

TENTATIVE AGENDA  
FOR REGULAR MEETING OF THE  
EAST BATON ROUGE PARISH LIBRARY BOARD OF CONTROL  
**BREC ADMINISTRATION BUILDING**  
**BOARD ROOM**  
**6201 FLORIDA BOULEVARD**  
**BATON ROUGE, LA 70806**  
**MAY 16, 2013**  
**4:00 P.M.**

I. ROLL CALL

II. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF APRIL 18, 2013

III. REPORTS BY THE DIRECTOR

- A. FINANCIAL REPORT
- B. SYSTEM REPORTS
- C. OTHER REPORTS
  - 1. GOODWOOD MAIN LIBRARY
  - 2. RIVER CENTER BRANCH LIBRARY
  - 3. MAINTENANCE REPORTS

IV. OLD BUSINESS

- A. UPDATE ON THE COOPERATIVE ENDEAVOR AGREEMENT (CEA) AMENDMENT FOR THE BRANCH LIBRARY IN THE ROUZAN DEVELOPMENT – MR. LEO D'AUBIN

V. NEW BUSINESS

- A. PRESENTATION OF *ROBERT'S RULES OF ORDER, 11<sup>TH</sup> EDITION* FROM THE BATON ROUGE UNIT OF PARLIAMENTARIANS – MS. LIZ PAV
- B. APPOINTMENT OF BOARD MEMBER – MR. TRAVIS WOODARD
- C. BOARD STRATEGIC PLANNING SESSION – MR. TRAVIS WOODARD
- D. LA LIBRARIAN CERTIFICATION FOR MR. SPENCER WATTS – MR. TRAVIS WOODARD

VI. COMMENTS BY THE LIBRARY BOARD OF CONTROL

**ALL MEETINGS ARE OPEN TO THE PUBLIC**

**IN ACCORDANCE WITH THE BOARD'S PUBLIC COMMENT POLICY, ALL ITEMS ON WHICH ACTION IS TO BE TAKEN ARE OPEN FOR PUBLIC COMMENT, AND COMMENTS AND QUESTIONS MAY BE RECEIVED ON OTHER TOPICS REPORTED AT SUCH TIME AS THE OPPORTUNITY IS ANNOUNCED BY THE PRESIDENT OF THE BOARD OR THE PERSON CONDUCTING THE MEETING.**

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

May 16, 2013

The regular meeting of the East Baton Rouge Parish Library Board of Control was held in the Board Room of the BREC Administration Building at 6201 Florida Boulevard on May 16, 2013. Mr. Travis Woodard, President of the Board called the meeting to order at 4:04 p.m. Members of the Board present were Mr. Stanford O. Bardwell, Jr., Mr. Charles P. “Chip” Boyles, II, Ms. Tanya Freeman, Ms. Kizzy Payton, and Ms. Melanie Way. Also in attendance were Mr. Spencer Watts, Library Director; Ms. Patricia Husband, Assistant Library Director of Branch Services; Ms. Mary Stein, Assistant Library Director of Administration; Ms. Rhonda Pinsonat, Library Business Manager; Mr. Ronnie Pierce, Assistant Library Business Manager; and Mr. Brian Thornhill, Library LAN Administrator, and Mr. Jay Richey, PC LAN Specialist. Captain Blair Nicholson of the East Baton Rouge Parish Sheriff’s Office; Mr. Leo D’Aubin, of the Parish Attorney’s Office; Ms. Elizabeth Pav; Ms. Sarah Holliday; and Ms. Carole Gloger were also present. Mr. Faimon Roberts, III, reporter with *The Advocate*, and Mr. Frank Hillyard, videographer for Metro 21 also attended along with several people from the community. Mr. Jason Jacob was absent from the meeting.

Mr. Woodard asked Ms. Stein to take the roll which she did.

**New Business**

**A. Presentation of Robert’s Rules of Order, 11<sup>th</sup> edition from the Baton Rouge Unit of Parliamentarians – Ms. Liz Pav**

Mr. Woodard then asked to take Item A. under New Business out of order, to accommodate special guests. There being no objections, he asked Ms. Elizabeth Pav of the Baton Rouge Unit of Parliamentarians to come to the front. She was accompanied by Ms. Sarah Holliday, President of the Unit, and Ms. Carole Gloger, also of the Unit. Stating that they were on a mission to inform boards and commissions throughout the state of Louisiana of parliamentary procedure, they made a presentation to the Library of three copies of *Robert’s Rules of Order, 11<sup>th</sup> edition*. Mr. Watts and Mr. Woodard accepted the three donated copies on behalf of the Library and stated that these copies would be circulated, to complement the reference copies already on order.

