

**Rapides Parish Library
Board of Control
August 15, 2017**

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 Hineston Branch Library at 1810 Hwy 121, Hineston, Louisiana.

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

Mr. Fairbanks asked for public comments. There were none.

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

Agenda

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

Mr. Fairbanks asked for Board Member reports. There were none.

Minutes

Ms. Arrington made a motion to approve the June minutes. Ms. Jordan seconded and the motion passed.

Financial Report

Business Manager Jimmy Holsomback presented the July Financial Report. Mr. Holsomback noted that \$5.5 million in Ad Valorem revenue had been received in the last seven months.

The operating expenses were the normal monthly expenses. Mr. Holsomback mentioned Account No. 4270 which was the expense for the new timekeeping system will be paid from the contingency fund. The credit under Current Liabilities on the Balance Sheet reflects the rebates due from AT&T. Thirty-five thousand dollars is expected to be added to automation set-aside account this year.

The Libuse Capital Projects report shows that 75% of costs have been spent on the project. The flooring will be installed next week and painting will begin. Landscaping will be started the following week. A list of items to be paid will be provided next month.

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

Director's Report

Ms. Laura-Ellen Ayres reported that Ms. Havens was unable to attend due to a recent illness. Ms. Havens worked closely with Hineston Branch Manager Donna Crawford to prepare for the meeting. Ms. Ayres introduced Ms. Crawford.

Ms. Crawford welcomed the Board Members to the Hineston Branch and introduced Circulation/Reference Clerk Jeanette Hayward. Ms. Crawford said that she is honored that the Board was meeting at the outlying locations. She gave a brief history of the property where the Hineston Branch is located. A one-room schoolhouse that had nine students its first year was located on the property. A copy of the history was presented to the Board Members.

Ms. Ayres presented a photo album created by David Stroles of CLECO. Mr. Stroles recently held a STEM Science Camp at Main Library. Ms. Ayres noted that there was a waiting list for the program. There were also coding classes funded by the Martin Foundation.

Copies of the April, May and June statistics were provided. The moving average for April was 6.61%. The numbers continue to move in a positive direction, although some databases on the on-line resources section had decreased.

Ms. Juneau, a concerned citizen from Boyce has contacted Ms. Ayres, Police Juror Richard Vanderlick and others concerning a new Library in Boyce. Ms. Ayres will meet with Mr. Vanderlick on Friday. Ms. Ayres reminded the Board that in this tax cycle, the funding for the King, Robertson, and Gunter Branches renovations or replacement buildings was approved by the board. The Boyce Branch project will be considered for the next tax cycle.

Ms. Mouton had spoken to Ms. Juneau and explained the conversation. A patron who was checking out books noticed that the Library was noisy due to a teen program being held in the teen area. There was also a patron using the public computers. Ms. Mouton noted that the Boyce Branch is a small area and no meeting room is available, therefore the program was being held in the teen area. Dr. Barber commented that there are many empty buildings in the area. Ms. Ayres reported that a building had been considered for renovations several years ago, but it was too costly to renovate for the needs of the Library.

The lease for the Johnson Branch Library has recently been renewed. There was about a 1 ½ % increase per year. However, this rate is reasonable and the schoolhouse is considered a long-term home for the Branch. Ms. Ayres said that there were good reasons to stay at the Old Lecompte Schoolhouse, such as the location is close to the elementary school and in the middle of a neighborhood which allowed patrons to walk to the Library.

Ms. Ayres reported that installation of the shelves at the new Libuse Branch is expected to begin around September 15th. The tentative last day for the Gunter Branch will be September 16th and moving books will begin September 18th. PCs, computer equipment, phone and security systems will be installed September 18th and after. The tentative opening day will be Wednesday, September 27th. A Grand Opening will be planned for October.

The temporary building at Gunter that is used as a meeting room and for programming will be moved to the grassy parking lot at Main Library. The building will be used to store archival material that is currently housed at Main.

