

**Rapides Parish Library
Board of Control
May 17, 2016**

Minutes

The regular meeting of the Rapides Parish Library (RPL) Board of Control was called to order by President Michael Fairbanks at 4:00 p.m., in the meeting room of the Huie-Dellmon House, located at 430 Saint James Avenue, Alexandria, Louisiana.

Board members present were: Dr. Pat Barber, Mr. Michael Fairbanks, Ms. Ann Heath, Ms. Le'Anza Jordan, Ms. Linda McMahan, Mr. Ralph Roach, Mr. Gregory Walker and Ms. Laura- Ellen Ayres. Mr. Glenn Rechs arrived late and Mr. Morris Taft Thomas was absent.

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. Walker made a motion to add item 9A Consider Changing Hours Open at King Branch to the agenda. Mr. Roach seconded. Administrative Assistant Jennifer Quebodeaux polled the members and the motion passed unanimously.

Ms. Heath made a motion to approve the revised agenda. Ms. McMahan seconded and the motion passed.

Minutes

Ms. McMahan made a motion to approve the April minutes. Ms. Jordan seconded and the motion passed.

Financial Report

Mr. Jimmy Holsomback presented the financial report. There was little revenue in April as expected. We are beginning to receive the E-rate credits as shown in Account No. 3075. The credits are for 7/1/2015 to 6/30/2016. The Operating Expenses were the normal monthly expenses and are on track for the budget.

On the Balance Sheet, the Account Payable heading under Current Liabilities shows a credit. This is due to a \$26,000 credit received from AT&T. This offset the liabilities.

The Rapides Parish Library has been reimbursed \$53,000 from the Robertson project fund for the furniture and other items. Current balance in the Robertson Project Fund is \$79,506.39. The contractor is owed \$75,000 which will be paid when the punch list items are complete. There will be \$4539.58 balance leftover for the next project.

Mr. Holsomback explained that the credit from AT&T is part of the E-rate program.

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

Mr. Holsomback announced that the auditor has finished the 2015 audit and will present it at the next meeting.

Director's Report

Ms. Laura-Ellen Ayres presented the quarterly statistics report for January, February and March. Ms. Ayres noted that there was a substantial increase in transactions from last year. The King Branch had the largest increase and this was due to the additional hours that the branch was open. Boyce, Westside Regional and Online Resources each had an increase more than 10 %.

The closing for the property purchase for the new Libuse Branch has been postponed. It was originally scheduled for next week, but will be later due to the findings of the attorney. Seven more heirs appear to have interest in the property.

Ms. Ayres and others have met with architect Adam Grunzinger of Alliance Design twice to look at proposed plans. Ms. Ayres asked that a Properties Committee meeting be scheduled before the next monthly Board meeting. She suggested June 8 at 4:00 PM. It was agreeable with the members of the committee. Ms. Ayres will confirm with Mr. Grunzinger and notify the committee members. Members of the Properties Committee are Mr. Fairbanks, Ms. Heath, Ms. McMahan and Mr. Roach.

The Libuse Branch will be the same square footage as the expanded Robertson Branch. There will be more parking and the same amenities such as a meeting room and study rooms. In addition, there will be a built-in display case. We hope individuals from the Czechoslovakian community will display art and clothing.

The Huie-Dellmon House application has been turned down for the National Historic Register in the architecture division due to a remodel in the 1930's. Attorney Paul Smith is hopeful that it can be added under the communication category since the previous owners were also the owners of the *Town Talk*.

In a telephone call earlier this month, Mr. Thomas reported to Ms. Ayres that his wife is ill and he is unable to attend board meetings at this time. Ms. Ann Heath and Mr. Glenn Rechs will be leaving the board in June. Ms. Ayres expressed her appreciation to each and noted that they would be missed.

Invitations for the National Historic Register Reception at Main have been mailed. Ms. Ayres invited all board members to attend.

The tax rehab credit from the Main Library remodel is ready to be sold. Ms. Ayres is hopeful that the credits will be sold by the next board meeting.

When questioned about the current buildings on the Libuse Branch site, Ms. Ayres explained that the Library cannot use the current buildings and they will be demolished. However the pecan orchard will be preserved.

Direct Services

Ms. Lenna' Mouton presented a three month comparison of the King Branch Circulation and Internet usage to other medium size branches. Ms. Mouton explained that the busiest time for circulation is 2:00 PM to 6:00 PM. The King Branch and Martin Library have the highest internet usage for the entire Library system. Ms. McMahon commented that the computers are always in use at King and more computers will be needed in the near future.

Ms. Mouton proposed that the King Branch keep the 9:00 AM opening. Ms. Mouton explained that a permanent change in the King hours would not result in a change in the staffing. Main Library has donated a staff member to help at King during the Main renovation. This person will be moved back to Main where additional staffing is needed. Ms. Mouton recommended changing the King Branch hours to 9:00 AM to 6:00 PM as is all the medium-size Library branches.

