

**PETITION TO ADDRESS THE COUNCIL**

2008-0234

St. Charles Parish Council Chairman  
P. O. Box 302  
Hahnville, LA 70057  
(985) 783-5000

Today's Date: 4/28/08

Dear Chairman:

Please place my name to address the Council on:

DATE: 5/5/08  
SPECIFIC TOPIC: East Regional Library Issue

(\*see specific guidelines on reverse and refer to Parish Charter—Article VII., Sec. I.)

DOCUMENTS, IF ANY: YES / NO

NAME: Gwen Dufrene  
MAILING ADDRESS: 3551 Hwy 306 Bayou Sauvage, LA 70030  
PHONE: 758-7510  
SIGNATURE: Gwen Dufrene

Dear Constituent:

Thank you for your active participation. Your views and comments will be considered by the Council in making our decisions. The Council has a considerable amount of business to conduct in a limited amount of time, therefore, please note the following items that are expected of you:

- > The Home Rule Charter provides for citizens to address the Council. It makes no provision for initiating debate, discussion, or question and answer sessions with Councilmembers or Administration Officials. Your right is also guaranteed to examine public documents as you prepare your presentation. Should you have any questions for Councilmembers and/or Department Heads as you prepare, please forward such inquiries to the Council Office to insure a timely response. Should you wish to speak to any Official or Department personally, a complete list of contact information will be furnished at your request.
- > Please be brief and limit your comments to the specific subject matter on which you have requested to address the Council.
- > Please forward supporting documents to the Council Secretary for distribution to the Parish Council before your scheduled appearance in order for the Council to prepare themselves, if necessary.
- > Upon completion of your allotted time to address the Council, please respect the time given to Councilmembers to respond to your comments by not interrupting or interjecting remarks.
- > **Slanderous remarks and comments will not be tolerated.** If slanderous remarks or comments are made, your opportunity to address the Council will end, regardless of the remaining time left to address the Council.
- > Repetitious comments and subject matter will be strictly limited.

A confirmation letter will follow when your name is placed on the agenda.

Sincerely,

DENNIS NUSS  
COUNCIL CHAIRMAN

(OVER)

3551 Hwy. 306  
Des Allemands, LA 70030  
(985) 758-7510 fax and phone or 758-5533  
April 28, 2008

St. Charles Parish Council  
St. Charles Parish Courthouse  
Hahnville, LA. 70057

Dear St. Charles Parish Council Members,

It is my strong belief, that St. Charles Parish Library Board Administrator Ms. Mary des Bordes violated at a minimum Paragraph 4.1 of the Open Meeting Law. In her November 13, 2003 memo to the Library Board of Control which states; "Enclosed is a copy of the revised agenda for our November 18<sup>th</sup> meeting. In addition, I'm sending for your review the four options for library service to the Destrehan community during the construction of the East Regional expansion. I strongly recommend that you not share this information with any non-Board member before the meeting. Option IV, in particular, is in the most preliminary stage, and widespread knowledge could complicate the process."

This was a deliberate action taken to hide from the public what the board was to consider at its next meeting, so as to not have the public show up to question Option IV prior to their voting on the option.

I further strongly believe, that in addition to the violation of the Open Meetings Law, Ms. des Bordes and the members of the St. Charles Parish Library Board of Control committed fraud and deceit when five days later the St. Charles Parish Library Board of Control voted to accept Option IV which was titled **OPTIONS FOR LIBRARY SERVICE TO THE DESTREHAN COMMUNITY DURING THE CONSTRUCTION OF THE EAST REGIONAL EXPANSION** which had nothing to do with expansion of the library. Option IV was to "receive donated land in Plantation Business Park and build a new building on that site". This was a totally different project with a totally different scope than was advertised and required a new RFP for the selection of an architect. This did not occur. The contract was simply amended by the Board to account for the change in scope. This should have gone back to the QBS board for the selection of an architect.

The Library Board of Control Service Policy states: Recognizing that the St. Charles Parish Library was established by ordinance of the parish governing body in conformity with state law covering public libraries, and funded by public funds authorized by the parish electorate together with certain state public funds allocated for public library use; and recognizing further that the Library Board of Control was and is appointed by the parish governing body with delegated powers to oversee and control management of the library in the capacity of a trustee body to serve and protect the interests of the citizens of the parish, it shall be the policy of the Board with respect to the following:

## 1. Service

Provide courteous service of excellent quality patterned to satisfy the needs and interests of the people of the parish as assessed by the Board and/or the library administration, and to reflect the expressed desires and comments of the people. This should show balance between the various interests served based upon the use and relative cost practicalities. “

It is my contention that:

On November 13, 2003, when St. Charles Parish Library Administrator Mary des Bordes, stated in her memo to the St. Charles Parish Library Board of Control, “I strongly recommend that you not share this information with any non-Board member before the meeting. Option IV, in particular, is in the most preliminary stage, and widespread knowledge could complicate the process.” she violated the St. Charles Parish Library Board of Control Service Policy “to reflect the expressed desires and comments of the people.”

On November 18, 2003 when the Library Board voted to accept Option IV, under **OPTION FOR LIBRARY SERVICE TO THE DESTREHAN COMMUNITY DURING THE CONSTRUCTION OF THE EAST REGIONAL EXPANSION** by deceit (fraud), they also violated the Library Board of Control Service Policy “to serve and protect the interests of the citizens of the parish and to reflect the expressed desires and comments of the people. This should show balance between the various interests served based upon the use and relative cost practicalities.” According to the Library Timeline by Ms. des Bordes, handed out at the April 6, 2008 Special Library Board meeting. The cost of the East Library Expansion in October 2003 was \$3,346,032 expressed in 2003 dollars for 26,350 s.f. On that same Library Building Plan Timeline (September) Estimate for Probable Cost is \$8,737,364 for \$334,710 sf building (new library). The Contract Ordinance has the cost at \$8,416,500 for 39,655 sf. The Act of Donation (12/18/06) stipulated “no less than 25,000 sf (comparable to the St. Rose Library).

