

**Rapides Parish Library
Board of Control
April 19, 2016**

Minutes

The regular meeting of the Rapides Parish Library (RPL) Board of Control was called to order by President Michael Fairbanks at 4:00 p.m., in the meeting room of the Huie-Dellmon House, located at 430 Saint James Avenue, Alexandria, Louisiana.

Board members present were: Dr. Par Barber, Mr. Michael Fairbanks, Ms. Ann Heath, Ms. Le'Anza Jordan, Ms. Linda McMahan, Mr. Ralph Roach, Mr. Glenn Rechs, and Ms. Laura-Ellen Ayres. Mr. Morris Taft Thomas and Mr. Gregory Walker were absent.

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

Mr. Fairbanks asked if there were any public comments. There were none.

Agenda

Ms. McMahan made a motion to approve the agenda. Mr. Rechs seconded and the motion passed.

Minutes

Mr. Rechs made a motion to approve the March minutes. Ms. Jordan seconded and the motion passed.

Financial Report

Mr. Jimmy Holsomback presented the financial report. We received \$114,000 in Ad Valorem taxes during March and also received \$58,000 which is the first of three payments for Revenue Sharing checks for 2016. Mr. Holsomback is confident that the budget will be met. Expenses were the normal monthly expenses with salary and benefits being the largest expense. The cost of reimbursable items (computers, furniture, etc.) paid from the Robertson project checking account will be reimbursed to RPL from the project checking account.

The Balance Sheet shows very strong cash balance which is expected this time of year.

Mr. Holsomback presented the Robertson expansion budget. The project is complete; however there are still expenses to be paid. The 10% retainer to the contractor will be paid after 45 days of the filing of the Certificate of Completion. There will be a small balance left over.

The Capital Projects report includes the interest income from the Robertson project funds.

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

Director's Report

Ms. Laura-Ellen Ayres recognized the READ posters around the meeting room. The posters are of patrons and staff from all around the parish and are in honor of National Library Week.

At their April 11th meeting, the Police Jury approved 3 motions: the purchase of the land in Libuse, Alliance Design will be the architect for the Libuse project and the work to put the Huie-Dellmon House on the National Historic Register.

The Huie-Dellmon House does not qualify for the National Historic Register from an historic standpoint, since the house was bricked in 1933. Paul Smith will continue to work on the project from the standpoint of communication – the family who lived here owned the *Town Talk* at one time.

Local attorney Butch Savoie will handle the legal aspects of the purchase of the Libuse property.

The architects met with Laura-Ellen, Jimmy, Lenná and others yesterday and presented drawing of the proposed Libuse Branch. It will be 6400 square feet, which is the same as the expanded Robertson Branch. There will be 50 parking spaces. The architect will revise the drawings and we will meet again. If needed, the Property Committee will meet on May 12 at 4:00 PM to look at the plans. Ms. Ayres encouraged the Board Members to give suggestions for the new building.

Ms. Ayres presented a new Board roster which includes terms that were updated based on the Police Jury's information. Also listed is the term in which the Board Member is serving (first or second). Ms. McMahon asked to double check her term.

Effective June 15, restrictions have been placed upon collection agencies. Unique Management will no longer be able to report individuals to the credit agency who have Library debt. We will continue to use Unique Management.

The Long Range Planning reports are in the Department stage. A Long Range Planning Committee Meeting will be set before the next Board Meeting to review the staff's proposals.

During New Business, the Art Display Policy revision will be discussed. The change in the policy is for art that is displayed in other areas of the Library besides the meeting rooms. Robertson Branch now has a "Hallway of Art."

Direct Services

Ms. Lenna' Mouton thanked the Board Members for attending the Robertson Grand Re-Opening. There was good attendance by the public and the media attended. Robertson Branch Manager Mariann Strange resigned. Johnson Branch Manager Elizabeth Parish will begin as Robertson Branch Manager on April 25. LaKeisha Henton will move to become the Johnson Branch Manager. Ms. Henton is currently the Assistant Manager at the Gunter Branch. They will bring a wealth of experience and excitement to their new positions. Ms. Strange will move to be a clerk at the Bookmobile. She is looking forward to a part time position with less responsibility.

The Johnson Branch will be closed on Friday and Saturday due to the Pie Festival.

Ms. Mouton presented two reports that compare the items checked by hour and the internet usage for the King Branch to other branches. The report confirms the need for the earlier hours at the King Branch. The statistics are strong for the later hours as well.