Returning to the normal order for the agenda, Mr. Woodard then asked for the approval of the minutes of the regular meeting of the Library Board on April 18, 2013. The minutes of the meeting were unanimously approved with noted corrections on page 12 on a motion by Ms. Payton, seconded by Ms. Freeman.

## **Reports by the Director**

### **A. Financial Reports**

Mr. Woodard asked Mr. Watts to make his reports. Mr. Watts then asked Ms. Pinsonat to present the financial reports. Ms. Pinsonat said that the Statement of Revenues, Expenditures, and Encumbrances as of April 30, 2013 show operating expenditures of \$8,425,877.39 or 28.2% of the operating budget. Through April, the Library should have spent no more than 33% of the operating budget. Cash collections from property taxes for 2013 continue to remain consistent, as the Library is now 2% above the same five months in 2012.

Mr. Watts congratulated Ms. Pinsonat, Facilities Manager Tim Bankston, and Assistant Business Manager Ronnie Pierce for their recent accounting detective work related to the Jones Creek Regional Branch Library, which resulted in an \$83,000 credit back to the Library for over-payment due to a bad meter. He also thanked the City Parish Finance Department and staff with the Sewer Fee Department for their assistance to resolve this matter.

### **B. System Reports**

Ms. Stein then presented the system reports. She gave her PowerPoint presentation, *Around the Parish in 90 Seconds* which included the months of April and May. The following were some of the highlights:

- Outreach Services made a strong showing at the “Life Begins @ 50” Expo in the River Center.
- Earth Day Celebrations took place in side various library branches as well as at the big Earth Day Festival downtown.
- Small Business Start Up workshop at the Scotlandville Branch featuring a presentation from the Southern University Small Business Development Center. Mr. Campbell was an energetic speaker, and this was a big success. We hope to offer a larger series devoted to Small Business next year.
- In collaboration with the Mayor’s Healthy City Initiative, the Library joined the new Mobile Market for a Kick Off at Star Hill; the market will set up each Wednesday at the Scotlandville Branch Library.
- The Patrons of the Public Library friends group sponsored a formal welcome for Director Spencer Watts and his wife Christina Watts on May 14.

In spite of being closed for several months to install new flooring at Bluebonnet Regional and Delmont Gardens, our gate count is doing well and our circulation numbers are up.

Ms. Stein then told the Board that we are encouraging people to sign up for online delivery of the newsletter; the June issue of the monthly newsletter *The Source* had to be 24 pages long to include all the different things that are scheduled for the summer. Special events include the Discovery Dome, Didgeridoo Down Under, the Ballet, The Book Doctor, Playmakers, and Daisy

the Reading Pig. It is vital to keep up the efforts to encourage children reading over the summer to prevent the “Summer Slide” wherein students lose ground and go back to school in August at a lower reading level than when they left in May. Planning for the annual Summer Reading Program begins almost a full year ahead. There are Summer Reading Programs for all ages: “read-to-me” for the very young, independent readers, teens, and adults. Board members were encouraged to sign up for “Sweet Reads.”

We are participating in a pilot project to test a One E-Book One Community model, allowing simultaneous downloading in OverDrive of best-selling novelist Michael Malone’s *The Four Corners of the Sky*.

### **C. Other Reports**

Ms. Way arrived during the report.

Mr. Watts then talked about the Main Library project, referring Board members to the Construction Status Chart. Progress continues to be good, and as the Construction Status Chart demonstrates, we are almost at 85% completion of Phase I. The most significant developments include the completion of the curtain wall on the south side of the building, and the initiation of HVAC. The latter was achieved since the majority of the air barrier has been completed, and this in turn provides increased humidity and overall environmental control for interior work.

Some walls on the first floor have been painted, and extensive progress has been made in regard to furr downs and bulkheads. Much of the metal stud work for the meeting room has been completed, and within the last few days wall board has started going up. An entire interior column on the second floor had been clad as of May 9th, and it is very striking. We eagerly await the rest of the cladding. We have completed our follow-up keying meeting with the hardware vendor, and the few remaining locking and clearance hierarchy issues were resolved. We are pleased that the architects were able to successfully address a design issue concerning access to exhaust fans: several of the bathroom exhaust fans had safety switches located above the sheetrock in the ceilings, making it difficult for future maintenance. Access panels have been ordered and will be placed at the proper junctions. On another issue, staff member Brian Thornhill, after meticulously reviewing all of the specifications for our technology connections and racks, noted that the fiber patch panels that were specified in the original contract have now been superseded by newer LC type connectors. He was able to work with the subcontractor, and after communicating with the architects, we will be able to have the newer connectors at no additional cost.

