

**Rapides Parish Library
Board of Control
August 21, 2018**

Minutes

The regular meeting of the Rapides Parish Library (RPL) Board of Control was called to order by Board President Gregory Walker at 3:30 p.m., at the Glankler Lab of the Main Library, located at 411 Washington St., Alexandria, LA.

Board members present were: Ms. June Arrington, Ms. Dana Cox, Mr. Michael Fairbanks, Ms. Lana Havens, Ms. Le'Anza Jordan, Ms. Linda McMahon, Mr. Ralph Roach, Mr. Morris Taft Thomas, Mr. Gregory Walker and Ms. Laura-Ellen Ayres.

Mr. Walker led the Pledge of Allegiance and offered the invocation.

Mr. Walker welcomed new board member Dana Cox, who will be representing District E.

Ms. Tara Williamson, Main Library Programming Manager, introduced volunteer Mr. David Sproles. Mr. Sproles, who is a retired engineer from Proctor & Gamble, has taught electronics classes the past two summers at Main Library. Mr. Sproles has given his time to teach over 100 children during the Library's summer camps.

Ms. Williamson also introduced Mr. Terrall Holts. Mr. Holts also volunteered to teach electronics classes during the summer and has impacted many children's lives.

Brenna Street is a youth volunteer that worked during the summer at Main Library. She was the "go-to girl" that helped in many areas including the electronic camps.

Ms. Ayres introduced Mr. Peter Rotich who is the founder and CEO of Enhancesoft, which helps businesses use technology to maximize their potential. Mr. Rotich volunteered to teach coding classes at the King Branch during the summer. The coding classes were well attended by ages 8 to 17. Ms. Karen Vincent, the VP of Operations and Support for the company, was also present. They thanked the board for investing in children and education.

Mr. Walker thanked the volunteers for their services and said that their help is appreciated.

Agenda

Mr. Fairbanks made a motion to approve the agenda. Mr. Thomas seconded and the motion passed.

Minutes

Ms. Havens made a motion to approve the June minutes. Mr. Roach seconded, and the motion passed.

Financial Report

Business Manager Jimmy Holsomback presented the June and July financial report. Ninety-nine percent of the ad valorem revenue has been collected for the year. A \$10,000 RoyOMartin Foundation grant was received in June and the majority of the e-rate reimbursements have been received.

Salary expenses in June were higher than July since there were three pay periods in June. Account No. 4185 HVAC Maintenance was to replace one of the a/c units at Westside Regional. The IT department has been replacing the older computers, which is shown on Account No. 4255 Automation Equipment.

The Library continues to have a strong fund balance as shown on the Balance Sheet. Mr. Holsomback noted that \$40,000 will be added to the set-aside accounts at the end of the year.

The Capital Projects report indicates a balance of \$20,750.70 remaining after the completion of the Libuse Branch and other projects. This balance must be used on other capital projects.

Mr. Thomas made a motion to approve the Financial Report as given by Mr. Holsomback. Mr. Fairbanks seconded, and the motion passed.

Director's Report

Ms. Laura-Ellen Ayres reported that the Library received a bequest from the David Grover Stafford Jr. Estate for \$5,000. She would like to set aside this donation for a special project in the future, in order to have the time to consider what the special project should be.

Ms. Ayres passed around a card for Dr. Pat Barber for the board members to express their appreciation for her service to the board. She asked the board to consider locating the next board meeting at the Johnson Branch in Lecompte where a special honor for Dr. Barber would be presented.

Direct Services

Ms. Ayres presented the Direct Services Report on behalf of Lennà Mouton, who was unable to attend the meeting. A written proposal was presented recommending extended hours at Westside Regional Library, Robertson Branch, Libuse Branch, and King Branch. The adjusted hours would be Monday to Thursday from 9:00 am to 7:00 pm and Friday and Saturday from 9:00 am to 5:00 pm. This recommendation is based on data from the extended-hours trial during the last school year. The current hours of operation at each location is fifty-four hours a week. The adjustment will add two hours a week to each location. This proposal is for a permanent change in the hours at the four locations.

Ms. Ayres noted that the change would allow students and parents longer access to the Library during the week to complete school-related studies. An additional 40 hour staff person will be required at the King Branch to meet the needs of the branch. All other locations are sufficiently staffed to adjust to the extended hours.

Mr. Fairbanks made a motion to extend the hours as presented at Westside Regional Library, Robertson Branch, Libuse Branch and King Branch. Ms. Havens seconded, and the motion passed.

