

REVISED AGENDA
FOR REGULAR MEETING OF THE
EAST BATON ROUGE PARISH LIBRARY BOARD OF CONTROL
MAIN LIBRARY AUDITORIUM
7711 GOODWOOD BOULEVARD
BATON ROUGE, LA 70806
DECEMBER 18, 2008
4:00 P.M.

I. ROLL CALL

II. APPROVAL OF THE MINUTES OF THE MEETING OF NOVEMBER 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. FAIRWOOD BRANCH CAPITAL ALLOCATION AND CONSTRUCTION
SCHEDULE – MR. STAN BARDWELL
- D. UPDATE ON JANUARY STRATEGIC PLANNING WORKSHOP – MR. DAVID
FARRAR

V. NEW BUSINESS

- A. MEETING OF PATRONS OF THE PUBLIC LIBRARY – MR. DAVID FARRAR
- B. CIRCULATION AND ADULT SERVICES DIVISION REPORT – MRS. ANDI
ABRAHAM

VI. COMMENTS BY THE LIBRARY BOARD OF CONTROL

ALL MEETINGS ARE OPEN TO THE PUBLIC

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

December 18, 2008

The regular monthly meeting of the East Baton Rouge Parish Library Board of Control was held in the Main Library Auditorium on Thursday, December 18, 2008. Mr. Dan Reed, President of the Board, called the meeting to order at 4:07 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 Mr. Steve Jackson, and Mr. Ben Bradford, architects with Cockfield Jackson Architects; Mr. Ken Tipton, Mr. Josh Peak, and Ms. Lori Prochaska, architects with Tipton Associates; Mr. Jon Emerson, landscape architect with Jon Emerson & Associates; Mr. Tommy Spinosa and Mr. Grant Conway with JTS Realty Services; Mr. Scott Dyer, reporter with *The Advocate*, six Library staff members and seven members of the community. Ms. Nikki Essix of the Parish Attorney's Office was absent from the meeting.

The minutes of the regular meeting of the Library Board on November 20, 2008 was unanimously approved on a motion by Mr. Griffin, and seconded by Mrs. Auer.

Reports by the Assistant Directors

Mr. Farrar asked Mrs. Lovett to present the financial reports. Mrs. Lovett referred to the Expenditure and Encumbrance statements for the period ending November 30, 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 \$31,735,883.80 for the year 2008. Because the staff did not spend as much as was projected, Mrs. Lovett noted that the Library is ending the year with a strong cash balance even though interest rates are falling.

Mrs. Lovett announced that the East Baton Rouge Parish Library will be subject to an audit by the Universal Services Administrative Company's (USAC) Internal Audit Division ordered by the Federal Communications Commission (FCC) during the week of January 12, 2009. The Library receives reimbursement for about 80 percent of its communications expenses through federal Universal Services Funds (USF) known as E-rate. Each year the FCC randomly audits some of the libraries and schools who receive federal reimbursement of communications charges. A national accounting firm from New York will perform the audit and has requested that the Library gather documentation of its invoices and payments for communications.

Mrs. Lovett told the Board that the projection figures that were requested last month have not been finalized. She and her staff will finish the report and inform the Board.

Mr. Farrar asked Mrs. Stein to review the system reports which included statistics for November 2008 for Circulation, Gate Count, and Database Usage. Mrs. Stein noted that the statistics are continuing to reflect increased usage of the Library's resources which were down during the recent hurricanes.

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 Bluebonnet Regional Branch, the Central Branch and the Jones Creek Regional Branch Libraries. 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. Tim Bankston, Library Facilities Manager, can now monitor and manage energy usage in all buildings. Mrs. Husband said that the fence at the Eden Park Branch Library that had fallen over during Hurricane Gustav is being bid out at this time.

Mr. Farrar reported that he met with Mayor Holden on December 16th. He said that the Mayor appreciates what the Library Board has accomplished. Mayor Holden added that the controversies over the library are in the past. Mr. Farrar asked Mayor Holden for his support in obtaining Leadership in Energy and Environmental Design (LEED) certification for the new Main Library in the Park. A silver certification would increase the total cost of the building by about two percent and a gold certification would increase the total cost of the building by about five percent. Mayor Holden said he would support LEED certification for the Main Library. The Library would be the first public building in the state with this designation. Over time the savings in water usage and energy far exceeds the cost of implementing LEED principles of design.

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 introduced the architectural staff present for this meeting. They were the following individuals: Mr. Ben Bradford, architect with Cockfield Jackson Architects; Mr. Ken Tipton, Mr. Josh Peak, and Ms. Lori Prochaska, architects with Tipton Associates; and Mr. Jon Emerson, landscape architect with Jon Emerson & Associates. On December 8 and 9, 2008 the Library Design Collaborative team held a charette for the Library Administrative staff, the Library Division Heads and BREC staff. The architects produced 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 two options were presented and discussed giving the staff the opportunity to provide their input. Mr. Jackson said they will make a presentation to the Library Board at this meeting which will include the two options with schematic drawings showing a defined building for each option.

