

**RAPIDES PARISH LIBRARY
BOARD OF CONTROL
MINUTES**

April 16, 2013

The regular meeting of the Rapides Parish Library (RPL) Board of Control was called to order by President Susie Smith at 3:30 p.m. in the meeting room of the Huie-Dellmon House, 430 St. James Street, Alexandria, Louisiana.

Board members present were Mr. Eddy Boddie, Mrs. Ann Heath, Mrs. Le'Anza Jordan, Mrs. Linda McMahan, Mrs. Susie Smith, and Mr. Gregory Walker. Dr. Pat Barber, Mrs. Diane Lawton, and Mr. Glenn Rechts were absent.

President Smith led the Pledge of Allegiance and then asked for a moment of silence. Mrs. McMahan moved to approve the amended agenda. Mrs. Heath seconded, and the motion passed. Director Steve Rogge introduced Bonding Attorney Grant Schlueter of Foley and Judell. Mr. Schlueter explained the process for working with his firm, the Police Jury, and the State Bond Commission to issue bonded indebtedness not to exceed \$3,000,000 for the King, Robertson, and Gunter construction projects. Mr. Schlueter said if all went as planned, we should have our funds on or around August 1, 2013. Mr. Rogge then asked the Board if they would approve the resolution to request that the Police Jury arrange for the acquisition of these bonds. Mrs. Heath moved to approve the resolution. Mrs. McMahan seconded, and the motion passed unanimously. Mr. Schlueter was excused to travel back to New Orleans. Mrs. McMahan moved to approve the March minutes. Mr. Boddie seconded, and the motion passed.

FINANCIAL REPORT

Mr. Holsomback reviewed revenue and expenses for March 2013. He said \$88,971 in ad valorem taxes was collected during March. He also pointed out the \$13,700 grant from the Martin Foundation that was used to pay for the Martin Branch's new carpet. He said we received our annual state revenue sharing in the amount of \$64,845. He said income was normal for the month. Income totaled \$200,566 for the month of March, which brought the year-to-date total to \$4,670,936. He said all expenses for March were normal. He pointed out the \$244,938 paid in salaries since there were three pay periods in March. He said we had spent \$25,018 on library materials in March. March expenses totaled \$421,129, and year-to-date expenses totaled \$1,701,022. Mrs. McMahan moved to approve the March 2013 financial report. Mr. Walker seconded, and the motion passed.

Mr. Holsomback said the 2012 audit would be performed between now and the May Board meeting. The official audit would be available at the June meeting. Mr. Holsomback also reviewed the fund balance carryover. He pointed out the storage building on the 5th Street lot and the E-Commerce credit card service were two items on the list that the Board had not yet approved. He said he and the maintenance crew estimated that adding thirty feet onto the POP building would cost about \$25,000. He said the E-Commerce service would cost \$20,377, a one-time charge, for the website which people could access from home, terminals at all ten branches, installation, and training. Then there would be an annual maintenance fee of \$2,463 as well as a fee of 2-3% of each credit card transaction. Systems Manager Janie Primeaux pointed out that they were looking at this specific service because it will interface directly with Sierra, the Library computer software system we currently use. Mr. Rogge asked the Board to approve the purchase this E-Commerce credit card payment system and the addition to the storage facility if they were comfortable with those items. Mrs. Jordan moved to approve these expenditures, and Mrs. McMahon seconded. The motion passed unanimously. The previously approved items, including the automatic doors at Main and Westside Regional, the new reference desk at Main, the re-carpeting of Main, and the new Johnson circulation desk, were also briefly mentioned.

Mr. Holsomback reported that he, Facilities Manager Les Guidry, and Outreach Services Manager Tammy DiBartolo went to Natchitoches Parish Library to look at the two bookmobiles they have in that parish. He explained that they have one main library and no branches in Natchitoches Parish since it is mostly a rural area. Mr. Rogge pointed out that we're looking for a newer bookmobile that would be handicap accessible. Mr. Holsomback explained that after the Board approved the purchase, the bookmobile would be custom built, the usual practice. Mr. Rogge asked if the Board would agree with him moving through the Bookmobile purchasing process, while keeping them informed, without asking for a Board vote on each step in that process. The Board agreed they would like him to proceed in this manner.

DIRECTOR'S REPORT

Mr. Steve Rogge reported that transactions moving averages showed a 3.16% increase since 2012, which is a gradual increase when compared to previous months. He pointed out that Martin's transactions fell by 48.97% in March, but that was due to the closure for re-carpeting. Mr. Rogge asked the Board to look at the preliminary plans for the new King Branch that were in their packets. He explained that one version of the plans was for a 4,000 square foot building, and the other was for a 4,800 square foot building. He explained the aspects and details of both sets of plans, as well as the differences between the two. He said the larger building would allow for more storage space and a study room. He said one feature of both plans, which would make this building different from the Hineston and McDonald branches, was a drive-through book drop and pick-up station. Mr. Holsomback said the site for the new building was appraised at \$53,200. He said we should be able to start construction in late July or early August. After

reviewing both plans, Mrs. McMahon moved to use the 4,800 square foot version to build the new King Branch. Mrs. Heath seconded, and the motion passed.

Mr. Rogge explained that the Sheriff's Department had expressed interest in buying the existing King building and then changed their minds. He said the building was appraised at \$78,000, and that Mr. Joe Williams, of the Pill Box Pharmacies, was still very interested in purchasing the building. The selling process is now in the hands of the Police Jury. Mr. Rogge said Assistant Director for Direct Services Laura-Ellen Ayres was home from the hospital, and doing well. He said she was now able to work from home for about an hour and a half to two hours each day.

Mr. Rogge said Hineston Branch Manager Donna Crawford would receive her Twenty Year Service Award at the next full staff meeting, since she wasn't comfortable with receiving it at the Board meeting. He showed the plaque that he would present to her. Mr. Rogge said someone broke into the Robertson Branch on March 7th. This person broke through the shatter-proof glass we had just installed and didn't set off the security alarm because this thief knew where the motion detectors were. He said that soon after this incident we installed an additional motion detector, which would be aimed right at the doors.

OUTREACH SERVICES

Outreach Services Coordinator Tammy DiBartolo was not present, but she had left a written report for their review.

PUBLIC RELATIONS and FRIENDS OF RAPIDES LIBRARY

Administrative and Public Relations Specialist Jana Fryday said Library events and programs were still showing up in the media. She highlighted the Friends of the Library and referred to the spring newsletter in their packets. She pointed out the "History of African-American Comedy" program on May 18th and the Annual Friends Book Sale on August 1st through 3rd.

The next meeting is scheduled for May 21, 2013, at the Huie-Dellmon House.

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

Respectfully submitted by

Steve Rogge
Secretary

Susie Smith
President

April 2013