

Rapides Parish Library
Board of Control
November 18, 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. Ralph Roach, Dr. Pat Barber, Ms. Le'Anza Jordan, Mr. Michael Fairbanks, and Mr. Greg Walker.

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

Minutes

Mr. Rechs reported that the October minutes incorrectly stated that Mr. Walker had sent a letter to the Attorney General requesting his opinion of the Library's meeting room policy. Mr. Walker's name was replaced with the name of Assistant District Attorney Tom Wells, who sent the letter of inquiry to the Attorney General's office. Ms. Smith made a motion to approve the corrected October minutes, Mr. Fairbanks seconded and the motion passed.

Financial Report

Mr. Jimmy Holsomback gave the financial report. He said that although the October financial statement showed little income, it did reflect \$21,000.00 received from State Aid. These funds will be used for automation projects and to purchase new books.

Mr. Holsomback reported that the Library received \$1,200.00 for the sale of the old Bookmobile, which was sold at auction. The capital projects account balance is \$112,417.43, of which \$5,628.00 will be used to pay for the King Branch automatic door.

Dr. Barber asked what determines the amount of money the Library receives from State Aid. Mr. Holsomback said the state legislature distributes the money to the State Library of Louisiana, which in turn distributes pro-rated amounts to the public library systems.

Mr. Fairbanks made a motion to approve the October financial report, Ms. Smith seconded and the motion passed.

Director's Report

Ms. Laura-Ellen Ayres gave the Director's Report. She announced that the statistical report was not completed in time for the November meeting, but will be ready for the December meeting.

Ms. Ayres introduced and welcomed new board member, Ralph Roach. She also told the Board about her emergency surgery in October, and thanked administration for overseeing the continued operation of the Library, in her absence.

Ms. Ayres reported on the recently held Staff Development Day, at Westside Regional and thanked the staff members who helped make it a success.

Direct Services

In the absence of Direct Services Coordinator Lenna' Mouton, Carolyn Colwell reported that the installation of new automatic doors at the King Branch was completed on Monday, November 17, 2014.

Human Resources Report

Ms. Carolyn Colwell gave the Human Resources report. She announced Main Library's circulation manager Brenda Harvey's retirement and introduced Ms. Linda LaFever as her replacement.

In addition to the hiring of Ms. LaFever, four new substitute clerks were hired, as well as a Bookmobile clerk.

IT

Ms. Janie Primeaux gave the IT report. The IT department is in the process of replacing the routers at all branch locations. Square Readers, which can accept debit and credit cards, will be installed in the final four branches by the end of December.

IT trainer, Chester Mealer, will be teaching an all-day Beginning Excel class Wednesday, December 10, 2014, 9:00-5:00 at the Westside Regional Library. This class is free and open to the public. Additional classes will resume in January, 2015.

Public Relations

Ms. Suzanne James gave the Public Relations report. Through the cooperation of the Rapides Parish Schools, the Library continues to issue library cards to students through the Cards4Kids program.

Ms. James has reestablished the Library's connection with Red River Radio in Shreveport. The radio station has agreed to announce any Library activities which would benefit their local listeners. This service will be at no cost to the Library.

Ms. James said the Library is utilizing social media as a means of reaching the public and encouraged the Board to connect to the Library via Facebook, Instagram, Twitter, and Pinterest.

Unfinished Business

There was no unfinished business to address this month.

New Business

Mrs. Le'Anza Jordan, chair of the Finance Committee, reported that the Committee had met with Mr. Holsomback to review the proposed budget for 2015. She asked Mr. Holsomback to present the budget information to the Board. Mr. Holsomback said he feels the budget is strong. He reviewed the budget and stated that the total projected revenue was over \$5 million.

The budget proposal includes a 3% salary increase for all employees, which coordinates with the regular step increase for the year. Health insurance had a 25 % increase on the standard plan and a 12 ½ % increase on the managed care option plan, due to an increase in claims which made our loss ratio at 147%. With this increase, the Library will be paying 79 % of the premium, while the employee pays the remaining 21 %. The proposed budget will absorb the increase in health care coverage for participating staff members. Mr. Holsomback said that salary and benefits are 63 % of the budget, including almost 30% for health care. According to Mr. Holsomback, approximately 50% of eligible employees utilize the health care coverage offered by the Library.

With regard to the set-aside funds, Mr. Holsomback stated that the Finance Committee decided to make a proposal to transfer the full amount of \$71,000.00, from the Bookmobile account into the automation account. He also stated that the 2014 revenue will be \$563,000.00 over the projected expenses. This amount will go into the fund balance for 2015. The Finance Committee's approval served as motion to accept the 2015 Budget. Ms. MaMahon seconded and the motion passed. Copies of the proposed budget will be made available to the public and an announcement in the *Town Talk* will appear on November 30, and December 7. The Board will formally adopt the 2015 Budget at the December board meeting.

Outreach and Youth Services

Mr. Rechs asked if there was any further business. Ms. Tammy DiBartolo gave the Outreach and Youth Services report. She said that the Bookmobile will begin stopping at the VA Hospital. She also thanked Public Relations Officer Suzanne James for designing the flyers for the many Library programs. Ms. DiBartolo concluded her report by announcing several upcoming programs to be held at Westside Regional.

The next regular meeting of the Rapides Parish Library Board of Control is scheduled for Tuesday, December 16, 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