

**Rapides Parish Library  
Board of Control  
December 12, 2017**

Minutes

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

Board members present were: Ms. June Arrington, Dr. Pat Barber, Mr. Michael Fairbanks, Ms. Lana Havens, Ms. Le'Anza Jordan, Ms. Linda McMahan, Mr. Ralph Roach, Mr. Morris Taft Thomas, Mr. Gregory Walker, and Ms. Laura-Ellen Ayres.

Mr. Fairbanks asked for public comments. There were none.

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

There were no board member reports.

**Agenda**

Ms. Arrington made a motion to approve the agenda. Ms. Havens seconded and the motion passed.

**Minutes**

Ms. McMahan made a motion to approve the November minutes. Mr. Roach seconded and the motion passed.

**Financial Report**

Business Manager Jimmy Holsomback presented the Financial Report. As expected, revenue was very low for October and November. Expenditures were the normal monthly expenses. Twenty thousand dollars was added to the Automation Reserve making the set-aside account more than \$500,000. Account No. 4252 indicates that \$15,000 was set-aside a new server. This is the first year to set aside funds for a server and the CD earns 1.55% interest. The Libuse reimbursable items will be complete by the end of the year.

The balance sheet included the set-aside funds for the server and automation.

Mr. Holsomback presented the Libuse Branch Budget Sheet and the Capital Projects Cash Statement. There is very little change in the Libuse Branch Budget Sheet since most all the costs have been paid. Mr. Holsomback noted that demolition and shelving costs were under budget. The Cash Statement shows the remaining balance in the capital funds account from the Robertson Branch, King Branch, Libuse Branch and interest. Approximately \$50,000 will be available for the next capital project.

Mr. Holsomback presented a new report showing the Ad Valorem Revenue, Operating Expenses and Salary Expense for the past fifteen years. On average, \$115,000 more is received in Ad

Valorem Revenue than the budgeted amount for that same year. From 2007 to 2010, the minimum wage increased which effected all pay grades. Salary Expenses are kept in check by attrition as employees retire or leave a position. Ms. Ayres said that the funding stream from the Tax Assessor's office has been stable and accurate. The greatest asset of the Library is its staff who provide good customer service to the public. Ms. Jordan commented that she visited a Library in another parish and although the staff were friendly, she was not acknowledge when she entered the building. She sees staff at the Rapides Parish Library greeting patrons by name as they enter the Library. Dr. Barber told of a patron who said that the Librarian has books ready and offers suggestions when she goes to the Library.

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

Treasurer Le'Anza Jordan recommended that the board adopt the 2018 budget as presented at the October meeting. Ms. McMahon made a motion to adopt the 2018 budget. Mr. Roach seconded and the motion passed.

### **Director's Report**

Ms. Laura-Ellen Ayres reported that a staff committee has been created to study the statistics reports that are presented to the board quarterly. The committee will look at the reports for accuracy and suggest additional information pertaining to programs and activities.

There have been many accomplishments in 2017. Last year's Long Range Plan includes the regular activities of the Library such as Storytime, weeding, and programing. The biggest accomplishment of the year was the completion of the new Libuse Branch Library. Hours were extended at Westside Regional and the Robertson Branch, which allows students additional hours for homework and projects. These hours will be evaluated after the school year ends in May.

Ms. Ayres listed several other accomplishments from 2017.

- Boyce Branch has an annual Library Fair.
- Restrooms were upgraded at the Hineston Branch.
- At Main Library, the signs and restrooms were upgraded.
- The Martin Library received new doors which will allow patrons to use the meeting room after hours. New tables and chairs were purchased for the meeting room which will seat about 20.
- The plants along the outside of the building were replaced at Robertson.
- A chair rail was installed at the McDonald Branch.
- The digitalization of the newspapers continues.
- Ipad catalogs have been installed at all branches.
- The Bookmobile received a square reader which will allow customers to pay fines using a debit or credit card.
- Wireless printing is available at all locations.
- Outreach Services offered a Special Needs Workshop for other Libraries in the state.

Mr. Thomas was featured in the Alexandria Museum of Art's magazine. Mr. Thomas has a sculpture on display at the museum. Friends President Mike Wynne was also recognized in the magazine as Volunteer of the Year.

December is the last month for the Library's 75<sup>th</sup> Anniversary. In a few months, a commemorative book will be compiled with articles and pictures from the year-long observance.

