

**Rapides Parish Library
Board of Control
January 19, 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. Morris Taft Thomas, Mr. Gregory Walker and Ms. Laura-Ellen Ayres. Mr. Glenn Rechs was absent.

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

Agenda

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

Minutes

Ms. Heath made a motion to approve the December minutes. Ms. McMahan seconded and the motion passed.

Financial Report

Mr. Jimmy Holsomback presented the financial report. He reported a successful year in both revenue and expenses. The ad valorem taxes for 2015 exceeded the budget. Operating cost remained under budget. Five hundred ninety thousand dollars was added to the fund balance.

Mr. Holsomback explained items on the financial statement that was not in the 2015 budget. The Martin Foundation Grant was used to purchase the 3D printers. The Capital Projects – Transfer is remaining funds from the King Project that were used for the asbestos removal and flooring replacement at Main Library.

Most of the operating expenses were right on target for the year; however a few were over budget. Account No. 4152 was fees for the Historical Register application for Main. Account No. 4182 and Account No. 4183 were for the folding machine and the fire suppression system. There will be additional expenditures in 2016 for the Main renovation project. The final statement from the contractor has not been received.

The balance sheet reports the cash balance at the end of the year. There is more than \$2 million in the fund balance. There is a \$700,779.39 balance in the set-aside account. All this money is in CDs. This year the interest rate was 0.45% to 0.5%. In 2016, Capital One will pay 1% on the CDs.

The Branch Financial Statement – Recap breaks down revenue and operation expenses by branch. Branch income exceeded the budget by more than \$18,000. Operating expenses were under budget.

The Capital Expenditures Report lists all the items that were purchased out of the capital expenditures account including 3 new vehicles, security upgrades, furniture and IT equipment.

Mr. Holsomback reported that the Robertson project was 80% complete at the end of December. It is currently 90% complete. New carpet will be installed this week. Shelving will be installed the following week and then the landscaping. The Robertson branch should be ready to open the 1st or 2nd week of February. Expenditures are on budget.

An amended budget must be submitted when items are over 5% or more for the last year. The overall budget did not change. Money was transferred from the contingency plan in order to balance these items.

The Rapides Parish Library owns all of its copy machines. The copier lease expense is maintenance and toner on the machines.

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

Director's Report

Ms. Laura-Ellen Ayres presented the Director's Report. Ms. Ayres presented a report showing the amount of staffing in various areas. The largest expense for salaries is for those working in Direct Services, which include all the branches. Outreach Services is those who go out into the community doing programming including the Bookmobile. Support Services includes Technical Services, Loans and the Van Delivery System. Ms. Ayres presented a report comparing wages to paid time off, such as vacation, sick or floater days.

Ms. Ayres presented the 2015 Collection Agency Report. Unique Management Systems Inc. is the collection agency for the Library. Unique Management only collects for libraries. Any patron whose account is more than \$50 is turned over to them. In 2015, the collection agency collected more than \$9,000 in fines and \$24,000 in items returned. This is a net of \$25,855.58.

The Annual Report will be ready for the February Board of Control meeting. The short form is a publicity piece which shows all the things that the Library did last year. It is distributed to the public and our customers. The long form is about a 30 page booklet which contains branch reports and statistical information. The Main temporary closing and the intermittent closing of Robertson will affect the yearly statistics.

The quarterly statistical reports will be presented in February. The State Library supplies some statistics, which we do not get until mid-month. This is causing us to move the quarterly reports back a month.

Main Library reopened today. There was a strong media presence. Ms. Ayres encouraged the board members to watch the local news and newspaper. The Reference Department has been giving tours for the public of the glass lab. Computer classes will resume at Main in March.

Ms. Ayres reported that since Roberson construction is nearing completion, she will resume the search for land for the Gunter project.

There is not a definite opening date for the Robertson Branch. The contractor has not given a hard date to open. Things will not be ready on February 1. February 15 is a more realistic date to expect to reopen. Ms. Ayres encourage the board members to stop by Robertson and check-in on the progress.

