

**RAPIDES PARISH LIBRARY
BOARD OF CONTROL
MINUTES**

June 21, 2011

The regular meeting of the Rapides Parish Library (RPL) Board of Control was called to order by Vice President Susie Smith at 3:30 p.m. in the meeting room of the Martin Branch Library, 801 West Shamrock, Pineville, Louisiana.

Board members present were Dr. Pat Barber, Mr. Eddy Boddie, Mrs. Diane Lawton, Mrs. Linda McMahon, Mrs. Susie Smith, and Mrs. Alice Story. Mrs. Ann Heath, Mr. Glenn Rechs, and Ms. Lee Moore were not present.

Vice President Smith asked for a moment of silence. Dr. Barber moved to approve the agenda, and Mrs. McMahon seconded. The motion was passed. Dr. Barber moved to approve the minutes from the May 17, 2011, meeting. Mr. Boddie seconded, and the motion passed.

FINANCIAL REPORT

Business Manager Jimmy Holsomback reviewed income and operating expenses for May 2011. He pointed out the receipt of \$66,841 in state revenue sharing, which brought the year-to-date total to \$133,683. He said this amount reflects two-thirds of the total in state revenue sharing that we will receive for the year. We also received \$15,270 in E-Rate reimbursements. He said at this point, it looks like we will exceed our budgeted amount of \$120,000 in E-Rate revenue for the year. The total revenue for May 2011 was \$125,182, and \$4,332,351 year-to-date.

Mr. Holsomback said the expenditures for May were normal. He did point out \$15,250 paid for the annual audit. The expenses for May 2011 were \$338,844, and \$2,314,201 year-to-date. He concluded by saying that income and expenses for May 2011 were in order. Mrs. Lawton moved to approve the report, and Mrs. Story seconded. The motion passed.

Mr. Holsomback also informed the Board of the key pages in the audit report. He said page twenty-eight was a letter to the Board which said everything was in order. On page thirty, the auditor rendered his unqualified opinion of where the Library stood as of December 31, 2010. Page thirty-two was where the auditor looked at prior years, and everything was in order there as well.

DIRECTOR'S REPORT

Mr. Steve Rogge reported that transaction statistics were down 11.65% compared to May 2010, and down 2.36% from the previous year as a whole. He explained that these numbers continue to follow the downward trend we have seen. Mr. Holsomback interjected that he had reviewed the branch statistics from January through June 2011, and he saw the numbers have leveled out. Mr. Holsomback suggested perhaps the increased usage in 2010 resulted from an influx of customers soon after the new branches were built.

Mr. Rogge next reported that Dr. Barber and Mrs. McMahon were due to renew their Board memberships. The Police Jury approved their renewals at their May meeting; so, they will be with us for another five years. Mr. Rogge also mentioned we did the right thing to oust the problem patron mentioned at our May meeting. After speaking to a local policeman, Mr. Rogge found the gentleman in question was well known to law enforcement agencies in the area. Also, a customer at Hinstonon fell on the patio furniture and pinned her hand between a bench and the brick wall. She received ten to fifteen stitches, and a report was turned over to our insurance agency. Dr. Barber asked whether anything could be done to prevent something similar from happening in the future. Mr. Rogge said the same furniture is at the Boyce and McDonald branches, and our maintenance crew will investigate what further safety precautions we may need to take.

ASSISTANT DIRECTOR FOR DIRECT SERVICES

Ms. Laura-Ellen Ayres said the Main Library was closed for half a day on June 14th while the Rapides Parish Sheriff's prisoners cleaned. She said Robertson's vinyl siding project is completed also. Mrs. Smith asked whether the broken barricade could be repaired or removed at the King Branch. She also requested that the weeds be pulled out of the bushes at that branch. Mr. Rogge said we would work on those items. Ms. Ayres also said Boyce Branch Manager Margie Mealer had received the RPL Customer Service Award at the May staff meeting. She asked Mrs. Mealer to speak about the summer activities planned at the Boyce Branch. Mrs. Mealer listed several activities such as a visit from the Alexandria Aces baseball team, a visit from the Louisiana Department of Wildlife and Fisheries, a computer quilting class, and a show by Magician David LeBoeuf. These June events were greatly enjoyed by her customers, and she has many more events planned for July as well. The Board was impressed with her work and congratulated her on her award.