In addition, the policy for committee meetings stipulate meetings are to be held in St. Charles Parish Council Chambers, where they are televised and taped. Only 2 meetings of the SCP Library Board of Control were held in Council Chambers during 2003, and only 18 from 2000 to the beginning of 2008. The November 18, 2003 meeting was not one of the two (4-15/03 and 8/19/03). There is no audio (as far as I know) of any meetings held out of council chambers. Even after the change of the project from expansion to a new library on donated property by adopting Option IV, the agendas until recently, read East Regional Expansion which continued the deception. These actions deceived and kept the Public in the dark about what Option IV was really about, unless they attended the meetings. This may be another violation of the Opens Meetings Law.

By reading the deceptive information put out by the library board, the public had no knowledge of the expansion project being scrapped, a new library being planned with ulterior motives to get a four lane road and infrastructure for a proposed development at taxpayer expense using the Library as an anchor as mentioned in a letter dated

**December 15, 2003 – to Ms. des Bordes from Norman Chenevert – “An additional 3,500 square feet would be needed to house your administrative offices. The total square footage for the new building will need to be a minimum of approximately 30,000 sf. ....the attached site sketch is an attempt to illustrate to the current land owner how a portion of J-2 and Tract 4-11-A.can be developed into a “Town Center Mixed Use Development” with the Library located on the corner as a major anchor.”** This became referred to in other documents found in the Library Boards files as BP’s Master Plan.

On April 15, 2003, the Library Board of Control adopted Section 6, under Article I of their By-laws which states: The general public is welcomed at all Library Board of Control Meetings. Each board agenda reserves time for comments from the public prior to the Librarian's Report. Persons wishing to speak before the board must notify the board secretary (Library Director) at least two days before the meeting, to notify the board they will be speaking at the board meeting. All speakers are limited to a maximum presentation of three (3) minutes.

There is no posting of this rule on the agenda or the library website, which stops anyone who learns of the meeting after the 2 day deadline from speaking at the meeting. At the Library Board's March 18, 2008, Councilwoman Schexnaydre was told by Ms. des Bordes, the day before the meeting, that she could attend the meeting but couldn't speak. This was because the councilwoman hadn't notified her within at least 2 days before the meeting. I attended that meeting also, but we were both told (under protest) that we couldn't comment because we had not asked to do so two days ahead of time.

I know that most of these actions were performed in 2003, but they are relevant to the Ordinance to be considered for the contract for the construction of the East Regional Library at the next Council Meeting on May 5, 2008 which came to be as a result of deception and violation of the Open Meeting Laws.

Had Option IV not been accepted by deception (fraud) under **OPTIONS FOR LIBRARY SERVICE TO THE DESTREHAN COMMUNITY DURING THE CONSTRUCTION OF THE EAST REGIONAL EXPANSION**, the East Regional Expansion Project (according to the Project Schedule dated 8/18/03) would have been awarded on 2/5/04. And in the 9/30/03 minutes it stated: “construction would require that the building be vacated for a minimum of twelve months, with the possibility of taking up to eighteen months.”

If Option IV had not been advertised, presented, and accepted by deceit under the title **OPTIONS FOR LIBRARY SERVICE TO THE DESTREHAN COMMUNITY DURING THE CONSTRUCTION OF THE EAST REGIONAL EXPANSION** there would have been no Act of Donation and no contract for the new library to be considered at the May 5, 2008 St. Charles Parish Council meeting.

I have included documents to back up my claims. There are other possible violations (such as ethical violations) by Ms. des Bordes, Norman Chenevert and others which occurred during this project which also require investigation.

Yours truly,

A handwritten signature in black ink, appearing to read "Gwen Dufrene". The signature is fluid and cursive, with the first name "Gwen" and last name "Dufrene" clearly distinguishable.

Gwen Dufrene

Cc: U. S. Attorney Jim Letten

St. Charles Parish D. A. Harry Morel

St. Charles Parish President V. J. St. Pierre

St. Charles Parish Council

Special Agent Dan Evans, FBI

Jennifer Schaye, General Counsel, LA Legislative Auditor



# ST. CHARLES PARISH LIBRARY

November 13, 2003

TO: Library Board  
FROM: Mary des Bordes

Enclosed is a copy of the revised agenda for our November 18<sup>th</sup> meeting. In addition, I'm sending for your review the four options for library service to the Destrehan community during the construction of the East Regional expansion. I strongly recommend that you not share this information with any non-Board member before the meeting. Option IV, in particular, is in the most preliminary stage, and widespread knowledge could complicate the process.

I look forward to seeing you next Tuesday.

Upon resuming the meeting, the first item of business was the decision of library service level to the Destrehan community during the construction of the East expansion. Ms desBordes outlined the options available. She clarified items as requested, including the possibility of adding Saturday hours at Norco during the construction at East if necessary. Mrs. Chauffe moved that *as a back up to option IV (receive donated land in Plantation Business Park and build new building on that site), the Board approve Option I (to close East Regional and route all service to St. Rose)*. Mrs. Tregre seconded the motion. Following discussion, Mrs. Chauffe moved to amend the motion to *the Board approve as the primary option Option IV (receive donated land in Plantation Business Park and build new building on that site), with Option I (to close East Regional and route all service to St. Rose) being secondary*. Mrs. Tregre seconded the motion and the motion to amend carried. The Board then took up the motion as amended, and the motion carried. Mr. Scott asked that the record show that Mrs. Ryan, being ill, had contacted him and expressed her support for option IV also. Ms desBordes indicated that she would contact the parties involved and report back to the Board with additional information.

