

RAPIDES PARISH LIBRARY
BOARD OF CONTROL
MINUTES
August 20, 2013

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, 530 Saint James Avenue, Alexandria, Louisiana.

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

Mrs. Smith led the Pledge of Allegiance and then asked for a moment of silence. Mrs. Lawton moved to approve the agenda. Mrs. McMahon seconded, and the motion passed. Mrs. Smith asked if any Board members or guests had comments. No one responded, so the meeting moved forward. Mrs. Heath moved to approve the minutes from the both the June and July Board meetings. Mrs. McMahon seconded, and the motion passed.

FINANCIAL REPORT

Business Manager Jimmy Holsomback reviewed financial reports and branch activity reports for June and July of 2013. Mrs. McMahon moved to approve the June and July 2013 financial report. Mrs. Heath seconded, and the motion passed. Mr. Holsomback informed the Board that the new Bookmobile was ordered on August 8, and that construction on it is currently underway. The expected delivery of the new vehicle is April or May of 2014.

DIRECTOR'S REPORT

Mr. Steve Rogge reported statistics for June and July. Mr. Rogge reported on the status of the school property acquisition for the new King Branch. He said that the wetlands audit came back as negative, meaning the land was not determined to be a wetland. He said before the library could expand to the back portion of the property, it would require obtaining a variance from the City of Alexandria and the Levee Board for the 100 foot servitude. Mr. Walker said he sees a lot of red flags with the potential new property. He was concerned that the architects didn't mention these issues about obtaining waivers for a variance. He was concerned about the high voltage transmitter on the property, and the fact that customers would have to drive through the parking lot in order to go through the drive-through book pick-up and drop-off. Mr. Walker referred to Mr. Well's letter suggesting waivers and variances be obtained before proceeding with the purchase of the land and start of the building project.

Mr. Rogge said they did not experience any issues with the architects failing to report issues with the other three projects they completed for the library. Mrs. Lawton asked if the servitude issue could be resolved before October 4. Mr. Rogge said the variances would not affect the current building project or the King Branch any time in the foreseeable future. Mr. Rogge recommended

the Board move forward with the King project as to not delay reopening the branch. The Board agreed and the meeting moved forward.

Mr. Rogge said that bids would be opened for the construction of the library on October 4, 2013 in the meeting room of the Huie-Dellmon House. The standard bid would include a brick front and metal sides for the new King Branch, and that an additional bid would be sought for bricking the building all the way around. Mr. Rogge announced the library opened bids on the old King Branch furniture and received one bid of \$75 for the lot by the Genealogical Society. The Genealogical Society will be donating selected pieces of the furniture to the Evangeline Parish Library.

Mr. Rogge said the automatic door opener project at Westside Regional Library should be completed by the end of the week. The automatic door opener project at the Main Library should be completed by the end of next week.

Mr. Rogge briefly concluded by mentioning the Letters to the Editor concerning throwing away used books. He said he also received a phone call from a local college student from China wanting to know if it would be possible for the unwanted books to be sent to China for use in enhancing English language skills. Mr. Rogge said he was doubtful that any Chinese universities would be interested in the books, as they were not selected for purchase in the Friends of the Library Annual Book Sale, or at the free table, but that he had referred this to the Assistant Director for Support Services Wes Saunders.

Mr. Rogge updated the Board on the status of the acquisition of the Gunter property. He talked to Mrs. Jessie Gunter concerning the sale of her property, which is currently appraised at \$60,000. The law prohibits the Library from offering more than the appraised value, and Mrs. Gunter was not interested in the offer.

DIRECT SERVICES

Assistant Director for Direct Services, Laura-Ellen Ayres asked the Board to move the new business agenda item on the Staff Development Day up to her report so that she could speak about it now. The Board agreed. Mrs. Ayres referred to the memo she previously sent the Board regarding using Veteran's Day for staff development. She asked the Board for a motion to approve using that day annually as a staff training day. Mr. Walker made the motion to approve the use of Veteran's Day annually for a staff development day. Mrs. McMahon seconded and the motion passed unanimously.

