

**Rapides Parish Library  
Board of Control  
February 16, 2016**

Minutes

The regular meeting of the Rapides Parish Library (RPL) Board of Control was called to order by President Michael Fairbanks 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: Dr. Par Barber, Mr. Michael Fairbanks, Ms. Ann Heath, Ms. Le'Anza Jordan, Ms. Linda McMahan, Mr. Ralph Roach, Mr. Glenn Rechs, Mr. Gregory Walker and Ms. Laura-Ellen Ayres. Mr. Morris Taft Thomas was absent.

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

**Agenda**

Ms. McMahan made a motion to approve the agenda. Mr. Rechs seconded and the motion passed.

**Minutes**

Mr. Rechs made a motion to approve the January minutes. Mr. Roach seconded and the motion passed.

**Financial Report**

Mr. Jimmy Holsomback presented the financial report. The first of the Ad Valorem Taxes was received in the amount of \$2.7 million. Another large check is expected next month. The expenses were the normal monthly expenses. Account No. 4280, the Retirement System Statutory Fee, has been paid. Account No. 5046, 5049, and 5050 are expenses relating to the asbestos removal, carpet replacement and the new lab at the Main Library. Some of the expenses for this project were paid last year and the remaining expenses will be paid out this year. The Library has applied for the 25% tax credit which will result in \$25,000 net profit when it is sold to a broker.

The Balance Sheet shows a \$700,779.39 balance in the Set-Aside Accounts.

The Robertson Branch was 95% complete at the end of January. Mr. Holsomback presented the Robertson Expansion Financial Report which shows that the project is under budget for the shelving. The landscaping is currently underway. The furniture, chairs, alarm system and computers have been purchased. The Robertson Branch opened to the public on February 15 with some minor items to complete. The Capital Project Reports shows the amount left to complete the project. There is a 10% retainage due to the contractor. After all reimbursements are paid, the project should be right on target financially.

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

## **Director's Report**

Ms. Laura-Ellen Ayres presented the Director's Report. Ms. Ayres recognized two of the programs for Black History Month; Cannied Yams and Cornbread Storytelling Event and 2<sup>nd</sup> Annual Authors Showcase at King.

The Gunter Branch will be the next branch for expansion. The last bond issue was specifically for expansion of the King, Robertson, and Gunter Branches. Police Juror Craig Smith has been working with Mrs. Gunter, but she is unwilling to sell us the land behind the current location. Ms. Ayres reported that there is a meeting scheduled with the Tuma family to discuss the purchase of the Tuma store. She announced that a Property Committee meeting would be scheduled soon to discuss the next step.

The Main Library has been put on the National Historic Register although, official notification has not been received. The tax credit has also been approved. The tax credit will be sold and redeemed for 80% to 85% of the value. The process should be complete in about 60 days. Mr. Paul Smith can give a better explanation is necessary. This is an added benefit of being on the National Historic Register.

The Robertson Branch opened yesterday. The building is not completely finished, but it is completed enough that the public can use the Library. The computers and books are set up. The landscaping is not done and the outside of the building requires more work. A *Town Talk* reporter attended the opening and Ms. Ayres was interviewed. She expects an article about the Robertson Branch in the *Town Talk* soon.

Ms. Ayres presented the October, November and December statistics. The average for each month was more than last year. Transactions include not only circulation, but also programing, reference questions, e-resources, and database usage.

The short form and the long form of the Annual Report were presented. The theme for the Annual Report this year is "The Foundation of the Community-Inspiring, Encouraging and Transforming." The short form, which highlights the 50<sup>th</sup> Anniversary and the renovation of Main Library, the MakerSpace with the 3D printers and the Robertson Branch Expansion, will be distributed to the public.

The first item in the long version of the Annual Report is the Director's Report. Ms. Ayres highlighted staff changes as well as Mr. Morris Taft Thomas, who replaced Ms. Susie Smith on the Board of Control when her term expired.

Ms. Ayres pointed out that Transactions by Branch were up 8.13%, which included Online Resources. Ms. Ayres recognized the areas with more than a 10% change, which were Boyce Branch, Martin Library, Preschool Outreach, Westside Regional Library, and King Branch. This is a great accomplishment.

