

**Rapides Parish Library
Board of Control
November 17, 2015**

Minutes

The regular meeting of the Rapides Parish Library (RPL) Board of Control was called to order by President Glenn Rechs 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: Ms. Linda McMahon, Mr. Glen Rechs, Mr. Ralph Roach, Dr. Pat Barber, Mr. Michael Fairbanks, Ms. Ann Heath, and Ms. Laura-Ellen Ayres. Mr. Morris Taft Thomas, Ms. Le'Anza Jordan and Mr. Gregory Walker were absent.

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

Agenda

Mr. Rechs requested that the Direct Services Report be moved before item 6. Mr. Fairbanks made a motion to approve the Agenda with the change. Ms. McMahon seconded and the motion passed.

Minutes

Ms. McMahon made a motion to approve the October minutes. Mr. Fairbanks seconded and the motion passed.

Direct Services

Ms. Lenna' Mouton reported that Staff Development Day was held on November 11. The staff enjoyed training and activities. She thanked the Board for allowing the Library to close that day for a very important training time for the staff.

Since Main has been closed for renovations, the King Branch has been opening earlier at 9:00 AM. Ms. Mouton reported that there has been an average of 15 to 20 patrons using the King Branch during the two extra morning hours. Not all of these are regular patrons from Main.

Martin Library and Westside Regional have reported heavier patron traffic due to the temporary closure of Main. The King Branch hours will be reviewed in January.

Financial Report

Mr. Jimmy Holsomback presented the financial report. Revenue is down which is expected for October; however a large revenue check is expected in December.

Salaries and benefits make up the majority of the cost. Account no. 4152 is a fee paid to Paul Smith, the attorney who is handling the process of the National Historic Register and the tax credit for Main. Additional security equipment has been purchased and the security company at McDonald and Hineston has changed to a local company that is already handling other locations. This is an investment in security and is reflected in account no. 4198.

The Balance Sheet report shows that the Library is in a good cash position. About 50% of the contractor fee has been paid on the Robertson Expansion. Building will begin soon on the front part of the building. Drywall, painting, and installing the ceiling are currently underway. Completion is expected by January 15. The branch will be closed for the entire month of January. The staff will have time to finish up by the expected reopening date of February 1.

Ms. McMahon moved to accept the financial report, Mr. Roach seconded and the motion passed.

Director's Report

Ms. Ayres presented 3-D prints for the Board to see. Ms. Ayres will be out 4 – 6 weeks beginning Thursday for surgery. She is expecting to spend 2 – 3 days in the hospital. While she is out, Wes Saunders, Assistant Director, will be in charge. Ms. Mouton will handle any Direct Service issues and Mr. Holsomback will continue to head the construction.

The Robertson construction blog is on the website. The branch was closed today and will be closed tomorrow. With the completion scheduled for January 15, the staff will have about 2 weeks to get shelving and other things in order. The January 15 deadline is in the contract. Ms. Ayres will be meeting with a shelving vendor this week. It is the same vendor as provided the shelving at King and Westside.

The application for Main to be put on the National Historic Registry will be presented to the state review board in Baton Rouge for approval on December 3. All signs are hopeful that it will be approved.

Main Library closed on November 2 and 2/3 of the building including all furniture, books and other items were moved to the other side of the building. All the asbestos has been removed from the cleared side of the building. Tile and carpet will be installed next week. The removal of the asbestos on the other side of the building is expected to begin December 4. The Main Library is scheduled to reopen on January 13.

There are some funds left in the 2015 budget, so this money will be used for some items that are needed that are not in the budget. A folding machine will be purchased. This piece of equipment is needed and will get much use. The carpet in the meeting rooms at Westside will be replaced with tile. The meeting rooms are used regularly and the carpeting is stained and worn. Lastly, a fire suppression system will be installed in the archives room. This will protect the Library's important documents such as payroll and personnel records. The Huie-Dellmon foundation will be asked for a grant to help with the fire suppression system.

In January, the meeting room policy will be addressed.

Assistant District Attorney Tom Wells feels that the Library Rules should be revised to include specific weapons that cannot be brought to the Library. Ms. Carolyn Colwell, Human Resources Administrator, is working with Mr. Wells and will have a report in December.

Ms. Ayres expressed appreciation to the Board for supporting Staff Development Day.

The Properties Committee met before the Board meeting and discussed the Boyce Lease. Mr. Fairbanks, Properties Committee Chairman, reported that Mr. Jimmy Holsomback negotiated a lease with Mr. Clarence Dabney, the landlord of the Boyce Branch building. The rent for 2016 will be \$750 with a 1 ½ % yearly increase beginning in 2017 through 2025. This increase will result in a monthly rent of \$857 in 2025.

Mr. Fairbanks made a motion to recommend this agreement to the Police Jury for approval. Mr. Roach seconded and the motion passed.

Human Resources

No Report

Outreach and Youth Services

Ms. Tammy DiBartolo gave the Outreach and Youth Services Report. The year is winding down. Recent programs like *Rapides Reads*, *Tales Along the Bayou 2015* and the annual Bookmark Contest are behind us. Now we are looking ahead to 2016!