Ms. Ayres presented the schedule for the Trustee Advocacy Workshop. Mr. Fairbanks will attend if his schedule permits. Mr. Walker will attend the workshop at Westside Regional Library. Ms. Jordan, Ms. McMahon and Ms. Arrington are unable to attend the workshop in Alexandria, but will attend at another location. They will coordinate their schedules and let Ms. Ayres know which workshop they will attend.

Direct Services

Ms. Lenná Mouton welcomed everyone to the Hineston Branch Library. She reported that the Johnson Branch had closed an hour early one day in July due to the weather. The Boyce Branch closed a total of eight hours in two different incidences due to a power outage and a water outage in the Town of Boyce.

Ms. Mouton presented a memo proposing extended hours for Westside Regional and Robertson during the school year. She reported that in other parishes about half of their locations are open until 9:00 pm. These extended hours would allow students and parents extra time to complete reports, tutoring, or computer usage. The managers of these locations are favorable to the proposal. These hours would support the Rapides Parish Library's Mission Statement and support the community. These two branches were chosen because of the proximity to area schools. The extended hours would stay within amount budgeted for personnel.

The recommendations is that the Robertson Branch and Westside Regional hours be Monday to Thursday from 9:00 am to 8:00 pm. Friday hours would be 9:00 am to 5:00 pm. Saturday hours would be 11:00 am to 5:00 pm. Ms. Mouton noted that on Saturdays at these locations, patrons do not begin visiting the Library until late morning. When the school year ends, the hours would return to 9:00 am to 6:00 pm. Ms. Mouton proposed that the new hours begin September 4.

Dr. Barber made a motion to accept the proposal as presented. Ms. Jordan seconded and the motion passed.

Human Resources

Human Resources Manager Jackie Brown presented a memo requesting the ratification of Rachelle Kilgo, Reference Specialist at Main Library. Ms. McMahon made a motion to ratify Ms. Kilgo. Mr. Roach seconded and the motion passed.

Outreach and Youth Services

Ms. Ayres presented a written report submitted by Ms. Karla Kirby, Programming Manager. Ms. DiBartolo was out due to a knee injury and is expected to return next week.

The Summer Reading Program was a huge success again this year! The theme this year was "*Build a Better World.*" There was great participation with children, teens and adults. There were four excellent entertainers who performed at all 10 locations. The entertainers were Lady Chops, Dulcimer Guy Mike Anderson, Magician David LeBouef, and Harvey Rabbit and

Friends. In addition, each location had several programs for all ages to encourage reading and bring people into the library. Stats will be provided next month.

The Bookmobile participated in City of Alexandria *Parks and Rec Programs* throughout the summer. These were family events put on by the city at various parks around Alexandria. The bookmobile attended and offered resources and information to those in attendance. This was a great opportunity to get out into the community and partner with the city. Bookmobile also added two more community stops to their service this month.

The outreach staff presented at several literacy camps around the parish. These camps are put on by the school board at various schools around the parish to help children who are reading below level to improve their reading skills over the summer. Each day, guest readers are brought in and we were very excited to be included. We were able to read to the children and tell them about library resources.

Ms. DiBartolo and Ms. Kirby gave a presentation at the State Head Start Convention that was held in Alexandria. Headstart teachers from around the state were in attendance. They presented to approximately 80 teachers about literacy and storytime tips.

IT

Ms. Janie Primeaux reported that a ticket system is in place for computer problems. The IT staff has been using it for the last two months. Next month the IT staff will start working with staff at the branches. They will begin to input their own tickets.

New video equipment has been purchased. It was used during the *For the Love of Food* program, the school supply giveaway, and several other events at the Main Library. We have plans to use it for teen book reviews soon.