Human Resources

Human Resources Manager Jackie Brown reported that there are two circulation/reference clerks and a facilities specialist position open. The ratifications on the agenda will be postponed. Both of the staff have received promotions and will be presented for ratification at a later time. There were several terminations, one for cause and others for new opportunities.

Outreach and Youth Services

Tammy DiBartolo, Outreach Services Coordinator, presented the Outreach and Youth Services report.

We had a really successful Summer Reading Program this year! We are putting together the numbers and will have a report for the board at the September meeting.

Plans are underway for a great *Rapides Reads!* This year's book selection is The Great Gatsby and the kick-off will be September 8th from 6:00 to 8:00 pm at the Hotel Bentley. There will be food, music and a swing dance performance and attendees will have the opportunity to participate in swing dance lessons. The Bentley is very excited to work with us on the event and gave us a generous discount on the Claiborne Ballroom.

There is a flyer in your packet that details other events associated with *Rapides Reads*. We would love to have all of you in attendance at any or all of the events.

IT

Systems Manager Janie Primeaux presented the IT report. The IT Department is still working on our Windows 10 and Office 2016 project. They finished upgrading all of Main and Martin's public computers to Windows 10 and Office 2016. Updating has begun on the computers for Westside Regional. Because Westside's computers are five years old, all of the computers will be replaced.

iPad online catalogs have been installed at Hinston, Westside, Johnson and Boyce.

King now has 5 laptops, a charging cart and a 65-inch TV to use in their meeting room. One of the Kid's PCs at King has been replaced.

Unfinished Business

None

New Business

Ms. McMahon reported that the Properties Committee met and discussed improvements for the Boyce area. She asked Mr. Walker to explain the "Learning Library" concept. Mr. Walker explained that at the Boyce community meeting, he saw a need for learning and instruction for the Boyce community. He said that a Learning Library could provide types of services that can help a depressed area. The Library can be a center of learning for the area.

Ms. McMahon said that the Properties Committee would like the staff to research the concept. Ms. Ayres added that staff would consult with local government, patrons and others in the Boyce area.

Mr. Fairbanks noted that funding may be available through various ways that could help finance the endeavor.

Ms. McMahon made the motion: The Properties Committee recommends that the Library Board of Control instruct the Library staff to investigate the concept of a Learning Library at Boyce and to investigate the idea of funding with grants in part or in whole. The motion passed unanimously.

Ms. McMahon said that the Properties Committee discussed purchasing the property at the corner of 4th and Lee Streets. She explained that the price has been reduced. Ms. Jordan asked Mr. Walker about the concerns that he expressed last year during the discussion of purchasing the property at that time. Mr. Walker explained that the Library's marketing efforts have increased and the additional space would benefit Public Relations Officer Jennifer Hughes. Another reason is that the construction of the community college has begun and parking could become an issue in the future for the downtown area. When questioned about the parking lot across from Main Library on Washington Street, Mr. Walker said that he had contacted the owner and the property is not for sale.

Ms. McMahon presented a motion from the Properties Committee. The Properties Committee recommend to the Library Board of Control that they agree to purchase the property at 4th and Lee Streets for the agreed price of \$310,000. The motion passed unanimously.

Public Relations

Public Relations Officer Jennifer Hughes presented a written report that highlighted the marketing efforts since the last Board of Control meeting. Her focus is on the upcoming *Library Card Sign Up Month* and *Rapides Reads*. Ms. Hughes reported that *Cards 4 Kid* applications were given to all public school student in Kindergarten, fourth grade and eighth grades in Rapides Parish.

Several media appearances have been made on local television. Ms. Hughes will conduct an in-depth social media analysis in November.

New Business

Several board members have mentioned changing the way that board documents are sent to members. Some have expressed a preference for email instead of the current method of mailing packets to the members' home address. Ms. Ayres asked the opinion of the board and all agreed that email was preferred. Starting in September, board documents will be emailed to board members.

Ms. Ayres presented the proposed Virtual Reality (VR) Policy. The policy refers to the VR which will be available in the Reference Department at Main Library. The reference to "patrons in good standing" is similar to the Material Circulation Policy. Patrons who are blocked from using the public computers due to fines, can pay \$2.00 each time they wish to use the computer in order to reduce their fines. This is the same concept for the VR.

Mr. Walker called for a vote and the proposed policy passed unanimously.

The next regular meeting of the Rapides Parish Library Board of Control is scheduled for Tuesday, August 21, at 3:30 p.m., at the Johnson Branch Library in Lecompte.

The meeting was adjourned at 4:15 p.m.

Respectfully submitted by

Laura-Ellen Ayres
Secretary

Gregory Walker
President