

**RAPIDES PARISH LIBRARY  
BOARD OF CONTROL  
MINUTES**

**February 15, 2011**

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, 430 St. James Street, Alexandria, Louisiana.

Board members present were Dr. Pat Barber, Mr. Eddy Boddie, Mrs. Ann Heath, Mrs. Diane Lawton, Linda McMahan, Mr. Glenn Rechs, Mrs. Susie Smith, and Mrs. Alice Story. Ms. Lee Moore was not present.

President Rechs asked everyone to stand and say the Pledge of Allegiance. He then asked for a moment of silence. After President Rechs pointed out some changes to the agenda, Dr. Barber moved to approve the agenda. Mrs. McMahan seconded. The motion was passed by a unanimous vote. Mrs. Smith moved to approve the minutes from the January 14, 2011, meeting. Mrs. Story seconded, and the motion passed.

**FINANCIAL REPORT**

Business Manager Jimmy Holsomback reviewed income and operating expenses for January 2011. He pointed out the receipt of \$2,660,427 in ad valorem revenue as well as \$13,656 received from State Aid. He also mentioned the \$38,765 grant from the Huie-Dellmon Foundation as well as \$23,168 of telephone expenses that were refunded through the E-Rate program. The revenue for January 2011 was \$2,745,750 total.

Under the category of expenditures, Mr. Holsomback said the expenditures for January were normal. He did point out \$50,757 paid for automation maintenance; he said that amount was for an annual software maintenance contract, and most of that is paid to Innovative. Mr. Holsomback concluded by saying that income and expenses for January 2011 were in order. Mrs. Lawton moved to approve the report, and Mrs. Barber seconded. The motion passed.

Mr. Holsomback explained that it was time to review two business office policies. The first was the Investment Policy, and he explained its details to the Board. During his explanation, he said the current policy was still appropriate, and he asked the Board to ratify the current policy. Dr. Barber moved to ratify the existing Investment Policy, and Mrs. Smith seconded. The motion passed. The next for review was the Credit Card Policy. Mr. Holsomback reviewed the details

of that current policy with the Board and also asked them to approve it as it was. Mrs. McMahon moved to ratify the existing Credit Card Policy, and Mr. Boddie seconded. The motion passed.

### **DIRECTOR'S REPORT**

Mr. Rogge explained to the Board that no statistics were available for review at the time of the meeting because the Library is revising some of the items that are reported and because a couple of managers were late turning in their reports. He also said we had some trouble in preparing the annual report and it would not be available until the March meeting of the Board. He then referred the Board to the letter in their packets from James Downs, the Rapides Parish District Attorney. Mr. Downs's letter informed the Board that they would need to pass a resolution requesting an opinion from the office of the Attorney General before making such a request. In the past individual Board members or groups of Board members could solicit an opinion from the Attorney General.

Mr. Rogge next pointed out the new Board committee appointments as they appeared on the Member Address Lists. He asked Board members to inform him if they were incorrectly placed on a committee so that we could make a correction. Mr. Rogge also let the Board know the King Branch had been broken into a total of four times, with some cash stolen all but one time. As a result, metal slats were installed on the windows and doors at King after a security system was installed. He also said the Library would be purchasing digital cameras to monitor the branch in the evenings when it was closed. The staff would be able to review the visual recordings as needed if a break-in should occur again.

### **ASSISTANT DIRECTOR OF DIRECT SERVICES**

Laura-Ellen Ayres said because the Robertson Branch was broken into on February 1<sup>st</sup>, we decided to install security systems at the two remaining branches, Robertson and Gunter. Mrs. Smith asked what had been taken during the Robertson break-in, and Ms. Ayres said money was stolen from the cash box. She also said as a result of the break-ins at the King Branch, the Main security staff, with a King staff member, has begun closing the branch at 7 p.m. Monday through Thursday and on Saturday. Unfortunately, the security staff cannot close King on Fridays because the Main Library closes at exactly the same time.

