

**Rapides Parish Library  
Board of Control  
October 18, 2016**

Minutes

The regular meeting of the Rapides Parish Library (RPL) Board of Control was called to order by President Michael Fairbanks at 3:30 p.m., in the meeting room of the J.L. Robertson Branch Library, located at 809 Tioga High School Rd., Ball, Louisiana.

Board members present were: Mr. Michael Fairbanks, Ms. Lana Havens, Ms. Linda McMahon, Mr. Ralph Roach, Mr. Gregory Walker, Dr. Pat Barber, Ms. Le'Anza Jordan, Mr. Morris Taft Thomas and Ms. Laura-Ellen Ayres.

Mr. Fairbanks led the Pledge of Allegiance, and the Board observed a moment of silence.

Mr. Fairbanks asked if there were any public comments. There were none.

**Agenda**

Mr. Thomas made a motion to approve the agenda. Ms. McMahon seconded and the motion passed.

**Minutes**

Ms. Jordan made a correction in the September minutes. Mr. Roach made a motion to approve the September minutes with the correct. Ms. Havens seconded and the motion passed.

**Financial Report**

Mr. Jimmy Holsomback presented the Financial Report. As expected, there was very little revenue in September. Some E-Rate funds were received. The revenue to date is \$5,465,392. The expenses for September were the normal monthly operating expenses. Account no. 5783 are expenses associated with the Libuse Branch construction and will be reimbursed.

The Balance Sheet reports a strong cash position. The Set-Aside Accounts will be updated in December. The interest rate is about 1% and interest income is expected by the end of the year.

The Bond Revenue for the Libuse Project was received and deposited in the construction account on October 7. This will be reflected in next month's report. The loan is an 8 year loan from 2017 to 2024 with a blended interest rate of 1.93%.

Mr. Roach made a motion to approve the Financial Report. Ms. McMahon seconded and the motion passed.

Mr. Holsomback reported that he is preparing the 2017 budget. This is a reassessment year for the Rapides Parish Assessor and the revenue report has not been received. Mr. Holsomback is also researching reduced health care insurance costs.

A Financial Committee Meeting is scheduled for November 8<sup>th</sup> at 3:00 at the Huie-Dellmon House to discuss the 2017 proposed budget. The Financial Committee are Ms. Jordan (chair), Mr. Roach and Mr. Walker.

### **Director's Report**

Ms. Ayres announced that Dr. Barber and Ms. McMahon had been renewed to the Board of Control for five more years. She welcomed Mr. Thomas back and encouraged everyone to watch his documentary entitled "*Art Rocks*" that will be airing on LPB soon. Ms. Ayres also introduced Robertson Branch Manager Elizabeth Parish.

Ms. Ayres shared photographs of the sign announcing the coming of the Libuse Branch and the recent demolition work on the site. She presented an architectural drawing that indicated the use of salvaged bricks from the old Tuma store. She reported that the asbestos tiles were removed over the weekend and demolition began on Monday. There is a meeting with the architect on Friday to finalized the plans and possibly add "green" options. Architectural plans should be complete by October 31<sup>st</sup>.

After the plans are finalized, advertising for bids will begin. She is hoping that the bid opening could occur the third week in November, with Police Jury approval at the December 12<sup>th</sup> meeting. Plans are to begin work by the end of the year. The project will be completed in eight to nine months.

Dr. Barber commented that the large sign on Hwy 28 West for the Westside Regional Library is visible and nice.

Assistant Tom Wells has received a draft opinion from the Ethics Board regarding the District A Board representative. The opinion is favorable that a former Rapides Parish staff member can serve on the Board of Control. A final decision will be made at the Board of Ethics regular meeting in October.

Ms. Ayres announced that a Nominating Committee is needed to nominate the 2017 officers. A President, Vice-President, and Treasurer should be presented at the December meeting. Three volunteers will service on the Nominating Committee.

Active Shooter Training for staff will be Wednesday, November 2. A State Troop will conduct the training and all staff are required to attend. The in-town Library Branches will delay opening until 10:00 AM that day. The Hineston Branch will open at 10:30 to allow travel time for staff. The other rural branches will open at their regular times, which is in the afternoon on Wednesday.

Three policies will be reviewed next month: Religious Accommodations, Travel Mileage Policy, and Unattended and Disruptive Children Policies. Board Members can expect copies in their mailings next month.

A copy of the *Alexandria Gazette* from August 8, 1829 was discovered in a file at the Main Library. It was moved to the Louisiana History Museum which is better equipped to store fragile archival information.

