regular hours of operation have resumed after the hurricanes. She added that the East Baton Rouge Parish Library is again leading the state in database usage.

Mrs. Stein also reported that patron comments have been positive about *OverDrive*, the Library's electronic collection which contains audiobooks, ebooks, and music and video selections. These can be checked out electronically and enjoyed on computer or by downloading to a device such as an MP3 player or iPod. On December 3, 2008 the *OverDrive* digital bookmobile will be

parked at the Main Library. A visit to this tractor trailer will enable patrons to learn how to use *OverDrive* and to actually sample selections from our collection.

Mrs. Stein said that one of the requests by patrons who took the Library's customer satisfaction survey earlier this fall was the desire to be reminded when checked out materials are nearing their due date. In December the Library will begin to offer Library Elf which is an electronic tool for keeping track of a patron's library account. Library Elf will be able to notify the patron prior to the due date, and will even be able to track multiple accounts in the same family.

Mrs. Stein announced that Arts Midwest on behalf of the National Endowment for the Arts has given the East Baton Rouge Parish Library a grant in the amount of \$20,000 and a private foundation has also donated \$5,000 to the Library for the *The Big Read 2009: One Book/One Community* Program. The book selection for 2009 is *A Lesson before Dying* by Louisiana author, Ernest Gaines.

Mrs. Stein concluded her remarks with the news that a permanent roof was installed yesterday at the Main Library by River City Roofing. This permanent roof replaced the temporary one put in place after the damage caused by Hurricane Gustav.

Mr. Farrar asked Mrs. Husband to report on maintenance activities at the branch libraries. Mrs. Husband said that new fire panels had been installed and were ready for use at the Central Branch and the Jones Creek Regional Branch Libraries. The fire panel installation at the Bluebonnet Regional Branch Library is near completion. In order to ensure better energy management, upgraded energy management systems have been installed at the Baker Branch, the Central Branch, the Greenwell Springs Road Regional Branch, and the Scotlandville Branch Libraries.

Mr. Browning asked about the time schedule for the removal of debris and trees damaged by Hurricane Gustav at the Jones Creek Regional Branch Library. Mrs. Husband explained that the City-Parish Department of Public Works has inspected the damages. A contract has been executed which will enable the clean up process to begin.

Old Business

Report on Construction of New Main Library-Mr. Steve Jackson, Cockfield Jackson Architects

Mr. Steve Jackson, architect with Cockfield Jackson Architects updated the Library Board on the design work to build a new Main Library in the Park. He said the architects are producing two new options which encompass the additional 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 Library Design Collaborative team is planning a charette for the Library Administrative staff and the Library Division Heads on December 8 and 9, 2008. The two options will be presented and discussed for staff input. On December 18th a presentation will be made to the Library Board. It will include the two options with schematic drawings showing a

defined building including the 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. The additional 15,000 square feet will cost approximately \$4.5 million for a total cost of \$35,800,000. He also told the Board that including the shell now for future expansion is the most logical choice because of the difficulty of adding to the building once the new park design is in place. The question for the Board to consider is whether to build out the shell now.

Mr. Jackson added that Ms. Nikki Essix of the Parish Attorney's Office is working on a document to define the process to be used by the Library and BREC in regard to paying for the shared costs of this project. He said that they would like to talk to Mayor Holden for his support in obtaining LEED certification for this building. He said that a silver rating is very possible and if attained the Main Library would be the first LEED certified public building for the City of Baton Rouge.

Mr. Bardwell asked if Mr. Bill Palmer, Superintendent of BREC, is opposed to a larger footprint for the Main Library. Mrs. Stein and Mr. Jackson said that Mr. Palmer did not express any objections to the increased footprint.

Mr. Reed asked Mr. Jackson about the current construction cost per square foot to which Mr. Jackson replied that he estimates the cost to be between \$200 and \$250 per square foot. Councilman Walker said he felt that the construction costs will be less because contractors are not in high demand now as they were after the hurricanes. Mrs. Stein said Mrs. Lovett and Mrs. Pinsonat won't have updated cost projections available for several months.

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

Mr. Reed asked Mr. Grant Conway of JTS Realty Services to report on the construction of a branch library in the Rouzan development. Mr. Conway said that he has spoken to Mr. Tommy Spinosa, of JTS Realty Services about the Agreement to Donate and Accept. A couple of changes requested by Mr. William "Bushy" A. Aaron, Jr., of the Parish Attorney's Office have been made to the Act of Donation document. It is ready now to be signed.