Ms. Ayres asked the Board members to complete the Conflict of Interest forms and return at the next Board of Control meeting.

The doctor has released Ms. Ayres to return to work full-time. She has resumed her regular hours of 7:30 AM to 4:00 PM.

Direct Services

Ms. Lenna' Mouton gave the Direct Services report. As already reported, construction at Robertson is progressing and Main reopened to the public today. Ms. Mouton recognized Main Circulation and Reference Managers as well as Technical Services and IT for getting Main back in shape to reopen.

A report on the proposed new hours at the King Branch will be discussed during New Business.

Human Resources

Ms. Ayres recognized McDonald Branch Manager Gail Goldberg for 25 years of service with the Rapides Parish Library and presented her with an engraved clock. Ms. Goldberg has worked in different areas of the Library, including Technical Services. She was instrumental in the growth of the Glenmora Friends group. Ms. Ayres read a thank you letter from a patron thanking Ms. Goldberg and her staff for their dedication. Ms. Goldberg thanked the Board for the opportunity to do a job that she loves. She reminded the Board that the Library is needed especially in the rural areas such as Glenmora.

Ms. Carolyn Colwell recommended Shayne Bertrand, Robertson Circulation/Reference Clerk, for ratification. Mr. Roach made a motion to confirm the ratification. Dr. Barber seconded and the motion passed.

Outreach and Youth Services

Ms. Tammy DiBartolo gave the Outreach and Youth Services Report. We are planning to make 2016 another great year at RPL! We have several programs in the planning stages. We are waiting on dates for the Billy Cannon book signing and the showing of the film about the Huey P. Long assassination. We should have firm dates for both of these programs by next week.

Prime Time Family Reading Time is scheduled to begin in February 16 at the King branch. There are still slots open for families who might like to attend. Participants can register by calling or visiting the King branch.

The Confederacy of Dunces book discussion is scheduled for March 2, 9, 16 and 23rd at Westside. This program is funded by a grant from the Louisiana Endowment for the Humanities. Everyone is very excited about the book choice for this series! To register just contact Ms. DiBartolo

We currently have a BINGO Challenge going on at all library locations. This is the second year that we have done this program for adults and the response has been great. Everyone loves BINGO! This game encourages customers to read a book that they otherwise may not have chosen.

Upcoming events in February: Candied Yams and Cornbread (Annual Black History Event) on February 13, 3rd Annual Creative Con on February 20, Easter Basket Read-Off Starts on February 22, and Cause We Care Fair on February 27.

IT

Ms. Janie Primeaux reported that the IT department has been working the last 2 weeks to get everything working at Main. They should be getting back to their regular schedule since Main has reopened.

Ms. Primeaux presented a report of the classes taught by the IT department in 2015. There were 98 sessions with 587 participants.

The IT department is using Windows 10. The staff computers will be upgraded to Windows 10 and when the staff is comfortable with the program, the public computers will be upgraded.

Public Relations

Suzanne James reported that major system wide promotion is the BINGO which encourages adult patrons to read during the winter months. Ms. James encouraged Board members to visit Creative Con on February 20 from 10:00 AM to 5:00 PM.

The Rapides Parish Library is now a member of the CenLA Chamber of Commerce. The Friends of the Library provided the membership. The membership allows for additional networking and marketing opportunities in the area.

Unfinished Business

There was no unfinished business to report.

New Business

Ms. Ayres presented the Board Committees for 2016. Dr. Pat Barber volunteered to chair the Long Range Plan Committee.

Ms. Ayres presented the Records Retention Policy for renewal. Mr. Thomas made a motion to renew the policy. Ms. Jordan seconded and the motion passed.

Ms. Ayres presented the Meeting Room Policy with the revisions recommended by Tom Wells, Assistant District Attorney. The revised policy would require a fee for any group using a meeting room to promote a political candidate or proposition on a ballot. A fee schedule was presented that reported the cost to operate a meeting room is on average \$0.66 an hour. The meeting rooms are used by book clubs, children's study groups, boy scouts troops, girl scout troops, companies and non-profit groups to conduct staff training, and others. It would be rare to charge a fee. Groups would be required to disclose their intention to use the meeting room. A fee will be charged only if the intention is to promote a particular candidate, proposition or for debates. Every meeting is a public meeting; therefore staff can monitor the meetings if necessary.