There was discussion. Ms. Jordan asked about the community input. Ms. Ayres said that the results of the community survey in early 2014 were the current hours at King; however that survey should be set aside since the "hard" numbers indicated a different picture. When asked her opinion, Ms. Ayres recommended opening at 9:00 AM and closing at 6:00 or 7:00 PM. The medium size branches are open 9:00 AM to 6:00 PM.

Ms. Mouton added that the King Branch's circulation and internet usage numbers were comparable to the Martin Library. The Martin Library has three 40-hour staff members and runs smoothly. Ms. Mouton noted that all other medium size branches, which are Gunter, Robertson, and Martin, are open 9:00 AM to 6:00 PM.

Mr. Fairbanks noted it is a good thing for branding if all our medium-sized locations have the same hours – it creates the same expectations in our customers.

Mr. Walker made a motion to change the King Branch hours to 9:00 AM to 6:00 PM effective June 1, 2016. Ms. McMahon seconded and the motion passed unanimously.

Human Resources

Carolyn Colwell explained that Substitute Clerk Elizabeth Racina had been tragically killed on May 10. The Board expressed sympathy to the family.

Outreach and Youth Services

Tammy DiBartolo gave the Outreach and Youth Services report. Summer Reading will start on May 18th. All library locations are gearing up for kick-off events. The t-shirts and tote bags have been a big hit!

Youth Services has been out in the community promoting the summer reading program, most recently at the farmer's market across from First United Methodist Church on Jackson Street.

People love to stop and chat about the library. Events like this are a great way to promote the library and its services.

The Outreach staff will once again participate in the Volunteers of America/United Way Partners in Literacy Spelling Bee on June 9th at the Pineville Community Center. We participate each year and it is a great event. Come out and cheer us on!

Youth Services is very excited to announce that we received a Great Stories Club grant from the American Library Association. Youth Services staff will be doing a four week long book discussion program with some of the students at Renaissance Home. The grant covers the cost of the materials and transportation to Orlando the ALA Annual Conference for one staff member. A goal of the department this year is to reach out to “at-risk” youth.

IT

Ms. Ayres gave the IT report on behalf of Janie Primeaux. Outlook, including email, was down for a short time for several days due to the problems with the Exchange Server. These problems have been resolved.

Roland Rodrigue will be upgrading the PCs for the blind at Main Library and Westside Regional. The software is JAWS (Jobs Access With Speech). A larger screen and a braille keyboard will also be installed.

Public Relations

Suzanne James reported that the Summer Reading Program is getting started. There are programs for children, teens and adults. Ms. James reported on an upcoming system-wide program called *Books vs. Movie Challenge*. The program will encourage families to read a book and watch a movie. They can vote on which they like the best.

Facebook had over 100 new followers last month. Twitter is also growing. Facebook reaches thousands of people and is a good way to get information to the public.

Public Relations is supporting Youth Services in the summer programming.

Dr. Barber commented on a report from Sacramento, California in which a Library went beyond books and computers. A person could borrow anything such as cake decoration equipment, toolboxes, and gardening tools. They could also “check out a Librarian.” Ms. DiBartolo commented that there would be sponsors and donations. At this point the Rapides Parish Library has no storage for these kinds of items.

Mr. Rechs reported that students at J.I. Barron Elementary had published a book. He contacted Laura-Ellen and Suzanne to help with the promotion. The story was reported by KALB and in the Town Talk. The story is on the Rapides Parish School Board website. It was a great experience for the children and the teacher.

Unfinished Business

Mr. Walker presented the revised Sick Leave Policy on behalf of the Personnel Committee. The Parochial Employees Retirement Board has changed their process concerning accrued sick leave. Therefore, the Personnel Committee had two goals in revising this policy. First, to determine a good cut-off for accumulated sick leave and second, how to handle those already over that amount.

The Personnel Committee decided on a cap of 640 hours. The 640 hours is roughly 4 months of sick leave. The cap for any employee currently with more than 640 hours will be what they have today. If that employee uses his or her sick time to less than 640 hours, their cap will then become 640 hours.

Mr. Walker read the change in the sick leave policy. Any staff employed before 1/1/2007 will not be affected by this change.

Mr. Walker made a motion to accept the revised sick leave policy as presented. Mr. Rechs seconded and the motion passed.

New Business

Dr. Barber presented the 2016 – 2017 Long Range Plan. Copies were mailed to board members. The Long Range Plan details buildings and programming for each branch and department. She commented that much time and thought was spent in preparing the plan.

There were no questions. Mr. Walker commented that the plan was ambitious and nothing was left out.

The Long Range Planning Committee presented the 2016 – 2017 Long Range Plan for a vote. The motion passed unanimously.

Ms. Ayres shared that the lead architect for the Main Library building Mr. Eugene Glankler had recently passed. In honor of him, she requested that the glass media lab at Main Library be name in his honor.

Mr. Walker made a motion to name the glass media lab the *Eugene Thomas Glankler, Jr. Multi-Media Lab*. Ms. Jordan seconded and the motion passed.

The next regular meeting of the Rapides Parish Library Board of Control is scheduled for Tuesday, June 21, 2016, at 4:00 p.m., at the Huie-Dellmon House.

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

Respectfully submitted by

Laura-Ellen Ayres

Secretary

Michael Fairbanks

President