

Rapides Parish Library
Board of Control
October 21, 2014
Minutes

The regular meeting of the Rapides Parish Library (RPL) Board of Control was called to order by President Glenn Rechs 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: Ms. Susie Smith, Mr. Glenn Rechs, Mrs. Ann Heath, Mrs. Linda McMahon, Mr. Eddy Boddie and Dr. Pat Barber. Ms. Le'Anza Jordan, Mr. Michael Fairbanks, and Mr. Greg Walker were absent.

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

Minutes

Ms. McMahon moved to approve the September minutes, Ms. Smith seconded and the motion passed.

Financial Report

Mr. Jimmy Holsomback gave the financial report. He reported no significant income during the month of September and added that the Library receives three state revenue checks per year of \$64,000.00 each. He said the Library should receive the ad valorem tax check of approximately \$200,000.00, in December. According to Mr. Holsomback, the Library is in good financial condition.

The final payment to the contractor for the King Branch construction project has been made. A \$5,600.00 automatic door will be installed at the front entrance of the new King Branch. After the automatic door has been paid for, the capital projects account will still have over \$100,000.00 remaining. Mr. Holsomback said that a clear lien has been issued by the contractor for the King Branch construction project.

Mr. Holsomback requested a meeting of the Finance Committee in order to review the 2015 budget. The date was set for Tuesday, November 4, 2014, at 1:00 p.m.

Ms. Heath moved to approve the financial report, Ms. McMahon seconded and the motion passed.

Director's Report

Ms. Laura-Ellen Ayres gave the Director's Report. She began with the statistical report and said the new King Branch had 14,656 transactions for the first full month of operation. In all branches, there continues to be a decrease in the amount of books customers are checking out, but an increase in the usage of electronic resources.

Ms. Ayres announced that Board member Eddy Boddie has chosen not to renew his term, which expires this month. Gunter Branch Manager Pam Martin recommended Mr. Ralph Roach to

Police Juror Craig Smith as Mr. Boddie's successor. Mr. Smith agreed, Mr. Roach was asked, and he agreed to serve. Mr. Roach's term will begin November, 2014, pending his nomination and approval by the Policy Jury at their November meetings.

Ms. Ayres updated the Board on the Louisiana Czech Museum Association and Gunter Branch Library proposed building exchange and museum placement within the Library. Assistant District Attorney Tom Wells has informed her that according to the terms of the original Act of Donation, if the Gunter Branch is moved from its current location, after six months both the building and land will revert back to the Gunter family. In addition, a previous Attorney General's opinion concluded that a Louisiana public library cannot use public library funds to house a museum. Ms. Ayres has sent an email and letter to the Czech Association, via Debbi Hemmings, that the Library must decline both proposals.

Ms. Ayres said the Police Jury, at their September 9, 2014, meeting approved a motion to enter into a professional services agreement with Alliance Design Group for the architectural work associated with the Robertson Branch or Gunter Branch, as was requested by the Library's Board of Control. This motion is contingent upon legal counsel approval, which will be paid with Library funds. In addition, this motion authorizes the Library Board President to sign all necessary documents. Assistant District Attorney Tom Wells notified Ms. Ayres on October 16, 2014, of his approval of the contract and has sent it to the Police Jury for the President's signature and processing. Ms. Ayres notified Alliance Design Group of the process and informed them that once the legal matters have been completed, discussion for the Robertson Branch remodeling project will begin.

Ms. Ayres informed the Board that administration is creating a dress code procedure to ensure that the current dress code policy is observed by all employees. She read the Rapides Parish Library's dress code policy, which states, "Rapides Parish Library has adopted a business attire policy for all employees. The minimum standard of dress shall be tasteful business casual clothing. Please follow sound judgment when selecting business attire". She said the new procedure will become effective, January 2, 2015.

Ms. Ayres sent a contribution letter to sculptor and artist Morris Taft Thomas for his donations to the newly constructed King Branch. The letter included the monetary values of both the sculpture and painting, which were self-appraised by Mr. Thomas. The letter also included the stipulation that if the King Branch should ever close, both pieces of art would go back to Mr. Thomas, or his estate.

Ms. Ayres completed her report by saying that she continues to serve on the LLA 2015 conference sessions committee and chairs the committee to revise the Executive Director's Handbook for the Public Section.

Direct Services

Ms. Lenná Mouton gave the Direct Services report. She introduced Ms. Sonya Jeter as the new Robertson Branch assistant manager and Ms. Shaundra Coggins as the new Westside Regional assistant manager. She also announced that Ms. Pam Bennett has accepted the position of Assistant Branch Manager of the Gunter Branch.

Human Resources Report

Ms. Carolyn Colwell gave the Human Resources report. She announced Ms. Elizabeth Parish as the new Johnson Branch manager, effective September, 11, 2014.

Outreach and Youth Services

In the absence of Ms. Tammy DiBartolo, there was no report given.

IT

In the absence of IT Systems Manager Janie Primeaux, Ms. Ayres reported that the IT department is continuing to install Square Readers in all RPL branches.

Public Relations

Ms. Suzanne James gave the Public Relations report. She announced that the "Cards4Kids" program has been approved by the Rapides Parish School Board Superintendent, and will be placed in all parish public schools. She said that "Young as You Feel Day" coordinator Faith Johnson has scheduled computer classes for the group, which consists of adults, ages 50 and over.

Unfinished Business

Ms. Ayres gave an update on the Meeting Room Policy. Assistant District Attorney Tom Wells drafted a letter to the Attorney General requesting an opinion on which groups may or may not use the Library's meeting rooms. Ms. Ayres submitted a resolution for the Board to pass, which asks Assistant District Attorney Tom Wells to consult with the Attorney General to obtain his opinion regarding which groups are to be prohibited from using the Library's meeting rooms. The Board read the resolution and Ms. McMahan made a motion to approve it. Ms. Heath seconded and the motion passed.

New Business

Mr. Rechs asked for volunteers for the Nominations Committee to elect the President, Vice President, and Treasurer. Ms. Smith, Mr. Rechs, and Ms. Heath volunteered for the committee.

The next regular meeting of the Rapides Parish Library Board of Control is scheduled for Tuesday, November 18, 2014, at 4:00 p.m., at the Huie-Dellmon House.

The meeting was adjourned at 4:45 p.m.

Respectfully submitted by

Laura-Ellen Ayres
Secretary

Glenn Rechs
President

October 2014