The next item of business was the Board's public hearing on the proposed 2004 budget. Mrs. Scott led the Board through a line-by-line discussion of the proposed budget. During the discussion, Mrs. Chauffe asked that Gary Miebaum present a report on Planetarium activities and projections at the January meeting. Ms desBordes said that she would make the arrangements.

At the conclusion of the budget review, Mrs. Tregre moved that the Board *adopt the following resolution:*

#### 2004 Budget Resolution

**A Resolution adopting an Operating Budget of Revenues and Expenditures for the fiscal year beginning January 1, 2004, and ending December 31, 2004.**

**Be It Resolved** by the Board of Control of the St. Charles Parish Library that,

**SECTION 1:** The attached detailed estimate of Revenues for the fiscal year beginning January 1, 2004, and ending December 31, 2004, be and the same is hereby adopted to serve as an Operating Budget of Revenues for the Library for the same period.

**OPTIONS FOR LIBRARY SERVICE TO THE DESTREHAN COMMUNITY  
DURING THE CONSTRUCTION OF THE EAST REGIONAL EXPANSION**



**OPTION I**

**Close the East Regional Library and route all service to St Rose branch.**

- Increase St. Rose hours of operation to Regional level
- Send East staff to St. Rose, or other locations as needed during construction
- Lease storage facilities to house the furniture and most of the collection
- Move some of the collection to St. Rose branch

**Costs:**

Lease storage space for furniture and boxed books: (\$500/mo for 12 – 18 mos) \$6,000-  
\$9,000

**Total: \$6,000 - \$9,000**

**Advantages**

Lowest cost  
Least physically difficult  
Storage on-site would require no moving fees

**Disadvantages**

Loss of library service to those who must  
walk to building  
Loss of access to those materials stored  
Double the distance those at Norco would  
have to travel for evening and Saturday  
service  
Loss of visibility in community



**OPTIONS FOR LIBRARY SERVICE TO THE DESTREHAN COMMUNITY  
DURING THE CONSTRUCTION OF THE EAST REGIONAL EXPANSION**



**OPTION II**

**Close the East Regional Library and open a small temporary library**

- Lease 4000 sf space available in the Red Church shopping strip
- Open temporary location with Norco/Hahnville hours of operation
- Use some East furniture and a basic collection at the temporary location
- Run the smaller temporary location with three to four East staff
- Increase St. Rose hours of operation to Regional level
- Send the balance of East staff to St. Rose, or other locations as needed during construction
- Move some of the collection to St. Rose branch
- Lease storage facilities to house unused furniture and most of the collection

**Costs:**

Lease for 12 to 18 months: (\$2,800/mo for 12 – 18 mos) \$33,600 –50,400  
Utilities at temporary location: \$6,200 - \$9,400  
Moving materials and furniture to temporary location: \$1,000  
Installing computer and phone lines at temporary location: \$1,150  
Leasing storage facilities: (\$500/mo for 12 – 18 mos) \$6,000-\$9,000  
Moving materials and furniture back into building at close of construction: \$6,500-\$8,000  
**Total: \$54,450 - \$69,950**

**Advantages**

Maintains presence in and service to community  
Good location  
Parking in area

**Disadvantages**

Severely diminished level of service  
Loss of access to those materials stored  
Limited parking during business hours  
Double the distance those at Norco would have to travel for evening and Saturday service

**OPTIONS FOR LIBRARY SERVICE TO THE DESTREHAN COMMUNITY**  
**DURING THE CONSTRUCTION OF THE EAST REGIONAL EXPANSION**

**OPTION III**

**Close the East Regional Library and open a large temporary library**

- Lease 9000 sf office space available in Plantation Business Park
- Move entire East Regional collection, furniture, etc., to office space
- Retain Regional hours of operation, services, etc.

**Costs:**

Lease for 12 to 18 months: (\$10,150/mo) \$121,500 – \$182,250

Installing computer and phone lines at temporary location: \$1,700

Moving materials and furniture to temporary location, and back into building at close of construction: \$25,000

**Total: \$148,200 - \$208,950**

**Advantages**

Maintains presence in and service to community  
Parking is adequate  
East team is maintained as a unit  
Entire collection is available  
No storage costs

**Disadvantages**

Lower Visibility  
Loss of library service to those who walk to the building  
Cost of lease, etc. high  
Need to move entire facility twice  
Isolation of patrons/staff leaving the building after dark  
The barrier of I-310

**OPTIONS FOR LIBRARY SERVICE TO THE DESTREHAN COMMUNITY  
DURING THE CONSTRUCTION OF THE EAST REGIONAL EXPANSION**

**OPTION IV**

**Receive donated land in Plantation Business Park and build new building on that site**

- East Regional would stay open during construction of new building
- New building would be designed and built on new site
- Library would move into new facility when complete
- Possibly expand building scope (e.g., move administrative offices and Tech Services into new building)
- Old building/property could be sold to pay for construction costs for East Expansion or for possible new facility in Paradis/Des Allemands/Bayou Gauche area

**Costs:**

Additional architectural fees for re-design: unknown

Moving materials and furniture into building at close of construction: \$6,500-\$14,000

\*Possibly expanded building size: (3,000sf @\$135/sf): \$405,000

**Total: minimum \$6,500 - \$14,000**

**\*or \$411,500 - \$419,000 +  
architectural fees**

**Advantages**

New building could be re-designed without constraints of existing building

Major cost savings

Ability to expand building (either immediately or in future)

Tie-ins with Destrehan Plantation for publicity, etc., in future

Possible move of Administration/Tech Services would free up space and provide more parking in lot at West Regional

