

**Rapides Parish Library
Board of Control
January 17, 2017**

Minutes

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

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

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

Mr. Walker asked for public comments. There were none. Mr. Thomas was recognized for his recent participation in a marathon.

Agenda

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

Mr. Walker asked for Board Member reports. Mr. Thomas was recognized for his recent participation in a marathon.

Minutes

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

Service Award

Assistant Director Wes Saunders presented a 20 year service award to Processing Specialist Joyce Hamilton. Ms. Hamilton's work behind the scene helps to keep the Library running smoothly. She processes new materials, maintains statistics for the department and assists with the mail. Ms. Hamilton said that she appreciated the recognition from the Board and looks forward to continuing to serve the Rapides Parish Library.

Financial Report

Mr. Jimmy Holsomback presented the 2016 Financial Summary. Revenue in 2016 was slightly less than 2015. This was a result of the tax notices being sent out by the Tax Assessor's office later in 2016 due to it being a reassessment year. Additional revenue has been received and will be reported next month. State Revenue is also slightly down due a recalculation in the mileage.

Salary Expenses for 2016 were relatively the same as 2015. Retirement Expenses were down due to positive returns on investments. Healthcare Expenses have doubled since 2012. The

Debt/Interest Payments will continue for the King and Robertson Branches. The Libuse Branch will be added in 2017.

The 2016 Capital Expenditures Report lists the Robertson Branch completion, the land purchase for the Libuse Branch and the Libuse project contract. A vehicle was purchased for the IT Department and also a delivery van. The carpet and tile replacement at Main which was completed in early 2016 and the replacement of the IT server were reported.

The most substantial change is switching to Vantage Health from PGRMA. The projected savings to RPL is \$208,000 as well as savings for employees.

The Revenue for December was lower than anticipated due to the tax notices mailed out later than usual from the Tax Assessor. The expenses were the normal expenses for the month. There were three payrolls in December. There was \$20,000 added to the automation set-aside account.

Mr. Holsomback explained that the new vehicles are purchased through the City of Alexandria and the State of Louisiana contract.

The Sabine Bank checking account balances includes \$500,000 for the Libuse project. The Baugh Family Trust donated \$1000 to be used at the Library. Ms. Ayres explained that the Baugh family are Main Library patrons. The donation will be used along with the \$10,000 Roy O. Martin grant to upgrade the technology at the Library. In 2017, the Library will be partnering with professors to teach about programming and technology at Main Library. This program will be targeted to students.

Mr. Holsomback presented the Libuse Branch Budget. The actual construction is expected to begin next week. The Set-Aside Reserve Fund Report was presented. The Cash and Investment Accounts Report was presented with the account names and numbers and included the maturity date of the CDs.

Mr. Roach made a motion to approve the Financial Report. Ms. McMahon seconded and the motion passed.

An Amended Budget for 2016 must be presented since some accounts were adjusted by more than 5%. A few accounts were adjusted including Account No. 5741, 5742, and 5743 which were the Martin Floor Replacement, Main Restroom Renovation, and Hinston Restroom Floors Replacement. The total amount of the budget did not change.

Ms. McMahon made a motion to approve the 2016 Amended Budget. Mr. Roach seconded and the motion passed.

Director's Report

Ms. Laura- Ellen Ayres welcomed everyone to the Martin Luther King Jr. Branch. Ms. Ayres presented the Collection Agency Report for 2016. Customers with more than \$50 in fines are reported to the collection agency. The service cost the Library less than \$6,400 in 2016, and netted \$28,773.12 in recovered items and monies. This is a good return on the investment. Mid-

year, the same company will check all the customer addresses in our patron database for accuracy. The Library has about 45,000 patrons in the system.

The Rapides Parish Board of Control is a policymaking board. In February, the Sex Offender Policy is due for renewal. Ms. Ayres has sent the current policy to Meg Placke with the State Library of Louisiana for review.

A Trustee Workshop will be held on Tuesday, January 24 at Westside Regional Library. Three board members are registered. Two RPL staff members as well as a Trustee from Shreve Memorial will be attending.

The 2017 committees are listed on the front of the board packets. The members may take the front page if they wish. The Conflict of Interest forms were mailed with the meeting information. Turn those in today.

Martin Library had new tile installed from the front door to the back door and at the circulation desk. The carpet in the computer area will be replaced in February. Main Library's public restrooms have received a facelift.

There will be a Personnel Committee Meeting on Wednesday, January 25 at 3:30 at the Huie-Dellmon House to consider a few changes in the Employee Handbook, which is our Personnel Policy.

Additional security cameras will be placed at Martin Library by the front door, rear door and the A/C unit. One camera will be placed in the archives at the Huie-Dellmon House.

The Libuse Branch groundbreaking ceremony was held on January 5. A pre-construction meeting was held last week with the architect, contractor and many of the subcontractors. The contractor, Tudor Construction Company, presented a timeline with anticipated completion date of August 31. Tudor is waiting for the signed contract to be received from the Police Jury before beginning actual construction.

Ms. Jordan thanked Ms. Ayres for offering the additional training for the Board Members.

Direct Services

Ms. Lenna' Mouton introduced King Branch Manager Starla Jones. In addition to Ms. Jones, the King Branch has an Assistant Manager and three part-time employees. A longtime volunteer works at the King Branch every Tuesday for six to eight hours.

