

**Rapides Parish Library
Board of Control
June 20, 2017**

Minutes

The regular meeting of the Rapides Parish Library (RPL) Board of Control was called to order by President Michael Fairbanks at 3:30 p.m., in the meeting room of the Huie-Dellmon House, 430 St. James St., Alexandria, Louisiana.

Board members present were: Ms. June Arrington, Dr. Pat Barber, Mr. Michael Fairbanks, Ms. Lana Havens, Ms. Le'Anza Jordan, Ms. Linda McMahon, Mr. Ralph Roach, Mr. Gregory Walker, Mr. Morris Taft Thomas and Ms. Laura-Ellen Ayres.

Mr. Fairbanks asked for public comments. There were none.

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

Agenda

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

Mr. Fairbanks asked for Board Member reports. There were none.

Minutes

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

Financial Report

Business Manager Jimmy Holsomback presented the May Financial Report in a new format which included the percentage of budget for the year to date. Mr. Holsomback noted that Ad Valorem Taxes had exceeded the budget. About two-thirds of the State Revenue Sharing had been received. The Huie Dellmon Grant and the Endowment Income were at 100%.

The operating expenses were the normal monthly expenses. Mr. Holsomback mentioned Account No. 4155 which was the professional fee for the yearly audit and Account No. 4270 which was the expense for the new timekeeping system. This upgrade will be paid from the contingency fund at the end of the year.

Mr. Holsomback complimented the managers for managing the budget for their departments. Assistant Director of Support Services Wes Saunders, Systems Manager Janie Primeaux, Outreach Coordinator Tammy DiBartolo and Direct Services Coordinator Lenná Mouton work closely with the staff to maintain the budget.

Mr. Holsomback reminded the Board that the Fund Balance is include on the Balance Sheet. The Fund Balance is strong due to the receipt of the Ad Valorem Taxes and the managers successfully managing their budget.

As of the end of May, the Libuse Branch is about sixty percent completed. The building is water-proof and airtight. The roof and windows have been installed, the parking lot is complete and the millwork has begun on the circulation desk. The air condition units should be installed next week and the electrical work is on target. The staff will begin moving in after the Substantial Completion which is expected to be September 15. The move is expected to take three to four weeks.

There was discussion regarding security at the Libuse construction site. Mr. Holsomback explained that a security system will be installed at the end of the project including cameras inside and outside the building. Any theft or vandalism is covered under the Builder's Risk Insurance. Mr. Walker requested that the contractor's policy be reviewed to insure that it covered theft.

Ms. McMahon made a motion to accept the financial report. Ms. Havens seconded and the motioned passed.

Director's Report

Ms. Laura-Ellen Ayres mentioned the Certificate placing the Huie-Dellmon House on the National Historic Register and photo of Mrs. Dellmon that is in the meeting room. The outside plaque is located on the front corner of the property.

Ms. Ayres attended a luncheon for the Lion's Club. The organization gave a \$1,000 grant that will be used to purchase large print books.

The Summer Reading Program participation numbers have increased over last year, partly due to the Beanstack program. The Hineston Branch had one hundred eighteen registered participants at the end of the Summer Reading Program last year. This year they have registered one hundred eighty and the participation is expected to increase since this is early in the summer.

Assistant District Attorney Tom Wells is reviewing the land donation from the Gunter family. At this time, it is unclear if both the property and the building will return to the donor or the property only after the building is vacated for 180 days. Police Jury President Craig Smith has been consulted. Any decision will be made at the Police Jury level, since all Library property is owned by the Police Jury.

Last week, landscape designer Darrin Green presented a preliminary plan to Ms. Ayres and Mr. Holsomback for the landscaping at the Libuse Branch. The preliminary plan includes elms, magnolias, azaleas and live oaks. Fifty thousand dollars is budgeted for the landscaping and the preliminary plan costs forty thousand dollars. This is the first draft and many changes are expected before the landscaping begins.

Ms. Ayers presented a mock-up of a sign for the new Libuse Branch. The sign looks like a large book with the name on the cover. The cost of the sign is \$7,000 and will exceed the budgeted amount by about \$3,000. The Board members commented that the sign was nice and would be appropriate for the new branch. Ms. Ayres reported that the monthly construction meetings continue and the project is on target.

Last month, the Board of Control voted to implement the new Pay Suite at a cost of \$25,080. This new program will be ready to use on July 1st. It will save the Payroll Department much time. Employees will be able access their pay stubs, tax information and leave time on-line.

Direct Services

Ms. Lenná Mouton acknowledged the Branch and Assistant Branch Managers for their dedication and hard work during the Summer Reading Program. Patrons are adapting to the changes in Summer Reading this year and staff is providing excellent service.

