

Rapides Parish Library
Board of Control
February 24, 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, Mr. Glenn Rechs, Mrs. Linda McMahan, Mr. Ralph Roach, Dr. Pat Barber, Ms. Le' Anza Jordan, Ms. Ann Heath, Mr. Greg Walker and Mr. Michael Fairbanks.

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

Agenda

Ms. McMahan made a motion to approve the agenda, Ms. Smith seconded and the motion passed.

Minutes

Mr. Fairbanks made a motion to approve the January minutes, Ms. Jordan seconded and the motion passed.

Robertson Branch Expansion

Mr. Adam Grunzinger and Bill Tudor of Alliance Design presented the plans for the Robertson Branch expansion. Mr. Grunzinger explained that the expansion would roughly double the size of the existing building. Improvements include adding a meeting room, new children's area and expanding the parking lot. The expansion would primarily be on the west and south sides of the building.

Mr. Tudor reported that the branch will remain open while the construction and renovation is being done.

Cameras will be added to the meeting room and the hallway outside the restrooms for security. The cameras are visual only. Recording software can easily be added if recording becomes necessary.

A landscape package will be added at the end of construction and paid by the library. Landscaping will not be part of the construction price.

Ms. Jordan moved to accept expansion plans, Ms. McMahan seconded and the motion passed.

There was additional discussion on the budget and timeframe of the project. Ms. Laura-Ellen Ayres reported that the project is expected to come in under budget. Mr. Tudor reported that the

Police Jury must approve the solicitation of bids and it will take about 2 months to get ready to bid. Once construction is underway, completion should be in 8 to 9 months.

Financial Report

Mr. Jimmy Holsomback gave the financial report. Mr. Holsomback reported on the revenue received in January. January will always be the largest amount received in any year. February will be approximately ½ of January's funds.

Mr. Holsomback reported that operating expenses were normal. There is a yearly statutory fee paid to the retirement system. This year it was \$160,000. There are 3 new vehicles on order that will be paid from the reserve funds.

The first architectural fee was paid to Alliance Design a few days ago. There is \$2,000,000 approved for improvements at the Robertson and Gunter branches.

The reserve funds should be about \$700,000 by the end of the year. This money is kept mainly for IT but it also includes money to replace vehicles and HVAC equipment. To replace the Library's IT would be about \$500,000. This is real money set aside, not just budgeted money.

Mr. Faircloth moved to accept the financial report, Ms. Barber seconded and the motion passed.

Director's Report

Ms. Laura-Ellen Ayres gave the Director's report. Ms. Ayres reported that she will be out of town on Monday, Tuesday and Wednesday, March 2-4 due to a Director's Symposium. She has asked Jimmy Holsomback to attend the Police Jury Meeting in her absence to update the Jury on the progress of the Robertson Branch expansion.

Ms. Ayres introduced Ms. Jennifer Quebodeaux as the new Administrative Assistant replacing Shelia Fontenot.

Ms. Ayres presented the new board roster with the new committees and offices.

Everyone needs to update their State Ethics Training. The Library cannot hire family members of Board of Control; however if a family member has been employed with the Library for a year or more, that family member may remain employed.

Ms. Ayres presented the Library Bill of Rights.

The Collection Agency report shows a net of more than \$26,000 in books, materials, and fines. If a patron has a \$50 or more charge on his account, it is turned over to the collection agency.

There is no statistics report this month. In March, the statistics report will include the State Library data from January. The Board directed Ms. Ayres to begin to report statistics quarterly.

Two 3-D printers have been received which were provided by the Martin Grant of \$15,000. The staff has visited various libraries and is planning training for RPL staff. An announcement will be made about our 3-D printers on Media Day, April 10. RPL is the first to offer this service to the public in our area. The printers should be ready for public use late spring or early summer.

Mr. Rechs expressed a need to draft a policy in the future to govern the new technology. Ms. Mouton reported that she is reviewing sample policies from other libraries and already has a plan to have a policy.

Direct Services

Ms. Lenna' Mouton gave the Direct Services report. There is a continued increase in circulation. Branches are doing event displays such as Valentine's Day, Black History Month, adult bingo, President's Day, etc.

There is an Author Showcase at the King Branch on Saturday from 10 am to 1 pm. Also, an author event is planned at Westside on Saturday from 9 am to 1 pm.

Outreach and Youth Services

Ms. Laura-Ellen Ayres gave the Outreach and Youth Services report. Ms. Tammy Dibartolo was out of town. She reported that an Easter Egg Hunt will take place at Westside and Gunter. Children will find a paper egg and bring to the circulation desk for a treat.

Southern Comfort is also scheduled at Westside Regional. This is taking the place of Relic. There is a limit of 40 participants.

The LSUA Cavanaugh Lecture Series will be next month.

Public Relations

Ms. Suzanne James gave the Public Relations report. The event guides for March can be mailed or sent electronically.

The Cards4Kids Program is growing. Ms. James emails fliers to the school librarians for them to print and post.

Ms. James finally has made a connection with Jambalaya. RPL will be featured monthly on Jambalaya beginning in April. Monthly appearances on Good Day Cenla will continue.

Social Media followers are increasing.

Seeds Saver Exchange is patterned after a similar program at a library in Nashville. The patrons check out seeds and, after the harvest, they return the seeds. We will be having a program by American Harvest, which will instruct our patrons on how to save seeds and make compost. An heirloom company and local gardeners have provided the seeds. No seeds have been purchased for this event.

Unfinished Business

There was no unfinished business to discuss.

New Business

Ms. Ayres presented the annual report. The short report goes to customers. The long report is for The Board of Control, the Police Jury, and Branch Managers. The theme is “Education, Information and Recreation.” We encourage reading whether in book or electronic form.

In reviewing the annual report, Ms. Ayres made these points:

- The goal for our Turnover Rate of books is 2. We are almost there.
- The ability of our patrons to pay with debt and credit cards has increased the collection of fines
- Friends of the Library and the Lions Club made donations which were used to purchase large print items.
- A new Bookmobile was acquired this year.

Mr. Walker announced the need for a Personnel Committee meeting. He will be contacting the committee with proposed dates.

The next regular meeting of the Rapides Parish Library Board of Control is scheduled for Tuesday, March 17, 2015, at 4:00 p.m., at the Huie-Dellmon House.

The meeting was adjourned at 5:00 p.m.

Respectfully submitted by

Laura-Ellen Ayres
Secretary

Glenn Rechs
President