

**Rapides Parish Library**  
**Board of Control**  
August 19, 2014  
Minutes

The regular meeting of the Rapides Parish Library (RPL) Board of Control was called to order by Treasurer Le'Anza Jordan at 3:30 p.m. in the meeting room of the Huie-Dellmon House, located at 530 Saint James Avenue, Alexandria, Louisiana.

Board members present were: Mrs. Susie Smith, Mrs. Le'Anza Jordan, Mr. Michael Fairbanks, Dr. Pat Barber, Mr. Greg Walker, and Mrs. Linda McMahon. Mr. Eddy Boddie, Mr. Glenn Rechs, and Mrs. Ann Heath were absent.

In the absence of President Glenn Rechs and Vice President Eddy Boddie, Treasurer Le'Anza Jordan called the meeting to order and led the Pledge of Allegiance. The Board then observed a moment of silence.

Mr. Fairbanks moved to approve the August agenda, Mrs. Smith seconded and the motion passed.

Mrs. Smith moved to approve the June minutes, Mrs. McMahon seconded and the motion passed.

**Financial Report**

Mr. Jimmy Holsomback gave the financial report. He presented reports for June and July since there was no Board meeting in July. He said the Library is in very good shape in both revenues and expenses, and the last ad valorem tax check should arrive in December. Mr. Holsomback said the largest expenses for the Library are salaries and benefits, but the Library will more than meet this year's budget. He told the Board the new Martin Luther King, Jr. Branch is complete and the certificate of completion was issued on July 21<sup>st</sup>. He said once all expenses have been paid for the new branch, there should still be money left in this project's building account. He asked for questions and there were none. Mrs. Smith made a motion to approve the financial report, Mr. Fairbanks seconded and the motion passed.

**Director's Report**

Ms. Laura-Ellen Ayres gave the Director's Report. She introduced Lenná Mouton as the new Direct Services Coordinator, and Suzanne James as the new Public Relations Officer. Ms. Ayres stated that Ms. James will give a report at the September board meeting.

She said the July statistics were down from last year due to the King Branch closure, but that Main Library's numbers were up by 20 percent, which was probably due to the King Branch patrons using the Main Library. Ms. Ayres stated that online resources are up by almost 60 percent, and additional online resources have been purchased.

Ms. Ayres reported that the Friends of the Rapides Library Book Sale, July 31-August 2, was a huge success and more money was made in one day than the total amount made at last year's sale.

Ms. Ayres gave an update on the new King Branch by saying that additional irrigation was added and the parking lot was paved with concrete, instead of the originally intended asphalt surface. This change increased the cost by \$19,000.00. Continuing with the King update, she said the expenses decreased by \$400.00, when the Library decided to purchase and install the window blinds instead of having the contractor complete this. She said the Police Jury, at their August meeting, accepted the King Branch as substantially complete.

Ms. Ayres gave an update on the Gunter Branch and the Czech Community property. She said the appraisals for both the Gunter Branch and the Tuma store are complete. The Gunter Branch appraised for \$179,400, and the Tuma store appraised for \$121,800. Because the appraisals were not the same, an exchange of properties could not be done. The Louisiana Czech Museum offered to sell their property for \$1.00, with the stipulation that the Library would allow them an 800 square feet area to display their collection. Ms. Ayres said architect Bill Tudor has agreed to assess the Tuma store at no charge, and will offer his opinion on the potential cost and work involved to renovate the building. She said the best option would be for the Library to purchase the land adjacent to the current branch, and that Mr. Holsomback will continue to pursue this with the current land owners.

Dr. Barber asked if the Gunter family listed any conditions when they originally donated the property. Ms. Ayres said this would be researched at the Clerk of Court's office. Ms. Ayres completed her update by saying she would contact Mr. Tudor to assess the Tuma property.