The Library received two grants from the Louisiana Endowment for the Humanities. One is for a *Prime Time Family Reading Time* program to be held in the spring of 2016 at the Martin Luther King Branch. *Prime Time* is a six-week long family reading program for “at risk” families. We have had successful *Prime Time* programs in the past at Main, Westside and Boyce. This will be the first one at the King Branch. We will be receiving promotional materials for the program in January.

The second grant from the LEH is for a four week program on *A Confederacy of Dunces*. This four-week long book discussion will be held in March at Westside Regional. Dr. Lillian Purdy from Louisiana College will lead the discussion.

Youth Programming Manager, Karla Kirby and Ms. DiBartolo will be presenting the Early Childhood Literacy part of the Summer Reading Program training. They will be leading training sessions all around the state in November, December and January.

IT

The IT report was given by Ms. Janie Primeaux. She reported that IT is finishing up the last of the projects for the year. Training was offered to Branch Managers for the new Surface Pro Tablets. Pam Martin, Gunter Branch Manager, will be using her tablet in an upcoming storytime so the children can interact with the tablet. Ms. Primeaux hopes the tablets will be used for other activities and not limited to inventory.

Most of the digital signs are installed. The remainder will be installed by the end of the year.

Public Relations

Ms. Suzanne James introduced the theme for November as “Libraries Transformed”. The American Library Association provided the statements to support the theme.

Social media is successful. Ms. James presented the *Creative Con* logo which includes “gator com”. *Creative Con* will be in February 2016.

Cards 4 Kids is currently on a break due to the holidays, but is expected to start up in January.

Unfinished Business

Ms. Ayres presented the revised 3D Printer Policy. Ms. Faith Johnson, Reference Manager explained that specialty filaments can cost up to \$40 per roll. Specialty filaments includes glow in the dark, vibrate colors, and florescent colors. Ms. Ayres reported that 184 jobs have been completed since May 2015. The cost to the Library is \$133.28 and the amount collected from patrons for this service is \$141.00. The charge of \$1 per file is the correct price unless the specialty filaments are offered.

The Board discussed changing the wording on the policy to allow for the additional charge for specialty filaments. It was proposed that bullet item 5 be changed to read, "The cost is \$1 per file. The cost of specialty filaments vary to the customer as the cost varies to the Rapides Parish Library."

Mr. Fairbanks made a motion to accept the revised 3D Printer Policy with the revision discussed. Ms. McMahon seconded and the motion passed.

New Business

Jimmy Holsomback presented an overview of the proposed 2016 Budget. He reported that an increase in revenue of 3.2% makes the 2016 budget the largest ever in RPL history.

Salaries and benefits are the largest expense. The budget includes a 3% increase for all employee salaries. Retirement contributions by RPL will decrease this year.

Mr. Holsomback explained that the health care expense has increased. The increase for the standard plan is 15% and for the MCO plan is 20%. The Police Jury requested bids from five additional health insurance companies this year, but all declined due to the loss report of 116% overall for the Police Jury. The Police Jury has about 400 people on the insurance plan which includes 45 Library employees. The Library pays 80% of the health care premium for its employees.

The amount budgeted for Set Asides is for Automation only. The Contingency fund is \$87,000.

The overall increase in Health Insurance expense for RPL is 22%. Mr. Holsomback presented a break-down of insurance expense for each employee and explained the increase for each insurance plan.

Mr. Holsomback presented the actual budget and explained specific items. There is a 20% tax credit that will be received for the historical designation of the Main Library for the renovations that are currently underway. The income item, Capital Project Transfer is the funds remaining from the construction of the King Branch that will be used to re-carpet Main.

Account No. 4157 and 4158 is for debt retirement. Account No. 4181 and 4182 are items that will be purchases this year.

There is an increase in automation equipment. Ms. Primeaux explained that a new server is needed and will cost \$23,000 to \$28,000. Fifty-five hundred movies have been added to Freegal.

The projected budget for programs is close to the budget for 2015.

Account No. 4280 is the Retirement System State Fee. This budgeted amount is based on previous years.

Account No. 5022 is a new fee charged by the State Library. Ms. Ayres explained that some of the databases offered from the State Library were at no cost to Rapides Parish Library. The State Library is assessing every Library in the state with a fee based on population in order to continue to use these databases. These databases include Homework Help and Learning Express which helps individuals study for the GED and driving tests. This is an ongoing cost that will be paid every year.

Account No. 5046, 5049 and 5050 are high ticket items due to the asbestos removal, carpet and installation of the new lab at Main. We are hopeful that additional money will be received from the Martin Foundation for this project.

Ms. McMahon made a motion to approve the proposed budget. The motion was seconded by Mr. Fairbanks and the motion was approved.

Ms. Ayres reminded the Board that 2 notices will be filed in the official journal of record which is the *Town Talk* and a public meeting will be held as part of the December board meeting.

The next regular meeting of the Rapides Parish Library Board of Control is scheduled for Tuesday, December 17, 2015, 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

Glenn Rechs

President