

**Rapides Parish Library**  
**Board of Control**  
January, 21, 2014  
Minutes

The regular meeting of the Rapides Parish Library (RPL) Board of Control was called to order by President Susie Smith at 3:30 p.m. in the meeting room of the Huie-Dellmon House, located at 530 Saint James Avenue, Alexandria, Louisiana.

Board members present were: Mrs. Le'Anza Jordan, Mrs. Linda McMahon, Mr. Glenn Rechs, Mrs. Susie Smith, Mr. Gregory Walker, and Mr. Michael Fairbanks. Mrs. Pat Barber, Mr. Eddy Boddie, and Mrs. Ann Heath were absent.

Mrs. Smith called the meeting to order. She asked Administrative Assistant Sheila Fontenot to call the roll. Mr. Rechs led the Pledge of Allegiance, and Mrs. Smith called for a moment of silence. The agenda was voted on and unanimously approved. Mrs. Smith asked if anyone had comments on any agenda item. No one responded, so the meeting moved forward. Mrs. McMahon moved to approve the minutes from the December Board meeting. Mr. Rechs seconded, and the motion passed.

**Board Member Reports**

Mrs. McMahon showed the Board a photograph of the planned sculpture for the new MLK Branch, which is to be donated by local sculptor Mr. Morris Taft Thomas. Mrs. McMahon informed the Board that Mr. Thomas would like to name the sculpture, "Remember the King", but is not opposed to changing the name, if the Board requests him to do so. The Board was excited about the donation.

Mr. Rechs moved to approve the minutes from the December Board meeting. Mrs. McMahon seconded, and the motion passed.

**Financial Report**

Mr. Jimmy Holsomback gave the financial report for December and reviewed the 2013 end of the year report as well. He said 2013 had been a very good year and was pleased with the outcome. Mr. Holsomback said the Library experienced growth over the past year, and the revenue from the property assessments resulted in the largest fund balance carryover in the history of the Library.

Mr. Holsomback said the Library had an increase in salaries expenditures since there were twenty-seven payrolls in 2013 and only twenty-six in 2012. He also explained the amended budget report, which reflected any line items with a five percent overrun, and is a required report requested by the auditors. Mrs. Jordan asked if the surplus belonged to the Library or if the Police Jury would receive it. Mr. Holsomback explained the money belongs to the Library and can be used to help fund any future Library projects.

Mr. Rechs moved to approve the Financial Report. Mrs. Jordan seconded, and the motion passed. Mr. Rechs moved to approve the Amended Budget Report. Mr. Fairbanks seconded, and the motion passed.

### **Director's Report**

Ms. Laura-Ellen Ayres gave the Director's Report for Mr. Steve Rogge, who was absent. Ms. Ayres said the Statistics Report will be available at the February Board meeting.

Ms. Ayres explained the Public Library Statistics for 2012 and offered each Board member a copy. She also gave the status of the Annual Report, stating the theme has been decided and both short and long versions of the Report will be available at the February meeting.

Ms. Ayres gave the Board an update on the new King Branch, stating that construction is well underway. She showed the Board the interior color combinations she and Ms. Starla Jones, the Branch Manager, have chosen from the two choices offered by the architect. Ms. Ayres notified the Board about the survey that will be sent out to poll the area residents as to what hours of operation they prefer the new branch to observe. Ms. Ayres informed the Board of Ms. Jones' decision to accept the full time position as manager once the branch reopens.

### **Direct Services**

Ms. Laura-Ellen Ayres updated the Board on the situation involving the theft of a number of library books. She told the Board three customers checked out a large number of books, removed the Library identification numbers, and then sold the books to the local Hastings Book Store. She informed the Board that the Alexandria Police Department is investigating the crime.

Ms. Ayres presented the annual collection agency report. She said the Library uses Unique Management, Inc., and explained the amount paid to the agency, the amount they recovered in cash, the amount of books returned and their worth, the amount of waived fines, and the amount of money the Library gained by using the collection agency.

### **Human Resources Report**

Mrs. Carolyn Colwell announced the hiring of current part time employees to full time positions: Gunter Branch Circulation/Reference Clerk, Shaundra Coggins; Westside Regional Circulation/Reference Clerk, Carolyn Anderson; and Johnson Branch Circulation/Reference Clerk, Linzay Sylvia. Carolyn said their full time positions will begin January 27, 2014.

Ms. Colwell asked Mr. Gregory Walker to give an update on the search committee. Mr. Walker stated that he will send an announcement to each Board member before March 1, 2014.

### **Outreach and Youth Services Report**

Ms. Tammy DiBartolo informed the Board of upcoming events. She said the Library received a grant from Target, in the amount of \$4000.00, to promote family storytimes. Target participates in the events, which emphasize the importance of reading together as a family.

Ms. DiBartolo announced and explained the upcoming Creative Con event to be held at the Westside Regional in February. She also announced the Louisiana Loves Local Authors Day, which is to be held on February 15<sup>th</sup>, 2014.

Ms. DiBartolo stated the State Library has asked her, along with Karla Kirby, to participate in the summer reading training workshops this year, which they have accepted.

Ms. Kirby announced that she is pregnant with a due date of August 15<sup>th</sup>.

### **Information Technology Report**

Mrs. Janie Primeaux informed the Board the IT Department will be replacing five children's computers; one at the Hineston Branch, one at the Gunter Branch, one at the McDonald Branch, and two at Westside Regional. She said starting in February, Trina Kirk will teach computer classes at two branches and, as she continues to improve from knee surgery, will increase her work schedule.

Mrs. Primeaux said the Library will soon begin accepting debit and credit cards. She said the Library will purchase iPads attached to a stand that will enable both debit and credit cards to be swiped for payment. She informed the Board that staff ~~that~~ training for this will begin next week. The two test sites for the new equipment will be Main Library and Gunter Branch.

### **Unfinished Business**

Ms. Ayres updated the Board on the Johnson Branch lease by announcing the Library's counteroffer of \$1150.00 per month has been accepted for a three year period.

### **New Business**

Ms. Ayres asked to postpone the update on the Investments Policy until the February meeting and the Board agreed.

Ms. Smith stated the nominating committee for new officers will give a report at the February meeting. She asked if there were any other concerns, questions, or observations, and there were none.

The next regular meeting of the Rapides Parish Library Board of Control is scheduled for Tuesday, February 18, 2014, at 3:30 p.m., at the Huie-Dellmon House.

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

Respectfully submitted by

Steve Rogge  
Secretary

Susie Smith  
President