

**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
DECEMBER 20, 2012
4:00 P.M.**

- I. ROLL CALL
- II. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF NOVEMBER 15, 2012
- III. REPORTS BY THE CO-DIRECTORS
 - A. FINANCIAL REPORT
 - B. SYSTEM REPORTS
 - C. OTHER REPORTS
- IV. OLD BUSINESS
 - A. DISCUSSION AND VOTE ON THE MANDATORY SEX OFFENDER POLICY – MS. PATRICIA HUSBAND AND MS. MARY STEIN
- V. NEW BUSINESS
 - A. INTRODUCTION OF NEW LIBRARY BOARD MEMBER, MR. CHARLES P. “CHIP” BOYLES, II – MS. KIZZY PAYTON
 - B. RESOLUTION TO COMMEMORATE THE SERVICE OF MRS. PHYLLIS HEROY, PRESIDENT OF THE PATRONS OF THE PUBLIC LIBRARY (POPL) AND VOTE ON THE RESOLUTION TO COMMEMORATE THE SERVICE OF MRS. PHYLLIS HEROY – MS. KIZZY PAYTON
- 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

December 20, 2012

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 December 20, 2012. Ms. Kizzy Payton, President of the Board called the meeting to order at 4:07 p.m. Members of the Board present were Mr. Stanford O. Bardwell, Jr., Mr. Charles P. “Chip” Boyles, II, Ms. Tanya Freeman, Mr. Jason Jacob, Ms. Melanie Way and Mr. Travis Woodard. Also in attendance were Ms. Patricia Husband, Assistant Library Director of Branch Services and Co-Director; Ms. Mary Stein, Assistant Library Director of Administration and Co-Director; Ms. Rhonda Pinsonat, Library Business Manager; Ms. Liz Zozulin, Executive Assistant to the Library Director; Mr. Brandon Trent, Computer Operator III for the Library; Ms. Kayla Perkins, Library Public Relations Specialist, and Captain Blair Nicholson of the East Baton Rouge Parish Sheriff’s Office. Mr. Steve Jackson, and Mr. Benjamin Bradford, architects with The Library Design Collaborative; Mr. Mike Sullivan, architect with Looney, Ricks, Kiss, LLC; and Mr. Richard Brown and Mr. Matt Daigrepoint, architects with Bani, Carville & Brown Architects, Inc. 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.

Ms. Payton asked Ms. Zozulin to take the roll which she did. She then asked for the approval of the minutes of the regular meeting of the Library Board on November 15, 2012. The minutes of the meeting were unanimously approved on a motion by Ms. Freeman, seconded by Mr. Woodard.

Ms. Payton then said that she wished to recognize Councilman-elect Buddy Amoroso of District 8. She thanked him for attending this Board meeting and for being present at the tour of the new Fairwood Branch Library on Tuesday, December 18th. She invited Mr. Amoroso to speak to those assembled. He thanked the Board for their leadership in building such a beautiful branch library in his district. He said it was a thrill to tour the building the other day and he looks forward to using it for meetings. Mr. Amoroso noted that East Baton Rouge Parish has some wonderful libraries and he looks forward to working with the Library Board.

Reports by the Co-Directors

A. Financial Reports

Ms. Payton asked Ms. Pinsonat to present the financial reports. Ms. Pinsonat said that the Statement of Revenues, Expenditures, and Encumbrances as of November 30, 2012 show operating expenditures of \$24,496,995.38 or about 73% of the operating budget. Through November the Library should have spent no more than 92% of the 2012 operating budget. Cash

collections from property taxes for 2012 closed on a positive note as the Library is approximately \$758,000 and 2.12% ahead of the same period last year.

Mr. Woodard asked Ms. Pinsonat for a brief explanation of why the Library was under budget resulting in the savings this year. She replied that they had salary savings because they had budgeted for the staff positions for the Rouzan Branch and the Fairwood Branch Libraries. These branches did not open in 2012. They had also overestimated the cost of the janitorial services. Mr. Woodard then asked if they removed the budgeted staff positions, would the budget be trending downward to which Ms. Pinsonat replied no. She said operating costs are increasing.

B. System Reports

Ms. Payton asked Ms. Stein to present the system reports. Ms. Stein gave her PowerPoint presentation, *Around the Parish in 90 Seconds* which included the months of November and December. The following were some of the highlights:

- Carver Branch Library hosted the *Prime Time Family Reading Time* program for 15 families.
- *Prime Time* was piloted in the East Baton Rouge Parish Library System in the 1990's. Children see their parents reading and it also encourages discussions with open-ended questions.
- Students from the LSU School of Library and Information Science created a game night that fosters critical thinking. Novice Chess Tournaments continue to be popular at the Main Library.
- Season's Readings were evident both within the library and all over the parish. Mrs. Claus made her annual visits, too.
- The Louisiana Arts and Science Museum's *Discovery Dome* made its first visit to the Library. The inflatable dome allows 30 people to view a planetarium sky show similar to the ones at the museum's planetarium.
- *Discovery Dome* will return this summer to the Library.
- On-line resources for children have been added including *Early World of Learning* by *World Book*.
- A carefully designed Facebook page just for children has been added to the Library's offerings. Protection of children on this site is key.
- The old local magazine, *Gris Gris* has been placed on-line in a digitized version for all to enjoy.
- The Tech Toy Box is back this year to advise patrons on using e-readers and tablets, e-books and other Library downloadable resources.
- The Food for Fines program is assisting the Food Bank to replenish their shelves.
- On December 18th Board members and others involved in the Fairwood Branch Library got a sneak peek at the interior of the building. Among those in attendance were Councilman Mike Walker, Ms. Zona Pickens, Councilman-Elect Buddy Amoroso and Mr. Windy Gladney.
- The construction of the Goodwood Main Library is progressing and is almost totally enclosed.

