

**Rapides Parish Library
Board of Control
September 19, 2017**

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 at 430 St. James St., Alexandria, Louisiana.

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

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

Mr. Fairbanks asked for public comments. Ms. Havens thanked the board for the card and prayers during her recent illness.

Agenda

Ms. Havens made a motion to approve the agenda. Mr. Roach seconded and the motion passed.

Mr. Fairbanks asked for Board Member reports. There were none.

Minutes

Mr. Thomas made a motion to approve the August minutes. Mr. Roach seconded and the motion passed.

Financial Report

Business Manager Jimmy Holsomback presented the August Financial Report. Mr. Holsomback noted that 1.08% interest is received on bank accounts and is noted as Acct. No. 3038. The utilities expense, Acct. No. 4105 was higher than usual. The City of Alexandria's billing cycle was 39 days in July which is longer than the normal cycle. The final payment of interest for the year was made last month. The financial status is excellent with operating expenses and revenue on target for the year. The balance sheet confirms a good cash position.

Acct. No. 4242, Collection Agency Fees is paid to Unique Management Services. Ms. Ayres explained that Unique is a collection company who works only with Libraries. When a patron owes more than \$50, the collection agency contacts the individual. This process helps the Library recover the materials that otherwise would be lost. The service generates more revenue than the fees it costs to maintain the service. Most customers on average have no more than a \$25 balance.

Mr. Holsomback presented a debt schedule report. The principle and interest has been paid for 2017. The report begins in 2018 for King Branch, Robertson Branch and Libuse Branch. The debt for the King Branch will be completely paid in six years. Payment for Robertson and Libuse will be

completed in seven years which is the end of the tax cycle. Mr. Holsomback noted that the 2023 tax assessments will be collected in 2024. These items are part of the annual budget.

Mr. Holsomback presented a copy of the current PERS Newsletter for July 2017. The Rapides Parish Library is part of Plan A which is discussed in the newsletter and the employer contribution rate is 11.50% for 2018.

The Libuse project is 99.9% complete. The contractor is completing the punch list. The shelving is being installed and the landscaping is complete. Installation of the computers, desks, tables and security system are the responsibility of the Library. The Financial Statement for the Libuse Branch shows the \$500,000 that was transferred from the Rapides Parish Library to the Libuse Branch checking account. The final accounting is expected to be under budget. Mr. Holsomback noted that there was only one change order for the project which is unusual for a project of this size.

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

Director's Report

The Assistant Director of Support Services, Wesley Saunders, presented a 35-year service award to Library Assistant Rhonda King. Ms. King catalogs items, which is an important task. Cataloging the items identifies the items that the Library owns, what items are checked out, and which new items that should be acquired. Mr. Saunders said that Ms. King was in an employee with integrity and in a class by herself. Ms. King said that she enjoys her time at the Library.

Ms. Laura-Ellen Ayres reported that another staff milestone has been achieved. Londa Price, the Bookmobile Manager, has written an article that will be published in the Louisiana Library Association's journal, *Louisiana Libraries*, which the board members receive. Ms. Price presented a session at the last LLA conference and was asked to contribute an article based on the session.

Programming Manager Karla Kirby will be out for the next month. Baby Tucker arrived last week.

Ms. Linda McMahon is absent due to the passing of her sister. The board members expressed their condolences and signed a card.

The new hours for Westside Regional and the Robertson Branch has begun. The new hours are 9:00 – 8:00 Monday to Thursday, 9:00 – 5:00 on Friday, and 11:00 – 5:00 on Saturday. Ms. Arrington received complaints about the late hours at Robertson and the safety of the students. Direct Services Coordinator Lennà Mouton spoke to one of the complainants and Ms. Ayres sent a letter to her. A copy of the letter was also sent to Ms. Arrington and Mr. Fairbanks. No response has been received.

Attendance during the later hours has been slow, however patrons are learning of the new hours. A faithful volunteer at Westside Regional has expressed concern about the shortened Saturday hours. Ms. Ayres explained that this is a trial and the hours will return to the regular time in May. The extended hours will be evaluated after the school year ends.

