

**Rapides Parish Library
Board of Control
November 13, 2018**

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 Huie-Dellmon House, 430 St. James St., Alexandria, LA.

Board members present were: Ms. June Arrington, 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.

Absent: Ms. Dana Cox

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

Agenda

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

Minutes

Ms. Havens made a motion to approve the September minutes. Mr. Roach seconded, and the motion passed.

Financial Report

Business Manager Jimmy Holsomback reported that as expected there is very little revenue for the month. Interest on the checking accounts continues at a high rate of 2.2%. Operating expenses were the normal monthly expenses. A flag pole was installed at the McDonald Branch in Glenmora which is recorded at Account No. 5794. Revenue and expenses are on target for the year.

The recent purchase of the Administrative Annex building was noted on the Balance Sheet in the assets section. The Capital Projects account balance is \$20,911 some of which will be used for upgrades in the new building including lighting and furniture.

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

Director's Report

Ms. Laura-Ellen Ayres invited the Board to attend the Staff Association Christmas Party at the Diamond Grill on December 2nd. She reported that the Library was closed on November 1st due to the tornadic weather the previous evening. There was no damage to any of the Library buildings and the Library reopened on November 2nd.

The Facilities Department is working on upgrades in two areas of the Library branches. Westside Regional will receive new flooring around the public computers and on both sides of the circulation desk. The worn and stained carpet will be replaced with vinyl planks.

The books in the children's area of Main Library will be moved to a different area and the carpet replaced with tile. This area was originally designated as a meeting room, and will be returning to that use.

Another project that will be completed soon is the consolidation of the Main Circulation and Reference Desks into one desk in the center of the public area. The original layout of Main Library had one central desk located in the center of the Library. The area that is currently the circulation desk will be divided into "study bays" with glass walls separating the space. The bays will not be soundproof like study rooms at other locations since they will be open at the top, due to the height of the ceiling, and possibly will have no doors. The current manager's office is large, and will be made into two offices for the manager and assistance manager. Estimates for the changes are being obtained.

The Administrative Annex has been rekeyed, pressure washed, the electric and gas connected and a keypad has been installed to the gate at the patio. The staff can enjoy the patio area for lunch and breaks during nice weather. More lighting and receptacles will be added to new building, in addition to security cameras, phone and additional wiring for IT purposes. It was recently discovered that the bottom of the glass wall leaks and must be resealed.

Ms. Ayres has contacted Felicia Walker from Community Development Works at the Rapides Foundation regarding finding a consultant who can write grants and provide other information for the future improvements for the Boyce Branch.

A draft of the Long Range Plan was provided to committee members. Ms. Havens is the chair of the committee which will meet on November 30th at 3:30 at the Huie-Dellmon House.

Ms. Ayres presented a report showing the number of Library cards created from August to October including the Card 4 Kids initiative.

Mr. Fairbanks volunteered to chair the Nominating Committee. Ms. Arrington and Ms. Havens agreed to serve on the committee. The committee will present nominations at the December Board of Control meeting.

Direct Services

Direct Services Coordinator Lennà Mouton presented a written report. She reported that the system-wide Fall Festival *Camp Out with a Book* was well attended. Westside Regional, Libuse Branch and King Branch had the highest attendance. There were a total of 168 children, 36 teens and 127 adults that attended the event at all locations. Next year, the fall-themed event may be held on the Saturday before Halloween.

The coding and electronic camps are creating excitement. The Outreach Services Department is paying for the supplies needed. Mr. David Sproles volunteers to teach at some of the camps and has recruited two other volunteers to teach at the additional locations.

Westside Regional Library will be closed from November 16th to November 21st to replace the worn carpet in the high traffic areas. It will reopen the day after Thanksgiving on November 23rd.

Human Resources

Human Resources Manager Jackie Brown requested ratification for three employees.

- Lauren Leistman, Outreach Support Clerk
- Breeanna Ragas, Substitute Clerk
- Jennifer Hughes, Public Relations Officer

Ms. Jordan made a motion to ratify all of the individuals. Mr. Fairbanks seconded and the motion passed.

Outreach and Youth Services

Tammy DiBartolo, Outreach Services Coordinator, presented a wrap-up of *Rapides Reads*.

This year's *Rapides Reads* was a success and next year we hope to do even better! The success of an event this big depends on everyone coming together to make it happen and everyone did just that. The book choice The Great Gatsby by F. Scott Fitzgerald, was made by a staff vote. The event was highlighted on television, radio, and social media. Best of all, the staff encouraged customers to attend.