Mrs. Ayres reported that Boyce Manager Margie Mealer worked with Facilities staff to clean out the back room of the branch in order to create an office. This behind-the-scenes space has allowed Margie to become much more productive. Also at Boyce, IT installed a new self-check machine.

Mrs. Ayres said all the branches had a great Summer Reading Program, and have now all completed their end-of-program parties for the medal recipients. She said many of the library

managers and staff are busy visiting their local schools during the back-to-school open houses to promote the Library.

Mrs. Ayres said the completion date for the new Johnson circulation desk has been set for the end of September. This will include a new desks and a new arrangement for the public PCs as well. Plans also include a new self-check machine.

For the Louisiana Library Association news: McDonald Branch Manager Gail Goldberg has begun to serve her term as Vice Chair / Chair Elect of the LaSSAL (Louisiana Support Staff Association of Libraries) Section of LLA. As a part of her duties, she has been work on the LaSSAL Conference, being held here in Pineville on Friday, September 27th. Also beginning a term is Westside Regional Manager Brandon Beckham, who has been appointed to the Louisiana Libraries Editorial Board. Finally, Mrs. Ayres began a term serving as the Chair of the Public Section of LLA.

Mrs. Ayres said the beautiful plantings in the urns on Main Library's porch were donated by Emmanuel Baptist Church.

On a sadder note, Mrs. Ayres said the King Bookmobile stop would no longer be available, as only one customer came to the Bookmobile stop, and that customer is not affected by the end of the stop because she regularly goes to the Main Library.

IT

Mrs. Janie Primeaux reported that IT installed a self-checkout computer at the Boyce Branch and one at the Johnson Branch. We now have self-checkout computers at all of our branches except Martin, Main and King.

Office 2010 has been installed on all of our staff computers and now we have started installing it on our public computers. There are very few changes from Office 2007 to Office 2010. Once we have Office 2010 installed on the public computers we will begin teaching Office 2010 classes instead of Office 2007 classes.

Trina Kirk is teaching a How to Create Labels class in September. We teach this in our intermediate classes but some of our customers just want to know how to create their own labels. She will create the names and addresses in Microsoft Excel and then show how to merge the names and addresses into a Microsoft Word label.

PUBLIC RELATIONS and FRIENDS OF RAPIDES LIBRARY

Ms. Rachael Hartman reported that the Annual Friends of the Library Book Sale at Westside Regional Library was a great success. The Friends raised just over \$6,000 with the sale.

Media coverage for the past two months included the Rapides Parish Library being featured at least twelve times through various media outlets. The HDH meeting room is currently scheduled for use by two outside groups before the end of the month.

HR

Mrs. Carolyn Colwell reported there are two new employees at Rapides Parish Library. Mary Jane Guidry was selected as the new Circulation and Reference Clerk at the McDonald Branch.

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Sonya Jeter was chosen for a shared position as the 20 hour Circulation / Reference Clerk at the Robertson Branch and the 20 hour Support Clerk.

UNFINISHED BUSINESS

Mrs. Karla Kirby from Outreach Services said they would bring the Summer Reading Program statistics to the next month's Board meeting.

NEW BUSINESS

Mr. Jimmy Holsomback reported a recent IRS compliance review, which we passed. As a result of that review, two issues need to be addressed:

First, he asked the Board to approve a resolution to make employee contributions be treated as employer contributions, as to not include the contributions in the participant's gross income until distributed. Mrs. McMahan made a motion to approve the resolution. Mrs. Heath seconded and the resolution passed.

Secondly, Mr. Holsomback asked the Board to approve a change in the Meal Reimbursement Policy, which was also a result of the IRS compliance review. The change would mean that employees would no longer be reimbursed for the cost of meals on day trips, but they still would be reimbursed for the cost of meals on overnight trips. Mrs. Pat Barber made the motion to accept the change to the Meal Reimbursement Policy. Mrs. McMahan seconded, and the change was accepted by the entire Board.

Mr. Rogge announced that Mrs. Diane Lawton's term on the Board of Control was over and he presented a plaque to her commemorating her years of service. Mrs. Lawton accepted the plaque.

The next regular meeting of the Rapides Parish Library Board of Control is scheduled for Tuesday, September 17, 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

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