Additional funds for long range building plans

Transition easier on community

**Disadvantages**

Possible fall-through of the donation

Donor could offer site well off River Rd. with low visibility

Delay in service at new building over expanded building

Not in residential area/loss of walk-in use

Isolation of patrons/staff leaving the building after dark

Destrehan Festival, etc., parking disruption

The barrier of I-310

\* December 15, 2003

Ms. Mary DesBordes  
St. Charles Parish Library  
P.O. Box 949  
Luling, LA 70070

\* Re: East Regional Library - Proposed New Site  
B-P Plantation Business Campus  
Chenevert Project No: 22097.00

\* Dear Ms. DesBordes:

It is our understanding that you may have the opportunity to relocate the East Regional Library to a new site in the B-P Plantation Business Campus. Per our programming exercise on the existing site, we have determined that a new Library building for the East Regional Branch will require 26,350 square feet to house the collection and staff. An additional 3,500 square feet would be needed to house your administrative offices. The total square footage for the new building will need to be a minimum of approximately 30,000 square feet.

A minimum of two and a half acres are required to accommodate the existing programmed building and subsequent parking, which is very tight. We suggest that an additional one half acre would be needed to accommodate the addition square footage and parking for the administrative offices. Therefore approximately three to three and a half acres should be obtained to house your new facility.

The attached site sketch is an attempt to illustrate to the current land owner how a portion of Tract J-2 and Tract 4-II-A of the Office Park could be developed into a "Town Center Mixed Use Development" with the Library located on the corner as a major anchor. Also attached is the rendering illustrating the exterior concept and image. This site appears very suitable for this type of development.

Should you have any questions, please contact us.

Sincerely,

Chenevert Architects LLC

*Norma J. Chenevert*

Norman J. Chenevert, AIA

NJC:tag

XII

Enclosures

\*  
6767 Perkins Road, Suite 101  
Baton Rouge, Louisiana 70808  
phone: 225.757.0955  
fax: 225.757.0765

\* December 1, 2003

Ms. Mary DesBordes  
St. Charles Parish Library  
P.O. Box 949  
Luling, LA 70070

\* Re: East Regional Library Design Development  
CA Project No: 22097.00

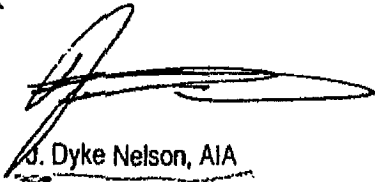
Dear Ms. DesBordes,

Enclosed find an invoice for the work completed on the Design Development portion of the East Regional Expansion Project. Work completed during the initial portion of Design Development included engaging and coordinating with consultants, continuing development of the drawings, review of the plans versus the original program document, etc. Prior to your notification to cease work until further notice we completed approximately 15% of the work required for the completion of this phase. Please give me a call if you have any questions regarding this invoice.

Thank you for your time.

Sincerely,

\* Chenevert Architects LLC



J. Dyke Nelson, AIA

JDN:jdn  
Enclosures

6767 Perkins Road, Suite 101  
Baton Rouge, Louisiana 70808  
phone: 225.757.0955  
fax: 225.757.0765

September 20, 2004

Chenevert | Architects LLC

Mr. Corey Faucheux, Director  
St. Charles Parish Dept. of Economic Development & Tourism  
14996 River Road  
Hahnville, LA 70057

\* Re: B-P Plantation Business Park Development \*  
Chenevert Project No.: 23160.00

Dear Mr. Faucheux:

\* We have been retained by B-P to prepare a Conceptual Master Plan to study the real estate development options to put this property back into commerce. The prime developable property (see attached Exhibit A) is approximately 200 +/- acres, south of the rail road yard fronting along River Road (Hwy. LA 48). Our concept is to develop this property as a "Destination Point" for the entire Parish centered around Destrehan Plantation, to promote business, culture, entertainment, shopping, eating and tourism. To date our study indicates the following development potential:

- Hotel 65 Rooms
- Retail / Entertainment / Food Service 150,000 +/- s.f.
- Office Buildings (Class A) 75,000 +/- s.f.
- Office / Warehouse Buildings 60,000 +/- s.f.
- Industrial Warehouses / Distribution 800,000 +/- s.f.
- Parish Regional Library 35,000 +/- s.f.  
(5.10 acre)
- Parish School System 110,000 +/- s.f.  
Bus Maintenance Facility (15.0 +/- acre)
- Parish Park 10.0 +/- acre

This represents approximately \$50.0 +/- million dollars of building construction and 700 +/- construction related jobs with over 250 +/- permanent jobs for St. Charles Parish. This represents several hundred thousand dollars in construction taxes and several million dollars in reoccurring annual sales tax, B-P is considering donating property to the Parish for the Library, School Board and Parks Department. The Library is ready to begin construction, however the road access, the proposed Campus Drive West, is not installed, which will connect to River Road (see attached sketch). B-P is not a real estate developer nor do they have a developer / partner identified at this time. They would like the Parish to install the proposed Campus Drive West as a minimum, in exchange for the property they are contemplating donating to the Parish and the proposed connecting Destrehan Blvd. to the existing Campus Drive East. The Library Board halted work last year on the renovation and expansion of the existing East Regional Library in hope of obtaining this proposed site from B-P. It is twice as large as their existing 2.5 acre site and a much more appropriate location, next to the Destrehan Plantation property.

6767 Perkins Road, Suite 101  
Baton Rouge, Louisiana 70808  
phone: 225.757.0955  
fax: 225.757.0755  
www.CHENEVERTARCHITECTS.com

Mr. Corey Faucheux  
September 20, 2004  
Page 2 of 2

Chenevert | Architects LLC

We ask that you research potential Grant Opportunities on behalf of the Parish that may be procured to pay for this proposed road system. If these roads could be put in place, the economic impacts to the Parish could be obtained much quicker. If you have any questions or need additional information, please do not hesitate to contact us.


