

**Rapides Parish Library
Board of Control
January 23, 2018**

Minutes

The regular meeting of the Rapides Parish Library (RPL) Board of Control was called to order by Library Director Laura-Ellen Ayres at 3:30 p.m., in the meeting room of the Martin Luther King Jr. Branch, 1115 Broadway Ave., Alexandria, LA.

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

Absent: Ms. Linda McMahon, Mr. Morris Taft Thomas, and Mr. Gregory Walker.

Both President Gregory Walker and Vice-President Linda McMahon were unable to attend. Treasure Le'Anza Jordan asked that Ms. Ayres should preside over the meeting.

Ms. Ayres led the Pledge of Allegiance and Ms. Havens offered the invocation.

Ms. Ayres asked for public comments. Lenná Mouton, Direct Services Coordinator introduced LaKeisha Henton, Martin Luther King Jr. Branch Manager. Ms. Henton welcomed the group to the King Branch and explained the construction paper handprints that were displayed throughout the branch. The handprints represented unity and the theme, "Together We Can Do More Than Apart." Ms. Henton invited the board members to trace their hands on the paper provided to add to the walls of the Library. February is Black History Month.

Ms. Henton reported that art workshops will be offered in coordination with Peabody High School. The talented senior art students from the school will create a banner that will be on display at the King Branch.

Local artist and retired school teacher Ms. Sylvia Martin presented the artwork entitled "A *Magnificent Masterpiece*" which is based on her poem by the same name. Ms. Martin previously donated a painting entitled "*In Search of a Hero*", which is on display in the children's area. The board thanked Ms. Martin for her contributions to the Library.

Agenda

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

There were no board member reports.

Minutes

Mr. Fairbanks made a motion to approve the December minutes. Mr. Roach seconded, and the motion passed.

Presentations

Assistant Director of Support Services Wesley Saunders presented a 20-year service award to Delivery Clerk Henry McCall. Mr. Saunders said that Mr. McCall brings joy to the Library. He goes to all the branches every week, some daily. Mr. McCall started out in the Maintenance Department and moved to Technical Services. Mr. McCall said that it has been a joy working for the Rapides Parish Library. The board thanked Mr. McCall for his years of service.

Ms. Ayres mentioned that Processing Clerk Amanda Huffman also received a 20 year-service award, but was unable to attend due to the change in location of the meeting. Ms. Huffman works in the Loans Department which acquires books and other items for patrons from other parishes and states.

Financial Report

Business Manager Jimmy Holsomback reported that 2017 was a very good year financially for the Library. Revenue was over budget and expenses was less than the budgeted amount. Ad Valorem Tax Revenue exceeded the budget by over \$400,000. The expected Ad Valorem Tax Revenue is based on the Parish Tax Assessor's estimate. Account No. 3096 was a transfer of funds from the capital projects account for the purchase of land for the Libuse Branch.

Salaries, health insurance and retirement was substantially less than the budget. Last year was the first full year with the new health insurance carrier and the Library saved about \$200,000 by switching to the new carrier.

Utility expenses include a \$9,000 credit from the City of Alexandria. Addition credits of roughly \$2,000 are expected for the Dorchester and Lower Third properties. Additional security cameras were purchased for Westside Regional, Martin Library, Robertson Branch and Hineston Branch. The Libuse reimbursables are included near the end of the report. Account No. 5810 was the purchase of the new tables for Westside Regional, King Branch, McDonald Branch and Hineston Branch.

The Balance Sheet shows the status of accounts and assets. As per the budget, \$35,000 was added to the Automation Set-Aside Account.

Mr. Holsomback presented the final report for the Libuse project. The project was about \$40,000 under budget. When that is added to the funds remaining from the King Project and the accrued interest, the balance in the Capital Projects Account is \$49,852 which will be used for other capital projects.

Dr. Barber made a motion to approve the Financial Report. Mr. Fairbanks seconded and the motion passed.