Ms. Payton asked when the Library added the Facebook page for children to which Ms. Stein answered a week ago.

Ms. Stein announced that the Library has been asked to participate in a national pilot program called *Connect to Compete*. They will monitor what the Library provides in the way of computers, Internet availability and how these are provided to our patrons. She noted that the Library has participated in a number of different studies in the past. This program selected just a few libraries in Louisiana.

Ms. Stein then said that Springshare who developed the InfoGuide software have asked if they can use our Library's Edgar Allan Poe guide as the model for *One Book/One Community*. She reminded the Board that the Library had been selected as one of the top winners for the blogs they provide. Now our InfoGuide for Poe will get national attention with *One Book/One Community* member libraries. Ms. Stein added that this guide is on-line now and that they are populating it with events, bibliographies, discussion questions, and interest pages. She invited the Board to check out this guide.

Mr. Bardwell then asked about the November circulation report. He wondered why the Baker Branch and the Greenwell Springs Road Regional Branch had dropped 9.1% and 7.8% respectively in circulation; whereas, the Carver Branch had increased by 15.7% and the Eden Park Branch by 10.9%. Ms. Payton asked if there were programs that caused the numbers to increase. Ms. Stein replied that at the Carver Branch she can attribute the increase due to the *Prime Time Family Reading Time* program. She said the community response was excellent which causes a ripple effect in patron usage of the branch. She noted that there was a program every week for six weeks. The entire family came to each program enabling the whole family to learn how to use the library. Ms. Stein added that each person participating then tells others which increase the community use of the branch library. She noted that at the Eden Park Branch there are several new staff members who are doing some new programming which increases participation in the use of the library. Ms. Stein pointed out that if the patron computers are down as in the case of the Baker Branch, then they see a downturn in the numbers. She said that when the upgraded Wi-Fi was installed in each branch this caused a small interruption in service. This immediately affects the attendance at programs which then affects the gate count. Mr. Bardwell replied that he was referring to circulation and not gate count. But Ms. Stein said the two statistics go hand-in-hand. Mr. Bardwell concluded by saying he was congratulating the staff on the included use of the library in general.

Ms. Payton then asked for a quick update on the new River Center Branch Library project. Ms. Husband replied that Ms. Angela Hyatt and Mr. Warren Schwartz, architects with Schwartz/Silver sent them a copy of preliminary program information. She and Ms. Stein have reviewed the report and she is working on a reply containing questions and notes about what they want to be included in the program. Ms. Husband said she hoped to get this reply sent to the architects today or tomorrow. Ms. Freeman then asked if they had additional comments were they to send them to her to which Ms. Husband said yes.

Mr. Bardwell asked for the status of the stakeholder meetings. Ms. Stein replied that they have completed the formal stakeholder meetings. Mr. Rex Cabaniss, architect with WHLC Architects is compiling a list of the comments from these meetings. Ms. Stein added that she should be getting comments next week from LSU students who did their own survey. As part of their course work these students had to do a community assessment. So doing this survey helped the students to complete their class assignment while assisting the Library in information gathering.

Ms. Freeman congratulated the Library staff for including the construction and maintenance reports in *The Source*. She said this information is very helpful to the patrons and the Board members.

Mr. Woodard then asked about the Zachary Branch Library site noting that there was a lot of clearing of the property behind the branch. He asked if this was something that the Library was doing. Ms. Husband said no; that was being done on at the property adjacent to the branch.

Ms. Freeman said they should mention that Mr. Windy Gladney also attended the tour on Tuesday of the new Fairwood Branch Library. Ms. Stein said that Mr. Gladney first agreed to donate a portion of the property he purchased as a site for the Fairwood Branch. Kodiak Equipment, LLC made the formal donation. Mr. Amoroso also acknowledged Ms. Zona Pickens, Legislative Aide to Councilman Mike Walker, for her role in asking the developer of the former Fairwood Country Club site to donate land for the branch library. Ms. Stein added that a picture of all of them will appear in the January newsletter. Ms. Husband thanked Mr. Amoroso for attending the tour.

C. Other Reports

Ms. Payton asked Ms. Husband to discuss the maintenance projects at the library. Ms. Husband gave the following report:

At the Main Library they have completed preventive maintenance on interior and exterior lighting. At the Baker Branch Library preventive maintenance on exterior lighting is being done. At the Bluebonnet Regional Branch Library a leaking water pipe in the circulation workroom ceiling was repaired.