Sincerely,

Chenevert Architects LLC



Norman J. Chenevert, AIA

Enclosures

cc: Mr. John Studdard  
Mrs. Mary desBordes  
Mr. Roy Carubba, P.E.  
Mr. Dean Strombom, AIA  
 Mr. Tim Vial

# Transmittal

COPIES DESCRIPTION

4 Contract Amendment #1

\*

REMARKS

Mary-

*\** Since the project scope has changed from a renovation/addition to a new building design, the fee formula should be adjusted to remove the renovation factor as shown in Item #2. Our hourly fee rates have increased from May 1, 2003 to January 1, 2006 as shown in Item #1 and the attached "Schedule of Hourly Rates and Charges". Please have Mr. Scott sign all copies and return one fully executed copy to us. If you have any questions, please do not hesitate to contact us.

Sincerely,  
Norman J. Chenevert

TO

St. Charles Parish Library  
P.O. Box 949  
Luling, LA 70070

PH (985)785-8471

ATTENTION

Ms. Mary desBordes

DATE

March 17, 2006

PROJECT NAME

St. Charles Parish Library

PROJECT NUMBER

22097.00

FROM

Norman J. Chenevert

WE ARE SENDING

Attached

VIA

FedEx

6767 Perkins Road, Suite 101  
Baton Rouge, LA 70808  
PH 225-767-0955  
FX 225-767-0765  
WEB [www.chenevertarchitects.com](http://www.chenevertarchitects.com)

Chenevert Architects LLC



**PROPOSED  
CONTRACT FOR  
ARCHITECTURAL SERVICES**

**AMENDMENT #1**

The Qualification Based Selection Review Panel of St. Charles Parish selected CSRS (Chenevert Songy Rodi Soderberg, Inc.) as the firm to provide architectural services to the St. Charles Library for the East Regional Library Expansion Project (P030306) on May 14, 2003. This firm, and the persons listed in the proposal made by CSRS, is now operating under the company name of Chenevert Architects LLC and shall be known henceforth in this contract.

1. Changes to the contract Section 4.1.1 due to hourly rate increases from May 1, 2003 to January 1, 2006.

Replace "Schedule of Hourly Rates and Charges" Attachment with Attachment A.

2. Changes to the contract Section 4.1.2 due to scope change from a renovation to new building design and construction are as follows:

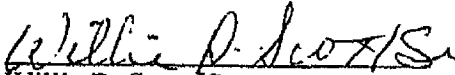
Change Section 4.1.2 BASIC FEE; a) to read, "a) Schematic Design, Design Development, Construction Document Phases:

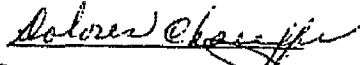
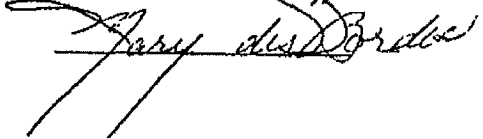
46.10

\_\_\_\_\_ = (Fee Amount)  
Log (AFC (1975 BCI / Current BCI))


Signed:


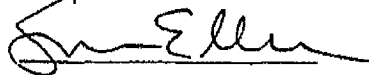
**St. Charles Parish Library  
Board of Control**

  
Willie D. Scott, Sr.  
President

Witness:   


**Chenevert Architects LLC**

  
Norman J. Chenevert  
Member

Witness:   


## SERVICE POLICY

Recognizing that the St. Charles Parish Library was established by ordinance of the parish governing body in conformity with state law covering public libraries, and funded by public funds authorized by the parish electorate together with certain state public funds allocated for public library use; and recognizing further that the Library Board of Control was and is appointed by the parish governing body with delegated powers to oversee and control the management of the library in the capacity of a trustee body to serve and protect the interests of the citizens of the parish, it shall be the policy of the Board with respect to the following:

### 1. Service

Provide courteous service of excellent quality patterned to satisfy the needs and interests of the people of the parish as assessed by the Board and/or the library administration, and to reflect the expressed desires and comments of the people. This service should show balance between the various interests served based upon the use and relative cost practicalities.

### 2. Finance

Spend monies as needed, within the limits of the revenues and funds available, to provide for the expressed level of service and personnel and books-material requirements, in a sound and prudent business-like manner.

Request periodic tax millage approvals based upon the projected needs of the library for the millage period.

Request annual tax assessments within the authorized millage based upon the ensuing year's projected needs, and to maintain about a 12 month operating surplus at the year's end, exclusive of taxes assessed and collected during the year.

### 3. Personnel

Employ and/or cause to be employed qualified people at all levels in the organization and require high quality job performance.

Compensate employees on the basis of merit within the various job classification and rate structures.

Maintain rate structures to reflect balance with those of other public employees in jobs requiring approximately the same level of skill and responsibility. Comparisons with other public employees should be made with parish employees first, state employees second, and other local nonpublic employees third.

General salary increases should approximate those of other public employees in a comparative fashion considering other parish employees first, state employees second, and other nonpublic employees third.

Benefits to employees, other than salary should equal or approximate those of other parish employees.

### 4. Books-Materials

Books and non-book materials added to the collection will normally be selected by the library administration from lists provided by various sources such as the Louisiana

## **Library Building Plan Timeline**

- 1997** Library Board of Control commissions Casserta/Carrol Architects to develop feasibility Study for East Bank library service  
Study recommends addition of 6,728 – 10,706 sf to existing building, for a total of 18,522 -22,500 sf, at a cost estimate of \$629,000 to \$799,500
- 2000** Library Board of Control hires Library Building Consultant Richard E. Thompson to assist in writing East and St. Rose building programs.  
Library holds public hearings and public and staff focus groups to formulate both building programs.
- 2001** (August) St. Rose Building contract is let.  
  