Purchasing has completed the process to award the furniture bids. We hope that the notifications of the awards will be sent very soon to the vendors. The total price came in at \$2,650,591, which was \$40,000 lower than the original price.

There is a new proposal concerning the phasing of the demolition and parking lot work. The contractor and the architects favor changing the current demolition and parking plan into a unified, accelerated effort. Part of this is driven by some practical implications in attempting to build the covered drop-off areas adjacent to the new plaza. This would extend into the back area

of our current parking lot, bringing its use to an end. In addition, in more precisely mapping out the demolition activities, it has become clear that during the first month the new library is open, we would lose all of the parking on the east side of the current building – it is too dangerous to have cars parked in this area. In addition, the demolition activities would make the old parking lot entrance difficult to use, particularly after sundown. There are also other safety issues associated with customers walking through the path of construction activities to get from the parking to the new library. The proposal is to combine all the sub-phases and move to parking elsewhere on the east and north sides of the building and within Independence Park, and have patrons use the network of new sidewalks to get to the library. We are concerned about the distances from the temporary parking lots to the Library. We received a rough overlay this week, and it bears further study. We have a meeting next Monday to review this option. It is possible that the unified effort could reduce these phases of the work by two to four weeks - we should get a confirmed estimate on the time savings at Monday's meeting.

Mr. Watts then gave the Board an update on the River Center Branch project.

He reported that we have continued to work with the architects to refine the schematics. We have improved the adjacencies for some of the technology spaces on the third floor, switching the Maker Space and the Staff Workroom. Unfortunately space remains tight on this floor, and we could benefit from an expansion of about 1,000 square feet – but, the overall space for the building is so close to our limits that we probably cannot afford it. The fourth floor has been slightly redefined to increase access to the mechanical systems for their maintenance. This will eliminate one of the conference rooms on this floor, but the flow of large events is enhanced and there is an increase in utility of the areas on that floor. The second floor reading porch for children has been closed in to create a more useful space.

The massing form of the building is becoming more obvious, and we will continue to work with the architect on refining the form prior to moving to the design stage. Architect Rex Cabaniss has been working hard with DPW to clarify the design of the service area, the front entrance, and our connection to the central mechanical systems for the Metroplex area.

Mr. Watts also stated that we need to start thinking about a way to offer an interim presence downtown for patrons during construction. We do not want to completely lose our presence during the prolonged period of demolition and rebuilding. He thinks we need a space that will provide community access to technology and at least a popular reading collection. This will require several thousand square feet of space. We may also be able to supplement this with some special outreach initiatives.

Mr. Watts also brought up a point of conversation concerning the Design Update Open House, discussed at length in April. In looking through how other library systems hold such events, he wanted to let the Board know that the numbers in attendance at our event were actually on par or somewhat higher than those reported by our peers in the Urban Library Council and that our citizens are to be congratulated for their interest and input.

Mr. Watts asked Ms. Husband to give the maintenance report.

Ms. Husband reported that on May 8, the contractor received a formal Notice to Proceed to pressure wash the Baker and Pride-Chaneyville branch libraries. In addition to exterior painting, the contractor will reglaze the windows and pressure wash the building. Work began on May 9, so at this time some of the work has been completed.

At Bluebonnet, we made repairs to the boiler and the hot water pump. At Central we pressure washed the parking lot last week in preparation for restriping it. Noting that we are always focused on preventive lighting maintenance, she stated that Facilities Staff completed preventive maintenance on lighting at the Central branch library. We replaced 28 ballasts and 320 bulbs.

The facilities staff completed chiller repairs at Delmont Gardens. The bidding process for the automatic door replacement at Greenwell Springs is complete and we are waiting for the work to start. We completed interior lighting preventive maintenance at Scotlandville. At Zachary, we changed the compressor and completed basic air handler preventive maintenance. We also repaired the front doors and finished some sheetrock repairs.