At the Carver Branch Library they changed the boiler controller and performed preventive maintenance on the lighting and energy management controls. At the Central Branch Library they repaired some lighting and assembled a print management desk for the print release station.

Preventive maintenance on the chiller was performed at the Delmont Gardens Branch Library. At the Eden Park Branch Library the variable frequency drive for the air handlers was repaired along with replacing the chilled water pump.

At the Greenwell Springs Road Regional Branch Library the staff installed a new exterior pole light and performed preventive maintenance on the rest of the exterior pole lights. Ms. Husband

noted that at the Jones Creek Regional Branch Library a new Fireye controller on the boiler was installed. This controller tracks how the boiler is functioning.

At the Pride-Chaneyville Branch Library the heating and humidity controls for the meeting room were repaired. At the River Center Branch the thermostat on the fourth floor was replaced and preventive maintenance on the lighting was started.

At the Scotlandville Branch Library the hot water pump for the heating and humidity controls were repaired as was the boiler.

Ms. Husband then reported that last week the Library staff, and the staff at the DPW Architectural Division met with the contractor for a pre-construction meeting to coordinate the installation of flooring at the Bluebonnet Regional Branch and the Delmont Gardens Branch Libraries. Installation at each branch will take approximately two weeks with the work at Bluebonnet beginning on January 3rd and the work at Delmont scheduled to commence on January 18th. The installation will include new carpeting, and new resilient flooring in the Children's areas. A beautiful mural will also be installed at the Delmont Gardens Branch.

Ms. Husband then discussed the Fairwood Branch construction project. She mentioned the tour of the new building on Tuesday. She added that the architect also conducted a punch list walk through on Tuesday. As a result of this inspection, Mr. Richard Brown, architect with Bani, Carville & Brown Architects, Inc., is compiling a punch list of items for the contractor to complete. There will then be another walk through in a couple of weeks. Ms. Husband noted that some of the signage has arrived and is being installed. Part of the furniture order is scheduled to arrive on December 27th. Delivery of books and other library materials are to arrive on February 14, 2013. She added that they are very close to completion of this building.

Ms. Husband then talked about the Goodwood Main Library. She said that in the construction status report the current number of days for construction has increased to 637 because of inclement weather days. The current completion date of Phase One is July 30, 2013. Ms. Husband also said that an additional 90 days are allocated for moving, furniture installation and abatement of the existing building. Then 120 days are given for the demolition of the existing building and the construction of the parking lot. The estimated final completion date is February 25, 2014. She added that this date may change due to weather conditions or unforeseen issues or changes.

Ms. Husband then said that Mr. Steve Jackson and Mr. Benjamin Bradford, architects with The Library Design Collaborative will speak further on the project. Mr. Jackson said that today they held their monthly meeting with the Library staff, the design team, DPW, and the contractor. He said the area for the meeting rooms has been prepared for the pouring of concrete. Fireproofing for the entire building is about 95% complete. Above ceiling work such as duct installation, the overhead sprinkler system, electrical conduits, and the chilled water pipe installation is in progress on the second and third floors. Mr. Jackson noted that on the building exterior on the west side the sheathing is finished and the air barrier installation is proceeding. Concrete blocks are being installed in various areas of the building. The south elevation of the building seen from Goodwood Boulevard is about 80% framed up while the north elevation is about 60% complete.

The north side also contains the curtain wall of aluminum and glass. So the framing for the curtain wall is being installed. Mr. Jackson added that the butterfly roof soffits are being framed. Glass installation will begin in mid-January. Interior stud framing is occurring on the first floor. The electrical contractor is now running wiring from the building to the meeting rooms. The contractor is installing blocking throughout the building for components to be hung behind drywall. Mr. Jackson noted that the installation of the drill shafts to hold up the loading dock has been completed. He noted that roofing on the butterfly portion of the third floor will begin in January.

Mr. Jackson said they have tried to schedule a walk through for the Board members. But the rainy weather has produced a lot of mud on the site. He said they will pick a day that will be suitable for the tour. Mr. Jackson asked the Board if there were any questions. Ms. Freeman said she was glad that they had postponed the walk through.

Ms. Husband then asked Mr. Brown if he had any comments to make to the Board about the Fairwood Branch Library. Mr. Brown said the project went fairly smoothly with very few change orders. If there hadn't been the problem with the dirt a year ago the building would already have been completed. He added that the contractor has done a great job and that the punch list is not very extensive. Ms. Freeman asked if the elevation between the library building and the pond behind the library is sufficient in the event of a large rain storm. Mr. Brown said yes; the library being seven to eight feet higher than the pond. He added that the pond also has some huge overflow culverts because it is a retention pond for the adjacent subdivision. Once water in the pond gets to a certain level the excess water flows into the culverts.

Ms. Payton then asked for any public comments on the reports of the Co-Directors. There being none, she proceeded to Old Business.

