

**RAPIDES PARISH LIBRARY
BOARD OF CONTROL
MINUTES**

September 20, 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, 420 St. James Street, Alexandria, Louisiana.

Board members present were Dr. Pat Barber, Mr. Eddy Boddie, Mrs. Ann Heath, Mrs. Diane Lawton, Mrs. Linda McMahon, Mr. Glenn Rechs, Mrs. Susie Smith, Mrs. Alice Story, and Mr. Gregory Walker.

President Rechs led the Pledge of Allegiance and then asked for a moment of silence. Mrs. Lawton moved to approve the agenda with the addition of item 13 c, the Deegan Bequest. Mrs. Smith seconded, and the motion was passed unanimously. Mrs. Smith moved to approve the August minutes. Mrs. Lawton seconded and the motion passed. Mr. Rogge introduced Mr. Greg Walker, the Board member who would replace Lee Moore.

FINANCIAL REPORT

Business Manager Jimmy Holsomback reviewed income and operating expenses from January through August 2011. He pointed out that we've received most of our ad valorem tax money for the year, and we'll get another disbursement in December. He also said we'd received some unbudgeted revenues from the Louisiana Charities Trust, a Wal-Mart Grant, the Playaway contest, and several other grants. Plans to expend these funds will be announced at a later date. The total revenue for August 2011 was \$29,755, and this brought the year-to-date revenue to \$4,436,046.

Mr. Holsomback said the expenditures for August were normal. He did point out an interest payment of \$22,367 made on our loan. This loan will be paid off in three years. The expenses for August 2011 were \$318,839. Year-to-date operating expenses were \$3,275,396. This puts RPL at \$1,160,650 net income for the year. Mrs. Smith moved to approve the report, and Dr. Barber seconded. The motion passed.

Mr. Holsomback said he had already begun working on the 2012 budget. He pointed out the budget schedule in the Board's packets, and said the Finance Committee would meet at 3:00 p.m. on November 8th, one week before the Board meeting. That will put the Board meeting one week earlier than normal due to the Thanksgiving holiday. On December 13th, he said the Board

would vote to adopt the 2012 Budget. This meeting would also be held a week early to avoid a conflict with the Christmas holidays.

DIRECTOR'S REPORT

Mr. Steve Rogge reported that transaction statistics were down 8.79% compared to August 2010, and that this follows the trend mentioned at the last Board meeting. He also pointed out large print circulation is increasing more than the other categories.

He next mentioned the Library had received \$10,054 as a bequest from Claire Jane Miller Adams. He is consulting RPL department heads to decide how to spend this money. He also said the money may need to go into the regular budget depending on the numbers Mr. Holsomback gets from the Parish Assessor's office. Mr. Rogge also said the 2010 State Statistical Report was available for any Board member who would like a copy.

ASSISTANT DIRECTOR FOR DIRECT SERVICES

Ms. Laura-Ellen Ayres said we were in the midst of a customer service survey that is being handled out at all the branches. She pointed out that the branch who gets the highest percentage of surveys returned will get a free lunch while she and some substitutes work at the branch's circulation desk.

She next announced hiring Donna Mangham as an assistant manager for the Gunter Branch as well as promoting Robertson Branch Clerk Monique Richmond to the position of Assistant Branch Manager. She said RPL is creating a cookbook that we hope will be ready for Christmas giving. Any Board member who would like to submit a recipe can get a form from Miss Jana Fryday, Administrative Assistant.

Ms. Ayres continued by saying that the Robertson Branch installed a baby-changing station due to a customer request, and the Gunter Branch siding was completed. She also mentioned the pipes burst inside the public bathroom at the Westside Library, and the air conditioner in the tower area there has also been a problem. Both issues are being addressed.

She concluded by saying several couponing classes are being offered to take advantage of the popularity of that trend. Both Westside and Gunter have both held adult programs on this, and one would be held at the Robertson Branch on September 29th at 6 p.m. She advised those interested to make a reservation because the seating is limited.

Mr. Rechs asked why the pipes burst, and Mr. Rogge said the plumber had used gas pipe instead of plumbing pipe. Mr. Rogge said we are investigating the pipe in other areas of the building as

well as at other locations where we have used this plumber. He hoped we could head off any further problems this way. Dr. Barber asked what the couponing trend was, and Mrs. Kelly Kingrey-Edwards replied that it is a recent fad inspired by “Extreme Couponing,” a television show on the Learning Channel.

ASSISTANT DIRECTOR FOR OUTREACH SERVICES

Mrs. Kingrey-Edwards handed out promotional materials for the Big Read initiative which would begin October 1st, with “An Afternoon with Mark Twain” at the Kent House at 2 p.m. She said they had hired a great Mark Twain impersonator, and said it should be a lot of fun. She cited several other events including ten different book discussion groups around the parish, and encouraged the Board members to attend. She also mentioned adult summer reading participation increased by nearly 75% from 2010 to 2011. Mrs. Kingrey-Edwards said ReLiC was going on with Dr. Ginger Jones as the speaker.

