

**Rapides Parish Library
Board of Control
November 15, 2016**

Minutes

The regular meeting of the Rapides Parish Library (RPL) Board of Control was called to order by President Michael Fairbanks at 3:30 p.m., in the meeting room of the Huie-Dellmon House, located at 430 St. James St., Alexandria, LA.

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

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

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

Minutes

Dr. Barber made a motion to approve the November minutes. Ms. Jordan seconded and the motion passed.

Service Award

Westside Regional Branch Manager Donna Mangham presented Saconda Baty with a 20 year service award. Ms. Mangham complimented Ms. Baty on her knowledge of the Library and her customer service skills. Ms. Baty is willing to assist in all tasks and fills the void when management is unavailable. The Board congratulated Ms. Baty for her 20 years of service to the Rapides Parish Library.

Financial Report

Mr. Jimmy Holsomback presented the Financial Report. There were no unusual revenue or expenses for the month of October. The property and vehicle insurance were paid for the year as shown on Account No. 4160. The large a/c unit stopped working at Westside Regional and was replaced as shown on Account No. 4185. Account No. 5783 indicates a credit in which the Libuse checking account reimbursed the Library's operating account for architect, demolition and other fees associated with the Libuse construction project.

Dr. Barber inquired if the insurance rates had recently increased. Mr. Holsomback explained that the Library shares a policy with the Police Jury for vehicles and buildings. The rates are reasonable.

Mr. Holsomback presented the Libuse Income Statement. The one million dollar bond was received in October. An additional \$4,572.33 which is the remainder of the King and Robertson projects, is available for the Libuse project. The architect fees and demolition fees have been paid. An invoice is expected from the asbestos abatement company and is expected to be about \$8000.

The balance sheet indicates that \$20,025 was paid to replace the Taurus that had been totaled in June. Mr. Holsomback reminded the board that replace cost had been received from the insurance of the other driver.

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

Director's Report

Ms. Ayres presented the quarterly statistics for July, August, and September. The numbers indicated growth which is the result of promoting the Library within the public.

The Rapides Parish Police Jury approved the motion to authorize Alliance Design Group to received bids for the Libuse Project. The notification to submit bids was sent for publication today. The bid opening will be on December 9th at 2:00 pm in the meeting room at the Huie-Dellmon House. The contactors and the architect will be present. The project will be awarded to the lowest bidder. The Police Jury will approve the winning bid at the December 12th meeting. Groundbreaking will be set by the contractor.

The air conditioning units in the Huie-Dellmon House are located in the attic. The units were elevated to allow for proper drainage. The National Historic Register nomination for the Huie-Dellmon House has been completed. The Attorney is submitting the nomination to be considered by the nominations board in December.

The District A Representative seat on the board is still vacant. The former employee who had agreed does not live in District A. Ms. Ayres has spoken to several people including a lady willing to serve; however recent re-districting had put her in another parish. District A is the Robertson Branch area. Police Juror Bubba Moreau has taken over the search. Mr. Roach mentioned that he may have prospects for the position. Ms. Ayres said she would forward any names to Mr. Moreau.

Active Shooter Training was presented to the staff on November 2nd. A state trooper led the training, which included videos.

At the annual Staff Development Day on November 11th, Human Resources Administrator Carolyn Colwell received the Customer Service Award. Ms. Colwell will be leaving the Library at the end of December. The board wished Ms. Colwell well in her new endeavors.

The Long Range Plan for 2017 is near completion. A Long Range Committee Meeting will be held on December 6th at 3:30 at the Huie-Dellmon House. Dr. Barber is the chair of the

committee. Committee members are Ms. Havens, Mr. Thomas and Mr. Walker. The Long Range Plan will be mailed to the committee members before the meeting.

The Nominations Committee should present the nominations for the upcoming year at the next board meeting. The Nominations Committee are Mr. Fairbanks, Mr. Roach, and Ms. McMahon.

Direct Services

Ms. Lenna' Mouton reported that the restrooms at the Main Library will be renovated and areas of flooring will be replaced at Martin Library and Hineston Branch before the end of the year.

The system-wide *Great Pumpkin* event was an overall success. Customers commented that they were pleased to have a place to bring their children on that evening. Plans are to continue the event annually.

Human Resources

No Report

Outreach and Youth Services

Youth Services just finished the book discussion sessions at Renaissance Home. They met every other week for four weeks to discuss books. Twelve girls and five boys participated. It was such a great program and plans are to continue it in 2017.

Tales Along the Bayou was a huge success! This year, the entertainers were Brian and Terry Kinder, and Sylvia Davis and Mike Anderson. The estimated attendance was between 1200 and 1500 people! The weather was great and so was the turnout! This event just gets better every year.

The Bookmobile has become quite popular lately! They have been making stops at local schools and community events. One young man even asked them if they did birthday parties!! We are happy that the Bookmobile is so active in the community.

Rapides Reads is continuing with a book discussion on November 30 at 6PM. Participants will receive a free copy of the book [A Wizard of Earthsea](#).

IT

Ms. Janie Primeaux gave the IT report. The first *One-On-One Tech Help* was held last Saturday at Main Library. Customers brought their I-pads, phones and Android tablets and received help on apps such as Overdrive and Freegal. The next one is scheduled on Tuesday at Main Library. This program will continue into the New Year.

Wireless printing will be offered at Main Library, the branches, and hopefully the Bookmobile in 2017. Patrons will be able to print from their tablets and laptops. At present, patrons can only print from the Library's public computers.

Public Relations

Ms. Suzanne James presented an updated *Cards 4 Kids* newsletter. The brochure has been updated to include the 3D printer and classes. Library Ambassadors and the Bookmobile have

been getting these to the schools. The overall goal is to get Library cards into the hands of the children who are in school.