Ms. Jordan suggested that the words "Political debates and forums" be bolded. Ms. Jordan made a motion to accept the Meeting Room Policy with the changes. Ms. McMahan seconded and the motion passed.

After discussion of the fee, Ms. McMahan made a motion to charge a \$25 flat fee for groups with a political agenda. Ms. Jordan seconded and the motion passed. A copy of the policy will be sent to the Board members and posted on the Rapides Parish Library website.

Ms. Ayres presented the Rules of the Rapides Parish Library Policy for revision. Wording to be added "See Weapons Policy". Ms. Ayres presented the Weapons Policy as prepared by Assistant District Attorney Tom Wells. RPL security staff does not carry weapons. Currently, no employee has permission to carry a weapon. As per the policy, only the Board of Control can grant permission to an employee to carry a weapon if the need should arise. Ms. Jordan made a motion to accept the Rules of the Library with in inclusion of the weapons policy. Ms. McMahan seconded and the motion passed.

Ms. Mouton presented a report on the use of the King Branch since the closing of Main. It was reported that an average of 18 patrons used the King Branch daily during the 2 additional hours of 9 AM to 11 AM on Monday to Thursday. These patrons were not those displaced by the closure of the Main Library, but were individuals from the King Community. In addition, Alexandria Middle Magnet School has visited the branch 2 times and the Assistant Manager led a program and conducted a tour with the students. The school will continue to bring students once a month. Ms. Mouton recommended that the hours be extended to 9:00 AM to 8:00 PM, Monday to Thursday. Hours on Friday and Saturday would remain the same as 9:00 AM to 6:00 PM. Ms. Mouton reported that this change can be done without increasing payroll. The staffing would be shifted around to accommodate these new hours.

Ms. Starla Jones, King Branch Manager, reported that the busiest time is in the evening. A community survey was conducted when the new King Branch was open and the public requested the later hours. Ms. Ayres reminded the board members that the old branch located on 3rd Street was open until 7:00. This is a community branch and the later hours allowed for students and those who work to use the Library. Ms. Jones reported that the morning hours at the King Branch have never been successful and the increase was due to the Main Library being closed for renovations. Ms. Jones questioned the feasibility of opening earlier for the possibility of 18 people. Ms. Jones reported that the school had attended programs last year. Staff is available for

specific tours and programing for schools during the earlier hours. The school has not taken advantage of this opportunity this year.

Ms. Mouton reported that the school in particular liked to do things in the mornings and was surprised to find the Library open.

When asked if she were opposed to opening earlier, Ms. Jones expressed that she was opposed to the earlier opening. She also questioned the necessity to rearrange staff scheduling to accommodate so few people. Her concern was that most of the usage during the earlier hours was the computers. Circulation numbers were affected very little.

Ms. Ayres believes that the additional morning hours have become expected in the community. The staff can be shuffled to accommodate the additional hours without added expense to the Library. Staff hours will be added to the King Branch, but overall staff hours for the Library will remain the same. Ms. Ayres expressed that this is a chance for King to grow.

Ms. Jordan suggested revisiting the issue in 3 months with updated numbers since Main Library has reopened. Ms. McMahan expressed that 18 people were a lot compared to the amount of people that used the old facility that was located on 3rd Street. Ms. McMahan would like to see a comparison with branches of comparable size.

Ms. Jordan made a motion to extend the hours at the King Branch according to the present schedule for a 3 month period and revisit the issue with more data in 3 months. Ms. McMahan seconded and the motion passed.

Ms. McMahan asked about a permanent structure to cover the picnic table at the King Branch. Ms. Ayres reported that it is in the plans.

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

The meeting was adjourned at 5:15 p.m.

Respectfully submitted by

Laura-Ellen Ayres

Secretary

Michael Fairbanks

President