

**Rapides Parish Library
Board of Control
October 20, 2015**

Minutes

The regular meeting of the Rapides Parish Library (RPL) Board of Control was called to order by President Glenn Rechs 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. Morris Taft Thomas, Ms. Linda McMahon, Ms. Le'Anza Jordan, Mr. Greg Walker, Mr. Glen Rechs, Mr. Ralph Roach, Dr. Pat Barber, Mr. Michael Fairbanks, and Ms. Laura-Ellen Ayres. Ms. Ann Heath was absent

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

Agenda

Mr. Walker made a motion to approve the Agenda. Mr. Fairbanks seconded and the motion passed.

Minutes

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

Financial Report

Mr. Jimmy Holsomback was unable to attend. Ms. Ayres presented the financial report for the month of September. There was nothing out of the ordinary to report. There was little income for the month, which is normal for September. The last large revenue check is expected in December.

Salaries and benefits were the biggest expenditure for the month. The Library Materials account, no. 5010, is for resources such as books and videos. It is within budget and Wes Saunders is doing a good job ordering the materials to spend down the fund by the end of the year.

The capital projects report shows there is a \$752,653 balance remaining to complete the Robertson Branch expansion. The budget for the project is \$1,000,000. To date, \$357,144 has been spent. Other expenditures will be paid out as the project progresses.

The final financial report was the balance sheet which reported the normal accounts. There is a substantial balance in the checking account.

Ms. Roach moved to accept the financial report, Mr. Fairbanks seconded and the motion passed.

Ms. Ayres reported that Mr. Holsomback is creating the 2016 budget. The Finance Committee, which consists of Ms. Jordan (chair), Mr. Walker, Mr. Thomas and Mr. Fairbanks, will meet on November 12 at 4:00 PM, with Mr. Rechs as an ex-officio member,

Director's Report

Ms. Ayres explained that the seating arrangement had been changed. Board members are seated in order according to district. Everyone was in agreement and the new seating arrangement will continue.

Ms. Ayres introduced Mr. Morris Taft Thomas as the new board member. Mr. Thomas represents District D and replaces Ms. Susie Smith. Mr. Thomas is a retired educator and a nationally known artist. Mr. Thomas has been involved in the Library for many years and has donated art to the Martin Luther King Jr. Branch and the Main Library.

Mr. Thomas stated that he was honored to be a part of the Library Board of Control.

Ms. Ayres invited the board members to take a copy of the statistical report provided by the State Library. The report looks at all public libraries in the state.

Assistant District Attorney Tom Wells has forwarded revised wording for the Meeting Room Policy. Ms. Ayres has sent the information to Mr. Walker for review. The revision will be presented at the next meeting.

Each board member has a copy of the quarterly *Louisiana Library Journal* in the board packets.

The Main Library remodeling will begin on November 2. The target date for reopening is January 13, 2016. Publicity will begin after the 50th Anniversary reception, which is Thursday. The Main staff will be spread out over the entire Library system during the renovations.

Mr. Fairbanks reported that the Properties Committee recommended increasing the King Branch hours during the renovation to Monday through Thursday 9:00 AM to 8:00 PM. Friday and Saturday hours will be 9:00 AM to 6:00 PM. The changes will begin November 2 and continue through two weeks after Main reopens in order give our patrons time to transition.

Ms. McMahan made a motion to accept the committee's recommendation to extend the King Branch hours as presented. Mr. Thomas seconded and the motion passed.

Ms. Ayres reported that Main Storytime will be moved to the King Branch and Faith Johnson will continue to lead the program. All other Main programs will take the usual holiday breaks in November and December.

Reference services will be moved to the IT lab. Reference staff will continue to answer emails, phone calls and talk with patrons via chat. Obituary reference and genealogy research will continue in the IT lab. The 3D printers will be moved to the IT lab and prints will be delivered to other branches for patrons to pick up. Reference staff members will also be at Gunter and Westside Regional.