(October) Construction begins.
- 2003** (March) St. Rose building is completed.  
  
(April) Library Board requests Feasibility Study be done for library service to the Paradis / Bayou Gauche / DesAllemands area.  
  
(May) QBS Review Panel selects CSRS as the firm to provide architectural services to the St. Charles Parish Library for the East Regional Library Expansion Project.  
  
(May) CSRS now operating under the name Chenevert Architects
- \* (July) Building program for East Regional Expansion list probable cost for 26,350sf at \$3,333,805.75 expressed in 2003 dollars
- \* (October) Building program for East Regional Expansion list probable cost for 26,350sf at \$3,346,032 expressed in 2003 dollars
- (November) options for temporary quarters for East Regional Library during the construction phase are explored; contact is made with real estate agent for BP's Plantation Business Park. BP responds with proposal for donation of property to be used for construction of a new East Regional Library building. Library Board of Control resolves to pursue the option of the land donation as opposed to closing the building during the construction at the existing site (estimated at 18 months to two years).
- \* (December) Proposal to BP for Library building to include administrative offices; building-size is increased to 30,000

**Library Building Plan Timeline**

**Page 2**

**2004** (January) Negotiations begin with BP for donation of property for new East Regional Library building.

(March) Feasibility Study for library service to the Paradis / Bayou Gauche / DesAllemands area is completed. Probable cost for facility is \$1,867,715.97

(July) Chenevert Architects provides cost estimate for road required for construction of proposed building (\$590,425 for Campus Blvd. West; \$726,973 for Destrehan Blvd.

**2005** (March) Negotiation on donation stalled over issue of who will build road to new building;

(April) Library Board of Control resolves to pay cost of construction of new road to the site of the Library building.

(August) Hurricane Katrina.

(October) Library Board of Control holds special meeting to consider increased costs of East building.

**2006** (January) Updated building program for East Regional Library building is sent to Chenevert Architects.

~~✱~~ (March) Probable cost estimate in new program is \$6,873,569 for 29,100 sf.  
(September) Updated estimate of probable costs, based on draft Schematic Design is \$8,263,177.

(December) Bp makes Act of Donation of Property to St. Charles Parish for the purpose of building a new East Regional Library.

~~✱~~ **2007** (January) Letter from Chenevert Architects details increased cost estimates. Cost estimate at this time was \$8,275,340 for a 33,960 sf building.

(May) American Legion Hall In DesAllemands is investigated as a temporary home for a library branch; it is determined that the building is in too poor condition to justify pursuing this objective.

(July) Error in previous programs discovered; building size increased to include adequate shelving.

~~✱~~ (September) Estimate of Probable Cost is \$8,737,364 for 34,710 sf building

(December) Bids for the construction of the East Library are opened.

**Library Building Plan Timeline**  
**Page 3**

**2008** (January) Harris Builders (second-lowest bidder on construction contract) sues for rejection of lowest bid (Lamar Construction).

(February) 29<sup>th</sup> Judicial District Court for the Parish of St. Charles rules against Harris Builders.

(March) Harris Builders appeals to the 5<sup>th</sup> Circuit Court re construction bid.

2008-0073

INTRODUCED BY: V.J. ST. PIERRE, JR., PARISH PRESIDENT  
(CHIEF ADMINISTRATIVE OFFICER)

ORDINANCE NO. \_\_\_\_\_

An ordinance to approve and authorize the execution of a contract with Lamar Contractors, Inc. for the construction of the East Regional Library at 160 West Campus Drive in Destrehan.

WHEREAS, sealed bids were received on December 20, 2007 for the construction of the East Regional Library at 160 West Campus Drive in Destrehan; and,

WHEREAS, the bids were reviewed by Chenevert Architects, LLC and the apparent low bidder, Lamar Contractors, Inc. was found to be within budget, including the three alternates; and,

WHEREAS, said bids were reviewed by the Director of Legal Services and it is his recommendation that the bid of Lamar Contractors, Inc. be deemed as the lowest responsible bid; and,

WHEREAS, it is the desire of the Parish Council to concur with said recommendation.

THE ST. CHARLES PARISH COUNCIL HEREBY ORDAINS:

SECTION I. That the contract with Lamar Contractors, Inc. for the East Regional Library in the amount of \$8,416,500.00 is hereby approved and accepted.

SECTION II. That the Parish President is hereby authorized to execute said contract on behalf of St. Charles Parish.

The foregoing ordinance having been submitted to a vote, the vote thereon was as follows:

And the ordinance was declared adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2008, to become effective five (5) days after publication in the Official Journal.

CHAIRMAN: \_\_\_\_\_

SECRETARY: \_\_\_\_\_

DLVD/PARISH PRESIDENT: \_\_\_\_\_

APPROVED: \_\_\_\_\_ DISAPPROVED: \_\_\_\_\_

PARISH PRESIDENT: \_\_\_\_\_

RETD/SECRETARY: \_\_\_\_\_

AT: \_\_\_\_\_ RECD BY: \_\_\_\_\_

# AIA Document A101™ – 1997

## Standard Form of Agreement Between Owner and Contractor where the basis of payment is a STIPULATED SUM

AGREEMENT made as of the \_\_\_\_\_ day of \_\_\_\_\_ in the year of Two Thousand Eight  
(In words, indicate day, month and year)

BETWEEN the Owner:  
(Name, address and other information)

St. Charles Parish  
P.O. Box 302  
15045 River Road  
Hahnville, LA 70057  
Telephone Number: (985) 783-5000  
Fax Number: (985) 783-1216

and the Contractor:  
(Name, address and other information)

Lamar Contractors, Inc.  
481 Sugarland Parkway  
Luling, LA 70070  
Telephone Number: (985) 785-7121  
Fax Number: (985) 785-7124

The Project is:  
(Name and location)

St Charles Parish East Regional Library  
160 West Campus Drive  
Destrehan, LA 70017

The Architect is:  
(Name, address and other information)

Chenevert Architects LLC  
232 Third Street, Suite 100  
Baton Rouge, LA 70801  
Telephone Number: (225) 334-9907  
Fax Number: (225) 334-9908

The Owner and Contractor agree as follows.

