

**RAPIDES PARISH LIBRARY
BOARD OF CONTROL
MINUTES**

November 16, 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 Mr. Eddy Boddie, Mrs. Ann Heath, Mrs. Diane Lawton, Mrs. Linda McMahon, Mr. Glenn Rechs, and Mrs. Susie Smith. Dr. Pat Barber, Ms. Lee Moore and Mrs. Alice Story were not present.

President Smith asked for a moment of silence. Mrs. Lawton moved to approve the agenda. Mr. Rechs seconded. The motion was passed. The minutes from the October 19 meeting were not ready for review, so the vote was postponed until the December meeting.

FINANCIAL REPORT

Business Manager Jimmy Holsomback reviewed October income and operating expenses. He reported we received the usual branch income in copies, fines, etc. In December, however, we could expect income from ad valorem taxes, and state revenue sharing, which would impact the fund balance carry over; those items would increase our revenue to over \$5,000,000. He said that RPL operating expenses are normal at \$4,156,000 as of the end of October. He pointed out a \$16,000 payment on property and vehicle insurance, a \$56,000 payment to the roofing contractor to cover materials, and a \$9,000 payment on the parking lot at Westside Regional. Mr. Holsomback reported the 2010 budgeted income and operating expenses through October 31, 2010, were in order. Mr. Rechs moved to approve the financial report. Mr. Boddie seconded, and the motion passed.

PENDING PROJECTS: Main Roofing

Mr. Holsomback said the roofing contractor began the project at the end of October and has been working steadily since then. The contractor has promised four to six weeks of actual work time; so, that is progressing nicely. The only down side is the noise inside the Main Library.

PROPOSED 2011 BUDGET

Chair Lawton stated the Finance Committee met on November 11, and Mr. Holsomback presented the proposed 2011 budget he would review with the Board at this meeting. She commended Mr. Holsomback, Mr. Rogge, and Library staff for finding ways to conserve money

when we don't know how things will be in the future. Mr. Holsomback began by saying this is a status quo budget with no new projects; we are simply trying to maintain the high quality of programs and services we offer. In order to make the 2011 budget work, the proposal reflects a very small reduction in the areas of the materials budget, automation equipment maintenance, and programming. As opposed to the past three years, no infrastructure projects have been planned for 2011. Mr. Holsomback said in the past we've received a 5 or 6% increase in the ad valorem tax, but this year we will only receive a 2.2% increase. The tax assessor's office suggested this increase may drop even more in subsequent years. Mrs. Lueder explained that RPL anticipated an 8% increase in health insurance expenses for the standard plan, but the Police Jury decided to choose another provider for that plan. This choice left the Library with no increase in health insurance benefits. Mrs. Lawton moved to approve the proposed 2011 budget, and Mrs. McMahon seconded.

Before the motion passed, Mr. Rogge explained we would like to reduce the hours of the Main Library as a part of changes made in the proposed 2011 budget. Closing at 7 p.m. instead of at 8 p.m. Monday through Thursday and closing on Sundays was one option. The second option was closing at 6 p.m. Monday through Thursday and remaining open on Sundays. Mr. Rogge recommended the second option because the public uses the Main Library more on Sundays than they do between the hours of 6 and 7 p.m. Laura-Ellen Ayres added that this recommended change would not close the Main Library while any of the other locations were open. She also explained that we would not lay off anyone nor would we reduce their hours; we would only ask them to rearrange their hours. After some discussion, Mr. Rechts moved to close the Main Location at 6 p.m. Monday through Thursday, effective January 1, 2011. Mrs. Lawton seconded, and the motion passed.

Since the motion and second were already made to approve the proposed 2011 budget, a vote was taken, and the motion passed unanimously.