### **Direct Services**

Ms. Lenná Mouton gave the Direct Services report. She updated the Board on the newly constructed King Branch by saying that it had opened the week before. She thanked Public Relations Officer Suzanne James for the great media coverage during opening week. Ms. Mouton reported three meetings had already been held in the meeting room and the study rooms were averaging two patrons per day. Ms. Mouton said the meeting room has a divider and will seat 40-50 people. Ms. McMahon asked if the meeting room size was adequate and Ms. Mouton assured her that it was. Also, the new branch has a total of sixteen public computers compared to ten in the old branch. She thanked Branch Manager Starla Jones and Assistant Manager LaKeisha Henton for the work they did to make sure the branch was ready to open. She and Ms. Ayres will set the grand opening date, at which time the sculpture donated by Mr. Morris Taft Thomas will be unveiled.

Ms. Mouton announced that Johnson Branch Manager Esther Blood has resigned and Boyce Branch Manager Margie Mealer will be overseeing the Johnson Branch until a manager can be hired.

She said the Robertson Branch was closed August 5, due to road construction. The Friends of the Library book sale at Westside Regional was successful, with total sales of \$6500.00. Ms.

Mouton finished her report by adding that the air conditioning unit at Main Library had to be replaced. Larry Stockwell, the lowest bidder for the job, did the work.

### **Human Resources Report**

Mrs. Carolyn Colwell gave the Human Resources Report. She recommended the ratification of Carolyn Anderson and Shaundra Coggins. Mrs. McMahan moved to approve the ratification, Mr. Fairbanks seconded and the motion passed.

### **Outreach and Youth Services**

In the absence of Outreach and Youth Services Coordinator Tammy DiBartolo, there was no report given.

### **IT**

Ms. Janie Primeaux gave the IT report. She explained the Zinio for Libraries service that is now available, and that patrons now have unlimited access to digital magazines which can be easily viewed on most internet enabled devices.

Ms. Primeaux said the new all-day Excel class held at Westside Regional was successful and the next all day computer class will be a Word class, held on August 30, 2014. Mrs. Trina Kirk will begin teaching computer classes at the King and Martin branches, beginning in September.

### **Unfinished Business**

Ms. Ayres asked Mr. Greg Walker to update the Board on his findings regarding the Meeting Room Policy. Mr. Walker said he spoke with Assistant District Attorney Tom Wells, concerning the question of whether or not political parties can use our meeting rooms. Mr. Walker said that Mr. Wells has agreed to create a policy that complies with the law. Due to a conflict of interest, Mr. Walker said he is unable to facilitate this process. Dr. Pat Barber moved to pass a motion that would allow Ms. Ayres to collaborate with Mr. Wells regarding this issue. Mrs. McMahan seconded, and the motion passed.

### **New Business**

Ms. Ayres recommended using Alliance Design Group architects for the upcoming Robertson Branch and Gunter Branch projects. She said that in order to proceed with the new projects, a resolution would need to be passed, naming Alliance Design Group as the architect. Mr. Walker asked if a monetary limitation needed to be listed on the resolution. Mr. Holsomback said it did not since there is a three million dollar borrowing allowance from the State Bonding Commission, and only one million of that was used for the King Branch construction project. Mr. Walker asked if the Bid Law requires more than one bid be submitted. Mr. Holsomback said bids do not have to be accepted for any architectural work. Mr. Fairbanks made a motion to enter a contract with Alliance Design Group, with the approval of the Police Jury. Mrs. McMahan seconded and the motion passed.

Ms. Ayres recommended the monthly Board meetings be set for 4:00 p.m., instead of 3:30 p.m. This recommendation was made because of a scheduling conflict with President Glenn Rechs, who teaches school and is unable to arrive by 3:30 p.m. Mrs. McMahon moved to accept the proposed meeting time change, Mrs. Smith seconded and the motion passed.

The next regular meeting of the Rapides Parish Library Board of Control is scheduled for Tuesday, September 16, 2014, at 4:00 p.m., at the Huie-Dellmon House.

The meeting was adjourned at 4:15 p.m.

Respectfully submitted by

Laura-Ellen Ayres  
Secretary

Glenn Rechs  
President