Old Business

A. Discussion and Vote on the Mandatory Sex Offender Policy – Ms. Patricia Husband and Ms Mary Stein

Ms. Payton read Item A and asked Ms. Husband and Ms. Stein to discuss the mandatory sex offender policy. Ms. Stein said that the Board members were given a copy of the slightly revised sex offender policy. She said the basic text was provided by the State Library. They have amended the policy slightly from the version reviewed at last month's Board meeting in order to make it obvious why sex offenders are not allowed at certain branches. Ms. Stein referred the Board to *Section I, a* of the policy. It states that "due to the building configuration of the following three libraries, Sex Offenders are not allowed to use the Delmont Gardens Branch, Pride-Chaneyville Branch, or the River Center Branch." She said in these buildings in order for adults get to the rest rooms or meeting rooms they must travel through children's areas. Ms. Stein noted that sex offenders are allowed to use the adult areas of all the other branches except during the specific times mentioned in the policy. The policy states peak hours for children present at the Library. She added that the Office of the Parish Attorney has reviewed the policy and is comfortable with the wording.

Ms. Payton asked the Board if there were any questions for Ms. Stein. Mr. Jacob asked how this policy will be enforced. He asked if there will be a sign or notice that the sex offender must identify himself at the front desk. Ms. Stein replied that the burden is on the sex offender to comply with the State law. The Library has no responsibility to identify the offender nor does the offender need to identify him or herself. Ms. Stein added that their Library cards are not tagged. She said that a different law does state that sex offenders do need to notify those within a certain designated area of their residence in that area which may include a library.

Mr. Jacob asked if there is a sign posted about this in the branches. Ms. Husband said there is a sign posted in each branch. The wording on the sign was approved by the Parish Attorney. She said it states that registered sex offenders must be in compliance with R.S. 14.91.2. She noted if a patron asks what it means the Library staff will advise them to consult an authority for an explanation because the Library does not interpret the law for them. Ms. Payton said she saw one of the signs at a branch and it was noticeable. Ms. Stein added that they don't want the signs so large as to make patrons feel uncomfortable. She said they will continue to post notices in the lobby of each branch when children's programs are occurring. The sex offender will then know that the branch is off limits at a particular time.

Ms. Payton asked if there were any comments by the public on this item. Ms. Kathy Wascom, a member of the community, said that when she worked in the Reference Department at the Main Library, sex offenders would come to the library to use the City Directory to obtain a list of their neighbors' names and addresses in order to notify these neighbors of their sex offender status and place of residence.

Ms. Payton asked if the Board had any further discussion or questions for the Co-Directors. There being none, she asked if there was a motion to adopt this policy. Mr. Bardwell made the motion to adopt the mandatory sex offender policy which was seconded by Ms. Freeman and unanimously approved by the Board.

New Business

A. Introduction of New Library Board Member, Mr. Charles P. "Chip" Boyles, II – Ms. Kizzy Payton

Ms. Payton said she wanted to welcome Mr. Charles "Chip" Boyles, II to the Library Board, and she thanked him for joining them for his first Board meeting. She asked him if he would like to make any comments. Mr. Boyles thanked them and asked that they bear with him for a little while as he becomes familiar with the projects and duties of a Library Board member. Ms. Payton replied that the Board members were not a quiet group and that they welcomed his comments and questions.

Ms. Payton then asked Mr. Boyles to tell them about himself. He said he and his family have been in Baton Rouge for four years. They are originally from South Carolina. He moved here after working in Clemson, South Carolina for ten years and in local and city government around

South Carolina, Maryland, Pennsylvania and Georgia. Mr. Boyles added that his background is in local government. He worked in the Mayor's Office as the Director of Community Development for three years.

B. Resolution to Commemorate the Service of Mrs. Phyllis Heroy, President of the Patrons of the Public Library (POPL) and Vote on the Resolution to Commemorate the Service of Mrs. Phyllis Heroy – Ms. Kizzy Payton

Ms. Payton read item B. She said the East Baton Rouge Parish Library System lost a true friend, supporter and advocate with the passing of Ms. Heroy. She died last month which was shocking news. Ms. Heroy is someone who can never be replaced. She will be remembered for her service, her time and for everything she gave to the Library. Ms. Payton then read the resolution enumerating Ms. Heroy's contributions. The resolution is appended to these minutes.

Ms. Payton then asked if there were any comments from the other Board members, or from Ms. Stein and Ms. Husband. Ms. Stein said they wanted to thank the Board for acknowledging Ms. Heroy's incredible contributions. She noted that she had known her since the 1980's when she worked with her through the library associations and with the various programs the Library offered. When Ms. Stein was promoted to head Teen Services, Ms. Heroy mentored her, even though she did not need to do that. Ms. Heroy was working as the Superintendent of the East Baton Rouge Parish School System Libraries, yet willingly shared her time, advice and talent. Ms. Heroy was a major force for the Louisiana Library Association through activities such as Legislation Day was phenomenal. Ms. Stein also said she was one of those quiet giants working behind the scenes. They are now just beginning to realize what they have lost.

Ms. Payton asked for any comments from the public. There being none, she asked for a motion. Mr. Woodard said he would like to make a motion to adopt the resolution. The motion was seconded by Ms. Freeman and unanimously adopted.

