

**RAPIDES PARISH LIBRARY
BOARD OF CONTROL
MINUTES**

December 15, 2011

The regular meeting of the Rapides Parish Library (RPL) Board of Control was called to order by President Glenn Rechs at 3:30 p.m. in the meeting room of the Huie-Dellmon House, 420 St. James Street, Alexandria, Louisiana.

Board members present were Dr. Pat Barber, Mr. Eddy Boddie, Mrs. Diane Lawton, Mrs. Linda McMahon, Mr. Glenn Rechs, Mrs. Susie Smith, Mrs. Alice Story, and Mr. Gregory Walker. Mrs. Ann Heath was absent.

President Rechs led the Pledge of Allegiance and then asked for a moment of silence. Mrs. Story moved to approve the agenda. Mrs. Smith seconded, and the motion passed. Mrs. Smith moved to approve the November minutes. Mr. Boddie seconded, and the motion passed.

FINANCIAL REPORT

Business Manager Jimmy Holsomback reviewed income and operating expenses for November 2011. He said there was very little revenue in November, but he did point out \$3,235 received from the Deegan Estate. He said this money wasn't budgeted for 2011, so it will be used in 2012. The total revenue for November 2011 was \$14,625, and this brought the year-to-date revenue to \$4,491,321.

Mr. Holsomback said the expenditures for November were normal. He pointed out the telephone expenditures were \$11,732 over the budget. He said this was due to the slowness of the e-rate refund process, and the refunds would come in 2012. He also pointed out the \$12,392 paid for insurance on all Library vehicles and buildings; this is an annual fee. The expenses for November 2011 were \$320,430. Year-to-date operating expenses were \$4,379,639. Mrs. Lawton moved to approve the report, and Mrs. Story seconded. The motion passed.

Mr. Rechs said he had recently received a notice from SuddenLink, his Internet provider, that his fees would be based on usage. He asked whether this type of billing would affect the Library. Mr. Holsomback replied that the Library's telecommunications accounts would not be affected by this change at SuddenLink.

DIRECTOR'S REPORT

Mr. Steve Rogge reported that although circulation statistics were down 4.1% compared to November 2010, the rate of decline continues to slow. He also pointed out large print books with a 17.4% increase in moving averages, Teen Fiction with a 5.8% increase and the e-book category of Tumblebooks with a 25.7% increase. These areas had the largest increase in usage from November 2010 to 2011. He also pointed out Johnson, McDonald, and Outreach as areas with the largest increases in transactions for the same time period.

He next mentioned that we apply for a grant from the Huie-Dellmon Trust every year. This grant has paid for all upkeep, repairs, remodeling, etc, on the Huie-Dellmon House (HDH). Mr. Rogge said he recently heard from Mr. Richard Crowell, administrator of the trust. Mr. Crowell explained they had received many applications for help and wondered whether we could pay for electricity and insurance for HDH without their help on those items. Mr. Rogge explained that we had a rather tight budget, and Mr. Crowell agreed to pay for those items this year, but asked Mr. Rogge not to count on that money next year. Mr. Holsomback pointed out that the money we will receive for HDH electricity and insurance this year will be spent on those items in 2012.

Mr. Rogge said he received a letter from the State Department of Transportation and Development (DOTD) regarding the highway signage system. The DOTD said RPL was not eligible for signs. Their criterion for sign eligibility is determined by whether the location draws 50,000 or more customers per year. He said Assistant Director for Direct Services Laura-Ellen Ayres reminded him that the statute's wording made it seem as though signs would be allowed whenever a petition was filed. He also said we may need to resort to asking private property owners to post our signs on their land out of the right-of-way.

Mr. Rogge said he was still working on the signage issue. He called Assistant District Attorney Robert Bussey to ask whether he thought the Library had any further recourse with the State Department of Transportation and Development. Mr. Bussey said he hadn't received the packet the Library sent, but we faxed him the information again that day. He promised to review it and get back to Mr. Rogge.

