RAPIDES PARISH LIBRARY
BOARD OF CONTROL
MINUTES

August 17, 2010

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, 430 St. James Street, Alexandria, Louisiana.

Board members present were Dr. Pat Barber, Mr. Eddy Boddie, Mrs. Ann Heath, Mrs. Diane Lawton, Mrs. Linda McMahon, Mr. Glenn Rechs, Mrs. Susie Smith, and Mrs. Alice Story. Ms. Lee Moore was not present.

President Smith asked for a moment of silence. Mrs. Heath moved to approve the agenda with the amendment that Board Member Reports and Guest Comments become the third item of business to comply with state laws. Mr. Rechs seconded. The motion was passed. Mrs. Smith asked members to add additions or corrections to the minutes of the regular June meeting, which they had received in the mail. She called for the motion to approve the minutes, which Mr. Rechs made. Mrs. McMahon seconded. The motion was carried.

FINANCIAL REPORT
Business Manager Jimmy Holsomback reviewed June and July income and operating expenses. He said the Louisiana Charities Trust donated $5,000 in June. He reported that RPL had received $36,194.00 of ad velorem taxes in June along with the normal branch income items. He pointed out a $15,000 fee paid to Rozier, Harrington, and McKay for the annual audit. Mr. Holsomback reported the 2010 budgeted income and operating expenses through July 31, 2010, were in order. Mr. Rechs moved to approve the financial report. Mrs. McMahon seconded, and the motion passed.

PENDING PROJECTS: Fuhrer Building Sale and Westside Parking
Mr. Holsomback said the sale of the Fuhrer Building closed today. The check will go to the Police Jury, and RPL will be reimbursed. This ensures we will have the money to re-roof the Main Library.

He also gave an update on the progress of the additional parking at the Westside Regional Library. The Notice to Proceed was issued by the architect, Alliance Design, on 8/10/2010. The contractor has 90 days to complete the project, with the final completion date being 11/10/2010. The recent rains have hampered the progress.

Additionally, Mr. Holsomback reported on the change made to the original drawings. At the last Board meeting, several members expressed concern about not being able to turn around in the parking lot without driving into a space and backing up. It was suggested that we have the architect present alternatives that would allow customers and/or employees to enter the parking lot and make a loop through it without having to back up to get out. Alliance Design presented RPL with several alternatives. We chose the one that seemed to best fit our needs and budget. The contractor presented a revised quote including this addition to the scope of their work. Mr. Rechs was thanked for his suggestions as to how this could be accomplished. The total amount of square yards of concrete in the parking lot project remains basically the same with this change.

This change to the plans will also require the dumpster pad and enclosure be relocated to allow for the turnaround. The cost of this change will revise the construction cost to $113,701.00. The total includes the cost of the Performance/Payment Bond as well as the revision to the original drawings. The revised drawings provide an additional 37 parking spaces, bringing the total to 71.

DIRECTOR'S REPORT

Mr. Rogge informed the Board that the state passed an amendment to the Open Meetings Law. This change stated that all public bodies must now call for a period of public comment before the voting "on an agenda item upon which a vote is to be taken" (Act 850 of 2010).

Overall transactions were up 24.22%, of which the King Branch was at the top. The Westside Regional Library's transaction statistics have improved by 46%, and we are no longer comparing Westside Regional's statistics to the Fuhrer Branch's statistics.

Alice Story and Susie Smith will soon reach the end of their terms, but both have agreed to serve an additional term, pending the Police Jury's approval.

The Main Library re-roofing project was delayed because the state passed a new law regarding construction projects for government agencies. The agency must post the job on a state website so contractors from areas outside the state can bid on the job. As a result, the bid for that project has been scheduled to reopen on August 31, 2010.

As a personal aside, Mr. Rogge announced he will be teaching Spanish again, but this time he will be teaching through Northwestern State University's online program.

ASSISTANT DIRECTOR OF DIRECT SERVICES

Laura-Ellen Ayres reported that the McDonald Branch recently held a very effective AARP Driving Class. As a result, the attendants would be able to save up to $100 per year on their insurance. Some McDonald customers have already signed up for the next workshop. The Glenmora Friends group also held a back-to-school party for the teens. The Friends provided the teens with a 6-foot sub sandwich as a token of appreciation for their help in the Glenmora Friends' sidewalk sale.

