

**RAPIDES PARISH LIBRARY  
BOARD OF CONTROL  
MINUTES**

**March 15, 2011**

The regular meeting of the Rapides Parish Library (RPL) Board of Control was called to order by President Glenn Rechs at 3:30 p.m. in the meeting room of the Huie-Dellmon House, 430 St. James Street, Alexandria, Louisiana.

Board members present were Dr. Pat Barber, Mr. Eddy Boddie, Mrs. Diane Lawton, Ms. Lee Moore, Mr. Glenn Rechs, Mrs. Susie Smith, and Mrs. Alice Story. Mrs. Ann Heath and Mrs. Linda McMahon were not present.

President Rechs asked everyone to stand and say the Pledge of Allegiance. He then asked for a moment of silence. Mrs. Story moved to approve the agenda, and Dr. Barber seconded. The motion was passed. Mrs. Smith moved to approve the minutes from the February 15, 2011, meeting. Mrs. Story seconded, and the motion passed.

**FINANCIAL REPORT**

Business Manager Jimmy Holsomback reviewed income and operating expenses for February 2011. He pointed out the receipt of \$1,140,555 in ad valorem taxes, which brought the year-to-date total to \$3,800,982. He also mentioned the \$10,419 of telephone expenses that were refunded through the E-Rate program. The revenue for February 2011 was \$1,161,034 and \$3,906,784 year-to-date.

Under the category of expenditures, Mr. Holsomback said the expenditures for February were normal. He did point out \$137,606 paid for the retirement system fee; he said that amount was assessed in January but reflected on the February financial statement. Mr. Holsomback concluded by saying that income and expenses for February 2011 were in order. Mrs. Lawton moved to approve the report, and Mrs. Smith seconded. The motion passed.

**DIRECTOR'S REPORT**

Mr. Rogge told the Board that the circulation statistics for January were down by 2% when compared to last year. He also pointed out a couple of footnotes at the bottom of the report. One stated that "Online Resources" is a new category, so no average would be available until 2012. He also pointed out that the Red Carpet and Bookmobile services had been combined and were now represented in the "Outreach" category instead of on two separate lines of data as they had

been shown in the past. Mr. Rogge pointed out that we were down by 11.38% in total transactions for the month, but we're still up by 8% for the year. He said King and Main were both down by over 30% in transactions for January, but Johnson was up 133%, partly because January 2010 was a low percent. The Outreach line showed an increase of 41.19% as well.

Mr. Rogge next reported that we received the grant for landscaping the Martin Branch from the Martin Foundation. He explained the various aspects of this project, including the replacement of several bushes and other plants as well as some brickwork that needed repairing. After meeting with the landscapers, Mr. Rogge found that the building is so old that the original brick is no longer made. He is currently working to find an option that will be as close to the original brick as possible; we plan to power wash the old brick and stain the new brick so those colors will match.

The update for the long range plan is coming soon. Mr. Rogge reminded the Board of the usual process: the staff will submit their recommendations, and then the Long Range Planning Committee will meet early in May to finalize the plan. The committee will then present the plan at the May Board meeting for approval.

#### **ASSISTANT DIRECTOR FOR DIRECT SERVICES**

Because Laura-Ellen Ayres was absent, Mr. Rogge presented a report in her behalf. He said several maintenance activities had occurred at the King Branch in the last month. First were the updates to the security at that branch. He listed the replacement of broken windows, the addition of metal bars to the windows and doors, and the installation of a security system. He also mentioned a security camera that would be installed in the week following the meeting.

Due to the bad weather the week prior to the meeting, and despite the repair of the lower roof in 2010, the King Branch's upper roof leaked and caused a considerable amount of damage. The roofers have already come to look at the roof, and it appears that all four of the roof's drains are stopped up. However, the real problem seems to have been that there are cracks in the lip around the upper roof. Mr. Rogge said both problems would be fixed soon, and it wouldn't be too expensive. Mr. Holsomback interjected that we had no leaks in the Main roof, so the new roof was functioning as it should. Mr. Rogge said the roofs at Westside Regional and Hineston had small leaks during the same storm, so we would be working to fix those as well.

He next mentioned a library cookbook fundraiser. The staff would submit recipes and then we would sell it to our customers. He said it worked well at the previous library he worked at years ago. The Board discussed the cost effectiveness of such a project as well as their experience with similar projects in the past.

Mr. Rechs asked whether the transaction statistics were down at King because of the string of break-ins in the recent past. Mr. Rogge replied that he did not believe the two were connected. Assistant Director for Outreach Services Kelly Kingrey-Edwards proposed that the numbers for King were possibly down in January due to the fact that many of the King Branch's patrons are pedestrians and there was a lot of bad weather that month. This would have prevented many from going to that branch.