Plans are moving forward to re-floor Greenwell Springs Road Regional and Scotlandville Branches. We are taking this occasion, at both facilities, to remove some old furnishings, reconfigure a number of items, and to add some public computers.

Mr. Woodard asked if there were any public comments on the Director's reports.

Mr. John Berry cited a November Business Report article on "Parking Wars" downtown and asked the Board if they were concerned about complaints from the public about tow-aways. He also asked about the timeline to open the new Main Library to the public. Mr. Watts stated that staff would be meeting on Monday with the architects to refine the plan, but that the grand opening would be in spring 2014.

He also asked about the E-book selection of the Summer One E-Book One Community pilot; he had mis-heard the title to be a book by Michael Moore. The correct title, *The Four Corners of the Sky* by Michael Malone, was repeated.

Mr. Berry then directed a specific question about the Library's finances to the Library Business Manager. Mr. Woodard reminded Mr. Berry that this was the public comment period, and questions to staff could be handled directly, outside of the Board meeting.

Ms. Kathy Wascom thanked the Library for its participation in Earth Day activities.

There being no other comment, Mr. Woodard proceeded to Old Business.

## **Old Business**

### **A. Update on the Cooperative Endeavor Agreement (CEA) Amendment for the Branch Library in the Rouzan Development – Mr. Leo D’Aubin**

Mr. Woodard read Item A. Mr. Woodard asked Mr. Leo D’Aubin of the Parish Attorney’s Office to give an update on the negotiations since last month’s Board meeting. Mr. D’Aubin said that he was pleased to report that he had just received a signed copy of the Agreement, containing all the provisions discussed two meetings ago.

Mr. Woodard asked if there were any specific issues that should be brought to the Board’s attention. Mr. D’Aubin pointed out one significant change. Earlier discussions set forth 270 days not including rain delays for completion of the infrastructure. Since it is difficult to determine “reasonable” rain delays, and in the interests of putting in an absolute deadline, the revised Agreement sets a cap of February 28, 2014 without any additional rain delays for completion of the infrastructure plus posting of an escrow account that will be put aside to cover future construction at Church Street and other construction which will be delayed until the Library has reached substantial completion.

Mr. D’Aubin also referred the Board to a default option on page 3. If the Library notifies the developer that he is in default, the developer has 30 days to finish. At that point, if he is still not finished, the Library can walk away with the plans. He thought this tightened up the agreement.

Mr. Woodard asked for comments from the public.

Mr. John Berry commented on an online article from earlier in the day, asking Mr. Woodard if there was any additional information about a possible deal with the School Board to situate the library on the Lee High Campus. Mr. Woodard did not.

There being no other public comment, Mr. Woodard invited the Board to discuss the Agreement.

Board members were concerned about having just received the copy of the revised Agreement a few minutes prior to the Board Meeting.

Ms. Way commented that the original date to complete was November 4, 2013 and the new date was February 28, 2014. She asked why there is such a long a period of time for the deadline to complete the infrastructure. Mr. D’Aubin answered that it simplified the issue of timelines, taking such nebulous delays as rain, delays with Entergy, etc. out of the picture; those delays had already put it into 2014.

Ms. Freeman asked who is responsible for monitoring the process. Mr. D’Aubin answered that DPW would work with the Library on the project.

Mr. Boyles commented that he is more comfortable with the idea of escrow agreements than in bonding, but the Agreement does not specify any escrow deposit prior to January 2014, which is 30 days prior to completion. Mr. D’Aubin answered that if the escrow is not there on

February 28, 2014, we can walk away from the project. Mr. Boyles did not like to wait that long since we would have to start from square one and an alternative site.

Mr. D'Aubin explained that overall, the delays due to rain and Entergy's timeline would be about the same as with the new deadline. He reiterated that if the Library did not have everything it wanted at that time, we could leave. Regarding escrow: the idea was to build Rouzan Avenue entirely except for the East Side. That portion would be escrowed because we don't want the construction of the Library and other development to damage any road which would then have to be re-done. The developer would first put in the ring road around the Library without the sidewalks, parking lanes, and curbs, since they too might be damaged during the on-going Library construction. The connection of Church Street to Glasgow would be escrowed due to the same concern. Answering a question from Ms. Way, Mr. D'Aubin explained that the escrow agreement was different from a performance bond.

Mr. Woodard asked who makes the decision about what is satisfactory collateral. Mr. D'Aubin replied that the Board or DPW can decide satisfactory collateral.