Mr. John Berry, a member of the community, asked whether a timeline for the Rouzan development was given to the Metropolitan Council. Mr. Berry then said that he requested information from the Library staff about the search for a site for a branch library in the southern area of the parish. He said he reviewed Library files and he gave a summation of what he found. Mr. Berry said that in 2002, Mr. John Richard, former Library Director began looking at sites, all of which were unacceptable. In 2003 two doctors donated a site off Burbank Drive. Mr. Jackson produced some preliminary concept drawings. In 2004 an act of donation was signed and Library Director Lydia Acosta and Board President John Carnahan agreed to construct a branch on that site. They studied the projected population statistics for the area. On December 6, 2004 a public forum was held to obtain opinions of the public about the Burbank site. In January 2005 the Burbank site was considered a viable location for a branch Library. Mr. Berry continued that in March 2005 the Library then looked at the Rouzan development as a site for the branch library. Mr. Berry said that at this rate we won't have a branch library at Rouzan and the five

year time limit for construction at the Burbank site will expire. Mr. Berry asked for comments from the Board. Mr. Reed said there will be no further comments.

Councilman Walker responded that what the Metropolitan Council approved was the agreement for the Mayor to sign making the donation of the site at Rouzan possible. Mr. Browning mentioned the 90-day time limit. This time limit begins once the Mayor signs the agreement. Mr. Bardwell said they are very close to getting the agreement signed. Mr. DuBos, a member of the community, asked if construction can begin once the agreement is signed. Mr. Reed replied that Mr. Spinosa does not have the constraints in hiring an architect that the Library has. Mr. Spinosa wanted an agreement signed to guarantee that the library construction would go forward. He will be ready release the funds to construct the branch library when the agreement is signed.

A member of the community asked about selling alcohol within 300 feet of the library. Mr. Bardwell and Mr. Browning both agreed that this concern is addressed in the restrictions. A bar cannot be built within 300 feet of the library. However, a restaurant can be built near the library and can serve alcohol.

Mr. Berry asked Ms. Essix about the ownership of the land and whether the developers of Rouzan could reclaim ownership of the library. Ms. Essix replied that the developers could only reclaim the property if the facility were no longer a public library. Mr. Berry replied that Mr. Spinosa planned for a library and a church only to assist in the request for rezoning of the property as a traditional neighborhood development (TND).

Report on River Center Branch Feasibility Study

Mr. Reed reported that Mr. Trey Trahan, architect with Trahan Architects is assessing the current River Center Branch Library for the feasibility of renovating and adding an additional 15,000 square feet to the current building for a total of 45,000 square feet.

Mr. Bardwell said he had made a motion that they consider the current square footage of 30,000 and the feasibility of an upgrade of that building. He added that many of the library branches are only 15,000 square feet. Mr. Browning agreed with Mr. Bardwell saying that the Board asked that the feasibility study inform them whether the current River Center Branch building is structurally sound and whether it can be renovated. Mr. Reed replied that this is what Mr. Trahan will do.

Mr. Browning said that it appears that a secret decision was made to increase the size of the building. Mr. Reed disagreed and said that a building program had been completed in the past and that this is the one that was submitted to Mr. Trahan for his reference. Mr. DuBos asked if the Library Board ever voted to increase the square footage of the River Center Branch to either 65,000, 45,000 or 42,000 square feet. Mr. Griffin repeated Mr. Reed's observation that a building program had been done in the past and was being reviewed by Mr. Trahan. He said that the building program only contains what we feel the building should contain. Mr. Reed said the Board does not decide what goes into the building. The function of the Library staff is to decide on materials and their placement. Mr. Griffin said that the Board is being very conscientious

about the financial resources they utilize. He added that the Board needs to engage in discussions with Mr. Farrar about what is needed in this building. Mr. Browning reminded the staff that he wants to review every Library contract.

Mr. John Smith, a member of the community, welcomed Mr. Farrar. He said the public does care what is in the building program. Mr. Farrar replied that since his arrival two weeks ago he has read many of the Library Board minutes. He does not believe that the staff or Board has ever withheld information from the public. He added that he did not know that it could get this hot in November in Baton Rouge referring to the passion of those who have expressed their opinions during this meeting.

Introduction of New Library Director, Mr. David Farrar-Mr. Dan Reed

Mr. Reed introduced Mr. David Farrar, the Library's new Director. Mr. Reed said that Mr. Farrar has come to us from Talladega, Alabama. Mr. Farrar said that it is a pleasure to serve here as Library Director. He appreciates the vote of confidence that the Library Board has placed in him. He added that a baptism by fire is always good and that he has observed a real democracy in action at this Board meeting. He added that the members of the Board have been calling him daily. He especially thanked Mr. Reed and Mr. Bardwell for their communications. He noted that he met with the State Librarian, Rebecca Hamilton, last week and looks forward to working with the State Library of Louisiana. He has been reading many documents to become familiarized with the background of library issues. He said he considers the position of Director as one of public service. He said the Board has high expectations of him and he will give his full attention to this job.