Ms. Ayres reported that the last day for the Gunter Branch to be open is September 23. All materials will be boxed and labeled, and then moved to the Libuse Branch by staff, beginning the following Monday. After all items are shelved, the staff will shelf read the entire branch. This means that all items will be checked to insure all are shelved correctly. Anticipated opening is October 2nd, with a grand opening later in the month.

AT&T has informed us that it is scheduled to move the phones and internet from the Gunter Branch to the Libuse Branch on October 20. It was originally planned for September 15th. However, AT&T was delayed by the recent hurricanes. Mr. Holsomback is working with them to get the installation moved up. This may delay the opening of Libuse, since it cannot open without data lines. Ms. Ayres is confident that the service will be installed earlier than scheduled.

Ms. Ayres and Mr. Holsomback met with Police Juror Richard Vanderlick concerning the Boyce Branch. The Boyce Branch is the smallest branch, at about 1,800 square feet, with no meeting room. The location is not used as much as other locations, although many vibrant programs are offered.

Mr. Holsomback is working with the Rapides Area Planning Commission and others to move the 480 square foot portable building from Gunter to an adjacent parking lot at the Boyce Branch. Although it would not be connected to the building, it would allow a meeting room where programs can be held. When more information is obtained, the Properties Committee will be notified. Mr. Vanderlick is agreeable and understands this is a temporary solution. He wants the Board to build a replacement branch before the next tax election.

The sign for the Libuse Branch will not be ready for the opening, but should be installed before the Grand Opening.

The Library was closed all day on August 30th and until 1:00 on August 31st due to Hurricane Harvey.

Direct Services

No Report

Human Resources

In the absence of Ms. Jackie Brown, Ms. Ayres introduced King Circulation/Reference Clerk Alyssa McBride and Substitute Clerk Donna Murrell. Ms. Ayres presented a memo requesting the ratification of Ms. McBride and Ms. Murrell. Ms. Jordan made a motion to ratify both. Dr. Barber seconded and the motion passed.

Outreach and Youth Services

Outreach/Youth Services Coordinator Tammy DiBartolo presented the Outreach and Youth Services report. The *Summer Reading Program* has wound down and the *Prime Time Family Reading Time Program* at the McDonald Branch has started. This is a six-week program where families can come and hear stories, have a meal and learn how to discuss books with children. Families are given free books to keep after each program. The project is sponsored by a grant from

the Louisiana Endowment for the Humanities. *Prime Time Programs* have been held at Main, Westside, King, and Boyce. We hope to host one at every branch as time goes on.

Plans are set for *Tales Along the Bayou*, which will be held on October 27th at Kent Plantation House. In the past, upwards of a thousand people have attended this event.

Staff Development Day will be held on November 10th. This is not only a time for staff to learn new things but to get to know each other better and basically have fun.

Londa Price and Ms. DiBartolo worked an event hosted by the V.A. Hospital. It was a 5K run to generate funds to help with veterans' suicide prevention programs. Through this event, we were asked to participate in a job fair for people who will be released from prison. We will instruct them how to use the databases to study for their HiSET exam and/or study for and practice vocational tests such as welding, cosmetology, CDL and various other vocations. We are excited to reach out to this part of the community, as they have many needs with which the library can help.

IT

No Report

Public Relations

Ms. Suzanne James presented the October Event Guide and the 2017-2018 calendar to each Board Member. The calendar features each branch and highlights events through the year. School and Library holidays are noted in the calendar. The last page is a form for the public to volunteer or join the Friends of the Rapides Library. This is a helpful marketing and publicity tool.

Unfinished Business

There was none.

New Business

Mr. Saunders reported about the new 3M Cloud Library. On August 24, the Rapides Parish Library joined forces with four other Louisiana public library systems to increase the number of digital titles offered to the patrons. Rapides Parish Library can offer 1,000 titles alone; however with the 3M Cloud Library over 200,000 digital titles are offered to the public.

The next regular meeting of the Rapides Parish Library Board of Control is scheduled for Tuesday, October 17, 2017, at 3:30 p.m., at the Libuse Branch Library.

The meeting was adjourned at 4:20 p.m.

Respectfully submitted by

Laura-Ellen Ayres

Secretary

Michael Fairbanks

President