

**Rapides Parish Library
Board of Control
June 21, 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: Mr. Michael Fairbanks, Ms. Ann Heath, Ms. Linda McMahon, Mr. Glenn Rechs, Mr. Ralph Roach, Mr. Gregory Walker and Ms. Laura-Ellen Ayres. Dr. Pat Barber, Ms. Le'Anza Jordan, and Mr. Morris Taft Thomas were absent.

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

Mr. Fairbanks asked if there were any public comments. There were none.

Agenda

Mr. Walker made a motion to add item 18A Personnel Committee Report to the agenda. Mr. Rechs seconded. Administrative Assistant Jennifer Quebodeaux polled the members and the motion passed unanimously.

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

Minutes

Mr. Rechs made a motion to approve the May minutes. Ms. McMahon seconded and the motion passed.

Presentation of 2015 Audit Report

Mr. Lee Willis of Rozier, Harrington & McKay presented the 2015 Audit Report. Each Board Member received a copy of the audit. Mr. Willis reported that there were no findings and no corrective action was necessary. The financial position of the Library remains strong and has improved in the last few years. Mr. Willis findings were consistent with the monthly reports submitted to the Board of Control.

Mr. Willis thanked the Board for the opportunity to do the yearly audit.

Service Award

Bookmobile Manager Londa Price presented Ms. Jan Jeffus with a 35 year service award. Ms. Price recognized Ms. Jeffus and thanked her for her dedication. Ms. Ayres congratulated Ms. Jeffus and talked about her beginnings at the Library in Technical Services.

The Board thanked Ms. Jeffus for her service to the Library.

Properties Committee Report

Mr. Bill Tudor and Mr. Adam Grunzinger of Alliance Design presented the architectural plans for the proposed Libuse Branch Library. The Library will be located on Highway 28 East near the current location of the Gunter Branch Library. There is a pecan grove on the east side of the property that will be preserved. There will be parking at the front and on the west side of the building. There will be a drive-thru to drop off and pick up items.

Amenities will include a flagpole, monument sign and bicycle parking. There will be forty-five parking spaces. This is five more parking spaces than the newly renovated Robertson Branch. More spaces can be added in future, but will require the removal of some pecan trees.

The building is 6500 square feet, the same as the renovated Robertson Branch. The layout is similar to King Branch. There is a corner entry that leads into a vestibule. The meeting room and restrooms will be off the vestibule, to allow for usage after hours and restrict access to the Library. In the vestibule will be display cases to be used by the community, and vending machines. The meeting room will be equipped with a sink, an ice maker and under-counter refrigerator similar to the ones at Robertson. The meeting room will have a movable partition similar to King that will allow the large room to be broken down into two smaller areas. A storage area off the meeting room will allow for storage of tables and chairs.

The circulation desk will include a book drop and will be extended to give better sight lines. The computer area will be in the front for easy access. Two study rooms will be next to the computer area. The Assistant Manager's desk will be located next to the circulation desk. There will be a managers' office, a breakroom, a private staff restroom and additional storage.

The circulation desk will be centralized with clear views. The meeting room will have a glass wall so that activities can be monitored from the circulation desk. Lower shelving will be used in the children's area to allow site to the back of the building. The taller stacks are positioned so that the entire Library can be monitored from the circulation desk.

There will be a high clerestory ceiling down the center of the building for natural light. There will be perimeter windows at the adult seating area with views the pecan grove. The children's area will be close to the circulation desk. The new building will have three times the computer stations as the current Gunter Branch and significantly more storage.

Mr. Grunzinger presented the rendering of the outside of the building. The outside features a corner glass entryway and a drive-thru with a canopy.

The roof will be asphalt shingles. Cultured stones will be used for the front and brick on the sides. The brick will be in earth tones with the accent bricks a darker shade. For the canopy and other areas where metal will be needed, a composite with a wood-like look will be used. This material is durable and easy to maintain.

There was discussion regarding the circle drive to the drive-thru. Board members were concerned that the curb would be enough to stop a "runaway" vehicle. Mr. Tudor suggested

adding steel bollards set in concrete that would be aesthetically pleasing. The curb will be the standard 6 inches. Any higher curb could cause damage to vehicles.

The Board discussed the parking lot. The standard size of a parking lot is 63 – 67 feet wide. The proposed parking lot does not allow for a turn around. Mr. Tudor suggested a cul-de-sac possible around one of the pecan trees. When a new survey is completed, the exact location of the trees and the building will be determined and a cul-de-sac or turn around can be added to the parking lot. The Board would forfeit some parking spaces to have a turn around.

There is one exit to the highway. Mr. Tudor explained that DOTD has limited the location to a single driveway. It would add significant expense to the project to add another driveway and the DOTD would have to issue approval.

Luxury Vinyl Tile (LVT) will be used in the meeting rooms instead of carpet.

Exterior security cameras will be added at the next level. The Board would like an outside patio or a natural outdoor area in the pecan grove for staff and patrons to enjoy.

Mr. Fairbanks asked to a called for a vote on the proposed plans and the motion passed unanimously.

Financial Report

Mr. Jimmy Holsomback presented the May financial information. The Ad Valorem Tax revenue is at 97% of the budget. The revenue is expected to meet and exceed the budgeted amount. The third installment of the State Revenue Sharing funds has been received. The final installment is expected in December.

