

**Rapides Parish Library
Board of Control
August 16, 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: Mr. Michael Fairbanks, Ms. Lana Havens, Ms. Linda McMahon, Mr. Ralph Roach, Mr. Gregory Walker, Dr. Pat Barber, Ms. Le'Anza Jordan, Mr. Morris Taft Thomas and Ms. Laura-Ellen Ayres.

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. McMahon made a motion to approve the agenda. Mr. Roach seconded and the motion passed.

Minutes

Mr. Thomas made a motion to approve the June minutes. Ms. McMahon seconded and the motion passed.

Financial Report

Mr. Jimmy Holsomback presented the June and July financial information. Revenue was low, as expected. Ninety-eight percent of the Ad Valorem Taxes have been received. The additional two percent will be received in December and is expected to exceed the budget.

There were three pay periods in July which accounts for a higher payroll expense. In December, there will also be three pay periods. Health Insurance has increased substantially in the last three years. Mr. Holsomback and Mr. Bruce Kelly of the Police Jury are looking into other providers to lower insurance cost. All other expenses are the normal reoccurring expenses.

Dr. Barber inquired about the lease for the copiers. Mr. Holsomback explained that the Library owns the copiers and pays a monthly maintenance fee based on the amount of copies. The maintenance contracts include toner, parts and labor on the machines. The Library charges patrons \$0.15 per copy; however, most of the copies are in-house copies.

The Balance Sheet indicates a good cash position. The Fund Balance is included in the checking account balance. Funds have been added to the IT Set Aside Account. No funds have been added to the HVAC or vehicle Set Aside Funds for the last two years.

The Capital Funds Report has not changed. The \$25,000 architect fee has been paid for the Libuse construction project. The Library will be reimbursed from the \$1 million State Bond. The bond money has already been approved and will be applied for shortly. A *Town Talk* article reported the cost to be \$1.4 million. That is for the building and does not include other expenses such as the architectural fee. The total project will be \$1.5 million. The additional funds will be paid from the fund balance. The fund balance is \$2.2 million and is included in the checking account balance.

The property at Libuse was purchased from the Tuma family on August 8th. The Library was able to secure the land for less than the appraised price. The attorney was impressed with the Tuma family and their cooperation in selling the property. The site was originally a store and post office.

The plans for the new building should be complete by mid-September and ready to receive bids by mid-October. The Police Jury will approve the bids by mid-November and we are expecting to break ground by the end of this year. Plans are to finish the project by September 2017.

Jane Thurmond, who works at the Bookmobile, and Kathleen McCall, a substitute clerk, were involved in a vehicle accident at the end of June in the Ford Taurus. Another vehicle ran a red light and hit them. Jane is back at work and Kathleen is still recovering. The car was totaled.

The Library paid \$20,000 for the Ford Taurus last year. Traveler's Insurance paid the fair market value which was \$18,500. The other party's insurance will pay the \$1000 deductible. A new vehicle has been ordered through Hixson on the state contract. The 2017 Taurus costs \$200 less than the original 2016 Taurus.

Ms. McMahan made a motion to approve the Financial Report. Ms. Jordan seconded and the motion passed.

The board acknowledged the work of Mr. Holsomback and Ms. Ayres to secure the property for the Libuse Branch.

Director's Report

Ms. Laura-Ellen Ayres welcomed the board back after the June break. She reminded the board that earlier in the year, the board voted to name the new branch the "Libuse Branch." An agreement could not be reached with Ms. Gunter to expand the current location. The new name will reflect the location of the branch, like the Boyce Branch and Westside Regional Library.

Ms. Ayres welcomed Ms. Lana Havens, our new board member from District H, which is in the Hineston area. A new board member for District A was approved by the Police Jury, but she resigned after training due to personal reasons. A former Library staff member is being considered for the District A position. Mr. Tom Wells is checking with the ethics board. Ms. Linda McMahan has agreed to renew her term as District F representative, pending the approval of that Police Juror

Ms. Ayres requested a Personnel Committee Meeting to address the issue of breastfeeding mothers who are on the staff. The committee members are Mr. Walker, Ms. McMahon and the District A representative. Mr. Fairbanks, as President, is a member of all committees. The meeting was set on September 20 at 3:30 to revise the personnel policy.