Computer classes are going well. Samantha Dusza and Ms. Primeaux taught several classes at the branches including Be Your Own Travel Agent, Tinker Cad and Microsoft Office. There is a waiting list for the September classes. Chester Mealer taught a Digital Circuits class to tweens and teens.

Public Relations

Ms. Suzanne reported that an ad was purchased for the Friends of the Library Booksale and over 21,000 people were reached. Facebooks can be purchased for as little as \$3 a day and reach many people. Facebook, Pintrest, and Twitter continue to grow in followers.

The Library Ambassadors are gearing up for the start of school. They will be reminding teachers, principals and administrators of Library services.

Ms. Mouton added that the Pineville branches will have a *Back to School Bash* at the Kees Park Community Center on August 26 from 9:00 am to 12:00 pm. The first 200 children will receive free school supplies. There will be presentations of databases and other Library services.

Unfinished Business

There was none.

New Business

Mr. Roach reported on the recent Properties Committee meeting. The property adjacent to the Huie-Dellmon House has been offered to the Library for \$338,000. The property includes a 35 car parking lot and a 1300 square foot building. The building has been recently renovated and includes a new air conditioning unit and roof. The property appraised for \$338,000 and the purchase will complete ownership of the block.

Mr. Walker expressed his opposition to the purchase. He made several points including that the Library could use the funds for more or better services. He noted that during Board Meetings, parking has not been a problem. Mr. Walker presented several newspaper articles reporting an anticipated fiscal downturn stating that the money could be set aside for the future. He said that the appraisal is based on outdated and inaccurate information. Mr. Walker is particularly concerned with the state retirement system. He is of the opinion that this is not a wise purchase.

Ms. Ayres explained the Library has been interested in this property for several years. On programming days at Main Library, there is not enough parking. Programming and attendance at the programs has been increasing at Main Library. The tech programs offered during the summer, which were funded by grants, were wildly successful. GAEDA (Greater Alexandria Economic Development Assoc.), Cleco and the Martin Foundation are willing to provide grants for these tech programs which are held in the Glankler Media Lab.

The first benefit of acquiring the property is the additional parking for staff and patrons. The second benefit is that the building will be used to move staff from Main Library allowing more space for programming. A MakerLab would include the 3D printers and other equipment. This would allow Rapides Parish Library to offer more technical services.

The price presented is the appraised value and the amount that the seller is willing to sell the property for that amount. This property could be used to offer better services to the public at Main Library.

Mr. Holsomback commented that since the Library has been good stewards there is money available to purchase this property.

Mr. Walker acknowledged that the Library has done an excellent job with finances and wants to continue to make wise decisions.

Discussion followed about other property to use or purchase for parking. Ms. Ayres reported that this is the only property for sale and it would be advantageous to the Library to own this property.

Mr. Roach asked if there were any other questions and presented the following motion on behalf of the Properties Committee: to request the Police Jury to authorize the purchase of Lot 1 and part of Lot 2, Square 32, Alexandria, La. bearing the address of 421 Lee St., Alexandria, La. to

be utilized for additional office space, storage and thirty five (35) parking spaces with the purchase price of \$338,000 to be paid to Lee Gateway Development LLC with Library funds, conditioned up the property having been appraised and clear title, and authorized the Police Jury President to sign all necessary documents.

The Board was polled and voted as follows:

For—Mr. Roach, Ms. Arrington, and Mr. Fairbanks

Against—Dr. Barber, Mr. Walker, Ms. Jordan and Ms. McMahon

The motion failed.

Ms. Ayres presented the Customer Privacy Policy for review. No changes were suggested. Ms. McMahon made a motion to renew the policy. Ms. Arrington seconded and the motion passed.

The next regular meeting of the Rapides Parish Library Board of Control is scheduled for Tuesday, September 19, 2017, at 3:30 p.m., at the Huie-Dellmon House.

The meeting was adjourned at 5:05 p.m.

Respectfully submitted by

Laura-Ellen Ayres

Secretary

Michael Fairbanks

President