Mr. Bardwell stated that having just skimmed it, he does not think it addressed all of the issues he pointed out to Mr. D'Aubin and Mr. Woodard earlier in the week. He was not at all comfortable with the Agreement and will not vote for it today. He does not feel that our control exists over the escrow agreement and he questioned the lack of maps of the development and sidewalk describing these areas. He moved that the Board suspend action.

Mr. Woodard reminded the Board that no action is required by the Board. Mr. Bardwell stated that the City Parish moves forward at its peril. Ms. Freeman agreed with Mr. Bardwell, saying that since the Board had just now seen the Agreement, they needed time to read and fully understand it.

Ms. Way asked for clarification of the parking lot and zoning, and when the Library or the developer had to go before City Parish Planning. Mr. D'Aubin explained that that was not resolved yet; the developer has other changes to the TND and they are trying to bring them forward in one submission.

Mr. Woodard asked if any progress had been made in the site search to find viable options for the branch. Mr. Watts stated that staff had been pursuing a number of other possibilities on an informal basis but that we could not yet give the Board any specific, available site. Mr. Watts stated that there is property out in the area but it might prove to be beyond our means, or beyond the official City Parish appraised price. Some are much too small and others are much too expensive. Sites range from \$1.6 million for 7 acres to \$2.5 million for 4.5 acres. Mr. Watts listed possible sites on College Drive, at the former Catholic Deaf Center, at Lee High, and at Kenilworth. The College Drive site has access issues. The site at the former Catholic Deaf Center is a beautiful parcel but outside of normal commuter patterns for the patrons we think will wish to use this branch. It appears that the School Board has a lot to put into the small space at Lee High. BREC's undeveloped space at the park at Kenilworth is part of a Land and Water Conservation fund; there is little land left that does not flood and buildings are prohibited other than recreational buildings.



Ms. Way asked if we have considered Pennington. Mr. Watts responded that they were one of the groups with whom we were talking.

Mr. Boyles asked how much land was needed. Mr. Watts responded that the Library would need between 3.75 and 5 acres.

Mr. Woodard asked if it was fair to say that there is nothing lost by continuing to work on the agreement with Rouzan and Mr. Watts responded that all options are wide open.

Ms. Way asked if we have considered hiring a realtor. Mr. Watts answered that since our directive was to begin searching on an informal basis, we had not done so, but we could step up to that next level. He again stated his concern about the high prices for available land and the need to work through the City Parish appraisal process.

Mr. Bardwell moved that the Library Board of Control recommend the City Parish take no action in executing the contract at this time. Ms. Freeman seconded the motion, which passed unanimously.

Mr. Woodard asked if there were any other comments. There being none, Mr. Woodard proceeded to New Business.

## **New Business**

### **B. Appointment of Board Member – Mr. Travis Woodard**

Mr. Woodard introduced Agenda Item B under New Business, commenting that the agenda was prepared prior to last week's Metro Council meeting (wherein the Board member was appointed). He announced that Ms. Payton was re-appointed to the Library Board of Control by the Metro Council. She was congratulated on her re-appointment.

Mr. Woodard asked if there were any comments from the public. Mr. John Berry asked why this appointment was not public knowledge. Mr. Woodard replied that this appointment process is a function of the Metro Council Administrator's office. Mr. Berry then stated that Mr. Payton had an unfair advantage and was obviously the only candidate since the appointment was not publically announced.

Ms. Payton and Ms. Freeman each corrected Mr. Berry's false assumption, stating that all Board appointments are on the public website and are advertised by the Metro Council. This Library Board appointment was indeed openly known and in fact, there were four other candidates for the position in addition to Ms. Payton. Ms. Payton had to apply and go through a public voting process, just like all the other four candidates.

### **C. Board Strategic Planning Session – Mr. Travis Woodard**

Mr. Woodard announced that the date was set for the Board's Strategic Planning Session. Scheduled for June 22, it will be combined with the annual Budget workshop.

Since the Budget Workshop is normally approximately two hours, it was noted that we will need to extend the time for this meeting. Mr. Watts commented that three to four hours is good but beyond that you begin to lose effectiveness. He suggested that the Board could address a number of the key issues during this meeting, and then have a follow-up meeting later in the fall.

Mr. Broyles commented that to be fair to the staff, they will need time to work on the budgeting impacts of the plan before moving on. Ms. Freeman stated that a follow-up was fine. She then suggested that we make a special point to invite the POPL Board to attend the Strategic Planning Session.

There were no public comments.

