

**RAPIDES PARISH LIBRARY
BOARD OF CONTROL
MINUTES
September 17, 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, 530 Saint James Avenue, Alexandria, Louisiana.

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

Mr. Rechs led the Pledge of Allegiance and Mrs. Smith asked for a moment of silence. Mr. Rechs moved to approve the agenda. Mrs. McMahan seconded, and the motion passed. Mrs. Smith asked if any Board members or guests had comments. Mr. Mike Fairbanks was introduced and welcomed as a new Board member. He took a moment to say that he was pleased to be appointed and looked forward to serving. The meeting moved forward. Mr. Rechs moved to approve the minutes from the August Board meeting. Mrs. McMahan seconded, and the motion passed.

FINANCIAL REPORT

Business Manager Jimmy Holsomback reviewed financial reports and branch activity reports for August 2013. He noted that the Library had a lot of expenses in the month of August due to three pay periods and paying the first half of the costs of the new Bookmobile. Regardless, he said the Library was still on track with the budget. As well, as of the first week of September, the Library now officially owns the property for the site of the new King Branch. Mrs. Barber moved to approve the August 2013 financial report. Mr. Boddie seconded, and the motion passed.

DIRECTOR'S REPORT

Mr. Steve Rogge reported statistics for August. Mr. Rogge reported on the status of the property for the new King Branch. He said that the city rezoned the property from residential to commercial. He said that he expected Pan American Engineering to recommend to the City to change the servitude from 100 feet to 50 feet. As well, the City Forester has volunteered to design the landscape for the new King Branch property, just as he did at Westside Regional Library.

Mr. Rogge said that he and Mrs. Ayres attended the Police Jury meeting where Mrs. Diane Lawton was presented with a plaque appreciating her years of service on the Library Board. As well, City Court decided not to put a temporary storage building in the parking lot where Main

Library staffers park. Instead, they decided to put their storage in another building they own downtown.

Mr. Rogge said that September 16 was the deadline for the Roy O. Martin grant, and that in the application the Library asked for about \$9,000 for the asbestos abatement at the Martin Branch, and an approximately \$4,000 to pay for an automatic door opener for the back door of the Martin Branch.

DIRECT SERVICES REPORT

Ms. Laura-Ellen Ayres asked the Board to vote to close the Johnson Branch on Friday, October 4 after 12 noon and all day on Saturday, October 5 due to the Pie Festival using the Library parking lot. Mr. Rechs made a motion to approve the closure. Mrs. Heath seconded, all voted and the motion passed. Ms. Ayres said that Johnson Branch Manager Mary Murry would attempt to work from 8 a.m. to noon and then would be moving her car out of the way of the festival vehicles.

Ms. Ayres said the Robertson Branch closed from 1-5 PM on Thursday, Sept. 5th, due to a power outage. The automatic doors are now installed and working at both Westside Regional Library and Main Library. Newly purchased children's tables are now in place at the Main Library. Ms. Ayres added to what Mr. Rogge said about the request for an automatic door opener at the Martin Branch by explaining that the handicap parking spot was just out the back door, which is why the request was made for the automatic door opener for the back door. Also, the front door requires customers to walk stairs, so the automatic door opener wouldn't make sense there since that door is not handicap accessible anyway.

Ms. Ayres referred the Board to the memo she included with her report regarding the King Branch Groundbreaking Ceremony. She asked for discussion and vote approving the date and time for the ceremony as Tuesday, October 29 at 10 a.m. at the construction site. She said the committee plans to rent a canopy to provide shade at the ceremony. Mr. Rogge added that due to construction start date being pushed back, the committee was able to push the Groundbreaking Ceremony to late October when the weather will be cooler. The Board had no discussion to add. Mr. Rechs moved to approve the ceremony date and time, and Mrs. McMahon seconded. All voted, agreed, and the motion passed.

