

**Rapides Parish Library
Board of Control
October 17, 2017**

Minutes

The regular meeting of the Rapides Parish Library (RPL) Board of Control was called to order by President Michael Fairbanks at 3:30 p.m., in the meeting room of the Libuse Branch Library at 6375 Hwy 28E, Pineville, LA 71360.

Board members present were: Ms. June Arrington, Dr. Pat Barber, 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. Fairbanks asked for public comments. There were none.

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

Agenda

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

Mr. Roach welcomed everyone to the new Libuse Library.

Minutes

Dr. Barber made a motion to approve the September minutes. Ms. Havens seconded and the motion passed.

Financial Report

Business Manager Jimmy Holsomback presented the Financial Report. With three quarters of the year complete, financial obligations are on target. Collections are about \$200,000 more than the budgeted amount and additional revenue is expected in December.

Mr. Holsomback noted the Automation Reserve and Server Reserve will be added to the set aside accounts by the end of the year. Account No. 5010 is for books and other materials. It is one of the largest expenses and is on track for the year. Account Numbers 5783 through 5789 are reimbursable accounts from the Libuse project. These expenses will be reimbursed and finalized in December.

The Balance Sheet reflects the \$500,000 which was transferred to the Libuse Capital Project Account. Mr. Holsomback presented the budget for the Libuse Project which reflects the funds transfer. The remaining expenses for shelving, landscaping and other items will be paid out next month. The contractor was paid a retainer of \$125,000 and \$72,000 is due. It was noted that the amount for the demolition of the old buildings was less than the budget amount.

Mr. Thomas made a motion to approve the Financial Report. Mr. Roach seconded and the motion passed.

Director's Report

Ms. Laura-Ellen Ayres reported that Libuse Branch Manager Pam Martin has been waiting on a larger branch for several years. Ms. Ayres complimented the staff for their work to set up the new building. Lisa Salard, Wes Saunders and the Technical Services Department helped to move the books from the Gunter Branch since the trustees from the Sheriff's Department was unable to help with the move. Lennà Mouton coordinated and oversaw the move. Jimmy Holsomback coordinated the internet, security, and AT&T services. Les Guidry and the facilities staff put furniture together, hung pictures, and helped in many areas. Once the Gunter Branch closed, the Libuse staff worked every day to get the new branch ready to open within a week, and they accomplished that, opening on October 2nd. The staff include: Pam Martin, Branch Manager; Teri Sullivan, Assistant Manager; Shannon Gibson, Melissa Guild and Darlene Paul, Circulation / Reference Clerks. Sharon Coughlin is an outstanding volunteer who helps in many areas of the branch.

Ms. Ayres mentioned that the display case at the entrance has items on loan from the Louisiana Czech Museum. Future exhibits will feature historic photos from the Libuse community provided by the Louisiana Czech Heritage Association. Art from a Libuse patron will be featured in the meeting room. Additional furniture has been ordered, a plaque for the outside of the building will be installed soon and a plaque indicating that the bricks around the flag pole are from the original Tuma store will be added. Problems with the phones, internet and trash service have been resolved. Mail delivery has not been successfully transferred, although Mr. Holsomback is working with the Post Office.

The bookshelves that were purchased from Hastings Bookstore fit nicely with the décor of the building. Ms. Ayres encouraged all to tour the facility and look at the bronze chairs in the teen area. Unfortunately, the outside sign will be installed by October 30th, after the Grand Opening.

Ms. Jordan noted that the groundbreaking was on a cold day in January and the building is already finished in October. Ms. Ayres said that only change order done during the project was the sign.

The Personnel Committee has met and will have a series of meeting regarding the unfunded mandate to pay for retirees' insurance.

Ms. Ayres asked for volunteers for the Nomination Committee. Mr. Fairbanks will be the chair. Mr. Roach and Ms. Arrington will serve on the committee.

The Long Range Plan is being compiled. The committee will meet on November 14th at the Huie-Dellmon House at 3:30. The Long Range Planning Committee is Mr. Thomas (chair), Dr. Barber and Ms. Havens. As President, Mr. Fairbanks may attend all committee meetings.

Ms. Ayres handed out invitations to the 75th Anniversary Celebration on November 8th and information about *Tales Along the Bayou* at the Kent House. The 75th Anniversary Celebration is at every branch and Board Members are invited to participate.

Invitations for the Libuse Grand Opening on Tuesday, October 24th from 4-6PM were mailed. The Buckeye High School Band will play at 4:00 and the presentation will begin at 4:15. The pledge will be led by the Libuse Homeschool Children's Group.

Direct Services

Direct Services Coordinator Lennà Mouton introduced Libuse Branch Manager Pam Martin. Ms. Martin thanked the Board for their role in the construction of the Libuse Branch Library. The community is happy to have the new Library. Ms. Martin invited the members to look around and enjoy the Library.