Comments by the Library Board of Control

Ms. Payton asked if there were any comments by the members of the Board. Mr. Bardwell said the resolution for Ms. Heroy was a fine expression on paper of their appreciation for her service. He felt that the Board should go a step further and consider naming a room such as one of the meeting rooms in the new Main Library in memory of Ms. Heroy. He asked the staff to research for the next Board meeting what would be appropriate and possible. Ms. Payton agreed and thought it would be a fitting tribute. Ms. Payton also asked Ms. Husband and Ms. Stein to research this idea for its feasibility.

Mr. Bardwell then said that next month they will have a new Director, Mr. Spencer Watts, on the job. He noted that the Board has a lot of work with the multiple construction projects. However, he said another important project that needs their renewed effort is to increase the Director's salary. Mr. Bardwell noted that they hired Mr. Watts at the top of the salary range. He took the position with the understanding that the Board would try to obtain an increase in the salary range

for the position of Library Director. Mr. Bardwell said he has been attempting to get a status report from the chairwoman of the committee that is working on the salary study for all employees of the City. He noted that the committee's report was due this December, but he has not heard if the report has been submitted to the City-Parish Human Resources Department. Mr. Bardwell said that they cannot fail in this attempt.

Ms. Freeman replied that the other Board members are in agreement with Mr. Bardwell. She asked if the committee's report is submitted to Dr. Annette Bookter, the Head of Human Resources, who then shares the report with the Library Board. Mr. Bardwell said he did not think that the Board would get a copy of the report. He thought the staff of Human Resources would analyze the report and summarize what types of increases could feasibly be given within the City's budget parameters. This summary would be given to the Mayor's Office and the City-Parish Finance Department. Mr. Bardwell said that the Library Board would have to get involved at that time so that the Board's concerns are known and considered. He added if they can get a favorable salary range to the Metropolitan Council, then that will assist the Board in making another request of the Council similar to last summer's request. Mr. Bardwell concluded that he believes this is how the process will work and that they are several months away from this occurring.

Mr. Woodard said that they need to remember that the salary study is a parish-wide survey and not specific to the Library. So he believes that the Board will need to be patient and let the City propose the salary ranges for the whole parish and not just the Library. Mr. Woodard added that they should recognize the two Co-Directors, Ms. Mary Stein and Ms. Patricia Husband who have done a fantastic job of acting as Directors while continuing to do their jobs as Assistant Directors. Ms. Payton said they deserved a round of applause for their efforts. The Board and the audience all applauded.

Ms. Freeman said it has been a year since they assumed the Co-Director duties and there is a whole different environment since last year at this time. She thanked Ms. Husband and Ms. Stein for their leadership. Ms. Payton thanked them for enabling the Library to continue to function well and move forward during this year.

Ms. Freeman asked if they were going to do something special when Mr. Watts arrived. Ms. Payton said they will have a reception once he is here. Ms. Stein replied that they are going to wait until later in the spring. They are waiting so that Mr. Watts can get acquainted with the community before a large reception is held. This will be similar to what BREC did when they hired a new Superintendent. She added that they have several events in the spring such as National Library Week in April and the grand opening of the Fairwood Branch Library probably in March. Ms. Payton suggested that they have a couple of receptions; possibly one for staff in the evening and then another in the spring for the public. Ms. Freeman said she does not want them to wait too long because they want Mr. Watts to meet people in the community. Ms. Stein noted that there could also be a reception for members of POPL or for book club members. She said many groups have already asked about meeting him.

Mr. Boyles felt that Mr. Watts should attend one of the Metropolitan Council meetings shortly after he arrives and be introduced to the Council members by the Mayor possibly. Ms. Freeman and Ms. Stein thought that was a very good idea.

Ms. Payton asked if there were any other comments. There being none, she wished everyone a Merry Christmas and Happy Holidays, and a safe one also. She said she looks forward to seeing everyone in 2013.

There were no further comments, so with no further business, the meeting was adjourned on a motion by Ms. Freeman, seconded by Ms. Way at 5:03 p.m.

Kizzy Payton, President

Patricia Husband, Co-Director

Mary Stein, Co-Director



7711 Goodwood Boulevard
Baton Rouge, Louisiana 70806

Resolution of the East Baton Rouge Parish Library Board of Control

WHEREAS, Phyllis Heroy was a highly respected member of the East Baton Rouge Parish Library Patrons of the Public Library (POPL), serving as President from 2011-2012 and as a POPL Board member from 2008,

WHEREAS, Phyllis Heroy was a woman of integrity and generosity of heart, who willingly shared her time and talent with the East Baton Rouge Parish Library and the Library Board of Control wherever she could be of service,

WHEREAS, Phyllis Heroy worked with the Library to produce and promote *The Big Read: One Book One Community*, the Summer Reading Program, the Young Readers' Choice Award, the Author-Illustrator Series, and *Prime Time Family Reading Time*,

WHEREAS, Phyllis Heroy was an asset to the profession of librarianship in general and to Louisiana Libraries in particular, serving as the Louisiana Library Association (LLA) President, the LLA Conference Committee Chair, and the LLA Legislative Day Chair, among many other positions,

