

**RAPIDES PARISH LIBRARY
BOARD OF CONTROL
MINUTES**

September 18, 2012

The regular meeting of the Rapides Parish Library (RPL) Board of Control was called to order by President Glenn Rechs at 3:30 p.m. in the meeting room of the Huie-Dellmon House, 430 St. James Street, Alexandria, Louisiana.

Board members present were Dr. Pat Barber, Mr. Eddy Boddie, Mrs. Ann Heath, Mrs. Le' Anza Jordan, Mrs. Diane Lawton, Mrs. Linda McMahon, Mr. Glenn Rechs, Mrs. Susie Smith, and Mr. Gregory Walker.

President Rechs led the Pledge of Allegiance and then asked for a moment of silence. Assistant Director Laura-Ellen Ayres said item 12-a on the agenda should be changed to Johnson Hours Extension. Mrs. McMahon moved to approve the agenda with that change. Mrs. Smith seconded, and the motion passed. Mr. Rechs explained Administrative Assistant Jana Fryday had mistakenly sent the June minutes to the Board instead of the August ones. The Board chose to wait to approve the August minutes in October, after they had time to review them.

Assistant Director for Support Services Wesley Saunders introduced Processing Specialist Rhonda King. He said she was a hard worker and an efficient gatekeeper for bibliographic record accuracy. He then presented her with a 30 Year Service Award. Mrs. King said it had been a privilege to work at the Library. She said she'd been around to see a lot of changes, and she hopes to be around longer to see more changes.

FINANCIAL REPORT

Mr. Holsomback reviewed revenue and expenses for August 2012. He said we received \$13,279 in ad valorem taxes in August, which brought us to \$4,128,544 in ad valorem revenue for the year. We also received \$188 in E-Rate income in August, which brought us to a total of \$145,800 in E-Rate income for 2012. Income totaled \$25,031 for the month of August. This brought year-to-date income to a total of \$4,584,242. He said we had three payrolls in the month of August, which amounted in an expense of \$241,109. He also mentioned a \$15,398 payment on the interest of the loan we took out for construction a few years ago. He said we would complete those payments in 2014. He mentioned the Outreach Department came in under budget for Summer Reading Program expenses in August: \$29,775 was budgeted and they only spent \$25,940. Expenses for August totaled \$414,712, and \$3,396,715 year-to-date. Mr.

Holsomback said all income and expenses were normal for August 2012. Mrs. Lawton moved to approve the August 2012 financial report. Mrs. Heath seconded, and the motion passed.

Mr. Holsomback next mentioned the 2013 budget schedule in the Board packets. He explained he would be meeting with department managers in October, and the official word on tax revenue would come from the assessor's office during that month, too. He asked if he could present the budget to the Board Finance Committee on November 6, and they agreed to meet at the Huie-Dellmon House at 1 p.m. that day. He reviewed the rest of the budget process, including presenting it to the full Board and advertising it in the *Town Talk*, with final adoption of the 2013 budget planned for the December 18 Board meeting.

DIRECTOR'S REPORT

Mr. Steve Rogge reported that circulation moving averages have leveled off at a 4.8% decrease since July 2012 had a 3.5% decrease. Transactions went from a 3.39% increase in July 2012 to a 2.63% increase in August 2012; so, we're fairly steady in the positive numbers.

Mr. Rogge said Public Relations Specialist Jana Fryday had done a good job at lining up tax election speeches around the parish. So far, he has spoken at many senior centers and at the Pineville City Council meeting. He said Boyce Branch Manager Margie Mealer spoke at the Boyce City Council meeting because he had a schedule conflict that evening, and McDonald Branch manager Gail Goldberg would be speaking at a future Glenmora City Council meeting for the same reason. He also said Mr. Holsomback spoke at one senior center meeting because Mr. Rogge had a scheduling conflict. He recently ran into his first "tax curmudgeon" at a senior center, and he knows he'll run into more, but overall the speech reception has been good. He said Library customers and staff are picking up yard signs at all Library locations. Mr. Rogge put some out along some busy streets in town. He asked Board members to take some yard signs to help us distribute them. He also said there were copies of the postcard in the Board meeting materials, and he said that during the week prior to the election, these postcards would serve to remind our positive voters to support us at the polls.

Hurricane Isaac created very few physical problems for the Library. There was no roof damage, flooding, or other building problems. We did have one server damaged, which resulted in the Internet not being filtered for a few days until the server could be replaced, but the computers still worked. He also said the telephone system was damaged in the storm, but it was soon fixed as well. The new shelter at LSUA took in almost all of the evacuees that stayed in the area. They left much quicker than expected as well. Youth Services staff did do storytelling for evacuee children one time, and some gift magazines were delivered to the shelter by Johnson Branch staff. We didn't experience significant numbers of evacuees visiting our libraries, but we had procedures in place for them.

