

Rapides Parish Library
Board of Control
January 20, 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 McMahon, Mr. Ralph Roach, Dr. Pat Barber, Ms. Le' Anza Jordan, Ms. Ann Heath, and Mr. Greg Walker. Mr. Michael Fairbanks was absent.

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

Minutes

Ms. McMahon made a motion to approve the December minutes, Ms. Heath seconded and the motion passed.

Financial Report

Mr. Jimmy Holsomback gave the financial report. Mr. Holsomback reported that revenues for 2014 were 5.8 million dollars and the amount collected from the ad valorem taxes was \$131,000 more than was budgeted. He said the goal of the Library is to be good stewards of its finances, and he feels that the staff members responsible for making purchases do an excellent job of using the funds wisely.

Mr. Holsomback reported that the final payment has been made on the 2008 loan for McDonald and Hinston branches and Westside Regional. He added that the 2015 budget includes \$109,000 for debt retirement on the one million dollar loan made for the King Branch project.

The total operating expenses for 2014 were \$5,116,000 which was \$547,000 less than the budgeted amount.

Mr. Holsomback reported that a flagpole has been ordered at the new King Branch, along with concrete curbing in the parking lot. Lighting for the sculpture has been installed. Copier machines were purchased for four of the branches, and additional copiers will be purchased in 2015, for other branches. The IT Department purchased new routers and computers. Also, an automatic door was installed at the Martin Branch.

Ms. Smith moved to accept the financial report, Ms. McMahon seconded and the motion passed.

Mr. Holsomback presented the 2014 Amended Financial Statement. He explained that an amended financial statement is required by the auditors when any item of expenditures is more than 5% over the budgeted amount. The report must be adjusted to reflect a 5% or less overage. The money was taken from the contingency account and used to adjust the accounts that showed more than a 5% overage.

Ms. Smith moved to approve the amended financial statement, Ms. Heath seconded and the motion passed.

Director's Report

Ms. Laura-Ellen Ayres gave the Director's report. Ms. Ayres asked that the Conflict of Interests forms and Committee Preference Checklist be turned in.

Ms. Ayres said that because of the recent cold weather, the disaster preparedness plan has been reevaluated. The current plan states that each Board member will be notified, regardless of the time of day, when the decision has been made to close the Library due to inclement weather. Ms. Ayres asked the Board to let her know their preference of how and when they want to be notified of Library closures. The Board agreed that Ms. Ayres will send a text message to the Board President notifying him of any weather related closures, and report to the Board at its next meeting.

Ms. Ayres told the Board that the Robertson Branch expansion is in the planning stages and Alliance Design has met with Library personnel to discuss plans. Proposed plans should be ready to present to the Board at the February board meeting.

Ms. Ayres gave the statistical report and stated that the statistics are up from December 2014, by 2.18 percent. The moving averages were down approximately 1 percent.

The annual report is in the process of being compiled and should be completed by the February board meeting.

The Martin Foundation has given the Library a grant of \$15,000.00, to purchase new technology equipment for Main Library, in the form of two 3-D printers, attendant hardware and software, and staff training.

Direct Services

Ms. Lenna' Mouton gave the Direct Services report. The next six months will be focused on cosmetic improvements in the branches. Gunter Branch will be getting a new sign which will be easier to see from the road. Main Library is also in the process of getting a new outdoor sign.

Each branch will began placing a book on their circulation desk as a "staff recommendation" book, which will be changed out periodically.

Human Resources

Ms. Carolyn Colwell recommended Public Relations Officer Suzanne James for ratification. Ms. McMahon moved to approve the ratification, Ms. Smith seconded and the motion passed.

Outreach and Youth Services

Ms. Tammy DiBartolo gave the Outreach and Youth Services report. She reported that the Black History Month program "Candied Yams and Cornbread" will be held at both at Main Library and Arna Bontemps Museum, Saturday, February 7.

Ms. DiBartolo announced another upcoming program for teens which include making murals from Mardi Gras beads.

“We Love Louisiana Authors” Day will be held Saturday, February 28. This is a book signing opened to all local Louisiana authors and will be held at Westside Regional.

IT

Ms. Janie Primeaux gave the IT report. She said that computer classes will resume in February.

Ms. Primeaux reported that the Square Reader has been installed in all branches.

Public Relations

Ms. Suzanne James gave the Public Relations report. She displayed the new RPL free standing banner that will be on location at any Library sponsored event. She announced that the Library continues to have a monthly article in *Cenla Focus* and thanked Board Member Ralph Roach for helping us to connect with them.

Unfinished Business

There was no unfinished business to discuss.

New Business

There was no new business to discuss.

Due to the Mardi Gras holiday, the next regular meeting of the Rapides Parish Library Board of Control is scheduled for Tuesday, February 24, 2015, at 4:00 p.m., at the Huie-Dellmon House.

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

Respectfully submitted by

Laura-Ellen Ayres
Secretary

Glenn Rechs
President