Mrs. Kingrey-Edwards turned the time over to Youth Programming Specialist Karla Kirby to discuss Summer Reading. Mrs. Kirby said the theme was “One World, Many Stories” about different cultures and peoples around the globe. Musician Mike Anderson, Magician David LeBoueff, and others entertained children across the parish as a part of summer reading this year. She said that while enrollment numbers decreased slightly from 2817 in 2010 to 2729 in 2011, program completion increased from 2249 in 2010 to 2637 in 2011. She said that although teen program participation was down a bit as compared to 2010, teen circulation increased from 5578 in 2010 to 5735 this year. Mrs. Kirby thanked the staff members at the branches for their hard work since summer reading would not have been successful without them.

Mrs. Kirby also mentioned Prime-Time Family Reading Program had begun at the Boyce Branch Library. Dr. Barber asked how families are chosen, and Mrs. Kirby responded that these families have children who are at risk for low literacy. Mrs. Kingrey-Edwards said we work with Title One schools, community centers, etc. Mrs. Kirby also mentioned “Tales Along the Bayou” would be at the Kent House in October with Chic-Fil-A once again providing the food.

HUMAN RESOURCES

Manager Beverlee Lueder said we had purchased some additional modules to augment our current payroll system. This will allow employees to see payroll stubs online and will reduce the time and paper it takes to distribute them. It will also allow supervisors to see how much leave employees have, and that will reduce the amount of time and paper spent in creating reports. She said it is currently up and running as the Human Resources staff tests it before they officially launch it.

FRIENDS AND PUBLIC RELATIONS

Administrative Assistant Jana Fryday said Friends are sponsoring a dinner theater production of the *Adventures of Tom Sawyer* in association with the Big Read initiative. The production will be on Sunday, November 6th at 6 p.m. at Westside Regional. She also mentioned that Friends membership numbers continue to increase; she had received another \$100 lifetime membership a few weeks prior to the meeting. Mrs. Kingrey-Edwards mentioned the admission price is \$15 for Library staff and Board members.

NEW BUSINESS

Mr. George Guild, Jr., said he was making an official complaint against Mrs. Donna LeBlanc, the Manager of the Martin Branch. He explained that he liked to use the Martin Branch because it was quieter than other branches. He said he felt Mrs. LeBlanc was treating him unfairly in her enforcement of the rules regarding his supervision of his children in the Library. Mr. Rechs said that the complaint was listened to and noted, and he invited Mrs. LeBlanc to respond to the accusation. She said she did her best to fairly enforce the rules, and she explained that those rules were in place to protect children.

Mr. Rogge added that while many of the Library's rules regarding children help to ensure an appropriate environment, that aspect is not the issue. He said the problem in this case was the safety of Mr. Guild's children because we know libraries are visited by sexual predators. However, Library staff cannot take on a parental role in protecting children. Mr. Rechs said that the Board's job was not to tell Mr. Guild how to parent his children, but the Board's job was to draft policies for all Library staff to follow. Mr. Rechs asked Mr. Guild if he could reconcile with Mrs. LeBlanc by recognizing her concern for his children. Mr. Rechs asked Mr. Guild what he would like the Board to do to fix this problem. He asked the Board members if they would like to alter the policy as a result of this complaint. The Board unanimously agreed to keep the policy regarding children as it was written. Mr. Guild said he did not feel the problem had been solved. Mrs. Lueder said that the RPL policies state that the rules are to be enforced as interpreted by the branch managers, and Mr. Rogge agreed. Discussion continued, and Mr. Rechs advised Mr. Guild that his next step would be to take this issue to the Police Jury or to file a suit to change the policy.

Mr. Rogge said the Library was unable to convince the local Department of Transportation and Development (DOTD) officials to allow us to put up highway signs for the Robertson Branch. He asked the Board to unanimously approve a motion to ask the Police Jury to petition the Louisiana DOTD to put up signs on the highway near the Martin, Boyce, and Robertson branches. Mr. Boddie moved to ask the Police Jury to approve the previously mentioned resolution regarding Library signage. Mrs. Story seconded, and the motion passed unanimously.

Mr. Boddie asked if we could get a stop sign posted by the driveway that leads from the Gunter Branch to Highway 28 East. Mr. Rogge said he would investigate.

Mr. Rogge said the Library received a bequest in the form of shares of AT&T stock. He said the lawyer would not let him sign the paperwork that would allow us to transfer the stock and sell it without a Board resolution. Dr. Barber moved to approve the resolution regarding Mr. Rogge signing the stock paperwork. Mrs. Smith seconded, and the motion passed unanimously. Mr. Walker asked if Mr. Rogge had checked on the language needed on the stock resolution, and he said he had not. Mr. Walker suggested a motion to amend the language in the previous resolution could be adjusted to comply with legal requirements. Mrs. Lawton moved to amend that language, and Mr. Boddie seconded. The motion passed unanimously.

The next meeting is scheduled for October 18, 2011, back at the Huie-Dellmon House.

The meeting was adjourned at 4:50 p.m.

Respectfully submitted by

Steve Rogge
Secretary

Glen Rechs
President