Ms. Jordan inquired if the Trustee Workshop would be available on-line or if more workshops are scheduled next year. Ms. Ayres said the workshop was sponsored by the Louisiana Library Association and the instructor was from the Louisiana State Library. Ms. Ayres will follow-up. It was suggested that the Board could pay an instructor to teach the class locally. Other Parish Libraries could attend at a cost.

### **Direct Services**

Ms. Lenna' Mouton reported that the Johnson Branch was closed on September 30<sup>th</sup> and October 1<sup>st</sup> due to a festival. She presented a flyer promoting the system-wide *Great Pumpkin Celebration* on October 31<sup>st</sup>. All locations will be having special activities from 4:30 – 5:30 PM to celebrate the 50<sup>th</sup> anniversary of *It's a Great Pumpkin, Charlie Brown*.

### **Human Resources**

No Report

### **Outreach and Youth Services**

Ms. Tammy DiBartolo was presenting at a workshop and could not attend. Ms. Ayres presented a written report submitted by Ms. DiBartolo.

There are lots of things going on in Outreach/Youth Services! We are not only getting ready for our annual *Tales Along the Bayou*; we are also hoping to have a great turnout for *Rapides Reads*! If you haven't gotten your copy of [A Wizard of Earthsea](#), please let Ms. DiBartolo know.

We started our *Great Stories Book Club* at Renaissance Home this month. It is going better than expected. We are having book discussions with both the boys and the girls. This is an activity that we plan to continue going forward.

Save the Children/Head Start has asked Karla Kirby, Keisha White and Ms. DiBartolo to serve on their advisory board this year and we are very excited to work with Head Start again.

The Bookmobile had been very busy attending literacy nights and open houses at schools around the parish. They are promoting Cards 4 Kids and library services.

We hope to see you at *Tales Along the Bayou*!

### **IT**

Ms. Janie Primeaux presented a flyer for *One-on-One Tech Help*. Patrons can bring their devices for personalized training. There are two sessions scheduled in November

Computer classes are resuming, after hiring a new trainer. All staff computers will be updated to Windows 10 by the end of the year.

## **Public Relations**

Ms. Suzanne James reminded everyone about *Tales Along The Bayou* and the activities on October 31<sup>st</sup>.

November is National Picture Book Month. Children and parents will have the opportunity to vote on their favorite picture book. This is a fun opportunity to involve children in the election process.

Ms. James presented the Facebook demographics. Most Facebook users are women ages 25 to 44. These women are usually the “decision makers” in their homes. Adults ages 18 – 24 and over the age of 65 had the lowest number of users.

## **Unfinished Business**

None

## **New Business**

The Electronic Resource Access and Internet Safety Policy and accompanying Citizen’s Request for Review of Automated Resources were presented by Ms. Ayres. This policy allows the patrons access to use the computers. There were no revisions suggested by the staff. Dr. Barber made a motion to revise the policy as presented. Ms. McMahon seconded and the motion passed.

Ms. Ayres presented the Collection Development Policy with suggested revision on page 2. Appendix A, Appendix B and Citizen’s Request for Reconsideration of Library Materials was also presented with no suggested revisions by the staff. Ms. Ayres noted that this policy states the criteria for the Library’s collection. It describes the standards for purchasing new materials, special books, gifts, weeding and complaints. When a patron completes the reconsideration form, it is the Director who has the final decision. The Director will look at reviews and discuss the material with Library staff. Many times the item is reclassified. School Libraries are censored more than the Public Libraries.

Ms. Jordan made a motion to accept the policy with revisions. Ms. McMahon seconded and the motion passed.

Mr. Fairbanks reminded the Board that a Nominating Committee should be in place to select the officers for the upcoming year. Ms. McMahon and Mr. Roach volunteered for the committee. Another member will be selected later.

Ms. Jordan warned those in attendance of an email scam. She had received an email from an individual claiming to be “Michael Fairbanks”, asking for payment of an invoice. She contacted Mr. Holsomback and it was determined to be a scam.

Ms. Mouton thanked everyone for attending the meeting and invited everyone to tour the facilities. In January, the Board will meet at another branch.

The next regular meeting of the Rapides Parish Library Board of Control is scheduled for Tuesday, November 15, 2016, at 3:30 p.m., at the Huie-Dellmon House.

The meeting was adjourned at 4:30 p.m.

Respectfully submitted by

Laura-Ellen Ayres

Secretary

Michael Fairbanks

President