

**Rapides Parish Library
Board of Control
December 13, 2016**

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, located at 430 St. James St., Alexandria, LA.

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

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

Ms. Ayres introduced new Board Member June Arrington who represents District A.

Item added to agenda by unanimous consent

Ms. Havens made a motion to add item 15c to agenda, honoring retiree Donna LeBlanc. Dr. Barber passed and the motion passed by unanimously.

Mr. Fairbanks asked if there were any public comments. There were none.

Agenda

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

Minutes

Mr. Thomas made a motion to approve the November minutes. Ms. Jordan seconded and the motion passed.

Financial Report

Mr. Jimmy Holsomback presented the November Financial Report. The December Ad Valorem check was received and will be reported on the December statement. The recurring regular expenses were paid during November. Expenses will be within the budget for the year.

The Balance Sheet reports a sound financial status. Twenty thousand dollars will be added to the automation set-asides at the end of the year. Next month's report will include the interest received for the year on the set-aside accounts.

The one million dollar state revenue bond was received for the Libuse construction project. The Libuse project reports reflects expenditures that have been paid. An invoice for demolition has not been received and is expected to be about \$8,000. No expenses associated with the construction are expected in the month of December.

Ms. Jordan made a motion to approve the Financial Report. Ms. Havens seconded and the motion passed.

Ms. Jordan reminded the Board that the 2017 budget had been approved at the November meeting. A vote is required to adopt the budget. Mr. Roach made a motion to adopt the 2017 budget. Mr. Thomas seconded and the motion passed.

Director's Report

Ms. Laura- Ellen Ayres thanked Mr. Thomas for providing a beautiful cake for today's refreshments.

A Trustee Workshop has been scheduled for January 24th at Westside Regional. An instructor from the State Library will present the workshop. Board members should contact her for registration. This workshop is open to other parish Libraries. Both Ms. Jordan and Ms. McMahan expressed a desire to attend. Ms. Ayres will enroll them.

Ms. Ayres introduced Ms. Jackie Brown who is the new Human Resources Administrator. A reception for Ms. Carolyn Colwell, retiring HR Administrator, will be on December 14th at the Huie-Dellmon House. Ms. Colwell's last day will be December 22nd.

Ms. Ayres reminded the Board members to complete the committee preference form and return to her before leaving today.

Ms. Ayres presented the 2015 Statistical Report from the State Library. Copies are available. The Rapides Parish Library has good numbers compared to comparable medium-size libraries.

The bid openings for the Libuse construction project was on December 9. There were four bids. Tudor, Inc. had the lowest bid of \$1,019,000. The Police Jury approved the bid at their regular meeting yesterday. Alliance Design Group has withdrawn as architect due to a conflict of interest. Alliance Design Group is owned by Bill Tudor and Tudor, Inc. is owned by his brother. Next month, another firm will be awarded the architect contract. However, Alliance Design will stay on as a subcontractor and Adam Grunzinger will continue to be involved in the process.

The Libuse Groundbreaking Ceremony will be on January 5th from 10:00 am to 11:00 am at the Libuse construction site. Board members are invited to attend.

The State Board of the National Historic Register has approved the request to add the Huie-Dellmon House to the register. The request will be sent to the National Board for approval. A decision is expected in 30 to 60 days. Ms. Ayres read an email from attorney Paul Smith acknowledging the excellent adaptation of the Huie-Dellmon House.

The staff has increased their donations to the United Way by 45.5%. The donations are deducted from the paychecks each pay period.

Direct Services

Ms. Lenna' Mouton reported that Martin Library closed at 5:00 pm on December 9th due to the Pineville Christmas Parade. Boyce Branch will close early on Saturday at 12:00 pm instead of 1:00 pm due to the Boyce Christmas Parade.

Parts of the floor at Martin Library will be replaced with tile January 9th – 11th. The Library will be closed those days. The staff will work at other locations during the closure. Public Relations Officer Suzanne James will help with announcing the closing. This is after public schools resume from the holiday break.

The next board meeting will be in the King Branch meeting room. A van will be available for those wishing to meet at the Huie-Dellmon House.

Ms. Mouton invited all to attend the Libuse Groundbreaking on January 5th. The administration staff have been visiting each branch this week and delivering "Holiday Joy".

Human Resources

Ms. Jackie Brown recommended ratification of the following employees:

Nancy Harris-Lemoine
Cathy Holland
Debbie Jenkins
Kristen Newell
Cynthia Stanley

Ms. Jordan made a motion to ratify these employees. Mr. Roach seconded and the motion passed.

Outreach and Youth Services

Ms. Tammy DiBartolo presented the Outreach and Youth Service Report. Programming has slowed due to the end of the year. Dr. Keagan LeJeune will discuss his latest book Legendary Louisiana Outlaws on January 13 at Westside Regional. Ms. DiBartolo will be promoting the Dr. LeJeune program on *Jambalaya* in the next few weeks. Ms. Ayres commented that she had attended a *Book Talk* with Dr. LeJeune at the Louisiana Book Festival and it was very interesting. She encouraged all to attend.

Ms. DiBartolo reported that the Housing Authority has requested the Bookmobile to begin making monthly stops and offering programs at its locations. This is being planned for 2017.

IT

Ms. Janie Primeaux reported that IT has been finishing the end of the year projects which included upgrading all staff computers to Windows 10. All locations will be upgraded by the end of the month except for Martin. The Martin Library will be upgraded in 2017.

Public Relations

Ms. Suzanne James is working on the January *Event Guide*. The branches are offering many good programs.

The system-wide **75th Diamond Jubilee** will be celebrated during 2017.

Card 4 Kids is slow due to the holidays, however a few applications are trickling in.

The television coverage has been good from both local TV stations. Social media continues to grow.

Unfinished Business

None.

New Business

Dr. Barber, on behalf of the Long Range Planning Committee presented the Long Range Plan for 2017. Ms. Ayres explained that self-reading is physically checking each book for accurate shelving. The self-check machines allows patrons to check-out items themselves and frees staff to work on other projects.

Dr. Barber commented that each Branch Manager submits detailed reports for the Long Range Plan. Ms. Ayres said that the Long Range Plan is regularly reviewed with the Branch Managers and department heads.

Mr. Fairbanks called for a vote on the 2017 Long Range Plan. The plan was unanimously approved.

The Nominations Committee recommended the 2017 officers: Mr. Fairbanks for President, Mr. Walker for Vice-President and Ms. Jordan for Treasurer. Ms. McMahon made a motion to accept the officers. Dr. Barber seconded and the motion passed.

Ms. Ayres recognized Ms. Donna LeBlanc, Martin Library Branch Manager. Ms. LeBlanc is retiring after serving in the Rapides Parish Library system for 32 years. Ms. LeBlanc is especially talented with the children that visit the Library. There is a large group of homeschoolers who invite Ms. LeBlanc to their yearly kick-off party. First Baptist Day Care and students from Pineville Elementary regularly attend Storytime.

Ms. LeBlanc thanked the Board for their continued support through the years. Mr. Fairbanks commented that he was appointed to the Board on Ms. LeBlanc's recommendation. Mr. Holsomback said Ms. LeBlanc was instrumental in him becoming the Business Manager.

Ms. Mouton invited everyone to a reception honoring Ms. LeBlanc on Thursday, December 22nd at the Martin Library.

The next regular meeting of the Rapides Parish Library Board of Control is scheduled for Tuesday, January 17, 2017, at 3:30 p.m., at the Martin Luther King Jr. Branch.

The meeting was adjourned at 4:10 p.m.

Respectfully submitted by

Laura-Ellen Ayres

Secretary

Michael Fairbanks

President