**D. La. Librarian Certification for Mr. Spencer Watts – Mr. Travis Woodard**

Mr. Woodard asked Mr. Bardwell to take the last agenda item. Mr. Bardwell announced that we now have an officially certified Director. Mr. Bardwell explained the legal requirements for all Library Directors to be certified by the Board of Examiners. We had to work with the State Library to adjust regulations at the administrative level to provide incoming candidates a period of time to take the exam. This allowed us to recruit from out of state. Mr. Bardwell reviewed the process for recruiting viable candidates and ultimately selecting and hiring Mr. Watts.

Congratulations were extended to Mr. Watts, who joked that he would keep his certificate with him at all times.

There were no public comments.

**Comments by the Library Board of Control**

Mr. Woodard asked for any comments from the Board. Ms. Freeman suggested that we show our good work and share our good attendance at the Design Update Open House with our peers in the Urban Library Council, so they can see that Baton Rouge is leading the way.

There were no further comments from the Board and, so with no further business, the meeting was adjourned on a motion by Ms. Freeman, seconded by Ms. Payton at 5:22 p.m.

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Mr. Travis Woodard, President

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Mr. Spencer Watts, Library Director

**DATE:** May 9, 2013

**TO:** Library Board of Control

**FROM:** Spencer Watts  
Library Director

**SUBJECT:** Construction Report

## Goodwood Main Library

Steve Jackson, architect with Cockfield Jackson Architects reported the following on May 7, 2013 for The Library Design Collaborative on the Goodwood Main Library.



### CONSTRUCTION REPORT

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DATE: May 7, 2013

PROJECT: Independence Park Main Library  
REPORTED BY: Stephen P. Jackson, The Library Design Collaborative

#### OBSERVATIONS:

- 1) The storm drain line installation north of the library is continuing.
- 2) The Loading Dock grade beams are being prepared for the concrete pour.
- 3) The Circulation and Genealogy Curtainwall on the South Façade is almost complete.
- 4) The masonry at the eastern stair appears to be complete.
- 5) The Meeting Room is being framed with metal studs.
- 6) The louvers are being installed at the mechanical rooms.
- 7) The concrete pedestals for the light bollards on the roof garden are complete.
- 8) The white concrete Lobby pour is complete.
- 9) The Children's ceiling framing is being installed.
- 10) The two public elevators in the middle of the building appear to be complete.
- 11) The elevator nearest the Lobby is being installed.
- 12) Interior gypsum board is being taped and floated.
- 13) Interior gypsum board is being primed and painted.
- 14) The column covers are being installed.
- 15) The following work is being installed:
  - a. Masonry
  - b. Zinc wall panels
  - c. Curtainwall
  - d. Exterior gypsum board sheathing
  - e. Metal studs
  - f. Air barrier
  - g. Sprinkler system piping
  - h. Interior gypsum board.

#### UPCOMING WORK:

- 1) The Loading Dock concrete pour should occur in the upcoming weeks.
- 2) Plaza layout is going to follow the loading dock concrete work.



Looking east toward the Library from the Service Yard.



Looking at the eastern stair from the Meeting Room.



Looking toward the Staff Lounge on the public roof garden.





Looking at the ceiling toward the Crafts and Storytelling rooms.



Looking into the two-story Reading Room from Nonfiction.





## FIELD REPORT

**DATE:** April 11, 2013  
**PROJECT:** Independence Park Main Library  
**WEATHER CONDITIONS:** Raining - 54°  
**SITE CONDITIONS:** Wet  
**WORKERS:** +/- 115  
**REPORTED BY:** Benjamin R. Bradford, The Library Design Collaborative  
  
**IN ATTENDANCE:** Benjamin R. Bradford

### OBSERVATIONS:

- 1) Northern site drainage is being installed.
- 2) Exterior curtainwall continues to be installed.
- 3) The louvers are being installed at the mechanical rooms.
- 4) Interior gypsum board walls are being installed.
- 5) The interior gypsum is being taped and floated.
- 6) The column covers are being installed.
- 7) The following work is being installed:
  - a. Masonry
  - b. Zinc wall panels
  - c. Curtainwall
  - d. Exterior gypsum board sheathing
  - e. Metal studs
  - f. Air barrier
  - g. Fireproofing
  - h. Plumbing piping
  - i. Mechanical duct
  - j. Sprinkler system piping

### CONSTRUCTION SCHEDULE:

- 1) Preparations for the Loading dock concrete pour shall start next week.
- 2) Plaza layout is going to follow the loading dock concrete work.
- 3) White concrete Lobby pour should be complete by the end of next week.

