

**RAPIDES PARISH LIBRARY  
BOARD OF CONTROL  
MINUTES**

**February 21, 2012**

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, Mr. Eddy Boddie, Mrs. Ann Heath, Mrs. Diane Lawton, Mrs. Linda McMahon, Mr. Glenn Rechs, Mrs. Susie Smith, and Mr. Gregory Walker. Dr. Pat Barber and Mrs. Alice Story were absent.

President Rechs led the Pledge of Allegiance and then asked for a moment of silence. Mr. Boddie moved to approve the agenda. Mrs. McMahon seconded, and the motion passed. Mrs. Lawton moved to approve the January minutes. Mrs. Smith seconded, and the motion passed.

**FINANCIAL REPORT**

Business Manager Jimmy Holsomback reviewed revenue and expenses for January 2012. He said we received \$2,733,212 in ad valorem taxes in January, \$30,990 from the Huie-Dellmon Grant, and \$54,360 in E-rate refunds. He also mentioned that although the Adams and Deegan bequests were received in 2011, they were recorded in January 2012 in the amount of \$13,288. Income for January 2012 totaled \$2,841,788. The expenses for January were \$441,206, including a \$142,848 paid as our annual fee to the State Retirement System. Mr. Holsomback said all income and expenses were normal for 2012. Mrs. Smith moved to approve the January 2012 financial report. Mrs. McMahon seconded, and the motion passed.

**DIRECTOR'S REPORT**

Mr. Steve Rogge reported that circulation and transaction statistics showed an improvement as the negative percentage continued to shrink. The actual transactions are up 4.04% when January 2012 is compared January 2011. He said most of the signs to advertise our Robertson, Martin, and Boyce branches were up. He said Martin Library Manager Donna LeBlanc reported a new customer had come in just because she saw the sign; she had not realized a library was located there. He next mentioned the Board's committee assignments had been made, and referred Board members to the new contact list in their packet of meeting materials.

Mr. Rogge explained to the Board that in addition to the pictorial 2012 Annual Reports in their packets, longer narrative versions were also available if they preferred. He said the new Martin HVAC units had been installed, were working well, and we had signed off on them. He mentioned an EEOC complaint the Library had received and reminded the Board they had been emailed a memo regarding this item. He told them he'd included three more information sheets on this, including the letter the State EEOC sent the Library, the form we sent back to them, and the cover letter we sent to the District Attorney. Mr. Holsomback reminded the Board that the Library no longer has liability insurance for directors and officers. In 2004, we decided not to continue this insurance because it was a large expense which would have totaled \$150,000 over seven years. Mr. Rogge said if the Board wished to discuss the matter in detail, they would have to move to a closed session. The Board chose not to do so because they felt the matter had been handled appropriately.

Mr. Rogge also announced some staff departures. He said Maintenance Supervisor Bob Orris would be retiring at the end of May. Mr. Rogge had already asked Maintenance staff member Les Guidry to step into this supervisory role, and Mr. Guidry has accepted. He also reminded the Board that Human Resources Manager Beverlee Lueder had left, and he has decided not to replace her immediately. For now, Human Resources Assistant Carolyn Colwell and Payroll Specialist Stacy Dubrock would be taking over Bev's duties with Mr. Rogge, Mr. Holsomback, and Assistant Director for Direct Services Laura-Ellen Ayres assisting on the more difficult aspects of her position.

Mr. Rogge announced that Assistant Director for Outreach Services Kelly Kingrey-Edwards would also be leaving at the end of May. This would be a career move for her husband and would put her family closer to better health care and services for some of her children who have special needs. He said this allowed Library administration to review the position and change it to fit our current needs. As Ms. Ayres had been urging for the Library to do a better job at public relations and marketing, they decided to create a twenty-hour position that would coordinate these efforts. He asked Administrative Assistant Jana Fryday to give up her acquisitions position and accept this newly created one; she accepted. Ms. Fryday's move into the public relations position won't happen immediately because a replacement will need to be hired and trained as an Acquisitions Specialist. He also asked Red Carpet and Volunteer Coordinator Londa Price to add grant writing and coordination to her duties, and she accepted. He said he was currently looking to fill Mrs. Kingrey-Edwards's position. Mrs. Lawton asked whether Mrs. Price had received the grant writing training offered by the Rapides Foundation. Mrs. Kingrey-Edwards said she had, and she had been shadowing Mrs. Kingrey-Edwards as she wrote the last several large grants for the Library.

Mr. Rogge said we recently had a problem patron at Westside Regional Library. The young man was consistently asking Assistant Branch Manager Shannon Gibson and other staff for things he

could have gotten himself or that weren't available. While that behavior was mostly just annoying, this customer also acted inappropriately with Library customers and staff, including invading people's personal space. Mr. Rogge spoke to this young man about his inappropriate actions in the office with two other staff members and said we'd give him one more chance to change his behavior. Unfortunately, the young man came back in the next day and behaved in the same manner. The staff called the police and Mr. Rogge. Now this young man is permanently banned from all Rapides Parish Library locations.

