

**Beauregard Parish Library
Board of Control
Special Meeting**

The library's Board of Control met in special session at 5:15 pm on Wednesday, September 20, 2017 at 205 S. Washington St. in DeRidder, LA. Present were Molly Poe, Elizabeth Brasseaux, Rusty Williamson, Pat Andrews, and Angela Lannen, presiding. Absent were Tranquil Crosby, Jo Blankenship, Janet Pitre, and Merle Stout (honorary). Also present were Bryan MacReynolds, Steve Landreneau, Lana Weldon, and Erin Chesnutt, Secretary.

Lannen called the meeting to order at 5:15 and handed the floor over to Mr. Landreneau to discuss the early steps to getting for the capital expense project of building a future East Beauregard branch. Landreneau discussed :

- the legal need for an architect or engineer for a public building project of \$150,000 or more
 - his recommendation of an architect for the added value of assistance with creating the bid packet, evaluating bid responses, and QA/QC during construction
- not breaking up a project into multiple, smaller projects to avoid the Public Bid Law limits
- Board can either advertise a Request for Proposal or approach individual architects to select a professional for this project. A few architects have expressed an interest in this project.
 - Bryan MacReynolds noted that most architects base their fees on the same scale as each other
 - when using an RFP to select a professional, the Board does not have to accept the low bidder; when bidding out a contract, they must.
 - if an RFP is used, the responses must be due at least 30 days after the date of publication
 - assurances that he, MacReynolds, Williamson, and Shantel Alleman (Secretary / Treasurer of the Police Jury) are available for assistance and guidance through this project

Lannen asked the board if they prefer to interview individual architects or advertise an RFP for architectural services. Andrews moved to advertise an RFP and particularly notify architects Paul Lemaire of Lafayette, Alliance Group of Alexandria, and Guidry, Beazley, Moliere of Lafayette of the request. Williamson seconded and the board approved the motion unanimously.

The board then went through the RFP proposal and discussed making changes to include :

- delete the budget but leave the size (square footage) of the project in the RFP
- remove the sentence regarding future expansion of the building
- arrange to have the proposals due as soon as legally possible.
 - Chesnutt will check with the Beauregard Daily News to see when the deadline for submission for next Wednesday's paper is; Landreneau will research if the RFP must be advertised only once or twice and, if twice, are the responses due thirty days past the first or second published notice?
 - If possible, the responses will be due before the board's next regularly scheduled meeting (November 1) so that the board may include opening the responses on that agenda.

On motion by Poe, seconded by Andrews and unanimously approved, the meeting adjourned at 6:00 PM.

Respectfully submitted,

Erin N. Chesnutt, MLIS
Secretary to the Board