Outreach and Youth Services

Tammy DiBartolo gave the Outreach and Youth Services report. We just completed a six week long family reading program at the King Branch, called Primetime. The program is sponsored by a grant from the Louisiana Endowment for the Humanities. It encourages families to read together and become life-long library users. This is a program that the library does each year at different library locations. Ms. Ayres noted that the meals for the program are not provided. Ms. Dibartolo and Ms. Karla Kirby get donations for the meals from other sources.

In mid-March we also completed our four week-long book discussion on A Confederacy of Dunces. This program was also sponsored in part by a grant from the Louisiana Endowment for the Humanities. Everyone really enjoyed the book and discussion. We even had Lucky Dogs to celebrate the end of the program.

Plans are underway for the 2016 Summer Reading Program. This year's themes are:

Children's - Ready, Set, Go...Read!

Teen's - Get in the Game ...Read!

Adult - Exercise Your Mind...Read!

We have lots of activities planned for the summer for everyone!

Outreach/YS staff will be at *Reading on the Red* on Saturday, April 30, 2016. This the 3rd annual early literacy event for children hosted by United Way, the city of Alexandria and Rapides Early Childhood Network. The event will be held downtown in the mini-park.

On May 3rd, author Rannah Gray will be at Westside to talk about her book Familiar Evil. She will also talk those who attend about how to identify a child predator. There are several local people from the Alexandria legal community mentioned in the book. The program should be both interesting and informative. CASA and DFS members have expressed interest in the talk.

Outreach staff has been going into local Head Start centers to do storytimes this month. Head Start has also begun to visit the library for programs again.

IT

Janie Primeaux reported that IT will be updating all computers to Windows 10 throughout the year. Bill Huffman replaced the Sierra Applications server. It cost \$32,000. Next year, the Database server will be replaced at about the same cost. This is maintenance that must be done from time to time.

IT will be replacing staff laptops that are older than 5 years old. This is done every 5 years.

Ms. Primeaux gave each Board Member a May schedule of computer classes. The new schedule includes Tech programs such as *Tech Tuesday* at Westside.

Chester Mealer demonstrated the Spark Inventors Kit. The kit has circuit components that allow participants to build a working *Simon Says* game with working sound and lights. These classes are one of the uses for the new Media Lab at Main Library.

Public Relations

Suzanne James reported that the Libraries Transform promotion has been popular. Patrons and staff were invited to have their portrait turned into a READ poster or, if they would rather, they could share how the Library has transformed them on a poster. They have the option to opt out of social media.

The American Library Catalog offers design kits and has asked to use the Rapides Parish Library in their promotion. We will be featured in the fall catalog.

The media has been very supportive of the Library and there was good coverage for the Robertson Grand Re-Opening.

Cards 4 Kids will continue in the summer. Ms. James will be contacting day care centers and churches with afterschool programs.

The Board commended Ms. James on a good job with Public Relations.

Unfinished Business

Ms. McMahon reported that the annual event in Cheatham Park will be May 21 and would like the Bookmobile to attend. Ms. Ayres reported that the Bookmobile will be brought to Lake Charles for a problem with the generator, but expects it to be fixed by May 21.

Ms. McMahon also shared that the Martin Community Center has a program for children. Ms. DiBartolo will follow up.

Dr. Barber reminded the Board the Mr. Thomas' wife had been sick. All wished Ms. Thomas well and hope for a full recovery.

New Business

Ms. Ayres presented an updated 3D Printer Policy with grammatical corrections.

Ms. Heath made a motion to accept the updated policy. Ms. McMahon seconded and the motion passed.

In the absence of Mr. Greg Walker, Ms. Ayres asked that the revision of the Sick Leave Policy be tabled until the next meeting.

Mr. Rechs made a motion to table the revision of the Sick Leave Policy. Ms. Jordan asked since there was a 640 hour cap on the sick leave, what happened to any additional hours that an

employee earned. Ms. Ayres explained that it was lost. Ms. Jordan seconded the motion to table the issue and it passed.

Ms. Ayres presented the revised Art Display Policy and Agreement. As explained previously, this revision is to allow art in other areas in addition to the meeting room.

Mr. Rechs made a motion to pass the revision. Ms. Heath seconded and the motion passed.

Ms. Jordan inquired if any family members of Ms. Sarah Nelle Vercher were located. Ms. Ayres reported that none were found.

The next regular meeting of the Rapides Parish Library Board of Control is scheduled for Tuesday, May 17, 2016, at 4:00 p.m., at the Huie-Dellmon House.

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

Respectfully submitted by

Laura-Ellen Ayres

Secretary

Michael Fairbanks

President