DIRECTOR'S REPORT

Mr. Rogge informed the Board that overall transaction statistics decreased by 14.32% since September 2010, but overall transactions have increased by 16.26% since October 2009. He told the Board that he spoke with Margaret Waring Braun regarding the changes Melissa Whittington suggested regarding landscaping improvements at the Martin Branch. Mrs. Braun consulted a sub-contractor, and together they developed a proposal that changed the amount from the \$4,000 we initially requested to \$13,000 to include the additional improvements. We are now waiting to hear from the Martin Foundation as to whether the new proposal will be accepted. Mr. Rogge also mentioned the reception to dedicate Mr. McDonald's bust and base at the McDonald Branch on Sunday, November 14th, went well. He thanked Mrs. Smith and Mrs. Story for representing the Board at that event.

ASSISTANT DIRECTOR OF OUTREACH SERVICES

Kelly Kingrey-Edwards was not able to attend, but on her behalf, Mr. Rogge said the Rapides Reads program had nearly ended, and most of the statistics were in. The program served over 1,000 people so far; 70% of those attendees were adults while 30% were children. Mrs. Lawton mentioned she was able to attend the Tioga performance of *All the King's Men*, and it was wonderful; she also knew several people who enjoyed the performance at Kee's Park.

INFORMATION TECHNOLOGY REPORT

Webmaster Chester Mealer said he was asked to prepare a report about the Library's efforts to attract the growing number of technology-savvy people to the Library. When trying to attract a group defined as people who own and use multiple devices, we first needed to know how they're using the devices. We have determined they use these devices to access information and services available to them; so, we realized we had to provide avenues for these people to access information and services the Library provides. We chose to focus on two types of devices: home computers and mobile devices. Mr. Mealer said that to date, most of our efforts have focused on home computers because that's easier but still yields high results. He explained we have been reaching people through our live reference chat, online databases, OverDrive digital media, audio programs, social media, HomeworkLA.org, email lists, and RSS. He said we're looking at offering an optimized version of our website for cell phone screens as well as a special mobile website to provide brief information about our locations and events. He also explained the various aspects of those avenues to reach technology-savvy people.

HUMAN RESOURCES

Human Resources Manager Beverlee Lueder presented Pam Martin, the Gunter Branch Manager; Terri Augustine, the Johnson Branch Circulation/Reference Clerk; and Tamera Smith, the Westside Regional/Gunter Branch Maintenance for ratification. Mrs. McMahon moved to approve all three ratifications, and Mrs. Lawton seconded the motion. The motion passed.

PUBLIC RELATIONS AND FRIENDS

Administrative Assistant Jana Fryday reported the receipt of two \$100 lifetime memberships for the Friends of Rapides Library. She also mentioned attending administrative assistant training in Baton Rouge. A few small Library events were printed in the *Town Talk*.

OLD BUSINESS

Susan Baker, Preschool Outreach Plus Manager, handed out a flyer about the library staff certification training she had mentioned at the previous meeting. She reminded the Board several staff members are interested in participating in this training.

NEW BUSINESS

Mr. Rogge explained the Employee Electronic & Telecommunications Use Policy in place was more of a procedure than a policy. As a result, he asked the Board to vote to remove that policy in lieu of the existing procedure. Mrs. Heath moved to remove the Employee Electronic and Telecommunications Use Policy, and Mrs. McMahon seconded. The motion passed.

Mr. Holsomback said in the past the Library has followed the federal guidelines regarding our Travel Expense Mileage Rate. He asked the Board to vote to officially follow that guideline as it fluctuates. After a discussion regarding the difference between the state and federal guidelines, Mr. Rechs moved to follow the federal guidelines regarding our Travel Expense Mileage Rate. Mr. Boddie seconded, and the motion passed.

Children's Services Manager Karla Kirby handed the Board flyers about the Library's participation in a Christmas tree decorating contest in the mall. We will be one of five non-profit organizations will be participating, and the Library could win \$1,000 if our tree receives the most votes. She also reminded the Board of RPL's participation in the Playaways marketing competition. We had moved from number one to number eight in the standings, so she asked for more votes.

The next meeting is scheduled for December 14, 2010, at the Huie-Dellmon House.

The meeting was adjourned at 4:50 p.m.

Respectfully submitted by

Steve Rogge
Secretary

Susie Smith
President