

Rapides Parish Library
Board of Control

April 15, 2014

Minutes

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, located at 530 Saint James Avenue, Alexandria, Louisiana.

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

Mr. Rechs called the meeting to order. He led the Pledge of Allegiance, and the Board observed a moment of silence.

Mr. Rechs mentioned there were a few minor errors in the March minutes and Mrs. Linda McMahon moved to approve the minutes, with the necessary corrections. Mrs. Susie Smith seconded, and the motion passed.

Financial Report

Mr. Jimmy Holsomback gave the financial report for March. He said the Library received the Martin Foundation grant, and the Bookmobile should be delivered by mid to late May. In the Capital Projects report, Mr. Holsomback said the new King Branch is 63% complete, with a completion date set for late June or early July. Mrs. Smith moved to approve the financial report, Mrs. McMahon seconded and the motion passed.

Director's Report

Mr. Steve Rogge gave the Director's Report. He said the statistics are 1.4% off from last year due to the closure of the King Branch.

Mr. Rogge presented the Board with the King Branch proposed landscape design, provided by landscape arborist Mr. Darrell Green. Mr. Rogge said he and Mr. Green discussed the lawn and irrigation system for the new branch. They elected to go with sod for the front and sides, with seeding for the back. Mr. Rechs asked if Mr. Rogge knew where the control for the irrigation system would be installed. Mr. Rogge said he did not know but would ask Mr. Green. He also told the Board of the planned location for the statue by artist Mr. Morris Taft Thomas.

Mr. Rogge told the Board the Long Range Plan will be updated by next month and he will have some information for the committee before next month's Board meeting. The Long Range Planning Committee will meet on Monday, May 12th, at Westside Regional Library.

Mr. Rogge told the Board he received a call from the Czech community asking if the Library would be interested in exchanging the Gunter Branch for their building which is located across the highway. Though the Czech building is about the same size as the Gunter Branch, there is considerably more land on which to expand. Mr. Rogge expressed interest in having both

properties appraised, with the Czech property appraised at the expense of the Czech Community board. If the Czech property appraises for more than the Gunter Branch, then the Library can accept the exchange, but extensive remodeling will need to be done. Mr. Rogge recommended getting a cost estimate for remodeling the Czech property to know whether or not the trade would be worthwhile. The only expense for now would be the cost of the appraisal for the Gunter Branch. Gunter Branch manager, Pam Martin added that there is a need for a larger building. She also stressed the importance of staying in close proximity to the current location.

Mr. Rogge handed out a diagram of the Czech building and lot, mentioning that the building would need to be completely renovated to accommodate the needs of the Library. Mr. Rechs and Mrs. McMahon agreed that acquiring the Czech property gives the Gunter Branch opportunity for improvement. Mr. Rogge said the Library will continue to pursue this possibility and in a couple of months he will present the Board with more information.

Mr. Rogge gave an update on the Hastings book thefts. He said the detective assigned to the case told him that a third arrest has been made and that the case has just been recently turned over to the District Attorney's office.

Direct Services

Ms. Laura-Ellen Ayres gave the Direct Services report. She told the Board the shelving for the new King Branch has been ordered, and that Lisa Salard and branch manager Starla Jones are in the process of choosing the furniture. She reported to the Board the results from the King Branch survey regarding the new hours of operation. The survey was sent to local schools and churches in the service area, and included students from middle school and high school, and adults. Based on the survey, Ms. Ayres recommended the following hours of operation; Monday-Thursday, 11:00 a.m.-8:00 p.m., and Friday and Saturday, 9:00 a.m.-6:00 p.m. Ms. Ayres proposed that the Board vote on the recommended hours, and in six months she will give a report as to how well those hours are working. Mrs. Jordan moved to accept the proposal, Mrs. McMahon seconded and the motion passed.

Ms. Ayres said all branches were included in the Secret Shopper project that was held in March. She told the Board this is held once every three months. All did well, although there were a few minor concerns which have been addressed.

