

Rapides Parish Library
Board of Control
February 18, 2014
Minutes

The regular meeting of the Rapides Parish Library (RPL) Board of Control was called to order by President Susie Smith at 3:30 p.m. in the meeting room of the Huie-Dellmon House, located at 530 Saint James Avenue, Alexandria, Louisiana.

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

Mrs. Smith called the meeting to order, led the Pledge of Allegiance, and called for a moment of silence. Mr. Steve Rogge noted that some changes had been made to the agenda after it was mailed to the Board members. Mrs. McMahon moved to approve the revised agenda, Mr. Walker seconded and the motion passed on a unanimous roll call vote. Mr. Walker moved to approve the minutes from the January Board meeting, Mrs. McMahon and Mrs. Heath seconded and the motion passed.

Financial Report

Mr. Jimmy Holsomback gave the financial report for the month of January. Mr. Holsomback told the Board that January had been a very profitable month for the Library. He said the Library collects the bulk of its income in January and February, and he also stated the book budget, retirement system statutory fee, and payroll provide the bulk of the expenses for the month of February. Mr. Walker made a motion to approve the February finance report, Mrs. Jordan seconded and the motion passed.

Director's Report

Mr. Rogge explained why he was unable to attend the January board meeting. He also welcomed Mrs. Pat Barber who had missed several meetings due to health issues. Mr. Rogge announced there would not be a monthly statistics report due to a death in the family of a staff member.

Mr. Rogge reviewed the full Annual Report and told the Board that the pictorial summary would be distributed to the public. He reviewed the Director's report and updated the Board on the new King Branch construction. He said that even though the crew had been unable to work for several days due to the weather, the completion date is still set for June, 2014. Mr. Rogge told the Board the construction progress could be followed on the RPL website, under the King Construction Blog. He said once construction on the King Branch is completed, it will be necessary for the Board to address needed updates for the Robertson Branch. Mr. Rogge also told the Board that in approximately two to three years changes to the Gunter Branch will need to be made. Mr. Rogge highlighted Staff Development Day and told the Board that the Library will plan this as an annual event. He also updated the Board on the new Bookmobile which should arrive in a few weeks.

After reviewing the annual statistics and observing that reference questions were lower than the previous year, Mrs. Barber asked if this was because more people were using their computers to find answers to their questions. Mr. Rogge confirmed this was the reason for the drop in reference questions.

Direct Services

Ms. Laura-Ellen Ayres reported that due to the winter weather our area had experienced, the Library had to close for a few days. These dates were January 24th and 29th. On January 30th, the Library reopened at noon. February 11th the Library was also closed due to the weather, and reopened on February 12th at noon. Mrs. Ayres said the Johnson Branch experienced a power outage on February 12th and could not open, but opened again on February 13th. Ms. Ayres explained to the Board that the Library usually follows the same inclement weather policy as the Rapides Parish School Board, but Mr. Steve Rogge, as Library Director, makes the final decision. Ms. Ayres added that if the Louisiana State Police advises motorists to stay off the roads, then the Library usually closes.

Human Resources Report

Mrs. Carolyn Colwell asked Mr. Gregory Walker to give the Board an update on the Search Committee for a new Director. Mr. Walker said an announcement will be posted beginning March 1 and applications will be accepted through March 31. He stated the announcement will initially be posted within the state of Louisiana and then, if needed, will be announced out of state. Mr. Walker will update the Board at the April meeting and interviews will be scheduled for April and May. He said they hope to hire a new Library Director by the end of May so that he or she can assume their new position by July 1.

Ms. Colwell asked the Board to ratify Sonya Jeter as a 40 hour a week circulation clerk and support clerk. Mr. Glenn Rechs made a motion to ratify Ms. Jeter, Mrs. Linda McMahon seconded and the motion passed.

Mrs. Mariann Strange, manager of the Robertson Branch, presented Mrs. Jo-Ellen Barton a twenty year service award, along with a certificate and new name tag. Mrs. Smith, on behalf of the Board, thanked Mrs. Barton for her years of service.

Unfinished Business

Mr. Rogge updated the Board on the Investment Policy saying minor changes had been made, the principal change being: deposits are to be made biweekly. Mr. Walker inquired as to how often deposits are usually made. Mr. Holsomback said deposits are made bimonthly. Mr. Rogge added that if there is a large deposit to be made, then the deposit is made sooner. Mr. Rechs moved to make the recommended changes to the Investment Policy, Mrs. McMahon seconded and the motion passed.

New Business

Mr. Rogge updated the Board on the book thefts. He said the detective working on the case informed him that two arrests have been made. Mr. Rogge said he and Ms. Ayres are still working on this situation and of the 239 books that were stolen, 195 have been recovered. Of the 195 recovered, eleven were damaged; and there are still 44 books unaccounted for. He said five library cards were used, all of which were used without permission from the owners, or seem to be false identities. Ms. Ayres stated that under the proposed change in the circulation policy, the account of anyone acquiring a new library card and having more than 20 checkouts at one time will be flagged and ILS will investigate. She also said no more than 25 items at a time per customer should be checked out. The policy includes a new checkout limit of five for adult new bestselling books, and the limit of 10 VHS checkouts is dropped since people do not use these as much. Mr. Rogge said they plan to tell the branch managers to use discretion with their customers. If the branch managers know their customers well, they have permission to allow those customers to exceed the new limits. Mrs. Barber moved to approve the changes, Mrs. McMahan seconded and the motion passed.

Mr. Rogge discussed a revision of the current sick leave policy. He said the Library has had a series of HR personnel, each with a slightly different opinion as to how they wanted to handle sick leave. Mr. Rogge said this has confused the staff, so there is a need to make changes to the current policy. He suggested rewording the first paragraph to state that no employee will receive payment for unused sick leave if they leave the Library. He also said the paragraph regarding medical leave was updated. Mr. Walker moved to accept the modifications, Mr. Rechs and Mr. Fairbanks seconded and the motion passed.

The next regular meeting of the Rapides Parish Library Board of Control is scheduled for Tuesday, March 18, 2014, at 3:30 p.m., at the Huie-Dellmon House.

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

Respectfully submitted by

Steve Rogge
Secretary

Susie Smith
President