## **HUMAN RESOURCES**

Human Resources Manager Beverlee Lueder presented Circulation/Reference Clerk Caroline Randall for ratification. Mr. Boddie moved the ratification be approved, and Mrs. Story seconded. The motion passed. Mrs. Lueder next mentioned it was time to start the process for Mr. Rogge's yearly evaluation. She informed the Board that their packets contained two documents pertinent to his evaluation: his self-evaluation and his performance appraisal. She asked the Board to complete the performance appraisal and bring it to the April Board meeting. Mrs. Lueder further stated that the Personnel Committee would meet in May to determine the salary increase Mr. Rogge would receive effective June 1<sup>st</sup>. Dr. Barber asked whether there was a policy regarding the cost of living in relation to Mr. Rogge's possible raise. Mrs. Lueder told her there was no such policy in place. Mrs. Story asked for a reminder email regarding bringing the completed performance appraisal to the next Board meeting.

## **ASSISTANT DIRECTOR FOR OUTREACH SERVICES**

Kelly Kingrey-Edwards reported that she did not have much to add beyond her written report. However, she did apologize for not preparing a more detailed report on the support staff certification program. She had some unforeseen issues with outreach services in the last month, and thus she was not able to put the report together.

## **INFORMATION TECHNOLOGY**

Systems Manager Janie Primeaux told the Board Bill Huffman successfully replaced Public IP with Linux as our wireless application at Robertson, Hineston, and Gunter. She also said the IT Department recently purchased additional projectors for Main and Westside Regional. These projectors have a USB port so people can plug in a USB drive with a simple PowerPoint presentation and run it without using a laptop. Mrs. Primeaux reported that her department installed an online catalog computer at Robertson and converted the express station at Westside to an online catalog computer as well. They plan to add an additional online catalog computer in the teen area at Westside. Mrs. Primeaux ended by saying her department plans to install one self checkout station each at Robertson and McDonald this year.

## **NEW BUSINESS**

Mr. Rogge said we chose a completely different approach to the Annual Report this year. It is largely pictorial with two small paragraphs of statistical information. He hopes this type of annual report will be a good public relations tool for the Library. After we decided to take this approach, Mr. Rogge said he had a conversation with Ms. Ayres regarding what might get lost by not using the more detailed annual report format of the past. He said they wondered whether they might lose some historical data that would be useful in the future. He asked the Board to voice their opinions on this matter. Mrs. Lawton asked whether we are required to submit an annual report in a specific format. Mr. Rogge explained that we do not have a mandated format; we submit various statistical data to the State every year as well as preparing an annual report for the Police Jury. Mrs. Kingrey-Edwards said that most of the statistical data that was contained in previous versions of the RPL Annual Report was reported to the State. Mr. Rechs said he thought the traditional annual report format was probably more helpful to administration as a management tool.

Ms. Moore said she had been looking at the organizational structure of the Library in light of the current economical condition. She had prepared a cost savings plan after thinking about that. She said she'd like to meet with the Personnel Committee and with Mrs. Lueder to discuss the plan she is submitting—then meet with the whole Board to discuss it. She said she already emailed her plan to the Personnel Committee members and that she would send it to the administrative staff as well. Mrs. Barber asked Ms. Moore how she came to her conclusions, and Ms. Moore replied that she looked at the organizational chart in her Trustee Binder, reviewed the minutes of past meetings, and spoke to some Library staff members at different branches. Mrs. Barber asked whether she had spoken to any branch managers, and she said she hadn't because she thought their replies would be biased.

Mr. Rogge said a committee had been working on better ways to measure the cost effectiveness of branch operations and how time was managed by Library staff. A questionnaire that went to the staff asked them to go through their week and calculate how much time they spent at each of their various tasks. For instance, a circulation clerk would write down how much time he/she spent checking out books, how much time spent shelving books, how much time spent shelf reading, etc. Managers were asked how much time they spent—additionally—on purely administrative tasks. Dr. Barber suggested that these types of studies have been done across the nation. She wondered whether we had consulted any of those studies. He said he hadn't seen any comparable studies, but he would look into that. Mr. Rechs asked Dr. Barber to let him know when the Long Range Planning Committee meeting would be so he could attend.

Mrs. Lawton asked how much money was cut from the State's Library Aid Grant this year. Mr. Holsomback said it went from about \$40,000 to \$22,000 this year. Mrs. Lawton asked where

that State Aid money would go this year, and Mr. Holsomback said it would all go the IT Department. Assistant Director for Support Services Wesley Saunders said the State Aid money usually went to the IT Department or to materials for the collection. Mrs. Lawton then pointed out that the State money did not affect the budget for salaries or benefits, and Mr. Holsomback and Mr. Rogge agreed it did not.

Mr. Holsomback asked when the Playaway people were going to come to officially present us with the \$10,000 prize check. Youth Programming Manager Karla Kirby said they would be here March 30<sup>th</sup> from 12 to 2 p.m. She also said she sent invitations to the Board members.

**The next meeting is scheduled for April 19, 2011, at the Huie-Dellmon House.**

The meeting was adjourned at 4:10 p.m.

Respectfully submitted by

Steve Rogge  
Secretary

Glenn Rechs  
President

March 2011