

**Rapides Parish Library
Board of Control
January 15, 2019**

Minutes

The regular meeting of the Rapides Parish Library (RPL) Board of Control was called to order by Board President Gregory Walker at 3:30 p.m., at the Martin Library, 801 Shamrock St., Pineville, LA

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

Mr. Walker led the Pledge of Allegiance and offered the invocation.

Board Member Reports

Mr. Walker congratulated Ms. McMahon for her appointment to the School Board.

Agenda

Ms. Havens made a motion to approve the agenda. Mr. Fairbanks seconded and the motion passed.

Minutes

Ms. Jordan made a motion to approve the December minutes. Ms. McMahon seconded, and the motion passed.

Financial Report

Business Manager Jimmy Holsomback reported that 2018 was another great year financially for the Library.

In December the last one-third of the State Revenue Sharing and \$296,677 in Ad Valorem Tax was received. Interest earned on bank accounts was 2.5% in 2018 which is larger than the budgeted amount for the past year.

The Operating Expenses were within the budget. He noted that the funds for the HVAC Reserve, Vehicle Reserve, and Automation Reserve has been transferred to the Set-Aside Account. Account No. 5070 was paid to replace the carpet at Westside Regional and was paid from the Contingency Fund. Funding from the Capital Project Account was used to prepare the Administrative Annex for the IT Department. An additional \$6,177 was required and is noted in Account No. 5755.

The Balance Sheet reports that the Library has sound finances. The assets are more than the liabilities. The current value of the Set-Aside Accounts include the funds transferred at year end. The next transfer to the Set-Aside Accounts will be in December 2019.

The balance in the Capital Projects Account is \$40.27. The account will remain open for future capital projects.

Mr. Thomas made a motion to approve the financial report. Ms. McMahon seconded and the motion passed.

The State Legislator requires an amended budget for any budget item over 5%. Mr. Holsomback present the amended 2018 budget with the adjustments highlight. These items were paid from the contingency fund.

Mr. Fairbanks made a motion to amend the 2018 budget. Ms. Havens seconded and the motion passes.

Director's Report

Ms. Laura-Ellen Ayres welcomed everyone to the Martin Library. She said that the Library was built in 1952 with funds provided by the Roy O. Martin family. Ms. Ayres introduced Branch Manager Pam Bennett.

Ms. Bennett welcomed the Board to the Library. Ms. Bennett worked as a clerk at the Martin Library for seven years and has been manager for one and a half years. Rachelle Kilgo is the Assistant Manager and Ginger Reeves is the clerk. Ms. Bennett said that they provide crafts and programs for the public. Ms. Reeves serves as the Library Ambassador and works with two area schools; Rapides Training Academy for children with special needs and Lakeview Headstart Pre-K.

Ms. Ayres shared that the wood in the building is different types of lumber from Louisiana. The Martin family knew the importance of libraries for the public.

Ms. Ayres presented the Collection Agency Report. The collection agency is Unique Management Services. Patrons who owe the Library more than \$50 are contacted by the agency. The goal is to secure the return of the materials. The report indicates that over \$20,000 in items and money was returned to the Library. The cost of the service is about \$5,000 making it cost effective. Unique Management Services is the best approach we have found to deal with people who have overdue materials, however Library fines can no longer be reported to the credit reporting agencies, due to a recent court's decision.

The Huie-Dellmon Trust reimbursed the Library \$13,400 for expenses associated with the Huie-Dellmon House. This reimbursement included new blinds throughout the building, several trees and shrubs were removed or trimmed and other general maintenance issues.

A grant from RoyOMartin Foundation in the amount of \$10,400 was received to replace the two 3D printers at Main Library, and to purchase six circuit makers. The new machines are precise cutting technology that will cut fabric, paper, wood and other types of materials. One of the circuit makers will be housed at Main Library in the new MakerSpace Lab. Three of the machines will be located in suburban library branches and the remaining two will be in the rural area branches. The machines are small, and, unlike the 3D printers, can be used at the branches. The two 3D printers we presently own will be used at other locations, until they can no longer run.

Ms. Ayres handed out a memo explaining an upgrade at Main Library.

- The books will be removed from the children's room and relocated to another part of the Library.
- The two offices at the end of the children's room, which were formerly offices, will become the MakerSpace. The wall between the offices has already been removed.
- The children's room and the MakerSpace area will be tiled once the books are removed. This project is already funded by funds spent in 2018.
- The newly tiled room will be used primarily for Main Programming.
- The Main Circulation Desk will be removed and a combined Circulation/Reference Desk will be in the center of the room. The furniture purchase will be about \$3,500 and covered under the 2019 Branch Furniture budget.
- Four glass study carrels will be installed in the place of the old Circulation Desk. These carrels will have three sides and open at the top. These rooms will count their use a study room usage.
- At the same time, the large manager's office at the front of the building will be converted into two manager's offices with glass walls and doors looking out on the public area.

The creation of the study carrels are in response to the strong relationship developing between the Library and the new community college. This area will be useful for those students and the students who already use Main Library.

The cost of the glass and other expenses is around \$25,000. The Fund Balance may be used if this cost cannot be absorbed by the end of the year.

During the first phase, which is when the books will be shifted and the new flooring installed, Main Library will be closed. These dates are Monday, January 28th through Wednesday, January 30th. The remainder of the project will be accomplished with the Library opened. Projection completion time is four weeks.

Mr. Fairbanks has recently renewed his term. Ms. Ayres administered the Oath of Office.