The Library Board members were added to the report. The national goal for turnover rate, which is how many times an item circulates, is 2%. This year the RPL was at 2.81%. The e-branch is a

new report that is added this year. Our meeting rooms were used 1,137 times by the public. There were 1,330 Rapides Parish Library programs with over 13,000 participants. Each branch and department has an annual report in the booklet.

The 3D printer policy forbids printing of gun, gun parts or weapons of any sort. The Library was asked to print a toy gun from a movie. Ms. Ayres made the decision to not print the item. The Board members agreed with her decision. Ms. Ayres requested to alter the 3D printer policy and vote on the change at the next meeting. Each Board member received a rose that was printed on the 3D printer.

Dr. Barber reported that she attended a meeting at the Martin Library meeting room. The staff was accommodating and friendly. The group plans to continue to meet there regularly.

Ms. McMahon shared that she was part of a group that had an impromptu meeting in the King Branch sitting area, since the meeting room was being used. The members of the group were impressed with the Library and not aware of the services that are offered. She observed many children in the Library waiting to be picked up after school. The children are using the Library services.

Mr. Fairbanks reported that he and his son often use the study rooms at Westside. It is very nice and quiet area to do homework.

Ms. McMahon remarked that the Main Library is beautiful and spacious. Ms. Ayres commented that future plans include weeding books so that some of the shelves can be lower, allowing a more open space similar to the original plans. The bathrooms and the office area are in need of an update.

The Historical Register committee does not provide the plaque for the National Historic status, nor will a representative attend. The Library will have a party to recognize the accomplishment. Mr. Paul Smith will attend. A bronze plaque will be ordered for the front of the building to match the existing plaque.

### **Direct Services**

Ms. Lenna' Mouton gave the Direct Services report. As previously reported, the Robertson Branch opened on Monday. The morning was slow due to the rainy weather; however the afternoon was very active. The computers were full and the public was glad we are open. The iPad catalogs are a big hit with the children. Ms. James is working on signage. We are happy to be open to the public.

An author showcase will be at King on February 28th.

The art work that is featured in the Main Library display case is the work of Ms. Linda McMahon and her sister. Ms. Mouton encouraged all to go by and see the beautiful display.

### **Outreach and Youth Services**

Ms. Tammy DiBartolo was unable to attend due to Prime Time Reading Event at King, which begins tonight. Ms. Ayres presented Ms. DiBartolo's written report.

Third Thursday on 3<sup>rd</sup> is a monthly event hosted by the Downtown Development District. On February 18th, the theme will be literacy and they have asked us to bring the Bookmobile and issue library cards.

The 3<sup>rd</sup> annual Creative-Con on February 20th from 10 AM to 5 PM is at the Alexandria Mall. The location is next to Stage Department Store. Randy Smith, husband of Ms. Ayres, will do a presentation at the event. This is an event that teens will enjoy.

The Cause We Care Fair at the Alexandria Mall on February 27 from 10 AM to 2 PM is an annual event with non-profits in the community who work with children and families.

Friends of the Rapides Library has partnered with LSUA for a showing of *61 Bullets* at F. Hugh Coughlin Hall Auditorium on the LSUA Campus from 6 PM to 8 PM on March 3. This is a film about the assassination of Huey P. Long.

There are spots left for the Confederacy of Dunces book discussion beginning in March. Contact Ms. DiBartolo for more information.

### **Public Relations**

Suzanne James reported that the theme for March is Teen Tech Month. There will be programs related to robotics, circuitry, and the Makerspace. The focus will be drawing attention to teens and technology in the Library.

The Cards 4 Kids program is going well. The media has been to most of the Library events and are featuring the Library regularly.

### **Unfinished Business**

There was no unfinished business to report.

### **New Business**

Ms. Ayres presented the renewal of the Wireless Access Policy with no changes. Janie Primeaux, IT Systems Manager, has reviewed the policy and suggested no changes. Ms. Rechs made a motion to renew the policy. Ms. Jordan seconded and the motion passed.

The Code of Ethics Policy was presented by Ms. Ayres. She suggested adding three paragraphs at the beginning, based on the ALA Code of Ethics. Mr. Rechs made a motion to renew the policy with the suggested changes. Ms. McMahan seconded and the motion passed.

The next regular meeting of the Rapides Parish Library Board of Control is scheduled for Tuesday, March 15, 2016, 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

Michael Fairbanks

President