Mr. Holsomback presented an amended 2017 budget. By law, any expense which is more than 5% of the budgeted amount, must be adjusted to reflect the overage. Those items were highlighted in red on the written report.

Ms. Havens made a motion to amend the 2017 budget as presented. Mr. Roach seconded and the motion passed.

Mr. Holsomback explained that Directors and Officers Insurance is coverage for the Library Director and the Board of Control as related to legal issues. A \$1 million policy with a \$10,000 retention will cost approximately \$3,000 to \$7,000 a year. This insurance coverage has not been purchased since 2002 or 2003 and Mr. Holsomback recommends the board consider purchasing the policy. Mr. Holsomback will meet with an agent next week for a firm quote and bring it to the next board meeting.

A resolution is required for Capital One Bank authorizing Ms. Ayres to purchase a certificate of deposit. The CD is for one year and offers a higher interest rate than a savings account.

Ms. Jordan made a motion to approve the resolution. Mr. Fairbanks seconded and the motion passed.

Director's Report

Ms. Laura-Ellen Ayres reported that Ms. McMahon is ill and provided a card for the board to sign. Ms. Ayres presented a Certificate of Appreciation to Mr. Fairbanks for his years of service as President of the board.

Ms. Ayres noted that the meeting was in violation of the Board of Control bylaws. Per the bylaws, notice of a meeting should be given at least one week before the meeting. Due to the winter weather, the meeting scheduled for January 16th was postponed. However, notice was given within the three days legally required by the open meetings law.

Snow and inclement weather closed all locations of the Library on January 16th. On January 17th, the in-town branches opened at 12:00 PM and out-of-town branches opened at 1:00 PM. All locations closed at 5:00 PM.

A board committee selection sheet was mailed in the packets to the board members. Ms. Ayres asked that the completed forms be returned to her.

A grant was received from the Huie-Dellmon Trust of \$9,120 for reimbursements of upkeep for the Huie-Dellmon House for last year. The Friends of the Library gave a \$9,475 donation in 2017 that was used for parade throws, Summer Reading Program Prizes, the Chamber of Commerce membership and programming. The Great Stories Club at the Renaissance Home is funded by the Friends of the Library.

Ms. Ayres presented the annual collection agency report. She noted that any patron owing more than \$50 was contacted by the collection agency. The cost to the Library is \$5,871. Over \$9,000 in cash and \$22,000 in items were recovered. She explained that if any item is not returned within nine weeks, it is charged to the patron.

The King Branch was closed on Tuesday, Wednesday and Thursday to replace the carpet in the meeting room, at the circulation desk and in other high traffic areas with ceramic tile.

Cookbook clubs are being held at Boyce Branch and King Branch. Main Library has a *For the Love of Food* program where a chef demonstrates food preparation and the participants can sample the dish. Elizabeth Parish, Westside Branch Manager, reports that patrons are becoming accustomed to the new school hours. The Library is busy until about 7:15 PM daily.

Ms. Ayres presented a memo regarding the portable building to be moved from the Gunter location to the Boyce Branch. Mr. Holsomback has reached an agreement with the property owner to lease part of the adjacent parking lot for \$500 a month. After the Board of Control passes the resolution, the Police Jury will create the lease. Ms. Ayres explained that the Library owns the portable building. Additional costs will be incurred to move the building to the new location.

Mr. Fairbanks made a motion to lease the property for \$500 a month. Ms. Arrington seconded and the motion passed.

The Libuse Branch will become a polling place. This was approved by the Police Jury during the January 8th meeting. Police Jury President Craig Smith sends apologies for not consulting the Board of Control before the vote; however the matter had to be addressed for reporting purposes. Ms. Ayres said the voting will be held in the meeting room.

Libuse Branch Manager Pam Martin, who is also the Commissioner of the precinct, explained that the voting will not affect the areas in the Library used by patrons. Voters can access the meeting room without disturbing patrons. Ms. Martin says that the parking lot will be full, but that will be an issue at any large event such as the Grand Opening or the Summer Reading Program. This is a great way to show-off the new facility to the public. Ms. Ayres said that this would be a great service to the community.

