

**RAPIDES PARISH LIBRARY
BOARD OF CONTROL
MINUTES**

March 20, 2012

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

Board members present were Dr. Pat Barber, Mrs. Ann Heath, Mrs. Diane Lawton, Mrs. Linda McMahon, Mr. Glenn Rechs, Mrs. Susie Smith, Mrs. Alice Story, and Mr. Gregory Walker. Mr. Eddy Boddie was absent.

President Rechs led the Pledge of Allegiance and then asked for a moment of silence. Mrs. McMahon moved to approve the agenda. Mrs. Smith seconded, and the motion passed. Mrs. Smith moved to approve the February minutes. Mrs. Lawton seconded, and the motion passed.

FINANCIAL REPORT

Business Manager Jimmy Holsomback reviewed revenue and expenses for February 2012. He said we received \$1,158,649 in ad valorem taxes, \$11,505 in State Aid, and \$14,675 from the Martin Foundation for the new HVAC units that had been installed at the Martin Branch. Income for February 2012 totaled \$1,207,232, and \$4,049,020 year-to-date. The expenses for February were \$783,447, including a loan payment of \$356,000 on the principal and \$22,367 paid on the interest. We also paid \$14,359 on the previously mentioned HVAC units at Martin, and \$51,680 in automation maintenance. Expenses for 2012 were \$1,224,653. Mr. Walker asked if we anticipate collected the remaining \$400,000 in ad valorem income through the rest of the year. Mr. Holsomback explained that we would receive most of that amount in December. Dr. Barber asked what "Employment Screening" referred to on the financial statement. Mr. Holsomback said that was for background checks of staff driving records for insurance purposes. Mr. Holsomback said all income and expenses were normal for 2012. Mrs. Story moved to approve the February 2012 financial report. Mrs. McMahon seconded, and the motion passed.

DIRECTOR'S REPORT

Mr. Steve Rogge reported that actual February transaction statistics had increased by 14.27% when compared to February 2011 and that actual circulation statistics were up by 9.74% when compared to February 2011. He had nothing new to report regarding the EEOC complaint. He said the tax election would cost \$35,000 because it appeared that no local candidates or

propositions, other than the Library's, would be on the November ballot. He said we had appealed to the Bond Commission to have our renewal on the ballot as one item instead of two. He also mentioned that Sue Lee, who attended the meeting, would be the committee treasurer for this upcoming tax election.

HUMAN RESOURCES

After commending Substitute Circulation/Reference Clerk Florence Roberts for her excellent service, Martin Branch Manager Donna LeBlanc presented Mrs. Roberts with a 25-Year Service Award. Mrs. Roberts said she has enjoyed her years at RPL. Human Resources Assistant Carolyn Colwell presented Gunter Circulation/Reference Clerk Heather White for ratification. Mrs. Story moved to ratify Ms. White, and Mrs. Smith seconded. The motion passed. Mrs. Colwell explained the Board would need to complete evaluation forms for Director Steve Rogge and bring them to the April Board meeting. She explained that the Personnel Committee would meet before the May Board meeting, after she had tabulated the evaluation results.

OUTREACH SERVICES

Assistant Director Kelly Kingrey-Edwards said we had recently wrapped up the Civil War program, averaging about twenty participants per session. She said although she didn't yet know the topic, we would continue with another ReLiC program in the fall. She said she expected to receive notification of whether we got the Big Read grant around April 15. She hoped to be able to report on that at the next meeting.

INFORMATION TECHNOLOGY

Systems Manager Janie Primeaux reported that they had replaced all of Main's public computers with new Windows 7 computers. She said the customers were quite pleased with this upgrade. They have plans to replace Westside Regional's public computers next. Mrs. Florence Roberts asked why we were replacing Westside computers because they thought they were all new when we opened WR. Mrs. Primeaux replied that they were not all new. We had purchased new monitors but not all new computers.

NEW BUSINESS

After discussing the changes made to the Materials Circulation Policy, Ms. Ayres asked the Board to approve the updated version. Mrs. Smith moved to approve said policy. Mrs. Heath seconded, and the motion passed. Ms. Ayres next asked to Board to approve a new Promotions Policy. Mrs. McMahon moved for the approval, and Mrs. Lawton seconded. The motion passed. After explaining the few proposed changes to the Display Case Policy, Mr. Rogge asked the Board to approve the revisions. Mrs. McMahon moved to approve, and Mrs. Story seconded. The motion passed.

Mr. Holsomback explained that we had decided to purchase a new telephone system for the entire Library system because the old one had frequent problems that not only affected the staff, but also frustrated our customers. He explained that E-Rate would pay for 80% of the cost incurred by the installation of the new system. He said the installation would begin at the end of the week, starting with Main and the Huie-Dellmon House. He mentioned that Turner Teleco won the bid for this project.

Mr. Rogge said a couple of accidents had occurred at the King Branch since the last Board meeting. The first occurred on March 9th when a police car, chasing a speeding vehicle, crashed into one of the barriers and a crepe myrtle bush on the property. He said we'd be adding two barriers in an attempt to better protect the grounds at that branch. The second accident took place on March 10th when a vehicle in the southbound lane sheared off the King Branch sign near the street.

The next meeting is scheduled for April 17, 2012, at the Huie-Dellmon House.

The meeting was adjourned at 4:45 p.m.

Respectfully submitted by

Steve Rogge
Secretary

Glenn Rechs
President

March 2012