The King Branch was the first to feature the drive-thru window. The artwork in the meeting room was donated by various local artists. Photos of former Police Juror Israel Curtis and Dr. Martin Luther King Jr., which are displayed in the foyer, was donated by Mrs. Curtis. Ms. McMahan was instrumental in acquiring the photo. Mr. Thomas donated the outside sculpture and a painting of Dr. King that is displayed in the foyer.

The Library attended a recent business expo. Give-aways and information were shared with the public. Ms. Mouton thanked Ms. McMahon for inviting the Library to participate at no charge. The Rapides Parish Library is looking forward to next year.

Ms. Mouton suggested the Board to consider conducting a Board Meeting in the fall at the McDonald or Hineston Branches. She asked that they let Jennifer Quebodeaux know which location they would prefer.

During the holiday season, Books-A-Million sponsored a book and toy drive for the Rapides Parish Library. Books-A-Million collected over \$6,000 worth of books and toys that were donated by their customers. Some of the books will be added to the collection. The remaining books and toys will be used for prizes during programming. There will be a photo shoot with the Books-A-Million Manager soon.

The Library closed at 1:00 on Friday, January 6 and reopened at 1:00 on Saturday, January 7 due to the icy weather.

Martin Library was closed on Monday, Tuesday and Wednesday to install the new flooring. It will be closed one day in February to finish the flooring in the public computer area.

Eight branches are equipped with Self-Checkout Stations. Westside Regional refers to their station as “Express Checkout”. These stations are convenient for patrons who are in a hurry or who would prefer to check out their items by self-service. Plans are to install a Self-Checkout Station at Martin in 2017 or 2018. Main Library does not have a self-check, since their items are tagged for security.

Ms. Mouton presented the Self-Checkout Report. Hineston has the highest percent of items checked out by self-check, followed by Westside Regional and Gunter. The self-checkout stations do not hurt the circulation numbers and staff continue to interact with customers.

Human Resources

Ms. Jackie Brown recommended ratification of Karla Odhiambo and Meredith Peterson.

Mr. Walker called for a vote and the motion passed unanimously.

Outreach and Youth Services

Ms. Tammy DiBartolo presented the Outreach and Youth Services Report. The *4th Annual Creative Con* will be held on February 11th at the Alexandria Mall. This is a family event that has grown bigger each year and focuses on books and fandom. This year’s special guest is local celebrity, Dan Forest, who is a cast member on the television series “*Salem*”. Dan will talk about his experience as an actor and cast member of a television series.

Youth Services Programming Manager, Karla Kirby will once again be a part of the Louisiana Teenage Librarians Conference on February 13th. Each year, we attend and spend the day and do activities with about 150 teens from across the state.

We will also participate in the *Alexandria Children's Mardi Gras Parade's Free Zone* on February 26th. The library has been a part of the alcohol and tobacco free zone at the parade since its beginning six years ago. This is a family friendly area and is great fun for kids.

Ms. DiBartolo and Ms. Kirby will also be giving the keynote address at Staff Day in Ruston and Baton Rouge sponsored by the State Library of Louisiana in February. We will be sharing ideas and information about special needs programs and services at the library. We are honored to be invited.

Our Bookmobile has become so popular! We continue to get calls for service. We are especially excited about working with the Alexandria Housing Authority. We are hoping to hold the Summer Reading Program at some these locations.

Ms. Mouton mentioned that Outreach Clerk Natasha McNett will host a monthly Teen Programming Event in each branch starting in February. Each program will be about two hours.

IT

Ms. Janie Primeaux, Systems Manager, noted that today we are working with a representative from MAS90, which is the software that Mr. Holsomback uses, to move the software/program to a new server. He will work with us at a later date to help us move the SAGE software, which is used in payroll, to a new server. We have had had a few problems with the software over the last few months. With their help, we should get the problems fixed.

IT finished installing Windows 10 on all of the staff computers and will soon start installing Windows 10 on the public computers.

We will soon purchase the software for the summer reading program called Beanstack. The software will let our customers register their entire family and log their books or minutes. It will help us when it comes to creating statistics for the SRP.

We will also begin our wireless printing project which will allow our customers at all branches to print from their laptops or wireless devices.

Public Relations

Ms. Suzanne James reported that Dan Forest, the celebrity guest for *Creative Con*, is excited about attending and has been sharing the RPL page with his friends and fans.

The 3rd *Annual Adult Bingo Challenge* is underway through the end of February. Participants read books and mark them off on bingo cards. There will be drawings for prizes of those who complete their cards.

The Rapides Parish Library opened its doors on November 9, 1942. In 2017, we are celebrating the 75th Anniversary. There will be promotions throughout the year with special celebrations in November.

Social media, *Cards 4 Kids*, and media relations are going well. Digital billboards promoting *Creative Con* will run the last two weeks of January and the first two weeks of February at high traffic locations.

Board members suggested a class on “How to Use Social Media” would be useful to the adult community.

Unfinished Business

None.

New Business

Dates of 2017 meetings were submitted. The dates are as follows:

January 17

February 21

March 21

April 18

May 16

June 20

August 15

September 19

October 17

November 21

December 12

Mr. Roach made a motion to adopt the dates. Mr. Thomas seconded and the motion passed.

Ms. Ayres presented the Investment Policy for renewal. Mr. Holsomback had reviewed the policy and recommends no changes.

Ms. Havens made a motion to ratify the policy. Ms. McMahon seconded and the motion passed.

The next regular meeting of the Rapides Parish Library Board of Control is scheduled for Tuesday, February 21, 2017, at 3:30 p.m., at the Huie-Dellmon House.

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

Respectfully submitted by

Laura-Ellen Ayres

Secretary

Gregory Walker

Vice-President