Mr. Jon Emerson said that the concept of a library in the park has been the emphasis of this design phase. He showed an aerial view of the current library and park noting that the library is not part of the park and the soccer fields. In the new design there is an integration of the library with the park. All existing trees will be preserved. The design features will encourage the placement of gardens around the library and the usage of the BREC Theatre by the Library.

Mr. Tipton said that the two options are works in progress. Models of Options A and B were presented for the Board and the public to see. Mr. Tipton described the features of Option A which emphasizes edges. He pointed out the BREC Theatre, the placement of the new library and the three parking areas off Goodwood Boulevard, near Independence Boulevard and near the soccer fields. The parking area near Goodwood Boulevard is angled. Landscaping filters into the building giving the public a view of the gardens. The meeting rooms are situated in the gardens. A teaching garden is being designed for BREC in this area. Staff areas are away from the gardens and closer to Goodwood Boulevard. A covered public plaza called Thought Square forms the entry into the building with a cybercafé to be constructed by BREC. The Genealogy Department on the second floor forms the covered entry for drop-off and pick-up of patrons. The third floor of this building is open and transparent and will be used by staff.

The service area for both the library and BREC is currently being discussed and designed. A member of the community asked that consideration be made for people with allergies. Mr. Tipton said that the design team is working on the request of the Library Board to include 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. However, Mr. Tipton noted that BREC has expressed concerns about expanding the size of the building because of the additional parking spaces that would be required for a larger building. Mrs. Tomlinson asked if the design team is working on a green roof to which Mr. Tipton replied affirmatively. He added that a green roof is under consideration for the south side of the building.

Mr. John Berry, a member of the community, asked about the City's plan to expand Lobdell Avenue from Goodwood Boulevard to Independence Boulevard and its impact on the Library in the Park. Mr. Tipton said that there would be no negative impact on the library. He added that nodes have been designed which will serve as pedestrian entrances into the park. Mr. David Madden, an English professor at Louisiana State University and a local author asked about the book collection for the library. He said that the experience of the books is important. Mr. Tipton replied that this presentation is focusing on the Library in the Park design. Mr. Madden asked about access in the building to the various floors. Mr. Tipton said that there will be one large staircase and elevator access. Ms. Freeman asked about the number of elevators in the building. Mr. Tipton said that the number of elevators would be addressed in the building design phase of the project. He added that they are limiting the use of glass on the east and west sides of the building and maximizing the use of glass on the north and south sides of the structure. Mr. DuBos, a member of the community, asked about accounting for the expansion of the building. Mr. Jackson said that this issue is under consideration.

The design team then presented Option B which is about emergence. In this design, the public plaza is more enclosed. The meeting rooms are situated so that the gardens can be seen from all four sides of the room giving the room a tree house effect. Mrs. Smith asked about the use of so

much glass and the damage that would occur during a hurricane. Mr. Jackson replied that this issue has been considered and addressed. In Option B parking areas are more traditional. The third floor is larger and has green screen capability. The Genealogy Department on the second floor provides shade. On the western side of the building a cistern for water collection is planned.

Mr. Jackson added that they have floor plans for each of these options. However, they are just showing the models of the buildings today for the Board to consider. At the charette Option B was preferred by the staff. Mr. Reed asked what the next step in the design process would be. Mr. Tipton said they are still working with BREC regarding the service area and the issues regarding additional parking spaces. Mr. Bardwell asked how they arrive at a final design. Mr. Tipton responded that it would be helpful if the Library Board gave the architects some direction regarding their preferences.

Mr. Reed said that he likes both options, but that Option B integrates well with the park. Mr. Farrar added that Option B bleeds into the park. Mr. Reed talked about the concerns that the BREC staff has regarding the increased footprint of the Library and having sufficient parking for BREC patrons. Mr. Bardwell, Ms. Freeman and Mr. Griffin all said that they like some aspects of each option. The Board asked if they could e-mail their thoughts about the options to the architects. Mr. Tipton and Mr. Jackson were agreeable to this. Mr. Reed asked if the Board was comfortable with melding the two design options. Mr. Griffin made a motion to give the architects the authority to proceed with a design that incorporates both options. Ms. Freeman seconded the motion which passed unanimously.

Ms. Freeman asked about the time frame for the construction of the new library building. Mr. Jackson replied that the architectural team will work on the design in January and by the end of February or early March they will have an accurate cost estimate for the Board. Currently construction costs are decreasing.

Report on Rouzan Development-Mr. Tommy Spinosa, JTS Realty Services, LLC

Mr. Reed asked Mr. Tommy Spinosa of JTS Realty Services to report on the construction of a branch library in the Rouzan development. Mr. Spinosa said that the Act of Agreement to Donate and Accept through a cooperative endeavor agreement was signed by the Library and by JTS Realty Services. Once Mayor Holden signs this document, JTS Realty Services will complete the act of donation and begin infrastructure construction. Mr. Bardwell asked what steps the Library Board needs to take now so that JTS Realty Services can begin the design of the branch library. Mr. Spinosa replied that his staff has just received the Library's building program. Mr. Spinosa's architect can now design a building for the Library Board to approve.