WHEREAS, Phyllis Heroy was committed to the residents in East Baton Rouge Parish and believed in the power of libraries to transform lives and communities,

BE IT THEREFORE RESOLVED that we, the Library Board of Control, do hereby commemorate Phyllis Heroy for her dedication to improving libraries, her steadfast commitment to the citizens of East Baton Rouge Parish, her visionary leadership, and her tireless efforts on behalf of the East Baton Rouge Parish Library System; and be it further

RESOLVED, that in gratitude for her substantive contributions to the East Baton Rouge Parish Library System and its patrons, we honor the memory of Phyllis Heroy as a member of POPL and as a friend; and be it further

RESOLVED, that the East Baton Rouge Parish Library Board of Control adopts this memorial resolution in recognition of the character, contributions and achievements of Phyllis Heroy and expresses its deepest condolences to the family, friends, and colleagues of Phyllis Heroy; and be it further

RESOLVED, that a copy of this Resolution be presented to the family of Phyllis Heroy.

Signed this day, Thursday, December 20, 2012

East Baton Rouge Parish Library Board of Control


Kizzy A. Payton
President, Library Board of Control

www.ebrpl.com

DATE: December 13, 2012

TO: Library Board of Control

FROM: Patricia P. Husband
Mary H. Stein
Co-Directors

SUBJECT: Construction Report

Goodwood Main Library

Steve Jackson, architect with Cockfield Jackson Architects reported the following on December 4, 2012 for The Library Design Collaborative on the Goodwood Main Library.



CONSTRUCTION REPORT

DATE: December 4, 2012

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

OBSERVATIONS:

- 1) The steel structure is approximately 95% complete.
- 2) The exterior wall systems are approximately 6% complete.
- 3) The roofing is approximately 15% complete.
- 4) The mechanical system is approximately 75% complete.
- 5) The electrical work is approximately 18% complete.
- 6) The Monthly Owner's Meeting was rescheduled and held on November 29, 2012.
- 7) The butterfly roof covering is being installed.
- 8) Electrical conduits are being run to the Meeting Room.
- 9) Several exterior steel door frames have been installed.
- 10) The air barrier installation has begun on the west side of the building.
- 11) The structural framing for the green roof guardrails have been installed.
- 12) The metal roof decking for the meeting room and connector corridor are complete.
- 13) The following work is being installed:
 - a. Exterior gypsum board sheathing
 - b. Metal studs
 - c. Air barrier
 - d. Fireproofing
 - e. Plumbing piping
 - f. Mechanical duct
 - g. Sprinkler system piping
 - h. Electrical conduits and junction boxes

UPCOMING WORK:

- 1) Zinc wall panel installation is expected to start within the month.
- 2) Brick installation is expected to start within the month.
- 3) Aluminum and glass curtainwall installation is expected to start in the next couple of weeks.



Looking toward the Library's main entry from the Plaza



Looking toward the Meeting Room's digital display from the Plaza



Looking toward the monumental stair from the main entrance sliding doors



Looking toward the monumental stair on the second floor



FIELD REPORT

DATE: November 8, 2012
PROJECT: Independence Park Main Library
WEATHER CONDITIONS: Clear - 59°
SITE CONDITIONS: Dry
WORKERS: +/- 55
REPORTED BY: Benjamin R. Bradford, The Library Design Collaborative

IN ATTENDANCE: Benjamin R. Bradford, Lisa Hargrave, Vic Todd, George Griffon, & Pierce Langridge

OBSERVATIONS:

- 1) The structural steel is continuing to be installed for the Meeting Room.
- 2) The third floor roof has been poured.
- 3) The Contractor notified the Architect of a plumbing conflict in the wall between Men's (Room 109) and Vestibule (Room 107) between a diagonal brace and a 3" plumbing vent. The Architect will review the condition and provide a response.
- 4) The Contractor notified the Architect of a conflict in the pipe size for the roof drains above Vestibule (Room 107) and the adjacent corridor.
- 5) The following work is being installed:
 - a. Exterior gypsum board sheathing
 - b. Metal studs
 - c. Fireproofing
 - d. Plumbing piping
 - e. Mechanical duct
 - f. Sprinkler system piping
 - g. Electrical conduits and junction boxes

CONSTRUCTION SCHEDULE:

- 1) Zinc wall panel installation is expected to start within the month.
- 2) Brick installation is expected to start within the month.
- 3) Curtainwall installation is expected to start in the next couple of weeks.

