

**Rapides Parish Library
Board of Control
September 15, 2015**

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, Ms. Linda McMahon, Ms. Le'Anza Jordan, Mr. Greg Walker, Ms. Ann Heath, Mr. Glen Rechs, Mr. Ralph Roach, Dr. Pat Barber, Mr. Michael Fairbanks, and Ms. Laura-Ellen Ayres.

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

Ms. Susie Smith was recognized for her 10 years of service as a member of the Board of Control. Ms. Ayres presented a plaque to Ms. Smith. Mr. Steve Rogge, former director, expressed appreciation to Ms. Smith as did board members.

Minutes

Mr. Fairbanks made a motion to approve the August minutes. Ms. Jordan seconded and the motion passed.

Financial Report

Mr. Jimmy Holsomback gave the financial report for the month of August. There was minimal income for the month, which was expected.

Two-thirds of expenses for the month were for salaries. Operating expenses year to date are \$3,441,648. Mr. Holsomback reported that he is confident that expenses will be less than the budgeted amount of \$5 million.

The Balance Sheet shows a strong fund fee going forward. The Robertson Expansion and Remodeling Report indicated \$220,387 has been spent to date. The foundation and the parking lot were finished by the end of August. Currently work is being done on the framing and roofing.

The Capital Projects has a cash balance of \$889,333.92 including a balance of \$108,000 from the King project which can be used for other capital projects.

Ms. Smith moved to accept the financial report, Mr. Fairbanks seconded and the motion passed.

Director's Report

Ms. Ayres requested that the Mission Statement review be delayed to next month.

The Robertson branch was closed until 2:00 PM today due to the installation of the rafters.

The appraisals for the Gunter expansion are not complete. The Property Committee meeting was delayed until the appraisals are received.

The Historic Preservation Tax Credit was approved for the flooring and glass walled media lab at Main Library. There is a 25% tax credit this project. The Library is expected to be closed 10 – 12 weeks. There is a meeting later this week to confirm a timeline. Only the public areas will be affected. The offices and the Children's Area will be able to continue to be used by the staff.

Paul Smith is continuing to work on the addition of the Main Library to the National Historic Register.

A reception is planned for the 50th anniversary of Main Library on October 22 from 2:00 PM to 4:00 PM.

Ms. Ayres reported that staff affected by the closing will be utilized in other areas of the Library system.

Direct Services

Ms. Lenna' Mouton reported that a marketing package has been created to promote the King Branch's late hours. Suzanne James, Public Relations Officer, has created flyers and tent cards to promote the later hours. The tent cards were displayed for a month at the Alexandria Mall. Ms. James also met with the Ministers of Economic Development (MOED) and presented flyers promoting the Library programs.

Data, circulation numbers, and meeting room report will be ready to report in November. The meeting room and the restrooms are accessible after hours to groups wishing to use the facilities. The meeting room at King is similar to those at Hineston, McDonald, and Westside Regional.

Human Resources

Ms. Carolyn Colwell, Human Resources Administrator, recommended ratification of Cynthia Rodriguez, Martin Circulation/Reference Clerk. Ms. Smith made a motion to approve the ratification, Mr. Fairbanks seconded and the motion passed.

Outreach and Youth Services

Ms. Tammy DiBartolo gave the Outreach and Youth Services report. She reported that 3,000 more children's books were circulated during Summer Reading Program than last year. Teen circulation was also up, but adult circulation was less than last year.

During *Rapides Reads*, an entire community reads the same book and attends book related activities. This year, the Library is promoting the event to high school and college students. The

book we are highlighting is Great Tales and Poems of Edgar Allen Poe. Students and adults are already signing up for the book discussions which are scheduled for September 29 and October 6. A symposium with Dr. Bill Robison is planned for October 17.

Tales Along the Bayou is scheduled for October 23rd at the Kent House. There were over 800 people in attendance last year. It is a free and family-oriented Halloween event.

Outreach staff will be at the Alexandria Mall on September 19 to promote *Rapides Reads* and Library Card Sign-up Month.

In October, a grant for the Prime Time Family Reading Time will be submitted. A police jury member requested that this event be offered at the King Branch.

IT

The IT report was given by Ms. Janie Primeaux. The projects to be completed by the end of the year are digital signs at the branches, surface tablets for each branch, and Windows 10 for the IT department and staff. The small TV screen in the Main Library lab will be replaced with a much needed 65 inch screen.

On Friday, Ms. Primeaux will attend the Cookbook Review Club at the Boyce Branch to demo Zinio. Zinio has many food-related magazines that will be of interest to the attendees.

Public Relations

Ms. Suzanne James presented Facebook pictures that were used to promote “Joe Cool” Library Card Sign-up Month. Children, adults and teens are signing up for library cards.

Ms. James reported that she is using social media to promote Library programs. She also presented table tents for *Rapides Reads*.

Tammy DiBartolo and Karla Kirby will be on KALB’s *Jambalaya* to promote Poe-related events on September 24.

About 375 Cards 4 Kids brochures were distributed at Mable Brasher Elementary and 400 to Buckeye Elementary.

Unfinished Business

Ms. Ayres met with Tom Wells concerning the Meeting Room Policy. Mr. Wells is reviewing and researching the policy. It is possible that political groups will be able to use the meeting rooms at a charge. The cost to the Library for a group to use a meeting room is \$0.60 to \$1.00 per hour.

New Business

No new business

The next regular meeting of the Rapides Parish Library Board of Control is scheduled for Tuesday, October 20, 2015, at 4:00 p.m., at the Huie-Dellmon House.

The meeting was adjourned at 4:20 p.m.

Respectfully submitted by

Laura-Ellen Ayres

Secretary

Glenn Rechs

President