

Rapides Parish Library
Board of Control
March 17, 2015
Minutes

The regular meeting of the Rapides Parish Library (RPL) Board of Control was called to order by President Glenn Rechs 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: Ms. Susie Smith, Mr. Glenn Rechs, Mrs. Linda McMahon, Mr. Ralph Roach, Dr. Pat Barber, Ms. Le' Anza Jordan, Mr. Michael Fairbanks, and Mr. Greg Walker. Ms. Ann Heath was absent.

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

Minutes

Ms. Smith made a motion to approve the February minutes, Mr. Roach seconded and the motion passed.

Financial Report

Mr. Jimmy Holsomback gave the financial report for the month of February. Mr. Holsomback reported that 96% of ad valorem tax revenues have been received. There will be smaller amounts received during the year. The next large payment will be in December which is anticipated to be \$200,000. Total Revenue for February was \$1,599,671.

The first payment for the debt on the King Branch has been made. Another larger expense is the annual Sierra maintenance. January and February had larger expenditures than normal due to the mentioned items as well as the retirement statutory fee that was reported in January. Normal monthly expenditure is \$400,000. Finances are on budget for the remainder of the year.

Mr. Holsomback is exploring ways to make our money work for us since interest rates are low. The money cannot be tied up for a long period of time; however there are some short-term investment options that he is exploring with our bank.

Mr. Holsomback reported that the first architectural fee has been paid for the Robertson Expansion Project. In the future, there will be a separate account for the Robertson Expansion Project.

Mr. Holsomback has submitted the annual request for the e-rate funding. This is cash from vendors for the telephone, internet services, etc. The amount applied for is \$91,000.

Mr. Roach moved to accept the financial report, Mr. Walker seconded and the motion passed.

Director's Report

Ms. Laura-Ellen Ayres gave the Director's report. Ms. Ayres reported that the Long Range Plan for 2015-2016 has begun. She plans to have it ready for the May Board of Control Meeting. A meeting for the LRP committee will be in late April or early May.

In April 2014, the Board of Control approved new hours for the King Branch to be Monday to Thursday 11 am – 8 pm and Friday to Saturday 9 am to 6 pm. At the time that the new hours were approved, the board requested a study after 6 months. Ms. Ayres and Ms. Mouton will have a report for the April Board Meeting.

Ms. Smith asked if there had been any comments or concerns from the public about the King Branch hours. Ms. Ayres said there had been some who expected the branch to be open at 9 am or 10 am. Ms. McMahon and Ms. Smith reported the computers at the King Branch are always full on their visits.

Ms. Ayres reported that the policy for the new 3D printer will be introduced later in the meeting. Ms. Faith Johnson, Assistant Reference Manager, presented items that were made by the new printer during a training session.

Ms. Johnson is planning a Media Day, tentatively set for the second week of April. Beginning May 1, the public can have their files printed for \$1 per item. Individuals can make or chose designs from software and send the file to RPL. The Reference Department will review the file and get it ready to print. It will take from several minutes to several hours to print an item,. There will demos at Media Day and the public will get to see how it works.

Direct Services

Ms. Lenna' Mouton was at a Summer Reading Workshop in Ruston. The Direct Services Report was read by Ms. Ayres. The report highlighted the book-a-day showcase at the branches. Long Range Plan drafts will be submitted by managers this month. Event Guides were mailed to each board member.

Human Resources

Ms. Carolyn Colwell recommended Johnson Branch Manager Elizabeth Parish for ratification. Mr. Fairbanks made a motion to approve the ratification, Ms. McMahon seconded and the motion passed.

Outreach and Youth Services

Ms. Tammy DiBartolo gave the Outreach and Youth Services report. She reported that the annual "Eggstravaganza" will be April 1. There will be an Easter egg hunt at the HDH garden and a rabbit for pictures.

The short story discussion began last week at Westside Regional Library, and is made possible by the Louisiana Endowment for Humanities Grant. Each session can stand alone.

The Head Start groups will be attending Story Time and using POP Services again. Ms. DiBartolo encouraged everyone to use their Event Guide to get information on activities.

IT

Ms. Janie Primeaux gave the IT report. She said that one of the projects IT is working on this year is purchasing a Surface Pro Tablet for each branch. These are funded through the State Aid grant for 2014-15. This will allow the branches to work on inventory easier and also use the tablet for movies or Story Time.

There are only a few of the older Kids PCs left to replace. All the new Kids PCs have a touch screen. IT is also replacing the old on-line catalogs at the branches.

Some of the branches have slow wi-fi service. IT will be replacing the wireless access points to speed up the connections. This includes Main, Martin, Robertson, Gunter, Boyce and Johnson.

Candace Hamilton has started teaching classes at the branches this month. She has classes at Westside, Hineston, McDonald, and King. Chester Mealer is teaching two all-day classes this month on Microsoft Word and Microsoft PowerPoint.

Public Relations

No Public Relations Report.

Unfinished Business

Mr. Walker announced there will be Personnel Committee meeting on Tuesday, March 24 at 4 pm at the Huie-Dellmon House.

New Business

The 3D printer policy was presented by Ms. Ayres. The policy is for the first six months and will be reviewed in November. The policy is based on policies from East Baton Rouge and Livingston Parishes. East Baton Rouge has had this policy in place for about a year. Ms. Johnson explained that RPL staff has the option to deny anything presented for replication and that patrons must accept the policy before printing the item. East Baton Rouge Parish charges by the gram; however RPL will charge per item.

Mr. Reches asked if there were any health issues that RPL staff should be concerned about when using the printer. Ms. Johnson and Ms. Ayres were not aware of any, but will do research on the matter. Ms. Johnson explained that the material used in the process is a filament that is similar to “sticky hot glue”, but cool.

Mr. Walker suggested that the phrase “reserve the right to refuse requests” be added to the policy.

Mr. Fairbanks asked if patrons will be able to see their item being made. Ms. Johnson reported that the printer will be running at set times and the public will be able to see the process; however there is no guarantee that someone will see their own job. There will be a screen in which to view the process.

Ms. Primeaux said that they are considering having a live web-cam on the RPL web-site so that patrons can watch the 3D printer in real time.

Ms. Ayres explained that the Board of Control will adopt the policy. RPL staff will then write the procedure.

Ms. Smith moved to accept the policy with the change, Mr. Fairbanks seconded and the motion passed.

The next regular meeting of the Rapides Parish Library Board of Control is scheduled for Tuesday, April 21, 2015, at 4:00 p.m., at the Huie-Dellmon House.

The meeting was adjourned at 4:40 p.m.

Respectfully submitted by

Laura-Ellen Ayres
Secretary

Glenn Rechs
President