ATTACHMENTS:

- 1) One (1) page 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: November 16, 2012
PROJECT: Independence Park Main Library
WEATHER CONDITIONS: Clear - 64°
SITE CONDITIONS: Dry
WORKERS: +/- 55
REPORTED BY: Benjamin R. Bradford, The Library Design Collaborative

IN ATTENDANCE: Benjamin R. Bradford

OBSERVATIONS:

- 1) The roof decking is being installed for the Meeting Room.
- 2) Preparations for the concrete pour for the third floor curtainwall curb and cistern are continuing.
- 3) Piping to the cooling towers is being installed.
- 4) The following work is being installed:
 - a. Exterior gypsum board sheathing
 - b. Metal studs
 - c. Fireproofing
 - d. Plumbing piping
 - e. Mechanical duct
 - f. Sprinkler system piping
 - g. Electrical conduits and junction boxes

CONSTRUCTION SCHEDULE:

- 1) Zinc wall panel installation is expected to start within the month.
- 2) Brick installation is expected to start within the month.
- 3) Curtainwall installation is expected to start in the next couple of weeks.

ATTACHMENTS:

- 1) Three (3) 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: November 21, 2012
PROJECT: Independence Park Main Library
WEATHER CONDITIONS: Clear - 70°
SITE CONDITIONS: Dry
WORKERS: +/- 55
REPORTED BY: Benjamin R. Bradford, The Library Design Collaborative

IN ATTENDANCE: Benjamin R. Bradford & Robbie Posey

OBSERVATIONS:

- 1) The third floor curtainwall curb has been poured.
- 2) The Contractor was notified to hold on the following work items. The Contractor shall notify the Architect 4 days prior to any delays in construction and any work related to this area will be at the Contractor's own risk.
 - a. All work related to the wall construction between MEN'S (109) and CORRIDOR (106) until resolution to the plumbing vent location has been submitted.
 - b. All work related to the butterfly roof soffit framing.
 - c. All work associated or around FIRE PUMP (163)
- 3) The following work is being installed:
 - a. Exterior gypsum board sheathing
 - b. Metal studs
 - c. Fireproofing
 - d. Plumbing piping
 - e. Mechanical duct
 - f. Sprinkler system piping
 - g. Electrical conduits and junction boxes

CONSTRUCTION SCHEDULE:

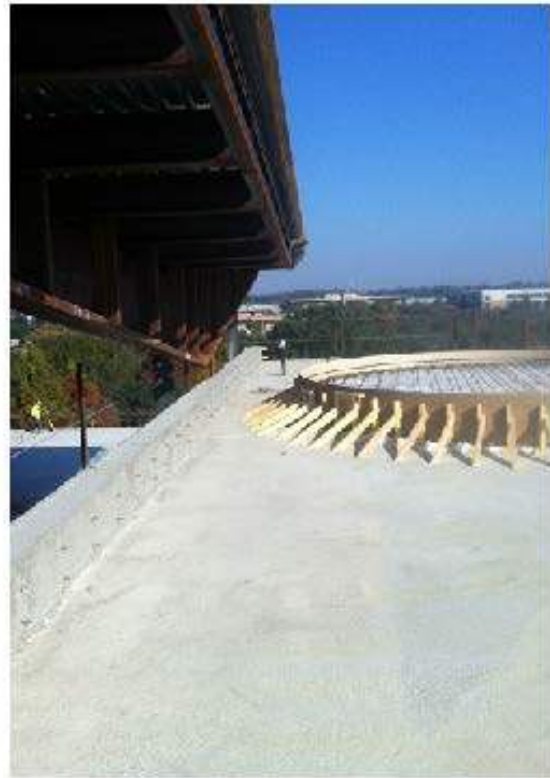
- 1) The concrete pour for the third floor roof cistern is expected to occur next week.
- 2) Zinc wall panel installation is expected to start within the month.
- 3) Brick installation is expected to start within the month.
- 4) Curtainwall installation is expected to start in the next couple of weeks.

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: November 29, 2012
PROJECT: Independence Park Main Library
WEATHER CONDITIONS: Clear - 59°
SITE CONDITIONS: Dry
WORKERS: +/- 50
REPORTED BY: Benjamin R. Bradford, The Library Design Collaborative

IN ATTENDANCE: Benjamin R. Bradford

OBSERVATIONS:

- 1) The butterfly roofing is being installed.
- 2) Electrical conduits are being run to the Meeting Room.
- 3) Several metal door frames have been installed.
- 4) The air barrier installation has begun on the west side of the building.
- 5) The structural framing for the green roof guardrails have been installed.
- 6) The metal decking for the meeting room and connector corridor are complete.
- 7) The following work is being installed:
 - a. Exterior gypsum board sheathing
 - b. Metal studs
 - c. Air barrier
 - d. Fireproofing
 - e. Plumbing piping
 - f. Mechanical duct
 - g. Sprinkler system piping
 - h. Electrical conduits and junction boxes

CONSTRUCTION SCHEDULE:

- 1) Zinc wall panel installation is expected to start within the month.
- 2) Brick installation is expected to start within the month.
- 3) Curtainwall installation is expected to start in the next couple of weeks.

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.