### **Direct Services**

Direct Services Coordinator Lennà Mouton was out due to illness. Ms. Ayres reported that Hineston, McDonald and Johnson were closed on Friday, December 8<sup>th</sup> due to the snow. All other locations opened at noon and closed at 5:00 pm. The Boyce Branch closed at 12:00 pm on Saturday due to the Boyce Christmas parade.

Some of the carpeting at the King Branch will be replaced with tile. The carpet in the meeting room, foyer and around the circulation desk is very worn. The expense for this project will be paid out of the contingency fund. Future plans are to replace all the carpeting at King with carpet squares which are easier to replace when stained or damaged.

Ms. Ayres invited Board Members to visit the Libraries. All branches are decorated for the holidays and each is unique to their community. Ms. McMahan asked about the decorating contest. Ms. Ayres explained that administration staff visited each location and voted on the best decorations for the small, medium and large Libraries. The winners will be announced tomorrow. The winners will receive a "fill your fidge" prize.

### **Human Resources**

Human Resources Manager Jackie Brown introduced Brenda Brothers (Main Reference Specialist), Esther Perkins (Robertson Circulation/Reference Clerk) and Petra Rollins (Main Circulation/Reference Clerk). Ms. Brown recommended ratification of these staff members. Ms. Havens made a motion to ratify these employees. Ms. McMahan seconded and the motion passed.

### **Outreach and Youth Services**

The Outreach and Youth Services report was presented by Tammy DiBartolo, Outreach Services Coordinator

As 2017 winds down, Ms. DiBartolo reminded everyone to check out the *RPL Events Guide* that Public Relations Officer Suzanne James compiles each month. It lists times, dates and locations for all library programs. She encouraged the Board Members to participate in some of these programs during the coming year and observe the action.

Rapides Parish Library is one of the first Libraries to work with volunteer groups with special needs. Twice a week, groups come in to Westside Regional with their job coaches to do jobs at the Library such as stuffing bags and folding flyers. Other Libraries in the state have asked advice on getting this program started at their Library. There are programs planned specifically for special needs individuals. Not only is it good for the disabled, but also for the parents and caregivers to share ideas and gather information from each other.

Ms. DiBartolo wished all a Merry Christmas and a Happy New Year. She expressed her appreciation for their continued dedication to the Rapides Parish Library.

## **IT**

Systems Manager Janie Primeaux presented the IT report. At the beginning of the year, IT will finish upgrading all of the public computers to Windows 10 and Office 2016.

The system that is used to call customers when they have overdue items will be replaced. Next year Innovative will not support the current system. The new system, ITiva, will be very similar to the old system. The new system will condense calls for one family and we will be able to run reports.

In 2018, Lynda.com will be implemented. Lynda.com is an online education company offering video courses taught by experts. There are about 6,000 courses in Business, Technology and Creative Skills. Personalized course recommendations, videos, quizzes and project files will be available.

## **Public Relations**

Public Relations Officer Ms. Suzanne James was out due to illness. Ms. Ayres reported that promotion for Lynda.com will be in the *Cenla Focus* and on the RPL website in January. This database will be marketed to millennials.

## **Unfinished Business**

Assistant Director of Support Services Wes Saunders introduced Taylor Lee who is daughter of Loans Manager Angela Lee and granddaughter of Security Officer Franklin Sylvia. Taylor is a high school senior who is shadowing Mr. Saunders for her senior project.

## **New Business**

Long Range Planning Committee Chair Morris Taft Thomas presented the 2018 Long Range Plan. Mr. Thomas explained that the breakdown is by branch or department. After a short discussion, Mr. Fairbanks called for a vote and the motion passed.

Ms. Ayres commented that staff from every branch and department submitted goals for the Long Range Plan.

Mr. Fairbanks made a motion on behalf of the nominating committee recommending Mr. Walker for President, Ms. McMahon for Vice-President and Ms. Jordan for Treasurer for the 2018 year. Mr. Fairbanks called for a vote and the motion passed.

The next regular meeting of the Rapides Parish Library Board of Control is scheduled for Tuesday, January 16, 2018, at 3:30 p.m., at the Huie-Dellmon House.

The meeting was adjourned at 4:20 p.m.

Respectfully submitted by

Laura-Ellen Ayres

Secretary

Michael Fairbanks

President