

**RAPIDES PARISH LIBRARY  
BOARD OF CONTROL  
MINUTES**

**February 19, 2013**

The regular meeting of the Rapides Parish Library (RPL) Board of Control was called to order by President Susie Smith 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. Le' Anza Jordan, Mrs. Diane Lawton, Mr. Glenn Rechs, Mrs. Susie Smith, and Mr. Gregory Walker. Mrs. Linda McMahon was absent.

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

**FINANCIAL REPORT**

Mr. Holsomback reviewed revenue and expenses for all of January 2013. He said \$2,839,152 in ad valorem taxes was collected during January. He pointed out the \$8,100 Huie-Dellmon Grant that was received in January. He also mentioned the Adams and Deegan bequests, which totaled \$13,288, were carried over from 2012. Income totaled \$2,870,945 for the month of January. He said all expenses for January were normal. He pointed out the \$54,756 annual fee paid to Innovative Interfaces for automation maintenance and the \$156,712 annual fee paid to the retirement system. January expenses totaled \$516,578. Mr. Rechs moved to approve the January 2013 financial report. Mrs. Lawton seconded, and the motion passed.

**DIRECTOR'S REPORT**

Mr. Steve Rogge reported that transactions moving averages showed a 3.58% increase since 2012, which was a small increase when compared to the previous two months. Usage of computers and online resources continued to offset the slippage we've seen in raw circulation numbers.

Mr. Rogge said that it had been pointed out to him that the Martin Branch is well within 1,000 feet of Pineville Elementary School. As a result, he said we would need to revise the Sex Offender Policy to remove Martin from the list of branches that a sex offender against children was allowed to visit. He asked the Board to approve the revised policy. Mr. Rechs moved to approve the revised Sex Offender Policy, and Mrs. Heath seconded. The motion passed. Mr.

Rogge explained that the State's law regarding reporting child abuse now lists library staff members as mandatory reporters. This means that our staff members will now be responsible to report suspected cases of physical, emotional, and sexual abuse of a child. He said RPL managers would be notified of this change at the next Managers' Meeting on March 1<sup>st</sup>.

He said the short version of the 2012 Annual Report was in the Board packets. He explained that there were a couple of errors in it that we would correct before the next Board meeting, but he wanted them to get an idea of the look and feel of this year's annual report. He said the detailed version, with all the branch and department sections, would be available at the next meeting as well. He explained that the ethics training completed last year was an annual requirement by the State Board of Ethics. As a result, the Board, RPL staff members, and Library volunteers would need to take the one-hour online class again. He explained that the 2013 version of the training session would be available after March 1<sup>st</sup>, and he said we'd send the Board an email with instructions on how to log on and receive the training at that time. Mr. Rogge then mentioned that some trees and some large branches had been removed from the grounds of the Huie-Dellmon House because they were dead or posed a potential threat to the buildings nearby.

Mr. Rogge announced the resignation of Westside Regional Library Manager Karen Gipson. He explained that she was leaving the area to live closer to her family in Shreveport. He commended Ms. Gipson on her many years of excellent service at RPL and asked Assistant Manager for Direct Services Laura-Ellen Ayres to say a few words. Ms. Ayres said she had known Ms. Gipson since 1993, and she had always poured her heart and soul into serving customers and encouraging her staff to do so. Ms. Ayres reviewed Ms. Gipson's career at RPL and said we would miss her, and that we wish her the best in her move. Ms. Gipson said she was grateful for her time at RPL and said she had a wonderful experience working for the Library. Ms. Ayres said a reception would be held in honor of Ms. Gipson's departure on March 1<sup>st</sup>. President Smith thanked Ms. Gipson for her service and wished her well on behalf of the Board.

## **DIRECT SERVICES**

Ms. Ayres reminded the Board that they had received an email from her regarding her upcoming surgery. She said she had three weeks until that surgery. On behalf of the Board, President Smith said they hoped the surgery and recovery would go well. Ms. Ayres reported that due to a grant from the Martin Foundation, the Martin Library would be closed February 25-28 in order to be re-carpeted. We had overlooked something in our Electronic Resources Access and Meeting Room policies. She said we neglected to prohibit groups from using our meeting rooms to promote hate speech or violence or to prohibit individuals from using our public computers for the same. We would research the correct language to add to these policies during the following month.

Ms. Ayres said we had recently added or changed two procedures in our Procedures Manual. Although procedures are not normally voted upon by the Library Board, she wanted the Board to be aware of these changes. She referred to handouts in their packets that showed changes to the procedure for posting promotional flyers or other material and the procedure for meeting room use by businesses.

## **INFORMATION TECHNOLOGY**

Since Systems Manager Janie Primeaux was at a State Library conference in Port Allen, Ms. Ayres delivered her report on her behalf. She said her department would replace the older children's computers with new touch screen computers at Main, King, McDonald, Gunter, and Johnson. They would also order self-checkout stations for Boyce and Johnson.

She said Systems Specialist Roland Rodrigue began scheduling visits to each branch to make sure that the public and staff computers were updated with the latest virus definitions and Adobe, Flash, and Java applications. He would also be making sure that each computer had remote software VNC installed. This software allows us to remote into the computer to help with problems. He is also updating an inventory census as he visits each branch. We hope to continue these visits throughout the year.

Recently, RPL subscribed to Library Elf, a web-based and email tool for library users to keep track of their library borrowing. Along with Library Elf, we also purchased SMS Alerts from Innovative. This will allow our customers to receive mobile phone text messages as a supplement to other circulation notices. Customers would be able to choose to receive these alerts from their records in the WebPac.

