

**Rapides Parish Library  
Board of Control**

May 20, 2014

Minutes

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, located at 530 Saint James Avenue, Alexandria, Louisiana.

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

Mr. Rechs called the meeting to order. He led the Pledge of Allegiance, and the Board observed a moment of silence.

Mrs. Susie Smith moved to approve the May agenda, Mrs. Linda McMahon seconded and the motion passed.

Dr. Pat Barber commented on how spacious and nice the Johnson Branch is and how pleasant the staff members are.

Mrs. Ann Heath moved to approve the April minutes, Mr. Michael Fairbanks seconded and the motion passed.

**Financial Report**

Mr. Jimmy Holsomback gave the financial report for April. He explained the cost included in the April statement was for the purchase of furniture, computers, equipment, etc., for the new King Branch, and those costs will be reimbursed by the Capital Projects checking account. The cost of the project remains within budget and is 76% complete.

Mr. Holsomback said there will be no further ad valorem taxes collected until December, 2014. He also told the Board that the auditor will have the final draft ready for next week.

Mr. Fairbanks moved to approve the April financial report, Mrs. Smith seconded and the motion passed.

**Director's Report**

Mr. Steve Rogge gave the Director's Report. In the Statistics report, Mr. Rogge explained the April numbers were down from last year due not only to the King Branch construction, but also because the Easter holiday was in April this year, instead of March.

Mr. Rogge updated the Board on the King construction and gave each member current pictures of the exterior and interior. He said security cameras will be installed to monitor activity within the small study rooms.

Mr. Rogge explained to the Board the need to have the floor leveled in the HDH. He told the Board that only a partial leveling could be done due to the brick piers along the outside walls. However, the contractors placed six additional supports on each side of the building. Mr. Rogge told the Board that his decision to only partially level the house would be more cost effective than to have a total leveling done. The cost to completely level the house would be approximately \$20,000, instead of the current price of \$4500.

Mr. Rogge informed the Board of his upcoming trip to Arkansas with his family, June 9-13.

### **Direct Services**

Ms. Laura-Ellen Ayres gave the Direct Services report. She complimented Les Guidry and his staff for the new circulation desk at the Johnson Branch, and reported that an automatic door was installed at the Martin Branch. Ms. Ayres told the Board the roof on the Main Library has been cleaned and will need to be pressure washed once a year. She reported that the bathroom tiles at the McDonald Branch have been replaced, the bathroom at the Robertson Branch has been refurbished, and we are in the process of cleaning carpets in several branches. Ms. Ayres said that Johnson Branch Manager Mary Murry submitted her resignation, effective May 24, 2014, and Westside Regional Library Manager Brandon Beckham submitted his resignation, effective May 29, 2014.

### **Human Resources Report**

Mrs. Carolyn Colwell said four new substitute clerks were hired recently with their training beginning Monday, May 12, and ending Tuesday, May 20. They are Mary Hathorn, Jennifer Moore, Ginger Reeves and Leah Rodney.

### **Outreach and Youth Services**

Mrs. Tammy DiBartolo reported the arrival of the new Bookmobile and that she and her staff are pleased with the finished product. She said the summer reading program will officially start Friday, May 23, 2014. The new Bookmobile was on hand for inspection after the Board meeting.

### **New Business**

Long Range Planning Committee Chair Linda McMahan asked Mr. Rogge to present the update on the Long Range Plan. Mr. Rogge said the short version is the copy that will be made available to the public. Mrs. Jordan made a motion to accept the Long Range Plan, Mrs. McMahan seconded and the motion passed.

Mr. Rogge told the Board that the Gunter Branch has been appraised for \$179,400.00, and both the Boyce and Robertson branches are still in the planning stages for their needed upgrades.

He said the Library will soon begin offering online magazines to customers, and that Square Readers have been placed in some of the branches. Electronic boards will be placed in all branches by December 31, 2014.

Mrs. McMahon asked about the process involved to have the Bookmobile go to a specific neighborhood. Mr. Rogge told her that if homebound people request the Bookmobile service, the Library will make every effort to accommodate them.

Mr. Rogge updated the Board on the proposed revision of the Meeting Room Policy. He said that based on advice from the Assistant District Attorney, some wording in the document needed to be changed. Since there is no charge for using the rooms, the wording in the policy needs to clarify that political meetings may only be forums offering all sides of issues and all candidates for an office, and the meetings must be opened to the public. Businesses and other groups will not be allowed to use the meeting room for commercial purposes. Authors using the meeting rooms will be allowed to sell their products.

Mrs. Jordan asked about the Library's liability if someone falls while attending a meeting at the Library. Mr. Rogge said that if the Library is not at fault, any medical bills will be the individual's responsibility. Our liability insurance protects us.

Mrs. McMahon moved to approve the proposed revisions to the Meeting Room Policy, Mrs. Smith seconded and the motion passed.

In the absence of Personnel Committee Chairman Eddy Boddie, Mrs. Carolyn Colwell gave the Director's salary review. Mr. Rogge's 3 % salary increase is due June 1 and he is retiring July 1. Mr. Walker moved to approve the one month salary increase, Mrs. Smith seconded and the motion passed.

Mr. Walker gave the Search Committee update by saying of the seven candidates meeting the qualifications for the Director's position, three were interviewed. From the three candidates, the Search Committee recommended Ms. Laura-Ellen Ayres for the position, effective July 1. Mr. Walker moved to accept the committee's recommendation, Mrs. Ann Heath seconded and the motion passed.

Ms. Ayres thanked the Board and introduced her family who were in attendance. Ms. Ayres said she is proud to work for the Rapides Parish Library and intends to carry on the mission of the Library, which is Education, Information, and Recreation. She told the Board that she has a history and knowledge of the Library spanning 30 years, and her goal is to see the Library and the Board proactive in three areas: increased visibility to the community, increased visibility to the elected officials in our towns, cities, and parish, and an increase in the number of registered borrowers.

Ms. Ayres said she intends to keep the ILS and IT departments under her supervision, and has appointed Ms. Lenná Mouton as Director Services Coordinator. Ms. Mouton will oversee all branches and those departments which deal directly with the public.

Ms. Ayres intends to divide the present Administrative Assistant and Public Relations Officer position into two 40 hour per week positions. The Administrative Assistant will keep the current job duties, as well as assume responsibility of some added reports, along with the training and supervision of substitute clerks. The Public Relations Officer will assume the primary

responsibility of promoting the Library's services to the public. Ms. Ayres expressed the desire to create a committee which will plan annual recurring events. Ms. Ayres said she would like the Library's budget to allow for advertising.

Ms. Ayres asked for questions and there were none. Mr. Rechs said he has learned through the years of working with Ms. Ayres that anytime he has a question, he can ask her and will receive a logical and intelligent response. He said that he is proud of her and that the Board has made a good decision for the Library.

The next regular meeting of the Rapides Parish Library Board of Control is scheduled for Tuesday, June 17, 2014, at 3:30 p.m., at the Huie-Dellmon House.

The meeting was adjourned at 4:25 p.m.

Respectfully submitted by

Steve Rogge  
Secretary

Glenn Rechs  
President