Thompson Building Energy Solutions, LLC

3071 Teddy Drive, Baton Rouge, LA 70809

Phone 225-490-9583 Fax 225-293-4171

Commissioning Site Visit

Date: November 21, 2012

Project: Independence Park Main Library Baton Rouge, Louisiana

Date Visited: November 15, 2012

OBSERVATIONS

1. HVAC piping and ductwork including duct insulation, Plumbing and Sprinkler piping installation is continuing.
2. CWS and CWR pipe on some air handling units on the 1st and 2nd floor are not protected. Supply and return pipe connections are to be protected at all times. Seal torn plastic covering on air unit.
3. Remove standing water from air unit drain pan.
4. Protect pipe ends of HVAC, Plumbing, and Sprinkler piping.
5. Various stored materials are not being protected.
6. Drink cup inserted in a vent line is not an approved method for protecting open pipe ends. Provide approved temporary methods to protect open end of pipe.
7. Replace bent PVC pipe penetrating concrete slab.
8. All workers shall refrain from eating, drinking (except water), and smoking inside of building. Inform workers that eating, drinking and smoking is not permitted. Cups, cans, plastic bottles and miscellaneous debris have been noticed stuck in wall stud spaces at various locations.
9. Refer to pictures attached.

Picture 1



Protect open pipe connections

Thompson Building Energy Solutions, LLC

3071 Teddy Drive, Baton Rouge, LA 70809

Phone 225-490-9583 Fax 225-293-4171

Picture 2



Protect open pipe connections.

Picture 3



Protect open pipe connections.

Picture 4



Protect AHU

Thompson Building Energy Solutions, LLC

3071 Teddy Drive, Baton Rouge, LA 70809

Phone 225-490-9583 Fax 225-293-4171

Picture 5



Bent PVC pipe

Picture 6



Water in drain pan

Picture 7



Protect open valve flanges

Thompson Building Energy Solutions, LLC

3071 Teddy Drive, Baton Rouge, LA 70809

Phone 225-490-9583 Fax 225-293-4171

Picture 8



Protect open pipe ends

Picture 9



before installation

Protect open ends of pipe. Clean all dust, dirt and mud

Picture 10



Water line pipe end not capped

Thompson Building Energy Solutions, LLC

3071 Teddy Drive, Baton Rouge, LA 70809

Phone 225-490-9583 Fax 225-293-4171

Picture 11



Water line pipe end not capped

Picture 12



Provide approved temporary pipe cap

Picture 13



Replace broken temporary pipe cap.

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Phone 225-490-9583 Fax 225-293-4171

Picture 14



as per spec's. and NFPA 1.3

Sprinkler line crushing insulation & add pipe supports

Picture 15



Replace broken PVC pipe and temporary cap.

Picture 16



Cap VAV hot water pipe connections

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Phone 225-490-9583 Fax 225-293-4171

Picture 17



Pipe fittings and valves not protected.

Picture 18



Maintain 3'-0" clear to access VAV box controls.

Picture 19



Pipe & valves not protected.

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Phone 225-490-9583 Fax 225-293-4171

Picture 20



controls when wall is erected.

Insure 3'-0" clear access to VAV box

Picture 21



Pipe connections not protected.

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

Fairwood Branch Library

Mr. Richard Brown, architect with Bani, Carville & Brown reported the project is coming to a close and punch lists are scheduled for week of December 17, 2012. There will probably be one more report from the job site before substantial completion.



Construction Report for December 10th -14th 2012

Job Name: Fairwood Branch Library	Inspector: n/a
Date: December 11, 2012	Time: 8:30 am
Weather Condition: Sunny 35 degrees	Contractor: Stuart & Company
Job Superintendent: Max McCray	Report prepared by: Matt Daigrepoint - Bani, Carville & Brown Architects

1. The library construction is coming to an end. Crews were observed today working on final adjustments.
2. The paving is complete and crews were pressure washing the driveways of all construction debris.
3. Landscaping is 90% complete and crews were observed installing beds and planting material.
4. Carpet is 98% complete and flooring crews were cleaning construction debris from the floor.
5. The electricians have 99% of the fixtures installed. A few indoor fixtures were shipped with broken lenses, so new fixtures are being shipped to replace them.
6. The millwork crews are finishing up the last items which include the slat walls.
7. The G.C. has scheduled for painting crews to return to the site and touch up painted areas where scratches from construction have occurred.
8. The G.C. has planned for the cleaning crews to clean the library over the weekend.
9. Punch lists for the library will begin next Tuesday (December 18). All consultants and officials have been notified to attend.
10. Furniture installation dates have been sent to all parties for coordination of arrival dates.



Rouzan Branch Library

Mr. Mike Sullivan, architect with Looney Ricks Kiss/LRK LLC reported the following:

Looney Ricks Kiss/LRK L.L.C.

5615 Corporate Blvd, Suite 1008
Baton Rouge, Louisiana 70808
Telephone 225 928 4905

December 11, 2012

Assistant Director
East Baton Rouge Parish Library

Re: December 2012 Construction Report update
Rouzan Branch



Please note the following information to be posted for this month's status on the Rouzan Branch Library Documents:

1. The design team received the building permit review comments. We are integrating these and final staff comments to the bid set, which will be returned to Jim Freys office before the end of the month.

Please do not hesitate to call with any additional questions or requests.

Sincerely,

A handwritten signature in blue ink, appearing to read "Mike Sullivan", is written over a faint, larger blue ink signature that is partially obscured.

Mike Sullivan, AIA