Ms. Ayres said the annual tax help at Hinston Branch has begun and will continue through April. Two trained volunteers from AARP come on Mondays to help. The Johnson Branch has been doing an adult winter reading program; it offers the winner a prize basket filled with a cookbook and cooking utensils. She said the memorial bench donated to the Johnson Branch by the Ed Burns family has been installed in the garden. Ms. Ayres concluded by saying the Martin

Branch recently hosted the Lessie Moore Elementary Pre-School classes on their annual field trip. Branch Manager Donna Martin taught a program on library instruction.

### **HUMAN RESOURCES**

In the absence of Human Resources Manager Beverlee Lueder, Ms. Ayres presented Circulation/Reference Clerk Latressa Barton-Petty for ratification. Dr. Barber moved the ratification be approved, and Mrs. McMahon seconded. The motion passed.

### **ASSISTANT DIRECTOR OF OUTREACH SERVICES**

Kelly Kingrey-Edwards reported that she will complete the Louisiana Charities Trust and the Junior League of Alexandria grant applications. She said she already completed the Big Read grant application and submitted it on the February 1<sup>st</sup> deadline. Mrs. Kingrey-Edwards also reported that she has been compiling some information on the American Library Association – Allied Professional Association (ALA-APA) Library Support Staff Certification (LSSC) Program. She said the Library has approximately 15 employees who have indicated an interest in pursuing this certification. She said she would have a more detailed report prepared for the March Board meeting, but she wanted to acquaint them with the LSSC's website located at <http://ala-apa.org/lssc/>.

### **INFORMATION TECHNOLOGY**

Systems Manager Janie Primeaux told the Board her department would continue to replace staff and public computers with new computers and upgraded them with Windows 7 software. They had recently replaced all of Westside Regional Library's circulation computers, and they ordered a new printer for Youth Services that would allow the department to print large volumes at a time and to use card stock. She also said there had been problems with the wireless service at several branches over the last several months; the software seems to be the problem. Bill Huffman would be working on another solution using Linux; she hoped to have this system running at Robertson soon. Mrs. Primeaux also mentioned that the Customer Service Booklet was completely redesigned; copies of the new booklet were included in the Board packets.

### **PUBLIC RELATIONS AND FRIENDS**

Administrative Assistant Jana Fryday said Friends of the Rapides Library hosted Leo Honeycutt as he discussed *Edwin Edwards: Governor of Louisiana, an Authorized Biography* on Friday, February 11, 2011, at 7 p.m. at Westside Regional Library. Forty people were in attendance, and it went very well. She also mentioned she would be working with a couple of Teen Advisory Board Members in Glenmora to convert the Friends membership files from Rolodex to Excel spreadsheet format. She stated that Friends had around 600 members, so she didn't know how

long this will take. This would greatly help us when we create mailing labels and input new members.

### **OLD BUSINESS**

Preschool Outreach Program Manager Susan Baker said so far Prime Time Reading Time has been a great success. She also mentioned that Youth Services Manager Tammy DiBartolo presented at the Iowa Library Association Conference via webcam. Mrs. DiBartolo and Mrs. Baker will be working with Renaissance Home for Youth to develop “Star Book Reviews.” Mr. Holsomback also said Reference Clerk Faith Johnson took her Tween Advisory Group to the Canterbury House Extended Care Facility, and they handed out small Valentine’s gift items and played bingo with the people who live there. This event was very well received. Mrs. Story commented that all the Library staff seemed to be doing wonderful and enthusiastic jobs.

### **NEW BUSINESS**

Mr. Rogge said the Customer Privacy Policy was also due for review, but seemed appropriate with its current verbiage. He asked the Board to ratify the existing policy. Mrs. Barber moved to approve the Customer Privacy Policy as written, and Mrs. Lawton seconded. The motion passed.

**The next meeting is scheduled for March 15, 2011, at the Huie-Dellmon House.**

The meeting was adjourned at 4:15 p.m.

Respectfully submitted by

Steve Rogge  
Secretary

Glenn Rechs  
President