The contractor is to construct the facility for the owner. The work consists of the following:

1. As indicated on the Drawings and specified herein, the approximately 39,655 square foot two story building will be clad in Portland cement plaster, brick, and glass storefront on new steel framed structure with concrete slab and composite second floor deck. Mechanical, electrical (power and lighting), plumbing, and telephone/data utilities, including connections, are included.

### ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

AIA Document A201-1997, General Conditions of the Contract for Construction, is adopted in this document by reference. Do not use with other general conditions unless this document is modified.

This document has been approved and endorsed by The Associated General Contractors of America.

mit.

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User Notes:

(2444011476)

**Subj:** RE: Library Board meeting held in council chambers.  
**Date:** 3/18/2008 8:48:50 A.M. Central Standard Time  
**From:** sheila@st-charles.la.us  
**To:** Dfgwen@aol.com

Good Morning Gwen: Here is your list of meeting dates of the Library Board (that was held in the Council Chamber) from 2000 to the present:

<del>01-18-00</del>	<del>04-15-03</del>	<del>08-17-04</del>	<del>07-18-06</del>	<del>05-15-07</del>
04-13-00	08-19-03 ✓	04-19-05	09-19-06	09-18-07
08-21-01	01-20-04	08-16-05	11-21-06	
04-16-02	04-20-04	01-17-06	01-16-07	

There were no meetings in 2008 held in the Council Chambers (as of yet). If you need anything else, please let me know.  
Hope you and your family have a Happy Easter!  
Sheila

-----Original Message-----

**From:** Dfgwen@aol.com [mailto:Dfgwen@aol.com]  
**Sent:** Tuesday, March 18, 2008 6:52 AM  
**To:** Hymel, Sheila  
**Subject:** Library Board meeting held in council chambers.

Could you e-mail me a list of Library Board meetings held in Council Chambers from 2000 to the present.

Thanks and have a Nice day.

Gwen D.

It's Tax Time! Get tips, forms and advice on AOL Money & Finance.

Tuesday, March 18, 2008 AOL: Dfgwen



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## LIBRARY BOARD OF CONTROL

6:00 pm

Council

Chambers 

January 15

July 15

March 18

September 16

May 20

November 4

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## ELECTION DATES

[www.sec.state.la.us/elections](http://www.sec.state.la.us/elections)

February 9

July 19

March 8

September 6

April 5 (Special)

October 4

May 3 (Special)