Fairwood Branch Capital Allocation and Construction Schedule – Mr. Stan Bardwell

At last month's Library Board meeting, Councilman Mike Walker asked the Library Board to consider fast tracking the planning and construction of the Fairwood Branch Library. Mr.

Bardwell said that the Board has never formally allocated funds for the Fairwood Branch Library. Therefore, he proposed that the Library Board appropriate \$5 million for the construction of the Fairwood Branch Library. Ms. Freeman seconded the motion. Mr. Reed said that the Board needs to first review the figures for the Main Library in the Park before considering allocating funds for Fairwood. Mrs. Tomlinson added that this motion is premature and should be postponed until the strategic planning session at the end of January. Ms. Freeman replied that this is a good time to begin funding the Fairwood Branch. Mr. Griffin said that he is not ready to vote regarding Fairwood and feels that they should delay the decision for thirty days until the financial projections for the Main Library and the library at Rouzan are completed. Mrs. Auer added that the Board has made promises to the public and cannot put the Fairwood Branch construction ahead of the other branches. She added that the Board cannot make this decision today. Mr. Reed said they can better make a decision about Fairwood once they know what the new Main Library will cost. Mr. Griffin said he would like to get the budget figures from the staff.

Mrs. Stein noted that the building program for Fairwood is being completed now. Therefore, Mr. Bardwell withdrew his motion that the Library Board appropriate \$5 million for the construction of the Fairwood Branch Library today. Mr. Browning seconded the motion. Mr. Bardwell then made a second motion that the Library staff within thirty days after receiving the building program, refer the building program to the City-Parish Architectural Selection Board. Mr. Browning seconded the motion which passed unanimously.

Update on January Strategic Planning Workshop – Mr. David Farrar

Mr. Farrar said that he has contacted Mrs. Rebecca Hamilton, State Librarian, at the State Library of Louisiana regarding a strategic planning workshop for the Library Board. The date of the workshop will be Saturday, January 31, 2009 at the State Library. Mr. Farrar and Mrs. Stein are working on an agenda for the day. Mr. Bardwell asked if the Board members can offer suggestions on topics to which Mr. Farrar answered yes. Mr. Farrar said the Board should e-mail him with topic ideas for the workshop.

New Business

Meeting of Patrons of the Public Library – Mr. David Farrar

Mr. Farrar told the Library Board that a meeting of the Library's friends' group, Patrons of the Public Library (POPL) was held on Thursday, December 4, 2008. Invitations to the meeting which included an opportunity to meet Mr. Farrar were mailed to all members of POPL. At the meeting three new POPL Board members were nominated and elected. Mr. Farrar noted that the annual membership fee to join POPL is \$5.00, and he encouraged all who are not members of POPL to join.

Circulation and Adult Services Division Report – Mrs. Andi Abraham

In order to inform Board members and the public of the various divisions in the Library and their functions, Mr. Farrar said that they will feature one division or department at each Board meeting. This month Mrs. Andi Abraham, Division Head of Circulation and Adult Services was asked to summarize the services and functions of her division. Mrs. Abraham said that Circulation is responsible for registering patrons for library cards and for maintaining the patron database of 377,318 card holders; for checking Library materials in and out; for maintaining the reserve list for patrons; for the transfer of materials between branches and for the security of the Library's collection. Circulation also collects overdue fines, bills for lost items and charges for damaged materials. In addition this division is responsible for the selection and de-selection of materials for the adult collection which includes print fiction and non-fiction, audio-visual items and DVDs, music CDs and audio books. Shelving and the maintenance of the circulation collection is another responsibility of the Circulation Division.

Mrs. Abraham said that Adult Services is also a function of her division. Adult Services includes Reader's Advisory which provides guidance to patrons in selecting materials, and displays new materials and items with a topical or seasonal theme. Staff from Adult Services also attends community events to promote the services and collections of the Library, presents book talks to clubs and organizations, and hosts book clubs in the branches. The Library is a member of the Greater Baton Rouge Literacy Coalition and Mrs. Abraham regularly attends the meetings of the Coalition.

Adult Services also offers free programs on a wide variety of subjects. Some of the recurring programs offered by Adult Services are the following: *The Big Read: One Book/One Community*, *Readings in Literature and Culture (RELIC)*, AARP Tax help, Ask-A-Lawyer, Adult Summer Reading Club, and Attic Treasures. Adult Services also schedules the use of library meeting rooms by community groups, produces displays and exhibits in all library facilities and accepts and evaluates all donations of materials made to the Library.

Comments by the Library Board of Control

Mr. Farrar noted that Mr. Jamie Griffin was featured in a cover article in the December 16-December 29, 2008 issue of *The Greater Baton Rouge Business Report*. The article entitled *Does Baton Rouge really Want these People?* discusses the retaining and attracting of young professionals in Baton Rouge.

There being no further business, the meeting was adjourned at 6:10 p.m. on a motion by Ms. Freeman, seconded by Mrs. Tomlinson.

Dan Reed, President

David Farrar, Library Director