Mr. Rogge concluded his report by saying we had begun the application process for the Martin Foundation grant. He said the Library would use this money only to replace the carpet at the Martin Branch because the estimated cost is \$13,060. Since we are submitting the application this soon, it will be in the Foundation's hands in plenty of time.

DIRECT SERVICES

Assistant Director Laura-Ellen Ayres said we had trained five new substitutes for the upcoming holiday season, as well as new Facilities employee Jason Arnold. She also said we were in the process of creating logins and doing other administrative work after installing Sierra, the new library system platform. On October 6th, Innovative will be loading the final version of Sierra. After that, we will begin to load the software onto individual PCs and to train our staff. We should be completely moved over to Sierra by the end of the year.

OUTREACH SERVICES

Outreach Services Coordinator Tammy DiBartolo said the Readings in Literature and Culture (ReLiC) program, facilitated this year by Dr. Ginger Jones from LSUA, began on September 6 at Westside Regional, and there were no empty seats. She also mentioned Dr. Jones would be giving the Big Read keynote address on October 13th at 6 p.m. at Westside Regional, and she invited everyone to attend.

She said the Bookmobile had a few minor issues early in the month, but Bookmobile Manager Tammy Valenzuela and Outreach Clerk Jane Thurmond are back on the road. They will bring the Bookmobile to the Big Read Kick-off at Renegade Harley Davidson on September 22nd, and they will be giving tours of the bookmobile and issuing library cards. She said Red Carpet and Volunteer Coordinator Londa Price was visiting nursing homes and senior centers in the area; Mrs. Price continues to do programs and activities with the clients at these centers. She is currently planning holiday bingo games for these centers. Mrs. DiBartolo also reported that Preschool Outreach is still visiting 63 daycare and Head Start centers on a three week rotation. She said they held another teacher training session on September 1st, and that daycare providers and Head Start teachers appreciate that the Library offers these training sessions at no charge.

She said Prime Time Family Reading Time was still in the planning stages and would begin on October 8 at Westside Regional. This program will last six months. The Outreach staff is also finalizing plans for Tales Along the Bayou, their annual ghost story event at the Kent Plantation House.

HUMAN RESOURCES

Human Resources Administrator Carolyn Colwell said she and Ms. Ayres had interviewed thirteen applicants and hired five new circulation/reference substitutes. She referred to a handout with pictures and bios on these new employees. She called the Board's attention to Keisha White, who would also serve as an Outreach Clerk. She said Ms. White had a lot of experience working with children and would be a real asset to the Outreach Department.

INFORMATION TECHNOLOGY

Systems Manager Janie Primeaux said that Webmaster Chester Mealer was recording the ReLiC program, and those recordings could be accessed from the website, www.rpl.org. She also said her teen keyboarding class on the previous Saturday went very well, and now there is a waiting list for the next one.

UNFINISHED BUSINESS

Ms. Ayres reminded the Board that they voted to allow the Johnson Branch to extend their hours on Thursdays from 1-5 p.m. to 9a.m. to 5p.m. as a test through September. She said Branch Manager Mary Murry said these extended hours were working very well. She asked the Board to approve these extended hours permanently. Mrs. Lawton moved to permanently extend the Johnson Branch's hours on Thursdays from 1-5 p.m. to 9a.m. to 5p.m. Mrs. Smith seconded, and the motion passed unanimously.

NEW BUSINESS

Mr. Rogge reminded the Board that the State had recently passed a law regarding sex offenders that required the Library to create a new policy. He said the new law would go into effect on January 1st, and the State Library would like to approve our policy before we make it official. He reviewed each section of the proposed policy, and called the Board's attention to the "Other notes" section. He said all citizens, including sex offenders, needed access to Library computers because applications for some government services were only offered online.

Mr. Rechts raised concerns regarding a policy that wasn't enforceable. Mr. Walker recommended that purpose number two in the policy, regarding protecting children from contact with sex offenders, be removed from the policy. He said keeping this phrase would create an affirmative duty on the staff. After some discussion, the Board decided to table this agenda item until the October Board meeting.

The next meeting is scheduled for October 16, 2012, at the Huie-Dellmon House.

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

Respectfully submitted by

Steve Rogge
Secretary

Glenn Rechs
President

September 2012