November 4

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## CIVIL SERVICE BOARD

6:30 pm

Council

Chambers 

January 8

July 8

March 11

September 9

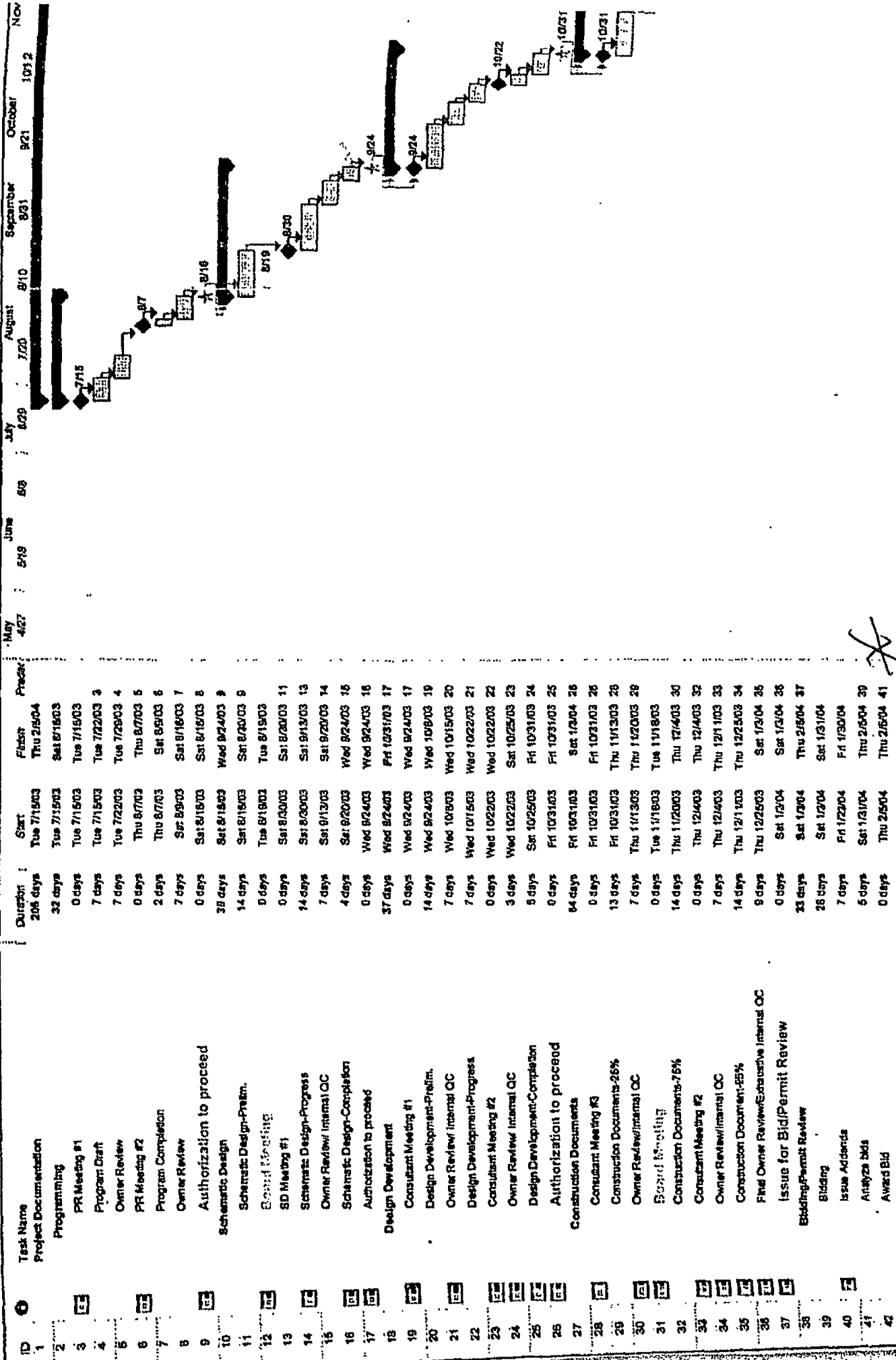
May 13

November 18

**St. Charles Parish Library**  
**Board of Control Meeting**  
**May 6, 2008**  
**6:00 p.m.**

**AGENDA**

1. *Call to Order, Prayer, & Pledge*
2. *Approval of Minutes – March 18, 2008*
3. *Attendance Report*
4. *Librarian's Report*
5. *Properties for Consideration for a Branch in the Paradis/Bayou Gauche/Des Allemands area*
6. *Adjournment*



ID	Task Name	Duration	Start	Finish	Phase
1	Project Documentation	208 days	Tue 7/15/03	Thu 2/5/04	
2	Programming	32 days	Tue 7/15/03	Sat 8/15/03	
3	PR Meeting #1	0 days	Tue 7/15/03	Tue 7/15/03	
4	Program Draft	7 days	Tue 7/15/03	Tue 7/22/03	3
5	Owner Review	7 days	Tue 7/22/03	Tue 7/29/03	4
6	PR Meeting #2	0 days	Thu 8/7/03	Thu 8/7/03	5
7	Program Completion	2 days	Thu 8/7/03	Sat 8/9/03	6
8	Owner Review	7 days	Sat 8/9/03	Sat 8/16/03	7
9	Authorization to proceed	0 days	Sat 8/16/03	Sat 8/16/03	8
10	Schematic Design	35 days	Sat 8/16/03	Wed 9/24/03	9
11	Schematic Design-Prelim.	14 days	Sat 8/16/03	Sat 8/30/03	9
12	Special Meeting	0 days	Tue 8/19/03	Tue 8/19/03	
13	SD Meeting #1	0 days	Sat 8/30/03	Sat 8/30/03	11
14	Schematic Design-Progress	14 days	Sat 8/30/03	Sat 9/13/03	13
15	Owner Review/ Internal OC	7 days	Sat 9/13/03	Sat 9/20/03	14
16	Schematic Design-Completion	4 days	Sat 9/20/03	Wed 9/24/03	15
17	Authorization to proceed	0 days	Wed 9/24/03	Wed 9/24/03	16
18	Design Development	37 days	Wed 9/24/03	Fri 10/31/03	17
19	Consultant Meeting #1	0 days	Wed 9/24/03	Wed 9/24/03	17
20	Design Development-Prelim.	14 days	Wed 9/24/03	Wed 10/9/03	19
21	Owner Review/ Internal OC	7 days	Wed 10/9/03	Wed 10/15/03	20
22	Design Development-Progress	7 days	Wed 10/15/03	Wed 10/22/03	21
23	Consultant Meeting #2	0 days	Wed 10/22/03	Wed 10/22/03	22
24	Owner Review/ Internal OC	3 days	Wed 10/22/03	Sat 10/25/03	23
25	Design Development-Completion	5 days	Sat 10/25/03	Fri 10/31/03	24
26	Authorization to proceed	0 days	Fri 10/31/03	Fri 10/31/03	25
27	Construction Documents	84 days	Fri 10/31/03	Sat 1/3/04	26
28	Consultant Meeting #3	0 days	Fri 10/31/03	Fri 10/31/03	26
29	Construction Documents-25%	13 days	Fri 10/31/03	Thu 11/13/03	28
30	Owner Review/ Internal OC	7 days	Thu 11/13/03	Thu 11/20/03	29
31	Special Meeting	0 days	Tue 11/19/03	Tue 11/19/03	
32	Construction Documents-75%	14 days	Thu 12/4/03	Thu 12/4/03	30
33	Consultant Meeting #2	0 days	Thu 12/4/03	Thu 12/4/03	32
34	Owner Review/ Internal OC	7 days	Thu 12/4/03	Thu 12/11/03	33
35	Construction Documents-95%	14 days	Thu 12/11/03	Thu 12/25/03	34
36	Final Owner Review/ Subcontractive Internal OC	5 days	Thu 12/25/03	Sat 1/3/04	35
37	Issue for Bid/ Permit Review	0 days	Sat 1/3/04	Sat 1/3/04	36
38	Bidding/ Permit Review	33 days	Sat 1/3/04	Thu 2/5/04	37
39	Bidding	25 days	Sat 1/3/04	Sat 1/31/04	
40	Issue Addenda	7 days	Fri 1/23/04	Fri 1/30/04	
41	Analyze Bids	5 days	Sat 1/31/04	Thu 2/5/04	39
42	Award Bid	0 days	Thu 2/5/04	Thu 2/5/04	41

Project: C0802schedules  
 Date: 10/28/10/03

Task:  Spt

Progress:  Summary

Milestones:  External Milestone

External Tasks:  External Milestone

Deadline:

Page 1