Outreach and Youth Services

Tammy DiBartolo, Outreach Services Coordinator, presented a written report. The first part of the report was submitted by Adult Programming Clerk Susan Baker.

Creative Con 2019 is almost here! February 9, 2019, will be our 6th annual event and will be held at the Best Western in Alexandria from 9am -5pm. What started out as a small event held in Westside's large meeting room has now become a wonderful showcase of local talent and community. This year's *Creative Con* will be the best one yet.

We have local celebrities Dan Forest and Christee Atwood as emcees and panel moderators. We have also heard from the Star Wars Bast Alpha, the Louisiana Garrison of the 501st Legion. They saw an advertisement for *Creative Con* and want to have the 501st/Rebel Legion attend our event!

There will be Dr. Who and Harry Potter experts leading panel discussions as well as David LeBeouf, a professional magician, sharing some of his secrets. The Louisiana Cosplay Players will

be there as well. A group of LARPs will be returning this year. LARP is Live Action Role Players. Be prepared to be entertained by their demonstrations of combat and sparring.

In addition we will have the Library's 3D printers, Virtual Reality, and Artemis tables. It's going to be a year to remember. Don't forget the vendors either. It's amazing to see the talent we have here in central Louisiana. Come join us! Submitted by Susan Baker

Ms. DiBartolo continued that the Outreach staff will once again participate in the Mardi Gras Free-Zone on Sunday, March 3rd, during the Alexandria Mardi Gras Parade. The Free-Zone is a place where tobacco, drugs, and alcohol are not allowed, making it a safe place for families with small children. There are jumpers, games, music, food and lots of activities for the children. The Rapides Parish Library has been a community partner in this event since its beginning.

Finally, we are in the planning stages of the *Great Stories Club* project in partnership with the City of Alexandria Recreation Department. We have decided to hold the program in tandem with our annual summer reading program. This way, we can not only hold the book discussions but encourage the participants to read for prizes during the summer.

IT

Systems Manager Janie Primeaux reported that the IT Department is adjusting to their new space in the Administration Annex building. They have already noticed how productive it is to have everyone in the same location.

Last month, we discussed testing new hardware for the public Wi-Fi. We installed it at the Administrative Annex and it seems to be working steadily. We will install it at King Branch next month. Main Library and Westside Regional Library will receive the new hardware next. The new hardware will be installed at all branches.

We have ordered new computers to finish our Windows 10 project. Boyce and Hineston Branches are the last two branches that will be upgraded with new Windows 10 computers. We also started replacing some of our staff computers with new computers.

Public Relations

Public Relations Officer Jennifer Hughes presented a written report. Focus has been on promotion for *Creative Con*. Signage for Main's MakerSpace Lab is finished and will be installed when the renovations are complete in the area.

Ebranch services were promoted in November and December which resulted in a large increase in *Homework LA* usage.

Direct Services

Direct Services Coordinator Lennà Mouton reported that a six week coding classes begin at Main Library on January 29th and at King Branch on January 31st. These classes are a result of a partnership with CLEDA.

Main Library will host a *Family Reading Night* for Huddle Elementary School on January 17th. The children will receive extra credit for coming to the Library with their parents. There will be activities and snacks for the children. Main Library is near the residences of the children who attend Huddle Elementary School. Ms. DiBartolo added that this will be similar the *Prime Time* event that was recently hosted at Libuse.

Human Resources

On behalf of Human Resources Manager Jackie Brown, Mr. Walker presented Matt Martin for ratification. Ms. McMahon made a motion to ratify Mr. Martin. Mr. Fairbanks seconded and the motion passed.

Unfinished Business

None.

New Business

Ms. Ayres presented the Paper Copy Procedure for renewal. This procedure requires a vote from the Board of Control since it sets fees for coping, faxing and scanning. Business Manager Jimmy Holsomback has examined the fees and determined that they are still in line with costs. There is no change since the last time the Board looked at this. Ms. Cox made a motion to renew the Paper Copy Procedure. Ms. McMahon seconded and the motion passed.

Ms. Ayres presented the Records Retention Policy for renewal without any changes. Ms. Fairbanks made a motion to renew the policy. Ms. Cox seconded and the motion passed.

Mr. Walker presented the meeting dates for 2019:

- January 15 at Martin Library (Pineville)
- February 19 at Huie-Dellmon House
- March 19 at McDonald Branch (Glenmora)
- April 16 at Huie-Dellmon House
- May 21 at Huie-Dellmon House
- June 18 at Huie-Dellmon House
- August 20 at Glankler Media Lab (Main)
- September 17 at Huie-Dellmon House
- October 15 at Robertson Branch (Tioga)
- November 19 at Huie-Dellmon House
- December 10 at Huie-Dellmon House

Ms. Havens made a motion to adopt the meeting dates for 2019. Mr. Fairbanks seconded and the motion passed.

Ms. Ayres offered two proposals for committee appointments. After discussion it was decided to accept the first proposal. The standing committees for 2019 are below:

Finance Committee: Ms. Jordan (chair), Ms. Havens, Mr. Roach
Long Range Plan: Ms. McMahon (chair), Ms. Jordan, Mr. Thomas
Personnel: Mr. Fairbanks (chair), Ms. Havens, Ms. Arrington

Properties: Mr. Roach (chair), Mr. Fairbanks, Ms. Cox

As President, Mr. Walker is voting member of all committees.

The next regular meeting of the Rapides Parish Library Board of Control will be held on Tuesday, February 19, at 3:30 p.m., at the Huie-Dellmon House.

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

Respectfully submitted by

Laura-Ellen Ayres
Secretary

Gregory Walker
President