## **OUTREACH SERVICES**

Outreach Services Coordinator Tammy DiBartolo said Outreach Manager Londa Price had scheduled her programs in the senior centers for the upcoming year. The Bookmobile was briefly in the shop due to problems with the brakes, but Bookmobile Manager Tammy Valenzuela made sure that customers still received their Library materials. In an effort to get the word out about the many upcoming programs at all library locations, Outreach Manager Susan Baker had created a newsletter, and we would be giving it a trial run. We hope that this will notify the public of programs in a more concise format. One program Mrs. DiBartolo mentioned was titled "Anne Boleyn: One Hundred Years of Film and Television," which would be presented by Dr. Bill Robison at Westside on March 3<sup>rd</sup>.

Mrs. DiBartolo said her department had recently tried a new program for adults and teens called "Blind Date with a Book." In honor of Valentine's Day, at Westside Regional we set up a display with books wrapped in red and white paper. Those who wished to participate could

choose a book, check it out, and agree to read it even if it was not one they would have normally chosen. We asked customers to turn in a three-question survey when they return the book. Those who returned their surveys were entered into a drawing for a Starbucks gift card. She said this had been a huge success.

Mrs. DiBartolo said that plans were underway for the annual Easter Basket Read-off and the Eggstravaganza . All library locations and Bookmobile would participate in the Read-off, and many would have their own Easter egg events. The Youth Services staff is already planning Summer Reading 2013 and will hold a workshop for all library managers to prepare them for the upcoming event. Youth Services Staff members Karla Kirby and Susan Baker and Mrs. DiBartolo will be presenting a workshop entitled “Priceless Program Possibilities” at the Louisiana Library Association’s annual conference in March.

Mrs. DiBartolo explained that we would like to bring Darryl Middleton, an African-American comedian and author, to the Main Library to present a program similar to the Friends of the Library Soiree. Mr. Middleton recently wrote a book titled *Black Comedians on Black Comedy: How African-Americans Taught Us to Laugh*. She asked the Board if we could set aside \$1,000 from the budget to cover the expenses of food and Mr. Middleton’s presentation fee and travel costs. Mr. Walker moved that we set aside \$1,000 from the budget for this program. Mr. Boddie seconded, and the motion passed. Dr. Barber asked whether we would receive a grant from the Louisiana Endowment for the Humanities this year for the ReLiC program. Mrs. DiBartolo said she believed we would. Dr. Barber asked what the topic would be and when the program would be, and Mrs. DiBartolo said we didn’t know yet, but that she would have the information at the next Board meeting.

## **HUMAN RESOURCES**

Human Resources Administrator Carolyn Colwell presented Youth Services Clerk Keisha White for ratification since she had successfully completed her introductory period at the Library. Mrs. Jordan moved to ratify Ms. White, and Mrs. Lawton seconded. The motion passed. Mrs. Colwell said we had recently promoted Substitute Circulation/Reference Clerk Samantha Dusza to a forty-hour Circulation/Reference Clerk position at Westside. Miss Dusza has filled the position of an employee who had recently resigned.

## **PUBLIC RELATIONS AND FRIENDS OF THE LIBRARY**

Administrative and Public Relations Specialist Jana Fryday said January was a slow month for public relations at RPL, but things had begun to pick up through the first part of February. *The Town Talk*, KALB, and KLAX had posted announcements for both the Martin Branch closure for re-carpeting and for several programs. The Friends of the Rapides Library approved their

2012-2013 budget in the amount of \$11,385 at their January 2013 meeting. She said the 2013 officers were President Claudia Velona, Vice President Ann Jones, Treasurer Lisa Salard, and Secretary Jana Fryday. Miss Fryday reported that the final election campaign financial reports to the Board of Ethics were filed on February 1, 2013. She said the political action committee was formally dissolved on that date and that the annual report was in the Board packets.

## **NEW BUSINESS**

Mr. Rogge explained that the Code of Ethics and Wireless Access policies were due to be revised. After consulting managers and administrators, Mr. Rogge decided that no changes to the policies were needed at this time. He asked the Board to re-approve the policies. Mr. Walker moved to approve both policies, and Mrs. Heath seconded. The motion passed.

Mr. Rogge presented Assistant Director for Support Services Wesley Saunders with a 20 Year Service Award after reviewing Mr. Saunders' career at the Library. He mentioned Mr. Saunders' rise from Main Library Manager to Assistant Director for Direct Services. He spoke of Mr. Saunders' hard work and dedication as he supervised the Acquisitions, Loans, Security, and Technical Services departments at RPL. Mr. Saunders thanked Mr. Rogge for his words and said he had loved his time at the Library and hoped to be able to spend 20 more years there.

Mr. Rogge explained that Technical Services Manager Lisa Salard would receive her 20 Year Service Award at the upcoming Managers' Meeting since she preferred not to be the center of attention at the Board meeting. Mr. Rogge asked Mr. Saunders to say a few words about Mrs. Salard since he is her supervisor. Mr. Saunders said Mrs. Salard's work touches everyone at the Library since she supervises deliveries and the processing of Library materials, as well as various other projects. He said they worked together on many projects and that he appreciated all her excellent efforts.

**The next meeting is scheduled for March 19, 2012, at the Huie-Dellmon House.**

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

Respectfully submitted by

Steve Rogge  
Secretary

Susie Smith  
President

February 2013