There were seventeen Great Gatsby themed programs throughout the library system and a kick-off event at the Hotel Bentley. The library staff worked hard to get the word out about the programs and their efforts paid off. Those who participated enjoyed themselves and are already asking about next year!

The *Rapides Reads* budget was \$4,500.00. Below is a breakdown of the expenses.

- The dancers cost \$500.00
- The decorations were \$200.00
- The books were \$2,000.00
- The food from the Bentley was \$1,700.00
- Postage and printing was \$100.00

Total expenses were \$4,500.00. The totals of each item were rounded off. Three hundred books were given away at various events.

A *Prime Time* grant has been received from the Louisiana Endowment for Humanities. The next *Prime Time* event will be held at Martin Library in the spring.

Two years ago, with a grant from the American Library Association, the *Great Stories* program was held at the Renaissance House. The application for the same grant will be submitted on Friday. If

the grant is received, the Library will partner with the City of Alexandria through its Rec 2 U program.

Every year, Outreach Service chooses a group to focus on. Last year was individuals with disabilities and the year before that was At-Risk youth. For 2019, the focus will be on veterans. Ms. DiBartolo has contacted the local VA hospital and will be working closely with them this year.

IT

Systems Manager Janie Primeaux reported that the Windows 10 and Office 2016 projects are continuing. McDonald Branch will receive ten new upgraded public computers tomorrow. The public computers at the Robertson Branch will be upgraded by the end of the year. Boyce and Hineston Branches will receive new, upgraded computers in January.

During 2019, circulation and staff computers will be replaced. Many of these computers are several years old.

Ms. Primeaux said that in October there were twenty-one different sessions for the VR equipment at Main Library. The usage will continue to increase as the public learns about the service.

Public Relations

Public Relations Officer Jennifer Hughes was attending a Library Marketing Conference in St. Louis and presented a written report.

Unfinished Business

None.

New Business

Ms. Ayres presented an updated Conflict of Interest Policy. The policy was updated to include all managers in the Library system. Ms. Havens made a motion to approve the updated policy. Mr. Fairbanks seconded and the motion passed.

Ms. Jordan asked Mr. Holsomback to present the 2019 proposed budget. Ad Valorem Revenue is expected to increase 4.5% over 2018. Interest earned is also projected to increase, since the interest received on checking accounts continues to be high. Salary expense includes a 3% increase for each employee on their anniversary date. A 5% buffer is included in the healthcare cost to account for any new employees during the year. The overall budget is \$6,400,000.

A new expense has been added for Manager Development Training, Account No. 4268. This training will be offered through the Human Resources Department. The Statutory Retirement fee and the book budget continue to be the largest expenses.

The replacement of the flooring at Westside Regional Library and Main Library will be paid from the contingency fund for the current year. Mr. Holsomback presented the estimated monthly expenses for the Administrative Annex building. The color copier, which is currently housed at the Technical Services Department at Main Library, will be moved to the Annex and a less expensive non-color copier will be purchased for the Technical Services Department.

The contingency fund for 2019 is projected to be \$85,000. Mr. Holsomback presented a Debt Schedule stating that the debt for the buildings at King, Robertson and Libuse will be paid off in 2024. He also presented written reports for the Cash Reserve and Set Asides, Ad Valorem History since 2002, Salary History since 2002 and Overhead Expenses History since 2006.

Ms. Jordan, on behalf of the Finance Committee thanked Mr. Holsomback, Ms. Ayres and the managers for working within the budget. Ms. Ayres reminded the board that the Library was financially emancipated from the Policy Jury several years ago.

Mr. Walker called for a vote and the motion passed unanimously.

Mr. Holsomback said that the announcement will be published in the *Town Talk* twice before the December meeting. The budget will be adopted at the December Board of Control meeting. The *Town Talk* is the official journal for the parish and the publication of the announcement meets the legal requirements.

The next regular meeting of the Rapides Parish Library Board of Control was rescheduled to Tuesday, December 11, at 3:30 p.m., at the Huie-Dellmon House. Mr. Walker reminded the members about the Christmas party on December 2nd.

The meeting was adjourned at 4:25 p.m.

Respectfully submitted by

Laura-Ellen Ayres
Secretary

Gregory Walker
President