

**Rapides Parish Library
Board of Control
March 15, 2016**

Minutes

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

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

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

Agenda

Dr. Barber made a motion to approve the agenda. Mr. Rechs seconded and the motion passed.

Minutes

Mr. Roach made a motion to approve the February minutes. Ms. McMahan seconded and the motion passed.

Financial Report

Mr. Jimmy Holsomback presented the financial report. The Ad Valorem Taxes are on target for the year. A \$19,000 grant has been received for the Huie-Dellmon House and is shown as Account No. 3060.

The Library pays 80% of healthcare premiums for the staff. Account No. 4015 reflects the increase from last year. The payout for healthcare is \$69,000 monthly. Account No. 4157 is an annual payment for debt retirement for the King and Robertson expansion projects. All operating expenditures are on budget.

A large cash balance is shown on the Balance Sheet. This is normal for this time of year.

The Capital Projects Report reflects items which have been paid for the Robertson Branch Expansion. Items remaining to be paid for the Robertson project include 10% the contractor, the landscaping expenses and the reimbursements to the Library. The overall Robertson budget will be tight.

Dr. Barber inquired about the Teen/Tab, Account No. 4290. It was explained that Tab is an acronym for Teen Advisory Board. The group does community service projects in the community and the Library. Faith Johnson leads the group.

Mr. Thomas made a motion to approve the Financial Report. Mr. Rechs seconded and the motion passed.

Director's Report

Ms. Laura-Ellen Ayres presented the Director's Report. The reception at Main to recognize the historical status has been postponed. The preparation of the plaque will take extra time since it is in bronze. The reception will be scheduled when the plaque is ready.

The Robertson Grand Reopening is scheduled for April 14 at 10:00 AM. That is during National Library Week. Invitations will go out soon. Ms. Ayres invited everyone to attend. The Robertson Branch opened to the public on February 15. The patrons are happy to have "their" branch open.

The Library was closed Thursday, March 10th at 12:00 PM until Friday, March 11th at 1:00 PM due to the severe weather. There were two minor leaks, but no damage was reported at any locations.

Several staff members who normally attend the Board of Control meetings are out. Wes Saunders is at a conference on the west coast. Tammy DiBartolo and Janie Primeaux are not feeling well today. Suzanne James is out due to damage to her home in Bienville Parish.

Board members must complete the Ethics Training every year. Each member should have received an email with the link to training. All staff must take the Ethics Training and most are required to take the Louisiana Mandated Reporter training.

Direct Services

Ms. Lenna' Mouton gave the Direct Services report. The Library will be celebrating National Library Week the entire month of April. The theme is "Libraries Transformed." Patrons and staff are encouraged to take pictures that will be made into READ posters and posted on Facebook and in the branches. Ms. Mouton had an example of a family from the Hineston Branch who posed for the READ poster. She encouraged Board Members to take pictures at their local branches.

Ms. Mouton submitted a report that compared internet usage during February for Gunter, Martin, Main, and King. This report shows the number of individual logins for each branch by hour.

Outreach and Youth Services

Ms. Tammy DiBartolo was unable to attend due to illness. Ms. Ayres presented Ms. DiBartolo's written report.

There are still spots open for the *Easter Egg Hunt at Main* on March 23rd. This is the world's fastest Easter Egg Hunt. If you know someone who might be interested, contact Youth Services.

Prime Time Family Reading Time at King is going really well. It got off to a slow start, but 25 people attended at our last session. *Prime Time* is a program sponsored by a grant from the Louisiana Endowment for the Humanities. Its mission is to promote a life-long love of reading in

families. In addition, most of them will become library users. Parents learn how to read to their children. A meal is served and the children receive books to take home.

The Confederacy of Dunces book discussion is going well. The last session was rescheduled due to the weather. There are still spots available for the discussion.

The 3rd Annual Creative Con was a great success with over 700 people attending. The event was held at the Alexandria Mall and was an all-day event with panel discussions, celebrities, and games. A Sci-Fi club from a Union Parish high school came and participated. It was a success and it is expected to be even bigger next year. The younger generation, who sometimes feel underserved by the Library, appreciated the event.

Plans are being made for *Summer Reading Program*. There are lots of exciting things planned for the summer. Board members were encouraged to participate.

IT

Janie Primeaux was unable to attend. Ms. Ayres presented the IT report. All staff and public computers will be updated to Windows 10. IT will be replacing the Sierra Database Server and some of the older staff laptops.