Board Members asked about the Gunter Library building. Ms. Ayres explained as per the donation in the early 1980s from Mr. & Mrs. Carl Gunter, Jr., the property and building would be returned to the Gunter family 180 days after the building ceases to be used as a library. She reminded the group that the portable building from the Gunter Library will be used at Boyce for a meeting room and for Library programs. Ms. Ayres will send a letter to the Gunter family when the move is complete.

Ms. Mouton explained that, under the leadership of Pam Martin, the former Gunter Library and now the Libuse Library has increased circulation. The circulation statistics are comparable to Main Library and Westside Regional Library on some days.

The new hours at Westside Regional and Robertson began on October 2nd. Customers are requesting that the Library open earlier on Saturday. Ms. Mouton proposes that the hours of Westside Regional and Robertson Branch be changed to 9:00 AM to 5:00 PM on Saturday. Ms. Mouton explained that staff are reporting to work at 9:00 AM on Saturday and no additional staff would be needed for the change. During the time before opening, staff are shelf reading, weeding, inventory and other tasks that are easier done without interruption.

Ms. McMahon asked if there were any plans to extend the hours at the King Branch. Ms. Mouton said that is part of the Long Range Plan. The success of Robertson and Westside Regional will determine if and when other branches have the extended hours.

Ms. McMahon made a motion to extend the hours at Westside Regional and Robertson Branch Libraries to 9:00 AM to 5:00 PM on Saturday. Ms. Havens seconded and the motion passed.

Human Resources

No Report.

Outreach and Youth Services

Laura-Ellen Ayres reported that Outreach Services Coordinator, Ms. Tammy Dibartolo, was away, attending *Prime Time* at the McDonald Branch and had submitted a written report. Youth Programming Manager, Karla Kirby has a new addition to her family, Tucker Dwain Kirby. Mom and baby are doing well and Karla will return soon.

We have had a great turnout for our *Prime Time* program at the McDonald Branch. Branch Manager Gail Goldberg and her staff did a great job in getting the word out into the community. We even

reached some of the underserved parts of the community who don't always use the library. This is one of the missions of the *Prime Time* program, to reach out to the underserved and make them regular readers/library users. Gail has taken lots of photos and will add them to upcoming *Ripple* articles.

Plans are underway for our adult education/GED/HiSet initiative. Ms. Dibartolo attended a United Way Education Committee meeting and talked about our plans to network with providers of adult education and reach out to those adults who do not have a high school diploma. Mr. Wayne Denley with GAEDA was there and was so impressed by this idea that he met with Ms. Dibartolo. He wants to see economic development in the Alexandria Area. He hopes to get the Community College to work with us on this. He says that Alexandria has lost businesses and manufacturing opportunities because of the low number of high school graduates in Rapides Parish. So this is another excellent opportunity for the library to help our community. If anyone would like to help on any level with this project please let Ms. Dibartolo know.

Our ghost story contest, bookmark contest and preparations for *Tales Along the Bayou* are underway. I hope you plan to attend. It will be held at Kent House on October 27th from 6:00 to 8:30 PM, barring rain

Ms. Ayres reported on upcoming events.

- October 24th, 4:00 – 6:00: Libuse Grand Opening
- October 31st, 4:00 – 5:00: Open house with games and candy for children
- November 6th, 3:00: Police Jury will present a plaque for Rapides Parish Library Month
- November 8th, 2:00 – 4:00: 75th Anniversary Celebration at all branches
- November 10th: Staff Development Day, a day of education and fun for staff

IT

Ms. Janie Primeaux was on vacation and presented a written report. Bill Huffman and Roland Rodrigue started upgrading the public computers to Windows 10 and Office 2016. The Libuse Branch opened with Windows 10 and Office 2016. We are now working on the laptops at Westside, Robertson and Main. This will give us a chance to teach more Windows 10 classes.

Trainer Samantha Dusza has been getting great reviews from her classes. This month she created and taught a class on how to use Google Maps.

We hosted the North Louisiana Tech meeting last month in the media lab at Main. We had staff from several of the parishes north of us attend.

Public Relations

Ms. Suzanne James is out due to her husband having surgery. Her report is that everything is going well.

Unfinished Business

Ms. Mouton reported that Hineston Branch Manager Donna Crawford is retiring effective November 12th and has requested no retirement party. She would like to celebrate with her patrons. Ms. Mouton is actively seeking and recruiting to fill the open position.

Ms. Havens said that Ms. Crawford is well-known in the Hineston community and will be missed as the Librarian.

New Business

Mr. Walker has agreed to a second term with the Library Board of Control and the Police Jury has approved the renewal.

The next regular meeting of the Rapides Parish Library Board of Control is scheduled for Tuesday, November 21, 2017, at 3:30 p.m., at the Huie-Dellmon House.

The meeting was adjourned at 4:10 p.m.

Respectfully submitted by

Laura-Ellen Ayres

Secretary

Michael Fairbanks

President