HUMAN RESOURCES REPORT

As Mrs. Carolyn Colwell was called to Jury Duty and couldn't attend the Board Meeting, Mr. Rogge and Ms. Ayres gave the HR Report. Mr. Rogge said that Mrs. Colwell was working on preparing information for the Search Committee for the new Library Director. Mrs. Colwell is updating the job description, and researching state and nationwide advertisement options to present to the committee. Mr. Rogge asked the members of the Search Committee if they would

be available to meet on Thursday, October 17 at 3:30 p.m. for Mrs. Colwell to present the information to them at that time. They agreed.

Ms. Ayres stood to present Ms. Linda Green with a Certificate of Appreciation for her 30 years of service at the Rapides Parish Library. She also presented her with an engraved clock and a 30-year name badge. Ms. Green thanked Ms. Ayres and the Board for allowing her to have a job that she loves and still gets paid for it. Several people at the Board meeting complimented Ms. Green on her service, how she runs her department, and the impact she has made on the Rapides Parish Library through training and mentoring new staff.

OUTREACH AND YOUTH SERVICES REPORT

Mrs. Tammy DiBartolo reported that the new Bookmobile is projected to be delivered in March of 2014. She said the vehicle couldn't come at a better time because of all of the trouble they have been having with the current Bookmobile. Mrs. DiBartolo reported that Outreach Services would begin the Prime Time Reading program later that afternoon. The program focuses on reading with at-risk families. She also reported that the RELIC program has begun at Westside Regional Library on Mondays from 6 to 8 p.m. and that the topic this year was Creole culture.

NEW BUSINESS

Mr. Rogge told the Board that the Library would be opening bids from contractors for the King Branch project at 2 p.m. on Friday, October 4. He asked the Board to consider holding the October Board meeting at 3:30 on that day in order to vote on which bid to send to the Police Jury. Mr. Rogge said it was important to send the bid that day, as the October Police Jury Meeting was the following Monday, October 7. Mrs. Smith asked that the early Board Meeting be moved to 2:30 p.m. instead of 3:30 p.m. so that she would be able to attend. All Board members agreed to move the October Board meeting to Friday, October 4 at 2:30 p.m.

Mr. Rogge asked the Board to vote on the updates to the Collection Development Policy. Mrs. Jordan asked if the portion of the Collection Development Policy about gifts was regarding gifts to the Library staff or the Library itself. Ms. Ayres explained that it was regarding donations and gifts to the Library's collections. Mrs. Smith asked for a motion to approve the changes to the Collection Development Policy. Mr. Rechs made the Motion, Mrs. Jordan seconded and the Board voted to accept the updates on the Collection Development Policy.

Mr. Rogge asked the Board to vote on the updates to the Electronic Resources Access and Internet Safety Policy. Mr. Rechs made a motion to accept the changes as written. Mrs. Barber seconded. All voted and agreed to accept the updates to the Electronic Resources Access and Internet Safety Policy.

Mr. Rechs asked if it was possible for the Library to obtain a series of children's math books called the Singapore Math series. Mrs. McMahon recommended that the Library to obtain a book by Sarah Perry, a local author, called Miracle on the 5th Floor.

Mr. Boddie asked if there was any word on the expansion of the Gunter Branch property. Mr. Rogge said he had heard from the owner of the property to the right of the Branch. The owner of that property, where the dog grooming business and snow-cone stand, offered to sell a piece of his property for \$350,000. Mr. Rogge explained that the Library is legally bound not to buy property for more than the appraised value. He asked the owner if he would like the Library to order an appraisal of the land, and the man declined.

Mrs. McMahon moved for adjournment. Mr. Rechs seconded and the meeting was dismissed.

The next regular meeting of the Rapides Parish Library Board of Control is scheduled for Friday, October 4, at 2:30 p.m. at the Huie-Dellmon House.

The meeting was adjourned at 4:30 p.m.

Respectfully submitted by

Steve Rogge
Secretary

Susie Smith
President