September is Library Card Sign-up month, and RPL is beginning a word-of-mouth campaign to increase our patron registration numbers. Mrs. Ayres would like this sign-up campaign to become an annual effort. She asked the Board to approve a fines-free week in September as a part of the sign-up campaign. This would mean RPL customers could return library materials, no matter how long they've had them, without being charged late fees during this one-week period in September.

To follow up on the possibility of acquiring land for the King Branch on Broadway near Peabody High School, Mr. Rogge met with Dr. Gary Jones, Superintendent of Rapides Parish Schools. While the possibility of leasing the land was no longer legal, Dr. Jones was very excited about the idea and wanted to cooperate with us as the time grows nearer.

At the Robertson Branch, a new Kids PC has been installed. This completed installations of Kids PCs at all branches. Mrs. Ayres reported that Main, Westside, Hineston, King, and McDonald have two Kids PCs each.

The Boyce Branch was closed last week to install new carpeting. As this is a rental building, the landlord paid half the cost of the installation. The air conditioner also quit working; Mr. Holsomback, Mr. Rogge, Facilities Manager Mr. Robert Orris, and Boyce Branch Manager Mrs. Margie Mealer have been working with the owner to get it repaired.

Mrs. Ayres announced Gunter Branch Manager Brenda Manning's retirement reception on Saturday, August 21st from 2-4 p.m. at the Gunter Branch. Gunter's Assistant Manager Pam Martin will be taking over from Brenda as the Branch Manager. Gunter Clerk Shannon Gibson will be stepping into the Assistant's position.

RPL hired five new circulation/reference substitutes who would be trained later in the month. Last week, Mrs. Ayres attended a week-long Executive Leadership Seminar presented by the State Library of Louisiana for rising leaders in Louisiana libraries. She announced RPL's upcoming in-house training on customer service on Friday, Sept. 10th from 8 a.m.-12 p.m. Dr. Tommy Karam, Louisiana State University professor of marketing, will be the instructor. All

RPL library branches will be closed that morning and will re-open at 1 p.m. to give the staff time to get to their respective workplaces. Mrs. Story asked if she could attend this training meeting, and Mrs. Ayres said all Board members are welcome to attend.

Mr. Rechs moved to approve the fines-free week to support Library Card Sign-up Month, and Mrs. Lawton seconded. The motion was carried.

HUMAN RESOURCES REPORT

Manager Beverlee Lueder reported Tricia Smith, Bookmobile Outreach Clerk was due for ratification. The motion was made by Mr. Rechs, and Mr. Boddie seconded. The motion passed.

PUBLIC RELATIONS AND FRIENDS

Administrative Assistant Jana Fryday reported *The Town Talk* misprinted the dates, times, and location of the Friends Annual Book Sale, but they printed the correction one week later. Mr. Mike Wynne, a member of the Friends Board, will be at the book sale to appraise various historical items. He will charge a small appraisal fee which he will donate back to Friends of Rapides Library. Miss Fryday sent out a press release with this information. A press release was also sent out regarding Mrs. Manning's previously mentioned retirement reception.

The Friends Board meeting on July 23rd was successful. They voted to donate $1,500 to the Readings in Literature and Culture Program RPL hosts every year. Mrs. Leola King, President of the Glenmora Friends Board, pledged an additional $500 to cover the cost of this program. Friends also voted to sponsor a dinner theater production of *All the King's Men* as their Soiree in the Stacks event this year. Miss Fryday said she plans to send out a Friends Newsletter with membership renewal information before the next Friends Board meeting on Friday, September 24th.

NEW BUSINESS

Mr. Rogge asked the Board for approval to close all RPL branches at 5 p.m. on December 3rd for the annual Staff Christmas Party. Mrs. McMahon moved to approve, and Mrs. Heath seconded. The motion passed.

Mr. Rogge also asked the Board to accept the recently amended Religious Accommodations Policy. Mrs. McMahon asked what "within reason," a phrase in the new policy, meant. Mr. Rogge responded it referred to any religious practices in dress or behavior that are appropriate and in good taste. Mrs. Smith asked whether it was appropriate to ask for a moment of silence at the beginning of Board meetings. After some discussion, all agreed the moment of silence does not compel anyone to pray and is therefore in line with the new policy. Mrs. McMahon moved to accept, and Mrs. Lawton seconded. The motion passed.

The next meeting is scheduled for September 21, 2010, at the Huie-Dellmon House.

The meeting was adjourned at 4:45 p.m.

Respectfully submitted by

Steve Rogge
Secretary

Susie C. Smith
President