

Rapides Parish Library
Board of Control
August 18, 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. Susie Smith, Mrs. Linda McMahon, Ms. Le'Anza Jordan, Mr. Greg Walker, Ms. Ann Heath, Mr. Glen Rechs, Mr. Ralph Roach, Dr. Pat Barber, Mr. Michael Fairbanks and Ms. Laura-Ellen Ayres

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

Agenda

Mr. Rechs asked that item #7 on the agenda be moved to before item #6 due to Laura-Ellen Ayres leaving early. Mr. Fairbanks made a motion to move the agenda item. Ms. Heath seconded and the motion passed.

Minutes

Ms. Smith made a motion to approve the June minutes. Mr. Fairbanks seconded and the motion passed.

Director's Report

Ms. Laura-Ellen Ayres presented statistics for the last quarter. All percentage changes are positive. The on-line resources had a substantial increase probably due to the creation of an E-branch on the website and better reporting on the numbers.

Ms. Ayres requested that the Mission Statement item on the agenda under "New Business" be tabled until next meeting. She would like more time to review the current Mission Statement. Ms. Ayres reminded the board that Tom Wells, Assistant District Attorney, asked that policy changes be reviewed by him. The wording of any motion for the policy changes should reflect his pending approval.

Mrs. Jessie Gunter has offered to sell the property adjacent to the Gunter Branch; however even with the additional property there will continue to be problems with parking. It is unclear if Mrs. Gunter would be willing to sell the property at the appraised value. The advantage is that the Library will keep the current property and building.

The Tuma property across the highway is also under consideration.

On July 21, Mr. Paul Smith submitted the Historic Preservation Tax Credit Application. The outcome will determine the cost and timing of replacing the carpet and tile at the Main Library. The first draft of the Historic Register application is nearing completion. Jonathon Westbrook, a reference specialist, has been very helpful doing research for this process. The Property

Committee will meet on September 8, 2015 at 4:00 p.m. to receive an update before the next Board meeting.

A letter from the State Attorney General about the Meeting Room Policy is included in the board packets. Ms. Ayres asked if the Board would like to create a committee to address the issues or, if the board preferred, she could to talk with the District Attorney about the policy. It was agreed that Ms. Ayres would meet with the District Attorney and report back at a future Board Meeting.

Last week, a request for reconsideration was received. All the information is in the Board packet. Ms. Ayres reminded the Board that this is a confidential matter since the letter contained the personal information of the individual. If any board member had questions, they should contact Ms. Ayres.

Ms. Ayres excused herself saying that Wes Saunders, Assistant Director, was present and could answer any questions.

Financial Report

Mr. Jimmy Holsomback presented the financial report for the months of June and July. Year to date ad valorem taxes are \$4,960,000. This is an increase from past years at this time. Branch income has increased substantially since patrons now have the ability to pay with credit and debit cards. Mr. Holsomback expects to exceed the budgeted revenue for the branches.

There was an increase in salaries due to three pay periods in July. Usually there are two; however December will also have three pay periods.

Overhead expenses were reported as normal. There was a scheduled interest payment made on the loan for the King Branch.

The balance sheet shows that the cash position is good. The branch report was presented that was a recap of revenue and expenses for each branch. The average is about 100,000 transactions monthly. This report does not include on-line resources.

Mr. Holsomback presented two capital projects reports. The first was for the total for the King and Robertson projects. The second report was a break-down of income and expenditures for the Robertson expansion. Currently, there are only 2 expenses; the architect fees and the attorney fee. A substantial amount for a contractor fee will be paid in August.

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

Mr. Holsomback gave an update on the progress of the Robertson expansion. The dirt work is complete and the cement for the foundation will be poured soon. The work has also begun on the parking lot.

The security systems providers at Main and the Huie-Dellmon House will be changed from Stanley to Security Plus. This will result in a substantial savings. The new service will include security systems for the shop and the storage building which have never had a security system.

Security Plus will be the security company at Main, Huie-Dellmon House and all branches except Martin and Westside Regional. Martin and Westside Regional will keep their current provider who is Simpson Security.

There was an incident about 1 ½ months ago where someone attempted to break in our storage building where the records are kept.

An employee's car was stolen from the Martin Library parking lot. Someone went into the employee break room and took the keys. The car was later recovered and no one was injured in the incident. It was caught on the security camera, but the man has not been apprehended.

Mr. Holsomback added that additional security cameras will be installed at Martin as well as a panic button and door chimes.

Direct Services

Direct Services Coordinator Lenná Mouton, who was unable to attend, submitted a written report that was read by Wes Saunders. Deborah Boerboom is the new manager at the Boyce Branch. Ms. Boerboom was the manager at the Boyce Branch in 2005. She rejoined the Library in 2007 as a full-time clerk at the Robertson Branch.

September is "Library Card Sign-up Month." Promotions will be seen at the branches. Lenná will conduct branch visits during the month of September.

In October, Assistant Managers will be transferred to different branches for continued training.