Account No. 3096 is a capital project transfer to reimburse the Library operating account for the purchase of computers and furniture for Robertson. Account No. 3098 is the National Historic tax credit that was received in May. Overall, revenue is in good shape for the year.

Salaries and related expenses are the largest monthly expense. Mr. Holsomback and the Police Jury are looking at another insurance company for employee health insurance. A quote should be submitted by mid-July.

The balance sheet reports a strong cash position. Mr. Holsomback presented the final Robertson report. There is a remaining balance of \$4560.70 which can be used at Robertson or another capital project such as the Libuse Branch.

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

Director's Report

Ms. Laura-Ellen Ayres congratulated Mr. Holsomback for another good audit. She acknowledged the cooperation of the staff in the audit process.

A new attorney has been retained for the purchase of the Libuse property. Mr. Ben Lawrence has been selected with the approval of Assistant District Attorney Tom Wells. The target date for closing is two weeks.

The Robertson project is complete. The word “Library” has been added to the wall which adjoins the wall of words. Ms. Ayres encouraged the Board Members to visit the renovated branch.

Ms. Ayres has been elected the Secretary of the Louisiana Library Association for 2016 – 2017. She will attend meetings throughout the year and the annual convention which is in Lafayette.

Ms. Ayres announced the *LLA Trustee Workshop* at Westside Regional on August 25. She encouraged the Board Members to attend. She also announced that Mr. Rechs will be holding *Clay Classes* at Westside Regional during the month of July. Mr. Ayres explained that Mr. Rechs would like to hold a regular *Art Institute* at the Library and work with other mediums beside clay.

Direct Services

Ms. Lenna’ Mouton explained that the branches are very busy with programming. The managers have many “out-of-the-box” ideas for programs. Programs are on the website and in the event guide.

During the summer, the schools are offering Reading Labs. Gunter Branch Manager Pam Martin conducted a storytime at Lessie Moore Elementary which included a craft with 111 children. Ms. Mouton and Public Relations Administrator Suzanne James held a similar program at Huddle Elementary with 79 children. This is a way to bring the Library to the schools. Outreach Services has also been working with several area schools.

Human Resources

Ms. Carolyn Colwell was unable to attend the meeting. Ms. Ayres gave the Human Resources report. Ms. Kristen Newell has been selected as Gunter Assistant Manager and Debbie Jenkins as Main Circulation Clerk. A substitute clerk was also selected.

Outreach and Youth Services

Ms. Tammy DiBartolo was attending a required webinar for the American Library Association *Great Stories Club* grant. She submitted a written report to the Board.

Ms. McMahon suggested that the *Great Stories Club* be taken to the girls’ home in Lecompte and the boys’ home in Pineville.

IT

Ms. Janie Primeaux gave the IT report. The Sierra Database Server has been replaced. This caused the staff to be without Sierra for about 5 hours. There will be two additional updates, but this will not cause Sierra to be down for a long period of time.

Another big project was to replace the Exchange Server. We were able to successfully move everyone's mailbox to the new server. During the process our email has been up and down.

The new "blind pc" has been installed at Main Library. The software JAWS (Job Access with Speech) was upgraded. The monitor was replaced with a 24 inch screen and a new braille keyboard was added.

Public Relations

Ms. Suzanne James gave all members the new RPL calendar. The calendar is for August 2016 to September 2017. It has all the important dates for the Rapides Parish School Board as well as the dates the Library will be closed. Monthly themes are highlighted. The calendar is a possible fundraiser for the Friends of the Library.

Ms. James highlighted three upcoming events. Ms. Rosa Metoyer will be the featured entertaining next week for the Summer Reading Program. *Clay Classes* will be held at Westside Regional and lead by Mr. Glen Rechs. Mr. Rechs will promote the program on KALB's *Jambalaya*. The Library has partnered with Americorp to present *Tools for School*. Americorp has provided 250 boxes of school supplies to be given to children. Along with school supplies, the children will receive a Library card to reinforce that the Library is an important part of school.

Eighty *Cards 4 Kids* applications have been received in the last 3 weeks. In addition to the already reported storytimes at Lessie Moore and Huddle Elementary Schools, Ms. James held a storytime at Acadian Elementary with 120 children attending.

Unfinished Business

No unfinished business.

New Business

Mr. Walker presented the Personnel Committee report. The Personnel Committee reviewed Ms. Ayres' performance evaluation and she scored high marks. The committee recommends a 3% pay increase which is the standard for all employees.

Mr. Fairbanks called for a vote and the motion passed unanimously.

The next regular meeting of the Rapides Parish Library Board of Control is scheduled for Tuesday, August 16, 2016, at 4:00 p.m., at the Huie-Dellmon House.

Ms. Ayres recognized Ms. Ann Heath for her service to the Board of Control. Ms. Heath represented District H. She began on the board in November 2008 filling an unfinished term. Ms. Heath has served on many committees and her service is appreciated.

Ms. Ayres recognized Mr. Glen Rechs for his service to the Board of Control. Mr. Rechs represented District A. He began on the board in March 2006 filling an unfinished term. Mr. Rechs served as Board President for 2011 – 2012 and 2014 – 2015 as well on many committees. His service is appreciated.

The meeting was adjourned at 5:00 p.m.

Respectfully submitted by

Laura-Ellen Ayres

Secretary

Michael Fairbanks

President