Media coverage has been good. The TV stations were at the craft sessions at Main and Martin, as well as the *Downtown Down Time* at Main today.

Ms. James presented an overview of the Human Resource Job Opening announcement on Facebook. There were over 4,000 views and many shares.

Tonight, a *Talent Consortium* will be held at Main Library. This is an event for authors, writers, artists and others to network. Other consortiums will be offered that focus on music, art and other forms of artistic mediums.

Unfinished Business

None.

New Business

2017 Budget

Ms. Jordan, as chair of and on behalf of the Finance Committee, called on Mr. Holsomback to present the 2017 Budget. Mr. Holsomback explained that the Ad Valorem tax increased by 2.7% due to the reassessment by the Tax Assessor's Office. This is a conservative estimate and could be higher. There is a decrease in salaries and benefits expense due to a change in the healthcare coverage. There will be three principal payments for our capital projects this year. The three loans will be paid off in 2023 and 2024.

The proposed change in the healthcare coverage will save the Library about \$165,000. This accounts for the increase of the Contingency Account by \$60,000. IT has requested that \$15,000 be set aside in 2017 and also in 2018 to replace a server. Main Programming is a new item. Programming for the branches increased to \$5000, which is an increase from \$250 per branch to \$500 per branch. Ms. Mouton requested this increase due to more programming in the branches.

State Revenue Sharing will decrease this year. Branch income is up because of the Square Reader, which accepts debit and credit cards. Total revenue for 2017 is \$5,936,050. This is the largest budget the Library has seen.

Salaries include a 3% increase for every employee given on the anniversary date. The budget includes the normal expenses for debt, interest, maintenance, supplies, IT and programming. The book budget has increased to \$405,000. The budget includes new public computer desks for Martin and various other branch furniture. The Contingency Account is larger than past years.

Mr. Holsomback explained the proposed changes in the employee health insurance. PGRMA/CCSMI has been the provider for over 20 years. Rates have steadily increased the last several years. There was a 117% increase from 2010 to 2016. Revenue increased 17% during the same time period.

Mr. Holsomback and Mr. Bruce Kelly, Treasurer of the Rapides Parish Policy Jury, met with Vantage Healthcare earlier in the year. Vantage Healthcare is a company located in Monroe and covers a large area in the south. Vantage covers the Ouachita Parish Policy Jury and several state employee groups across the state. Rates with Vantage are about 35% lower than the current carrier. The Library pays 80% of the employees insurance cost. The employee pays the remaining 20%.

The 2017 budget reflects \$700,000 for the healthcare. This figure is expected to be less since some who are eligible choose not participate in the insurance coverage. Employees who work less than thirty hours are not eligible. Currently, forty-five Rapides Parish Library employees have healthcare coverage through the Library. The Finance Committee has approved the change of insurance carrier.

Representatives from Vantage Healthcare will conduct four sessions with employees on Thursday and Friday at the Huie-Dellmon House to explain the available packages. Mr. Holsomback presented a comparison sheet of the current carrier and Vantage Healthcare which included the cost to the employees on a paycheck basis.

The cost with staying with PRGMA would be almost \$900,000. The Rapides Parish Police Jury has decided to stay with the current carrier. PRGMA is a reputable company that will continue to provide good service to their participants.

Mr. Fairbanks called for a vote and the issue passed by unanimous consent.

Mr. Holsomback noted that two ads would be placed in the *Town Talk* announcing the final budget at the next meeting. This is required by law.

Travel Expense Mileage Rate Policy

Ms. Ayres presented the Travel Expense Mileage Rate Policy. This policy reimburses employees who use their personal vehicles for Library business. The compensation is the same as the federal mileage rate. The wording in the proposed policy was revised slightly.

Ms. Jordan made a motion to accept the policy with the revision. Ms. McMahon seconded and the motion passed.

Religious Accommodations Policy

Ms. Ayres presented the Religious Accommodations Policy which was reviewed by staff. No changes were suggested.

Mr. Roach made a motion to renew the policy as presented. Dr. Barber seconded and the motion passed.

Unattended and Disruptive Children Policy

The proposed Unattended and Disruption Children Policy has been approved by Assistant District Attorney Tom Wells. The current policy states children younger than age nine must be accompanied by a guardian age sixteen or older. Ms. Ayres noted that in some community

Libraries, the librarians had to turn away children due to this policy. An example would be that an eight year old would visit the Library with a thirteen year old sibling. The older child could stay but the younger child could not. Therefore, both children left.

After meeting with staff, items 4 and 5 were added to the policy. Teens, ages thirteen to fifteen may accompany their younger sibling who are ages five to nine with signed permission from a parent. Ms. McMahon suggested that the wording be changed to reflect that the teens may accompany children other than their siblings.

The new policy will be effective 1/1/2017 and will be posted in the Library. Permission forms will be available for specific branches.

Ms. Jordan inquired about the penalties mentioned in item 9. Ms. Ayres explained that the penalties refer to misbehavior of children in the Library. The staff set progressive penalties based on the seriousness of the situation. Ms. Mouton commented that procedures are already in place. Administration is contacted for any serious offense. Ms. Jordan and Mr. Roach suggested wording changes in item 9.

Ms. McMahon made a motion to accept the policy with the suggested revisions. Mr. Roach seconded and the motion passed.

Mr. Roach inquired about the Sex Offender Policy. Ms. Ayres will report to the board in December about the revision date of this policy.

The next regular meeting of the Rapides Parish Library Board of Control is scheduled for Tuesday, December 13, 2016, at 3:30 p.m., at the Huie-Dellmon House.

The meeting was adjourned at 4:40 p.m.

Respectfully submitted by

Laura-Ellen Ayres

Secretary

Michael Fairbanks

President