The Coding 4 Kids Camp at Main Library is in its second session. The instructor and kids are enjoying the camp. A Science Camp is planned for July. The Library is expanding with new kinds of programs. Main has a cooking class. A chef comes and prepares a dish. Participants receive the recipe and can sample the finished dish.

As Mr. Holsomback mentioned, the managers are being frugal with their budget. They are creative with the supplies they use. For example, Martin Library did a craft which created bird feeders from Popsicle sticks.

Ms. McMahon inquired about including diabetic meals in the cooking classes. Ms. Mouton will suggest the idea to Assistant Manager Jonathan Westbrook, who works closely with the chef to plan the event.

Human Resources

Human Resources Manager Jackie Brown reported that five new substitute clerks started on June 12th. All passed their exam today. In the next few weeks, two staff members will retire. Reference Specialist Brenda Rodriguez will retire after ten years and Processing Clerk Charlotte Morris after twenty-two years. Both positions have been filled in-house.

Ms. Brown presented a memo requesting her ratification. Ms. McMahon made a motion to ratify Jackie Brown as Human Resources Manager. Ms. Havens seconded and the motion passed.

Outreach and Youth Services

Ms. Tammy DiBartolo presented the Outreach and Youth Services Report. The Summer Reading Program is off to a great start. Attendance at the first week of entertainment has been great at all library locations. Thanks to all managers and staff who have promoted the program.

Several of the staff are reading at the Rapides Parish School Board's Literacy Camps this summer. They are reading to the kids at several schools and distributing Cards 4 Kids applications at each school. These camps are for students who have had difficulty reading on their level during the prior school year.

The Bookmobile is participating in the city's Rec 2 U Mobile Recreation Program. This event takes place on Tuesdays and Thursdays in June and July and is held at various locations around Alexandria including Legacy Heights Housing, Frank O. Hunter Park, Cheatham Park and Sycamore Housing. This is a great opportunity to work with not only the city but other community partners to reach out to kids who may not be able to get to the library during the summer.

Ms. DiBartolo reminded the Board that the Summer Reading Program is not just for kids and encouraged them to get signed up.

IT

Ms. Janie Primeaux followed up on the cooking demonstration classes. A camera is set up with a screen and resembles a cooking show set. A new video camera and a green screen were purchased. The green screen will be used for upcoming programs. The new video equipment has not only been used for the cooking classes, but also to record the Coding Camp to be used for promotions later. The high-end laptops that were purchased last year for the Glankler Media Lab are being used for the Coding Camps and will be used in July at the Science Camp.

ABC Mouse is a free database that has a link on the RPL website. It has educational games for children and can only be accessed on the Library computers or in the Library on an individual's device. Public Relations Administrator Suzanne James is using the promotional material provided by the company to publicize the database.

Public Relations

Ms. Suzanne James announced that the *School Supply Give Away* will be July 12 at Main Library. The first five hundred children will receive a kit containing the school supplies appropriate to their grade. There will be other activities going on at the Library during the give-away. Last year, over 1,000 people responded to the *School Supply Give Away*. This is a community effort with our partner, Amerigroup. Amerigroup has set guidelines for the program. The child must be present with a parent to receive the supplies. After the five hundred kits are distributed, information is provided to individuals about other sources to receive school supplies.

Facebook ads have been successful. The ad for the Coding Camps had to be cancelled due to full classes and waiting lists. The Author Talk series was successful, although there was less interest than the Coding Camps. The Author Talk appealed to those individuals whose interest is Louisiana politics. The *Science Camp* will be promoted with Facebook ads. There are two camps which will be held in July and August; each are four days. Cleco is our community sponsor for the *Science Camps*.

Ms. James reported that Branch Managers are thinking of creative ways to promote the "*Build A Better World*" theme for the Summer Reading Program.

Last year, school supplies were collected at the branches and passed along to the Rapides Parish School Board. The School Board has a program in which supplies are provided to homeless children. There was discussion on the number of homeless children in the area. Ms. James explained that the homeless population of children include foster children, those living with

relatives and transient individuals. Ms. DiBartolo reported that last school year there were approximately 300 homeless children in Rapides Parish.

Unfinished Business

There was none.

New Business

Mr. Walker, the Personnel Committee Chair, reported that the Director's evaluation had an overall score of "exceeds expectations." The Personnel Committee recommended a 3% salary increase. Mr. Fairbanks called for a vote and the motion passed unanimously.

Mr. Holsomback announced that Dave Britt of the United Way spoke to the staff at Staff Development Day in November 2016. The staff has increased their contributions by 45% since that meeting. The Rapides Parish Library is now one of the top 25 contributors in the parish.

The next regular meeting of the Rapides Parish Library Board of Control is scheduled for Tuesday, August 15, 2017, at 3:30 p.m., at the Hineston Branch Library.

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

Respectfully submitted by

Laura-Ellen Ayres

Secretary

Michael Fairbanks

President