Ms. Ayres then informed the Board of the K-12 Library Card initiative she has begun with help from Reference Clerk Faith Johnson, Steve Rogge, and the Youth Services staff. She explained the long-term goal is to make sure every Rapides Parish school child has a Rapides Parish Library card. RPL will be partnering with area schools to bring this about. We have begun a test group with students attending summer school at Glenmora Elementary and Alma Redwine

Elementary Schools. Parents were sent letters and library card applications for their children. We have begun to receive completed applications, and we're mailing library cards.

State aid for public libraries was initially cut from the state's budget for next year. However, State Librarian Rebecca Hamilton took the initiative to contact libraries across the state and urge them to lobby their state senators as well as the state Senate finance committee. Due to those efforts, State library aid went back into the state's budget. We do not yet know what RPL's portion of that aid will be for 2012.

ASSISTANT DIRECTOR FOR OUTREACH SERVICES

Kelly Kingrey-Edwards said the summer reading program is in full force. Various events were occurring around the parish as a part of summer reading. She invited the Board to attend as many of the events as they would like. She also said the bookmobile vehicle is struggling. They had to reduce the bookmobile schedule to accommodate the vehicle's issues.

INFORMATION TECHNOLOGY

Systems Manager Janie Primeaux said two of her staff members attended a Windows 7 Migration Clinic. They learned about several migration tools that will help them with the continuing upgrade from Windows XP to Windows 7. She also said she and two other IT staff members, as well as many other RPL staff members, have attended BTOP classes offered by the State Library at our Main and Westside locations. She also informed the Board that as a part of the BTOP grant, we will receive ten laptops for our customers to check out and take home. We have not yet received any, but they will be distributed to Main, Robertson, McDonald, and Boyce once we receive them. She explained Robertson, McDonald, and Boyce were chosen because their managers already asked for laptops for their customers to check-out and take home before they knew this program existed. Main was chosen because that location's customers tend to have a lower socio-economic status and could thus benefit more from this program.

NEW BUSINESS

Mr. Rogge reminded the Board they received the proposed volunteer policy at the prior Board meeting. He said President Rechs had proposed they organize a committee to perhaps add to this policy. Mr. Rogge asked whether the Board would like to approve the policy as it stood or wait until Mr. Rechs returned. The Board members said they preferred to wait until he returned. Dr. Barber asked whether most volunteers came from the Friends group. Mr. Rogge explained that while some come from Friends, others volunteer because they are required to complete community service, and still others just ask to volunteer at the library.

Mr. Rogge said the Board received copies of the proposed 2011 Update of the Long Range Plan. He asked whether they would like to make any changes to the document or accept it as it was. Dr. Barber moved to approve the proposed 2011 Update of the Long Range Plan. Mrs. Story seconded, and the motion passed unanimously.

Mr. Rogge then explained to the Board that he and other staff members had reviewed the Customer Privacy Policy. That group decided no changes were necessary, and he asked the Board to reapprove this policy with the same wording as the 2008 version. Dr. Barber moved to reapprove the Customer Privacy policy. Mrs. Lawton seconded, and the motion passed.

Mr. Rogge indicated that he had a conversation with Police Juror Theodore Fountaine regarding a proposal made by Mr. Joe Williams to buy thirty-five feet of the Martin Luther King, Jr. Branch lot. Mr. Williams said he was prepared to offer \$4,500 for that portion of land. Mrs. Lawton asked whether that amount was a good value for the land. Mr. Holsomback explained that RPL sold a whole acre across the street from this location for \$5,000; so, this was a good price. Mrs. McMahan moved to recommend the Police Jury be requested to sell the thirty-five feet of the King lot to Mr. Williams for \$4,500. Mrs. Lawton seconded, and the motion passed unanimously.

The next meeting is scheduled for August 16, 2011, back at the Huie-Dellmon House.

The meeting was adjourned at 4:30 p.m.

Respectfully submitted by

Steve Rogge
Secretary

Susie Smith
Vice President