New Business

Comments by Councilman Mike Walker, District 8

Mr. Reed welcomed Metropolitan Councilman Mike Walker of District 8 and his Legislative Assistant, Zona Pickens to the Library Board meeting. Mr. Reed told the Board that Councilman Walker would like to briefly address the Board. Councilman Walker opened his remarks by expressing his appreciation for the very visible sign that has been erected at the future site of the Fairwood Branch Library. He added that Ms. Pickens receives frequent phone calls from citizens moving into District 8 regarding the timetable for the construction of a branch library. He humbly asked the Library Board to consider fast tracking the planning and construction of the Fairwood Branch Library. He said he understands the challenges the Board faces in constructing a branch library in the Rouzan development and the questions regarding the library downtown. He suggested taking some square footage from the downtown branch in order to build the Fairwood Branch now. He also noted that the infrastructure for the Rouzan development still needs to be constructed; whereas, the site for the Fairwood Branch is ready for construction.

Mr. Reed commented that we do not have money set aside to build the Fairwood Branch. Mrs. Lovett added that currently the Library has saved \$355,000 for Fairwood for the building and architectural fees which is only a portion of the total cost. Mr. Reed asked about architect

selection before we have sufficient money saved to complete the entire project. Mrs. Stein replied that an architect can be selected but the Library has not yet saved the money to construct the building.

Councilman Walker asked about reallocating the funds saved for downtown to build the Fairwood Branch now. Mr. Farrar replied that the Library has not saved any money for the downtown branch. Mr. Griffin reminded everyone that the Library has a pay-as-you-go policy for building new facilities. He said former Library Board member Stephen Moret questioned the validity of this policy presently and in the future. However, the Library Board has not changed its support of the pay-as-you-go method. Mr. Griffin continued that the Library Board promised during the last tax election that they would lobby for a millage roll forward in 2008 and that a branch library would be built for the Perkins Road area and that also a new Main Library would be constructed. The millage roll forward has passed and now the other promises need to be kept. Mr. Griffin said this is about budget prioritizing. Mrs. Lovett said that the next priority is to produce the cost projections for the new Main Library with information from Mr. Jackson.

Ms. Freeman asked what the timetable is for the construction of the Fairwood Branch. Mr. Reed replied that the construction of that branch was promised at the end of this 10-year tax period. Ms. Freeman said they need a flow chart to illustrate the process in constructing a library facility.

Councilman Walker emphasized that the Fairwood site is ready for construction. A discussion followed about reallocating the \$6 million saved for Rouzan to build the Fairwood Branch. Mr. Griffin pointed out that Councilman Walker is at this meeting today to ask that the Fairwood Branch be built now, but those that want a branch in the Southdowns area are at every Board meeting. Mr. Reed added that the citizens of District 8 made it known that they wanted the Main Library to remain at Independence Park. They said they would come to main at Independence Park.

Mr. Bardwell said that at the July Board meeting he proposed a motion that the Library staff commence to produce a building program for the construction of the Fairwood Branch Library. The Library staff hired PSA Dewberry to produce the building program which should be completed by the end of December. Mr. Bardwell questioned whether this building program was necessary in order to hire an architect. Mrs. Stein replied that the building program is needed in order for the Department of Public Works to produce a Request for Proposals (RFP) for Architectural Services to design the building. Mr. Bardwell asked if the budget can be amended in January to which Mrs. Lovett replied affirmatively. Mr. Bardwell requested that the Library staff inform the Library Board when the building program is completed. He would then like the Board to make a positive statement about the time frame for the construction of the Fairwood Branch Library. Mrs. Lovett, Mrs. Stein and Mrs. Husband emphasized that projections for construction and staffing of the Fairwood Branch will need to be produced in order to make realistic comments about the timetable for Fairwood.

Comments by the Library Board of Control

Mr. Reed announced that the December Board meeting will be held on Thursday, December 18th as scheduled. The Library Board would like to pursue strategic planning with Mr. Farrar

utilizing the staff of the State Library as facilitators. The Board discussed when this could be accomplished. They agreed that the strategic planning should be done at a different time than the regular Board meeting. Mr. Reed asked Mr. Farrar to contact Mrs. Hamilton about the availability of her staff for a Saturday workshop possibly to be held at the State Library. Mr. Griffin made a motion that the Board have a planning day separate from a regular Board meeting. Mrs. Tomlinson seconded the motion which passed unanimously.

Mr. Farrar concluded the meeting by thanking his administrative staff of Mrs. Husband, Mrs. Stein, Mrs. Lovett and Ms. Zozulin for the assistance and information they have given him since his arrival in Baton Rouge. He said he hopes to work here for the next twenty years.

There being no further business, the meeting was adjourned at 6:00 p.m. on a motion by Mr. Browning, seconded by Ms. Freeman.

Dan Reed, President

David Farrar, Library Director