

Rapides Parish Library
Board of Control

June 17, 2014

Minutes

The regular meeting of the Rapides Parish Library (RPL) Board of Control was called to order by Director Steve Rogge at 3:30 p.m. in the meeting room of the Huie-Dellmon House, located at 530 Saint James Avenue, Alexandria, Louisiana.

Board members present were: Mrs. Susie Smith, Mrs. Le'Anza Jordan, Mr. Michael Fairbanks, Dr. Pat Barber, and Mr. Greg Walker. Mr. Eddy Boddie, Mr. Glenn Rechs, Mrs. Linda McMahan, and Mrs. Ann Heath were absent.

In the absence of President Glenn Rechs and Vice President Eddy Boddie, Director Steve Rogge called the meeting to order and led the Pledge of Allegiance. The Board then observed a moment of silence.

Mrs. Smith moved to approve the May agenda, Mr. Fairbanks seconded and the motion passed.

Mrs. Jordan noted that the May minutes incorrectly stated the next Board meeting was scheduled for May 17, instead of June 17. Mr. Fairbanks moved to approve the May minutes with the necessary corrections, Mrs. Jordan seconded and the motion passed.

Auditor Lee Willis presented the Board with the 2013 Audit Report. He said there were no critical findings and there were no items which the Board needed to address. According to Mr. Willis, the financial condition of the Library remains good and has improved from last year.

Financial Report

Mr. Jimmy Holsomback gave the financial report and said there were no unusual expenses for the month of May. He said the Library has received 98.3 % of the ad valorem tax for the year and has also received the second of three state Revenue Sharing checks.

Mr. Holsomback said all purchases for the new King Branch are made through the general account so that those making purchases can use their Library credit cards. Once the purchases are complete, the general account will be reimbursed by the construction account. According to Mr. Holsomback, the King Branch is at 90% completion, with total completion expected by the end of July.

Mr. Holsomback said that the final payment on the new Bookmobile had been made. Mrs. Smith made a motion to accept the May financial report, Mr. Fairbanks seconded and the motion passed.

Director's Report

Mr. Rogge gave the Director's Report. He said the statistics are still low due to the King Branch closure, but will increase once the new branch has opened.

Mr. Rogge said the State Legislature has re-established State Aid for Libraries and that the first payment to RPL should be around \$25,000.00.

Direct Services

In the absence of Ms. Laura-Ellen Ayres, Mrs. Janie Primeaux gave the Direct Services report. She reminded everyone of Steve's retirement reception on Thursday, June 19, 2014, 2:00-4:00 p.m. at Westside Regional. She announced that former RPL employee Esther Blood was hired as the Johnson Branch manager, with a start date of Monday, June 23rd. Mrs. Smith asked if a manager had been hired for Westside Regional and Mr. Rogge said the interim manager, Donna Mangham will remain there for now. The process for hiring a permanent manager will begin in the fall. Mrs. Primeaux said the Library is accepting applications through Friday, June 20, for a Public Relations Officer, and the interviewing process will begin next week.

Human Resources Report

Mrs. Carolyn Colwell recommended that Administrative Assistant Sheila Fontenot be ratified as a full time employee. Mr. Fairbanks moved to approve the ratification, Mrs. Smith seconded and the motion passed.

Outreach and Youth Services

Mrs. Tammy DiBartolo gave the Outreach and Youth Services report. She said the Summer Reading Program is underway and is doing well in all of the branches. She also said that the RPL website and driving-tests.org now offer customers free driving permit practice tests.

Ms. DiBartolo announced the upcoming audio book recording by author Christee Gabour Atwood, which will be held at Westside Regional, July 22, with Sharon Parker from Random House Publishers on hand to offer free books and book bags.

IT-Janie Primeaux

Mrs. Janie Primeaux gave the IT report. She updated the Board on the credit and debit card machines and said the McDonald and Hineston branches will be the next branches to begin using this system.

She said the IT Department purchased new digital cameras for all branches and, in order to train branch photographers, hosted a two hour photography class with professional photographer Eric Reed.

Mrs. Primeaux introduced the new "One and Done" slips which are replacing the paging slips and the hold-shelf slips. The new slips reduce paper waste, create consistency on the hold-shelves, and increase staff productivity and efficiency.

She also announced that webmaster Chester Mealer will present a free Excel class for anyone interested, Saturday, July 26, 9:30 a.m.-5:30 p.m.

Unfinished Business

Mr. Rogge updated the Board on the King Branch construction project by saying he received an email from Board Member Linda McMahon and a visit from Police Juror Theodore Fountaine regarding the parking lot. Their concern was that the parking lot is to be asphalt instead of concrete. Mr. Rogge explained the King project was modeled after the Hineston and McDonald branches, both of which have asphalt parking lots. Mrs. McMahon and Mr. Fountaine felt the parking lot should be concrete. Mr. Rogge told the Board that since the King project is under budget it is possible to upgrade to concrete, which will cost an additional \$19,000.00 above what was initially budgeted for the asphalt. Mrs. Smith made a motion to upgrade the parking lot to concrete, Mrs. Jordan seconded and the motion passed.

New Business

Mr. Rogge reviewed the Customer Privacy Policy which was scheduled for revision. The current policy requires the Library to keep all customer records private unless subpoenaed by a court order. Mr. Rogge felt the wording of the policy was still adequate and the Board agreed. Mr. Fairbanks moved to ratify the current policy, Dr. Pat Barber seconded and the motion passed.

Mr. Rogge told the Board that there have been some issues with the new Meeting Room Policy. The Patriots of CenLa (a local political group) have been using the meeting rooms and were told they could continue to do so until the Meeting Room Policy was updated. After the new policy was approved by the Board, the group was told they could no longer use the Library's meeting rooms since they are considered to be a political group. The group's spokesman, Mr. Bill Huddleston protested the decision, so Assistant District Attorney Tom Wells was questioned on how to handle this issue. Mr. Wells recommended submitting a resolution seeking an Attorney General's opinion. After Mr. Rogge introduced the proposed resolution, Board member Greg Walker spoke to the issue. He read from the By-Laws of the Patriots of CenLa. He quoted their organizational purpose, which says in part: "The purpose of this organization is to educate and inform all citizens of the Central Louisiana area of the Founding Fathers' principles of freedom, to advance public policy consistent with those values, and to engage with our elected officials in promotion with those principles." Mr. Walker stated that to advance a particular policy is a political activity. He then made a motion: "that the Board confirm the policy which prohibits the group (Patriots of CenLa) from using the Library's meeting rooms because their intended use is a violation of the policy." The motion was seconded by Dr. Barber and passed on a unanimous vote.

On Mr. Walker's recommendation, no action was taken on the resolution seeking an Attorney General's opinion. Mr. Walker volunteered to inform Mr. Wells of the Board's decision. Mr. Rogge stated that he would hold off notifying the Patriots of CenLa of the ruling until after Mr. Walker and Mr. Wells had spoken.

The next regular meeting of the Rapides Parish Library Board of Control is scheduled for Tuesday, August 19, 2014, at 3:30 p.m., at the Huie-Dellmon House.

The meeting was adjourned at 4:25 p.m.

Respectfully submitted by

Laura-Ellen Ayres
Secretary

Glenn Rechs
President