This report is not an exact record of discussions held, but a general understanding of topics discussed from the notes taken by the author. If there is an error, omission, or correction required, please contact the Architect in writing within three days of receipt of this report.



## FIELD REPORT

**DATE:** April 18, 2013  
**PROJECT:** Independence Park Main Library  
**WEATHER CONDITIONS:** Overcast - 77°  
**SITE CONDITIONS:** Muddy  
**WORKERS:** +/- 115  
**REPORTED BY:** Benjamin R. Bradford, The Library Design Collaborative  
  
**IN ATTENDANCE:** Benjamin R. Bradford

## OBSERVATIONS:

- 1) The storm drain line north of the library is being installed.
- 2) The white concrete Lobby pour is complete.
- 3) The Meeting Room is being framed with metal studs.
- 4) Interior gypsum board walls are being installed.
- 5) The interior gypsum is being taped and floated.
- 6) The concrete pedestals for the light bollards on the roof garden are ready formed and ready for the concrete pour.
- 7) The column covers are being installed.
- 8) The following work is being installed:
  - a. Masonry
  - b. Zinc wall panels
  - c. Curtainwall
  - d. Exterior gypsum board sheathing
  - e. Metal studs
  - f. Air barrier
  - g. Sprinkler system piping
  - h. Interior gypsum board.
  - i. Taping and floating the interior gypsum board.

## CONSTRUCTION SCHEDULE:

- 1) The concrete pedestals for the light bollards on the roof garden should be poured next week.
- 2) Preparations for the Loading dock concrete pour shall start next week.
- 3) Plaza layout is going to follow the loading dock concrete work.

## ATTACHMENTS:

- 1) Two (2) pages of photographs from the site visit.

This report is not an exact record of discussions held, but a general understanding of topics discussed from the notes taken by the author. If there is an error, omission, or correction required, please contact the Architect in writing within three days of receipt of this report.









## FIELD REPORT

**DATE:** April 26, 2013  
**PROJECT:** Independence Park Main Library  
**WEATHER CONDITIONS:** Overcast - 60°  
**SITE CONDITIONS:** Muddy  
**WORKERS:** +/- 45  
**REPORTED BY:** Benjamin R. Bradford, The Library Design Collaborative  
  
**IN ATTENDANCE:** Benjamin R. Bradford

## OBSERVATIONS:

- 1) The storm drain line installation north of the library is continuing.
- 2) The Loading Dock grade beams are being prepared for the concrete pour.
- 3) The concrete pedestals for the light bollards on the roof garden are complete.
- 4) The concrete bases for the roof garden planters are complete.
- 5) The masonry at the eastern stair is being installed.
- 6) The Meeting Room is being framed with metal studs.
- 7) The elevator nearest the Lobby is being installed.
- 8) The two public elevators in the middle of the building appear to be complete.
- 9) Interior gypsum board walls are being installed.
- 10) Interior gypsum board is being taped and floated.
- 11) Interior gypsum board is being primed.
- 12) The concrete pedestals for the light bollards on the roof garden are ready formed and ready for the concrete pour.
- 13) The column covers are being installed.
- 14) The following work is being installed:
  - a. Masonry
  - b. Zinc wall panels
  - c. Curtainwall
  - d. Exterior gypsum board sheathing
  - e. Metal studs
  - f. Air barrier
  - g. Sprinkler system piping
  - h. Interior gypsum board.

This report is not an exact record of discussions held, but a general understanding of topics discussed from the notes taken by the author. If there is an error, omission, or correction required, please contact the Architect in writing within three days of receipt of this report.



**CONSTRUCTION SCHEDULE:**

- 1) The Loading dock concrete pour should occur next week.
- 2) Plaza layout is going to follow the loading dock concrete work.

**ATTACHMENTS:**

- 1) Two (2) pages of photographs from the site visit.

This report is not an exact record of discussions held, but a general understanding of topics discussed from the notes taken by the author. If there is an error, omission, or correction required, please contact the Architect in writing within three days of receipt of this report.