All of the branches have digital signs except Johnson and that should be installed by the end of the month.

This month, IT started teaching public computer classes in the new media lab and everyone loved the setup. In April, we will offer two computer classes a week at Main and continue to teach a class once a month at all of the branches except Gunter.

Public Relations

Suzanne James was unable to attend and submitted a written report.

Unfinished Business

Ms. Ayres submitted the revised 3D Printer Policy as discussed at the February meeting. A clause was added prohibiting fictional or toy weapons. Mr. Walker suggested adding “replica” weapons in addition to the fictional or toy weapons.

Ms. Ayres explained that patrons submit files to the Reference Department. Once the file is approved, staff prints the item and contacts the patron when it is complete.

Ms. McMahon made a motion to revise the 3D Printer Policy with the clause “No fictional, replica or toy weapons.” Ms. Heath seconded and the motion passed.

New Business

Mr. Fairbanks presented the recommendations from the Properties Committee. Mr. Fairbanks reported that Ms. Ayres, Mr. Holsomback and Ms. Mouton met with members of the Tuma family on March 24. The property appraised for \$205,000. The Tuma family agreed that this appraisal was too high. Mr. Holsomback made an offer on behalf of the Library for \$130,000 and it was accepted. The architect will determine if the existing building can be used.

The Properties Committee made a motion to request the Police Jury to authorize the purchase of a 1.49 acre tract of land, bearing the address of 6375 Highway 28 East, to be utilized for the construction of a new library branch to replace the existing Gunter Branch Library with the purchase price of \$130,000 to be paid to Walter Gerald Tuma, etal with Library Funds conditioned upon the receipt of clear title; and authorize the Police Jury President to sign all necessary documents.

The motion passed.

The Properties Committee made a motion to request the Police Jury enter into a Professional Services Agreement with Alliance Design Group for the architectural work associated with the new branch library to be built to replace the Gunter Branch Library; contingent upon Legal Counsel's approval, to be paid with Library Funds; and authorize the Police Jury President to sign all necessary documents.

The motion passed.

Ms. Ayres reminded the Board that the Gunter Branch, including the land and the building will go back to the Gunter family 18 months after it ceases to be used as a library.

It was noted that Mr. Tuma will retain Lot 3 which is shown on the plat. The property that the Library will acquire is 1.49 acres. The Tuma family has agreed the name of the Library should be the Libuse Branch Library to reflect the Czech heritage of the area. This is not binding on the Library, but all liked that idea.

The motions will be considered by the Police Jury at the 1st and 2nd meetings in April. Mr. Craig Smith, the Police Jury President and Juror from the Libuse area, is aware of the loss. Ms. Ayres reminded the Board that an agreement could not be reached with Mrs. Gunter. The architect will proceed after acceptance by the Police Jury.

Mr. Fairbanks reported that the addition Main Library to the Historic National Register has been completed. We would now like to turn to the Huie-Dellmon House. The building was built in 1894 by the original owners of the *Town Talk*. The Properties Committee made a motion to request the Police Jury to authorize the Director to move forward in getting the Huie-Dellmon House put on the National Historic Register, with any attendant costs.

The motion passed.

Sarah Nelle Vercher served the patrons of Ward 10 devotedly as a librarian from 1958-1989. She was the manager of the Tioga and then the Ward 10 Branch Library. The Properties Committee made a motion to name the Robertson Meeting Room the "Sarah Nelle Vercher Meeting Room."

The motion passed.

Dr. Barber remembered that Ms. Marion Taylor was a long-time director at the Library and was instrumental in the building of Main Library.

Ms. Jordan reported that Westside Regional was very busy yesterday. All the computers were full and others were waiting to use them. Ms. Ayres said that our publicity efforts are working thanks to Ms. James and people are utilizing the Library. Ms. Ayres reported that the Library is doing well compared to others in the state.

Ms. Ayres announced there will be a Trustee Workshop through the State Library at Westside Regional this summer. She encouraged Board Members to attend.

Mr. Rechs reported that he had visited the Robertson Branch and the new space is really nice. He would like to donate some of his artwork to be used at the Robertson Branch. Ms. Ayres will follow up with him.

The next regular meeting of the Rapides Parish Library Board of Control is scheduled for Tuesday, April 19, 2016, at 4:00 p.m., at the Huie-Dellmon House.

The meeting was adjourned at 4:40 p.m.

Respectfully submitted by

Laura-Ellen Ayres

Secretary

Michael Fairbanks

President