Ms. Ayres reported that there have been two incidents where patrons were breastfeeding without covering. This is legal and mothers are allowed to do this.

Library Ambassadors is a new project where a member of the staff is assigned to one or two local schools. They make contact with the schools monthly. Youth Services is providing in-service training for the staff. The goal is to try to make relationships with schools that are in the same neighborhoods as our branches.

Ms. Ayres presented the statistics for April, May and June and reported an increase in circulation and transactions across the board. She pointed out the substantial increase from June 2015 to June 2016 at the King Branch. She reminded the board that open hours changed at King on June 6, 2016.

There is a Trustee Workshop on August 25th at the Westside Regional Library. There are four board members registered. Ms. Ayres encouraged board members to sign up before Thursday if they would like to attend.

Mr. Thomas updated the board on his wife's illness. He thanked the board for their concern and continued support.

Direct Services

Ms. Lenna' Mouton reported that the Summer Reading Program ended in July. The last closing ceremony will be at the Martin Library on Saturday at 10:00 AM.

During each month of Summer Reading Program, the branches conducted at least two adult programs, two teen programs and two children's programs. There has been increased circulation in all branches. The Managers and Assistant Managers are doing a marvelous job.

The Boyce Branch closed early on June 23 due to a severe thunderstorm.

We have long had a goal to have an Assistant Manager in all the mid-size branches. Martin Library was the only mid-size branch without one. Sonya Jeter is now the Assistant Manager at the Martin Library. This addition was made without any additional salary expenses.

Ms. Mouton reported that she would be working with the branches on the new *Library Ambassador* program.

Ms. Mouton recognized the Robertson Branch on the tremendous increase in participation since the renovation. Many children have returned to the Library and for many others this is their first visit to the Library.

Human Resources

Ms. Carolyn Colwell reported that an Assistant Branch Manager position is open. There are 5 Assistant Managers who rotate about once a year to another branch. The branches with Assistant Managers are Main Library, Gunter, Westside Regional, King, and Robertson. This rotation provides more training and experience in hopes that they will fill any future openings for Branch Manager positions.

Outreach and Youth Services

Ms. Tammy DiBartolo reported the death of POP Manager Yolanda Skinner unexpectedly on August 12. Yolanda started with the Rapides Parish Library in 2007 and moved up into the manager position. Yolanda's death leaves a hole in the department and she will be sadly missed.

IT

No IT report. Ms. Janie Primeaux is out due to illness. She plans to return on Thursday.

Public Relations

Ms. Suzanne James reported that the *School Supply Giveaway* was July 20 and sponsored by Amerigroup. There were nearly 16,000 hits on Facebook for the free school supplies. This shows the power of social media.

Digital billboards will go up in high traffic areas of the parish promoting *Library Card Sign-Up Month*. These billboards will run the last two weeks in August and the first two weeks in September. This is an effort to raise awareness of all the resources available at the Library.

September *Event Guides* are being planned with the branch programming. They will be emailed to the board members soon.

Unfinished Business

Ms. Jordan inquired if our Library had resources that can help other Libraries affected by the recent flooding in the southern part of the state. Ms. Ayres reported that the State Library is spearheading this initiative. Some of the State Library staff is still working although they cannot get to their building. Others have lost their homes. Insurance should cover the cost of losses to the Libraries, but donations to food banks and other organizations are encouraged.

No damage was reported to any of the Rapides Parish Library locations except a problem with phone service at the Hineston Branch.

New Business

No new business.

The next regular meeting of the Rapides Parish Library Board of Control is scheduled for Tuesday, September 20, 2016, at 4:00 p.m., at the Huie-Dellmon House.

The meeting was adjourned at 5:00 p.m.

Respectfully submitted by

Laura-Ellen Ayres

Secretary

Michael Fairbanks

President