Page 2 of 2











## FIELD REPORT

**DATE:** May 2, 2013  
**PROJECT:** Independence Park Main Library  
**WEATHER CONDITIONS:** Overcast - 70°  
**SITE CONDITIONS:** Muddy  
**WORKERS:** +/- 115  
**REPORTED BY:** Benjamin R. Bradford, The Library Design Collaborative

**IN ATTENDANCE:** Benjamin R. Bradford

## OBSERVATIONS:

- 1) The Circulation and Genealogy Curtainwall on the South Façade is almost complete.
- 2) The masonry at the eastern stair appears to be complete.
- 3) The Meeting Room is being framed with metal studs.
- 4) The Children's ceiling framing is being installed.
- 5) The elevator nearest the Lobby is being installed.
- 6) Interior gypsum board is being primed and painted.
- 7) The following work is being installed:
  - a. Masonry
  - b. Zinc wall panels
  - c. Curtainwall
  - d. Exterior gypsum board sheathing
  - e. Metal studs
  - f. Air barrier
  - g. Sprinkler system piping
  - h. Interior gypsum board.

## CONSTRUCTION SCHEDULE:

- 1) The Loading dock concrete pour should occur in the upcoming weeks
- 2) Plaza layout is going to follow the loading dock concrete work.

## ATTACHMENTS:

- 1) Two (2) pages of photographs from the site visit.

This report is not an exact record of discussions held, but a general understanding of topics discussed from the notes taken by the author. If there is an error, omission, or correction required, please contact the Architect in writing within three days of receipt of this report.







**John E. Thomspson P.E.**

25292 Lorin Wall Rd.  
Holden, LA 70744  
(225) 294-3061

**Commissioning Site Visit**

**Date:** April 24, 2013

**Project:** Independence Park Main Library Baton Rouge, Louisiana

**Date Visited:** April 24, 2013

**OBSERVATIONS**

1. The East Bldg. only has electrical stub-ups.
2. Main Bldg.
  - First floor – In the main electrical room all panel cans were in and the contractor is pulling wire.
  - Second floor – In the electric room cans were in and they are working on finishing feeders.
  - Contractor is proceeding with branch circuit conduit installation.
  - Third floor – Contractor working on installation of branch circuits. We noted small whips of MC cable.

**Observations made by John E. Thompson P.E.**

# Thompson Building Energy Solutions, LLC

3071 Teddy Drive, Baton Rouge, LA 70809

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## **Commissioning Site Visit**

**Date:** April 25 2013

**Project:** Independence Park Main Library Baton Rouge, Louisiana

**Date Visited:** April 25, 2013

### **OBSERVATIONS**

1. HVAC piping and ductwork including duct insulation, Plumbing and Sprinkler piping installation is continuing on 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> floors.
2. Fire pump and valve not protected. Pipe laying directly on floor in fire pump room.
3. Clean construction trash, dust, dirt, and debris from throughout building. Typical for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> floors
4. Checked chilled water and heating hot water supply and return piping was pressure test gauges around April 11<sup>th</sup> and 16<sup>th</sup>. Hydronic piping system pressure test passed.
5. Sprinkler pipe compressing duct insulation in various areas.
6. Refer to pictures attached.

Picture 1



Chilled water pressure test gauge

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Picture 2



Hot water pressure test gauge

Picture 3



Reconnect pipe hangers to structure 1<sup>st</sup> flr Mech Rm

Picture 4



Fire Pump not protected



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Picture 5



Rust on inside of Fire pump. Clean and have inspected by manufacturer before installation and put into operation.

Picture 6



OS&Y valve in fire pump room not protected. Clean and have inspected before installation.

Picture 7



Pipe ends not protected. Clean and have inspected before installation.

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Picture 11



viewing.

Position gauge and valves for ease of operation and

Picture 12



field. (Possibly Box No. 3-8 on plans)

Verify easy access to VAV box. Box not labeled in

Picture 13



Extend drain pipe(s) out of wall near Fam. 148 & 149



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Picture 14



Split duct insulation at sprinkler pipe.

Picture 15



Sprinkler pipe compressing duct insulation.

Picture 16



Sprinkler pipe compressing duct insulation.

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Picture 17



Sprinkler pipe compressing duct insulation.

Picture 18



Fan Coil Unit not properly protected.

Picture 19



No temporary cap on end of copper water line.

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Picture 20



Duct tap in wall. VAV Box not labeled in field. (Box No. 1-1 on plans.)

**Observations made by Michael Perkins – Thompson Building Energy Solutions, LLC**

### **Rouzan Branch Library**

All pertinent information related to this project will be discussed at the Board meeting under Agenda Item 4, A.