Dr. Barber made a motion to allow the Libuse Branch to be a polling place. Ms. Havens seconded and the motion passed.

Direct Services

Direct Services Coordinator Lennà Mouton presented a written report and a recipe from the recent *For the Love of Food* program at Main Library.

Ms. Mouton presented artwork that is on display at the Libuse Branch and introduced volunteer Heather White, who conducts art classes for homeschoolers at the branch. Ms. White explained that she enlarged the Rapides Parish Library logo and cut it apart. The pieces were distributed to homeschool students and staff who were to design the piece with any type of medium. Each piece was different and unique and came together much like a quilt.

Ms. Martin reported that the children are enjoying the art class which is the third Thursday of each month at 9:00 AM. Between five to twenty-five students attend.

Human Resources

Human Resources Manager Jackie Brown presented Substitute Clerk Lynnda Halbrook for ratification. Ms. Jordan made a motion to ratify Ms. Halbrook. Mr. Fairbanks seconded and the motion passed.

Outreach and Youth Services

The Outreach and Youth Services report was presented by Tammy DiBartolo, Outreach Services Coordinator. In 2016, a grant was received from the American Library Association for the *Great Stories Club*. The grant included training for Ms. DiBartolo and focused on underserved teens. A bookclub was started at the Renaissance Home in Alexandria. The Friends of the Library purchased books to continue the program in 2017. There is a group for girls and a group for boys. The teens read the books and visited with the author via Skype.

Ms. DiBartolo presented a flyer for *Candied Yams and Cornbread*. This program focuses on Black History Month and will be held at King. It will rotate to the different branches yearly.

The 4th Annual Creative Con will be held at the Alexandria Mall in February. The event is very low cost to the Library. Other Library systems have inquired about how to start this program in their area.

Ms. DiBartolo updated the board about the therapy dog program. She has been working with the Pets and People group to finalize the rules and scheduling.

A bi-lingual storytime was held at the McDonald Branch in December. A total of forty-seven people attended including families. The program will be alternated between McDonald Branch and Johnson Branch. Hispanic families have been a difficult group to reach, but the response to the program has been positive.

IT

Systems Manager Janie Primeaux presented the IT report. IT will finish working on upgrading all of the public computers to Windows 10 and Office 2016 during 2018. This project will be worked on throughout the year. Other major projects will be replacing the teleforms PC and replacing the Sierra Database server.

The use of the new ticket system (Spiceworks) is going very well. Forty-two tickets were closed in December. Some of these were major problems like the WiFi not working at a branch to minor problems like replacing a keyboard on a public computer.

Samantha Dusza taught a Windows 10 class at Libuse in the lab using their new laptops. The patrons are looking forward to more classes.

Public Relations

Public Relations Officer Ms. Suzanne James reported that extra advertising will be secured for the *Candied Yams and Cornbread* program through a boost in social media. There were two television spots in January. The lab classes at Main Library and *Lynda.com* were presented on *Good Day Cenla* on January 4th and January 11th respectively.

An ad will be placed for the *Cavanagh Lecture Series* in the February *Cenla Focus*. Social media continues to increase. Ms. James invited the board to participate in the *Bingo Readers Challenge*

which encourages adults to read during the winter months. Prizes will be award at the end of the challenge.

Unfinished Business

None

New Business

Ms. Ayres presented the meeting dates for 2018. The Rapides Parish Library Board of Control will be held on the third Tuesday of each month (except July) at 3:30 pm.

- January 16
- February 20
- March 20
- April 17
- May 15
- June 19
- August 21
- September 18
- October 16
- November 20
- December 11

Mr. Fairbanks made a motion to accept the meeting dates. Mr. Jordan seconded and the motion passed.

The next regular meeting of the Rapides Parish Library Board of Control is scheduled for Tuesday, February 20, at 3:30 p.m., at the Huie-Dellmon House.

The meeting was adjourned at 4:50 p.m.

Respectfully submitted by

Laura-Ellen Ayres

Secretary