Human Resources

Ms. Carolyn Colwell, Human Resources Administrator, recommended ratification of Jennifer Quebodeaux, Administrative Assistant; Sabrina Harvey, Johnson Circulation/Reference Clerk; and Bethany Fontenot, Reference Specialist. Ms. Smith made a motion to approve the ratification of all three, Mr. Roach seconded and the motion passed.

Outreach and Youth Services

Ms. Tammy DiBartolo reported a very successful Summer Reading Program had just finished up. She will have numbers available for the next board meeting.

Outreach and several other staff members have given library services presentations at teacher in-services and promoted Cards 4 Kids at several schools in Rapides Parish. They have attended open houses and the Teacher's Summit. They have also been promoting the 3D printer and the new ebooks for kids. Ebooks is a program that allows students to download books. There is no limit on the number of students that can download a book at a time; therefore every student in the parish can be access the same book at the same time. The books are also available 24/7.

Bookmobile attended three events this summer. They issued library cards, promoted Cards 4 Kids and gave information on the new MLK branch.

There was a great turnout for the Penguin/Random House event at Westside. Fifty-five people showed up to hear about new and upcoming titles that will be released in the fall.

Karla Kirby and Ms. DiBartolo were asked by the State Library to participate as presenters at the statewide Summer Reading Program training. They will be presenting the early childhood portion of the training in November, December and January (2016).

Rapides Reads is a community-wide reading initiative where one community reads the same book and attends book related events to celebrate it. This year the book is Great Tales and Poems of Edgar Allan Poe. We are hoping that this will encourage participation by 18-35 year olds. We are promoting to high school and college students. Events are planned for late September and October. Mr. Bill Robison will present a Sym”poe”sium as part of the event. He is really entertaining.

IT

Ms. Janie Primeaux distributed the September computer class schedule. Candace is now offering classes once a month at Boyce, Johnson, Robertson, King, McDonald, Westside, Martin and Hineston. In September, she is offering a new class called Library e-Branch. The class will focus on downloading an e-book from Overdrive. She will demo the iPad, Kindle, Samsung Galaxy or the Nook. The class will be limited to 5.

Chester continues to offer all-day Microsoft classes for the staff. In the next few months, he will be teaching Publisher and Excel.

We will be upgrading to Windows 10. As is the usual roll-out, we will install it first on all of the IT computers, then the rest of the staff computers. Once everyone learns the changes, we will upgrade all of the public computers.

Public Relations

Ms. Suzanne James gave the Public Relations report. She reported that September is “Library Card Sign-up” month. The American Library Association has made “Snoopy” the official dog for this year’s sign-up.

There will be a 30 second Public Service Announcement which will promote the locations and events at the Library. It can be changed three times a year. KALB will video it, but the RPL will decide on the content and presentation. The cost is \$500.

KALB personalities will be presenting Storytime at the branches in September and October. Youth services will be coordinating the times. A simple craft will also be part of the Storytime.

The media has continued with good coverage of the Library. The Cards 4 Kids program has been busy.

Unfinished Business

No unfinished business

New Business

The Art Display Policy and Agreement were due to be renewed. Mr. Walker suggested a revision to item #5 and #6 on the agreement. Members were allowed time to read over the suggested revision. Mr. Roach made a motion to accept the suggested changes. Mr. Fairbanks seconded and the motion passed.

Mr. Rechs made a motion to table the Mission Statement renewal until next meeting. Mr. Fairbanks seconded and the motion passed.

Mr. Rechs reported on the Employee Policy Review Committee meeting. The committee is Mr. Rechs, Mr. Walker, Mr. Roach, and Ms. McMahan. The committee voted that the terminated employee was treated fairly. In the letter that was sent to the Board Members by a former employee, the writer admitted to the wrong doing. The committee voted not to respond to the letter.

Ms. Jordan suggested that a response be sent as a courtesy. A simple letter stating that the Board received and discussed the matter and no further action will be taken.

Mr. Rechs explained that in the letter the person admitted to violating a specific policy that is listed in the employee handbook. The termination was handled properly by Library personnel.

A vote was taken on responding to the letter. Those who voted for the motion was Ms. McMahan, Ms. Jordan, Ms. Smith, Mr. Roach, and Mr. Fairbanks. Those against were Mr. Walker, Mr. Rechs, and Ms. Heath. Abstained was Dr. Barber.

Discussion that Mr. Rechs, as President of the Board, would draft the letter and contact Board members individually did not come to a stated conclusion. When asked his legal opinion on the matter, Mr. Walker stated that a letter would add another element of contention. He suggested have the District Attorney be consulted before the letter is mailed.

Ms. McMahan asked if the District Attorney had been consulted about the letter to the patron about the reconsideration. It had not since there is an established policy in place on that issue.

Mr. Rechs suggested that any Board Member who has not read the letter to do so.

The next regular meeting of the Rapides Parish Library Board of Control is scheduled for Tuesday, September 15, 2015, at 4:00 p.m., at the Huie-Dellmon House.

The meeting was adjourned at 4:45 p.m.

Respectfully submitted by

Laura-Ellen Ayres
Secretary

Glenn Rechs
President