Ms. Ayres reported on the recently held LLA annual conference held in Lafayette. She said that McDonald Branch manager Gail Goldberg was presented with the LaSSAL Support Staff Professional of the Year award. Also, Westside Regional Library manager Brandon Beckham has been selected to write an article for the Louisiana Library Association journal regarding the new King Branch.

Ms. Ayres said the Martin Branch has been approved to add ten person hours to their staff. She reported on the recently held Community Health Fair that was funded by a grant from Amerigroup. She said Amerigroup has donated \$1,000.00 per quarter, for four quarters to enhance programming within the Library.

Human Resources Report

Mrs. Carolyn Colwell recommended Lenna' Mouton, Assistant Manager at the Robertson Branch for ratification. Mrs. Smith moved to accept the recommendation, Mrs. McMahon seconded and the motion passed.

IT Department

Mrs. Janie Primeaux gave the IT report. She said that she, Chester Mealer and Trina Kirk attended the Community Health Fair. They set up laptops, an iPad and a tablet, and demonstrated health related databases, Freegal Music, and Overdrive audio books to those in attendance. They also set up a Wii for the children in attendance.

Mrs. Primeaux told the Board the Main Library is now accepting credit and debit cards using the Square Reader. She reported that although they still have some issues to work out the customers seem to like the convenience of paying with a credit or debit card. This service will soon expand to all branches.

The IT Department has begun to configure the 15 new public computers for the King Branch. They are also working on the circulation computers, the Online Catalog computer, and the self-checkout. The projector which will be used in the computer lab is to be ordered this week.

Mrs. Primeaux said Westside Regional Library's laptops will be replaced with brand new laptops this week. These are for the customers to check out for in-library use only.

Mrs. Primeaux gave the Board handouts showing the graphics, designed by Chester Mealer, which will go on the new Bookmobile.

Unfinished Business

Mr. Gregory Walker gave the Search Committee update. He said the committee considered seven finalists. From the seven finalists, three have been chosen to be interviewed; Ms. Patricia Boatman, Director of Cameron Parish Library, Ms. Tornia Milton, a Madison Parish School Librarian, and Ms. Laura-Ellen Ayres, Assistant Director for Direct Services with the Rapides Parish Library. Mr. Walker said the committee has prepared nine objective questions to be asked, and the interview dates are set for April 23rd and April 25th. Mrs. McMahon asked if the Board members could attend the interviews and Mr. Walker said they could. He said the committee hopes to have a recommendation to present to the Board at the next Board meeting.

New Business

Mr. Eddy Boddie gave the Personnel Committee report. He stated that the committee met on April 10th, to evaluate the Donation of Sick Leave policy, the Family Medical Leave Act (FMLA), and the Sick Leave policy.

Concerning the Donation of Sick Leave policy, Mr. Rogge told the Board that any staff member needing more sick leave than what they currently have may apply for the additional leave and, if they qualify, can receive donated sick leave from other employees. Employees may donate any unused vacation time, which will convert to paid sick leave for employees who are in need of it. After further discussion it was decided to delete the sentence, "This is not intended to provide for

the sharing of sick leave for leave related to normal pregnancy and/or postnatal care”. In addition, in the sentence that states “The recipient of the donated sick leave shall be required to exhaust all other leave that may be available in order to receive donated vacation leave”, the word “sick” is to be removed.

The Board agreed to leave the Family Medical Leave Act (FMLA) as is, since this is a Federal law. The Board decided to update the Sick Leave policy to add an employee’s mother in law and father in law as eligible family members. Initially, Mrs. McMahan moved that the discussion regarding the Donation of Vacation Leave and the Sick Leave policy be tabled for further study and Mrs. Jordan seconded the motion. After a brief discussion, Mrs. McMahan rescinded her previous motion and made a motion to accept the policies with the recommended corrections. Mrs. Smith seconded and the motion passed.

The next regular meeting of the Rapides Parish Library Board of Control is scheduled for Tuesday, May 20, 2014, at 3:30 p.m., at the Huie-Dellmon House.

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

Respectfully submitted by

Steve Rogge
Secretary

Glenn Rechs
President