ASSISTANT DIRECTOR FOR DIRECT SERVICES

Ms. Laura-Ellen Ayres reported that we'd begun the first part of the installation for the Sierra software with training on SkyRiver, a cataloging tool with a much larger database than the previous cataloging database we had been using. She recently trained managers on the CREW method of weeding library collections. She also reported that she served as Secretary of the Louisiana Library Association Executive Board and on the local United Way Allocation Committee with Mr. Rogge. Dr. Barber asked what they did on the allocation committee. Ms.

Ayres explained that they reviewed the funding requests of all the local agencies which were funded by the United Way for how well they spend their funds.

Ms. Ayres also thanked Mr. Holsomback for finding money in the 2012 budget to put heaters in the King Branch's bathrooms. She also mentioned that the State Library is facing budget cuts next year. The current budget reduces RPL's share of State Aid from about \$14,000 in 2011 to about \$11,000 in 2012.

ASSISTANT DIRECTOR FOR OUTREACH SERVICES

Mrs. Kingrey-Edwards said we had recently partnered with the American Library Association, the Louisiana Endowment for the Humanities, and the National Endowment for the Humanities to have a six-week program on the Civil War in February 2012. This program, which would be similar to ReLiC, was planned to coincide with the 200th anniversary of the Battle of Shiloh and other Civil War events. She said the program would be at Westside Regional on Monday nights, but she did not yet know who the lecturer would be.

INFORMATION TECHNOLOGY

Systems Manager Janie Primeaux reported that Roland Rodrigue was back as the Systems Specialist, and he is working with Bill to get familiar with the many things that have changed since he last worked at RPL. He has already been out to most of the branches fixing problems. She felt IT was "catching up." She said Systems Specialist Bill Huffman replaced our Exchange server for email; this upgrade had a few minor problems which had been fixed. Webmaster Chester Mealer taught two different Outlook classes for the staff. She hoped that with these classes, the staff will be able to take advantage of the many features of Outlook. She handed out a brochure of the January 2012 computer class schedule, and said they'd be offering classes on digital photos to help people know how to use the new digital cameras they may have received over the holidays.

FRIENDS OF THE LIBRARY

Administrative Assistant Jana Fryday said that because the Friends made \$5,300 at their annual book sale in July, and that they were able donate \$1,000 to National Library Week, \$1,000 to large print books, and a total of \$8,000 by the end of 2012 toward the Library's upcoming tax campaign. She then announced that Friends will be hosting Dr. Julie Kane, Louisiana's current Poet Laureate, on February 7, 2012, at 6 p.m. at Westside Regional Library. She also mentioned that at the November meeting, 2012 officers were chosen. Prior to voting on officers, the Board amended the bylaws to allow Ms. Fryday to be a voting member serving as recording secretary. Claudia Velona will be president, with Ann Jones as vice president, Lisa Salard as treasurer, and Jana Fryday as secretary.

NEW BUSINESS

Mr. Holsomback reminded the Board that the 2012 Budget in the amount of \$5,012,466 was posted in the *Town Talk* for two weeks. He asked the Board to adopt the 2012 Budget discussed at the November meeting. Treasurer Lawton moved to adopt the 2012 Budget. Mrs. Story seconded, and the motion passed unanimously.

Mr. Rogge said we had neglected to form a nominating committee at the November meeting, but he contacted the current officers and asked them to serve another term in the same offices in 2012. He said the three officers graciously agreed to do so. After no other candidates were nominated, Mrs. Story moved to elect Mr. Rechs as President, Mrs. Smith as Vice President, and Mrs. Lawton as Treasurer for 2012. Dr. Barber seconded, and the motion passed unanimously.

The next meeting is scheduled for January 17, 2011, at the Huie-Dellmon House.

The meeting was adjourned at 3:55 p.m.

Respectfully submitted by

Steve Rogge
Secretary

Glenn Rechs
President