Mr. Rechs suggested the Library purchase cheap digital cameras with video capability to record customers as they exhibit inappropriate behavior.

### **ASSISTANT DIRECTOR FOR DIRECT SERVICES**

Ms. Ayres invited Board members to attend the Materials Circulation Revision Committee meeting that would be held on Tuesday, February 28<sup>th</sup>, 9-11a.m. at the Huie-Dellmon House. She explained that we have some issues with the current policy, and we'd appreciate their input as we revise this policy. She said the Gunter Branch was working to turn their annex building into a meeting room and that it would be a slow process. She also mentioned the passing of Reference Specialist Lou Ethel Aaron and the death of Amanda Patterson's unborn child. She referred the Board to two handouts, the December 2011 and January 2012 Employee Workload Reports. She explained a committee had been working for a year and a half to prepare these reports, and now they felt confident enough to share them with the Board. She said the numbers tracked, so it seemed they had created a valid report that they could use to assess how busy each Library location was.

### **ASSISTANT DIRECTOR FOR OUTREACH SERVICES**

Mrs. Kelly Kingrey-Edwards reported that the previous night, the spring Readings in Literature and Culture (ReLiC) program on the Civil War began. This five-week book discussion was funded by the American Library Association and the National Endowment for the Humanities through the Louisiana Endowment for the Humanities. Twenty-four customers had signed up for the program, and twenty people attended the first session. She also said we normally would be holding Prime Time Family Reading Time in the spring, but last year we moved it to the fall. This change in timing has helped increase participation.

Preschool Outreach Program Manager Susan Baker said she began the Library Support Staff Certification program sponsored by the American Library Association in December of 2010. She just graduated from that program in December 2011. She listed greater confidence, better service, increased knowledge, and better teamwork as benefits of completing this program. She

encouraged the Board to do whatever they could to support library staff members participating in this program.

## **HUMAN RESOURCES**

Mrs. Carolyn Colwell presented Gunter Assistant Branch Manager Donna Mangham for ratification. Mrs. Lawton moved to ratify Mrs. Mangham, and Mrs. Smith seconded. The motion passed. Mrs. Colwell reminded the Board that Steve's performance appraisal procedure would begin in March.

## **INFORMATION TECHNOLOGY**

Systems Manager Janie Primeaux reported that the State Library had provided us with an assistive technology computer. The computer will enable people with disabilities to live independently. Blind persons can hear computer screen text. People with visual impairments can enlarge text, enabling independent reading. People who are unable to use a mouse can enter data and those who cannot physically hear a computer prompt can view prompts. IT staff members Chester Mealer and Trina Kirk attended the Assistive Technology Training with Mrs. Primeaux.

Mrs. Primeaux also said they received nine copies of MAGic screen magnification software which would be installed on one computer in every branch. Mrs. Kirk will provide training for the staff on using the software. We also received a Topaz Video Desktop Magnifier. Both the assistive technology computer and the magnifier are located at the Westside Regional Library. She concluded by reporting that IT staff members Bill Huffman and Roland Rodrigue had installed new public computers at the King Branch. Next month they will begin replacing Main's public computers.

## **FRIENDS OF THE LIBRARY**

Administrative Assistant Jana Fryday reported that the Friends program which featured Dr. Julie Kane was great even though only twelve people attended. She also mentioned members of the Friends Board had completed the ethics seminar required by the State. She mentioned Technical Services Manager Lisa Salard had spent a morning at the Johnson Branch, helping members of the Johnson Friends group to complete this training. Mr. Rogge reminded the Library Board they all needed to complete this same training and send us their certificates of completion. Several Board members did not remember receiving the email Ms. Fryday had sent them in January. She agreed to resend it.

## **NEW BUSINESS**

Mr. Rogge asked the Board to approve November 6, 2012, as the date the Library ad valorem tax would appear on the ballot for renewal. He explained that with the presidential election and

various other state and local government officials involved in this election, it would be about \$1,500 for the Library to participate. If we instead waited until spring or fall of 2013, we would most likely be the only initiative on the ballot and have to cover the entire election's expenses ourselves. This could cost as much as \$75,000. Mrs. Linda McMahon moved to ask the Police Jury to put the Library's renewal ad valorem tax of 7.09 mills on the November 6, 2012 election ballot. Mrs. Heath seconded, and the motion unanimously passed.

In light of the preparation associated with this tax election, Mr. Rogge asked that the Library be allowed to postpone detailed long range planning until 2013. He explained that many staff members who would be involved with the long range planning process would be focusing much of their time on the tax campaign. He also said Library staff would continue to make long range plans at the branch and department level, but that the coordination and compilation efforts that normally took place would be on hiatus for 2012. Mr. Walker moved that long range planning be on a hiatus for all of 2012. Mr. Boddie seconded, and the motion passed.

**The next meeting is scheduled for March 20, 2012, at the Huie-Dellmon House.**

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

Respectfully submitted by

Steve Rogge  
Secretary

Glenn Rechs  
President