The appraisals for the Gunter Branch expansion have been received. The appraisal for the Tuma property is \$205,000 for 1.66 acres. The appraisal for the Gunter property adjacent to the Gunter Branch is \$69,500 for 0.74 acres.

Mrs. Gunter initially refused to sell at the appraised price; however she has continued to talk to Mr. Holsomback. Mr. Craig Smith, who is the police juror for the area, has offered to help.

Ms. Ayres shared photos of the construction at the Robertson Branch. Installation of the brick, siding, and dry wall will begin soon. The siding will be painted after installation.

Mr. Paul Smith has completed and submitted the application for the Main Library to be added to the National Historic Register. He will be defending the application at the State Review Panel in Baton Rouge on December 3.

Board members were invited to attend the 50th Anniversary reception which is on Thursday. Mr. Gene Glankler, the original architect for the building, will speak.

Direct Services

Ms. Lenna' Mouton announced that the theme for Staff Development Day, which is November 11, will be "RPL, Dewey have character? Yes! We do!" There will be fun as well as learning opportunities for staff.

Ms. Mouton reported that the branch visits are going well. She visited Glenmora and Hineston today.

Human Resources

Ms. Carolyn Colwell, Human Resources Administrator, was unable to attend. Ms. Ares reported that there are no new ratifications this month.

Outreach and Youth Services

Ms. Tammy DiBartolo submitted a written report since she was unable to attend. Ms. Ayres gave the report. *Rapides Reads* and *Tales Along the Bayou* will be wrapping up this month. *Tales Along the Bayou* will be held on October 23 and is a family oriented event. The annual ghost story contest had over 130 entries from Rapides Parish students. *Tales Along the Bayou* is a signature event of the Rapides Parish Library. Last year there were over 800 participants.

Outreach Services have been to several family night events at local schools promoting the Library.

Ms. Jordan commented that that she enjoyed the presentation by Dr. Robison on October 17 which was part of the *Rapides Reads* event.

IT

The IT report was given by Ms. Janie Primeaux. The Teleforms Notification computer will be replaced in the next few months. This is the computer that calls our customers when they have

overdue items.

Main's online catalog computers will be replaced with iPads on a stand. These will be in place when Main reopens in January. The stands will be customized for the Rapides Parish Library with appropriate signage.

Public Relations

Ms. Suzanne James presented the public relations report and the ads that are in the *Cenla Focus* for *Rapides Reads* and *Tales Along the Bayou*.

Buckeye Elementary returned 110 Cards 4 Kids application. Other schools have also been returning applications.

The Snoopy Library Card sign-up campaign during September was a big hit last month with social media.

Unfinished Business

Ms. Ayres reviewed the Mission Statement. She suggested adding the word "cultural" to acknowledge the cultural aspects that the Library already promotes. Ms. Ayres also suggested changing "materials" to "resources".

Ms. Jordan made a motion to accept the Mission Statement with the suggested changes. Mr. Thomas seconded and the motion passed.

New Business

Mr. Rechs asked for volunteers for the 2016 Nominations Committee. Volunteers were Ms. McMahan, Mr. Fairbanks, and Mr. Rechs. A meeting date will be set later.

The Boyce Branch lease will expire December 31, 2015. The current lease was a 2 year lease with \$600 monthly rent. The rent has remained the same for the last 12 years. The landlord has offered a 3 year lease with \$750 monthly rent. The Properties Committee has recommended negotiation with the landlord for a longer lease. Ms. Ayres and Mr. Holsomback will work with the landlord and have a report at the next meeting.

The next regular meeting of the Rapides Parish Library Board of Control is scheduled for Tuesday, November 17, 2015, at 4:00 p.m., at the Huie-Dellmon House.

The meeting was adjourned at 4:30 p.m.

Respectfully submitted by

Laura-Ellen Ayres

Secretary

Glenn Rechs

President