

**RAPIDES PARISH LIBRARY
BOARD OF CONTROL MINUTES
October 4, 2013**

The October meeting of the Rapides Parish Library (RPL) Board of Control was called to order by President Susie Smith at 2:30 p.m. in the meeting room of the Huie-Dellmon House, 530 Saint James Avenue, Alexandria, Louisiana.

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

Mr. Rechs led the Pledge of Allegiance and then Mrs. Smith asked for a moment of silence. Mr. Rechs moved to approve the agenda. Mrs. Heath seconded, and the motion passed unanimously.

Mrs. Smith asked for any public comments on any agenda item on which a vote was to be taken. No one responded, so the meeting moved forward. Mr. Rechs moved to approve the minutes from the September Board meeting. Mrs. Barber seconded, and the motion passed.

Mrs. Smith asked for any Board Member reports. There were none, so she invited Mr. Bill Tutor to speak about the contractor bids that were opened earlier in the afternoon.

Mr. Tudor said we received five competitive bids from contractors for the construction of the new Martin Luther King, Jr. Branch Library. They began opening bids at 2:01 p.m. on October 4, 2013. The low bidder was Tudor, Inc. and the second lowest bidder was Turner and Turner.

Bids were opened and read in the following order:

1. Foster Construction, LLC
LA Contractor's Number: 26011
\$768,000.00, with and alternate addition of \$15,500.00
2. Pat Williams Construction
LA Contractor's Number: 21013
\$694,000.00, with and alternate addition of \$17,500.00
3. T.L. Construction
LA Contractor's Number: 35849
\$752,113.00, with and alternate addition of \$8,528.00
4. Tudor, Inc.
LA Contractor's Number: 24265
\$664,000.00, with and alternate addition of \$19,400.00
5. Turner & Turner Contracting, LLC

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LA Contractor's Number: 55276
\$665,485.82, with and alternate addition of \$21,184.92

Mr. Bill Tudor explained that Tudor, Inc., the low bidder, is owned by his brother. He said he would formally ask the Ethics Board for approval to go forward in this situation, with the stipulation that the Library would hire an independent architect to inspect the contractor's work and approve payments, as had been done in previous projects. He said they went to the Ethics Board for approval in the same circumstances for previous building projects, and the Ethics Board approved. He didn't see any reason why they would not approve Tudor, Inc. again, but recommended the Board go forward with a motion for either case.

Mr. Rogge asked if anyone had any questions about the situation. Mrs. Smith said she didn't have any questions because she was on the Board when this situation happened with the last library building project.

Mr. Rechs submitted the following to the Board: "I move that the Library Board accept the low bid, including the alternate number one from Tudor, Inc., pending the approval of the State Ethics Board; and, in the absence of said approval, that the second lowest bid from Turner & Turner Contracting, Inc. be accepted and sent to the Police Jury for approval." Mrs. Barber seconded, the Board voted, all agreed and the motion passed.

Mr. Rechs suggested the Board accept the alternate bid so that the Martin Luther King, Jr. Branch Library would be bricked all the way around. Mrs. Barber seconded, the Board voted and all agreed.

Human Resources Report

Mrs. Carolyn Colwell recommended Samantha Dusza for ratification. Mrs. Colwell said Samantha Dusza is a circulation clerk at Westside Regional. Mr. Rechs moved to approve the ratification. Mrs. Heath seconded, all voted and agreed.

Mrs. Colwell said the Search Committee for a new Library Director would have their first meeting on Thursday, October 17 at 3:30 p.m. The Search Committee includes Greg Walker as the chair, Susie Smith, Ann Heath, and Pat Barber.

Unfinished Business

Mrs. Smith asked if there was any unfinished business. There was none, so she continued with the meeting.

New Business

Mr. Rogge told the Board it was time to update three policies.

1. *Travel Expense Mileage Rate Policy*

Mr. Rogge suggested to not change the wording of the travel expense mileage.

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Mrs. Heath moved that the Board keep the policy as is. All voted and agreed, and the policy was re-approved to reflect the current date.

2. *Religious Accommodation Policy*

Mr. Rogge suggested a change to the policy to include the Director in the process in case of a complaint involving religious accommodation. Human Resources would confer with the complainant's manager if needed.

Mrs. Barber asked for examples. Mr. Rogge explained that a past example was that a prayer was given at a mandatory staff meeting and an employee didn't feel comfortable. The employee asked that prayer not be given at mandatory staff meetings, and the Library made an accommodation to that end.

Ms. Mealer, Manager at the Boyce Branch Library, suggested a change in wording to replace the word "complainant" with "the person making the request for accommodation."

Mr. Rechs made a motion to accept the revision of the policy, including the new wording, Mrs. Heath seconded. Mrs. Smith asked for votes and all agreed.

3. *Unattended Children's Policy*

Mr. Rogge suggested a change in the policy so that each paragraph consistently stated that children under ten years of age need supervision.

Mrs. Smith asked for a motion to accept the updated policy for unattended children in the library. Mr. Walker moved to accept, and Mrs. Heath seconded, all voted and agreed to update the policy.

Next, Ms. Laura-Ellen Ayres asked the Board to vote on a procedure concerning the charge for doubled-sided copies. She said the Administration normally doesn't ask members of the Board to move on a procedure, but in the case of setting prices, a Board decision was requested.

She asked for a vote to set the price of single-sided color copies at \$0.25 cents and the price of two-sided color copies at \$1.25. Mr. Rechs moved to pass, Heath seconded, all voted to update the procedure.

Mr. Rechs then made a statement strongly recommending Ms. Laura-Ellen Ayres as the next Director of the Rapides Parish Library. He cited her excellent administrative work.

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

The meeting was adjourned at 3:30 p.m.

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Respectfully submitted by

Steve Rogge
Secretary

Susie Smith
President