

**RAPIDES PARISH LIBRARY  
BOARD OF CONTROL  
MINUTES**

**May 17, 2011**

The regular meeting of the Rapides Parish Library (RPL) Board of Control was called to order by President Glenn Rechs 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, Mrs. Ann Heath, Mrs. Diane Lawton, Mrs. Linda McMahon, Mr. Glenn Rechs, Mrs. Susie Smith, and Mrs. Alice Story. Mr. Eddy Boddie and Ms. Lee Moore were not present.

President Rechs asked everyone to stand and say the Pledge of Allegiance. He then asked for a moment of silence. Mrs. Lawton moved to approve the agenda, and Mrs. McMahon seconded. The motion was passed. Mr. Rechs moved to approve the minutes from the April 26, 2011, meeting. Mrs. Heath seconded, and the motion passed.

**ANNUAL AUDIT**

Mr. Lee Willis of Rozier, Harrington, and McKay reported that RPL had a good audit for the year 2010. He said the Library operated in accordance with legal practices both in its financial records and in its policies and procedures. He left copies of a draft of the audit he performed. The formal audit report would be ready by the next Board meeting.

**FINANCIAL REPORT**

Business Manager Jimmy Holsomback reviewed income and operating expenses for April 2011. He pointed out the receipt of \$73,987 in ad valorem taxes, which brought the year-to-date total to \$3,936,523. RPL received a \$1,000 grant from the Alexandria Lion's Club. We also received \$34,612 in E-Rate reimbursements. The revenue for April 2011 was \$119,208, and \$4,207,169 year-to-date.

Mr. Holsomback said the expenditures for April were normal. He did point out \$3,890 paid toward the Martin project. This item arose after the budget was prepared and was funded by the grant we received from the Martin Foundation. Mr. Holsomback concluded by saying that income and expenses for April 2011 were in order. Mrs. Smith moved to approve the report, and Mrs. McMahon seconded. The motion passed.

Mr. Holsomback also mentioned the Police Jury formally adopted our millage rate of seven mills of ad valorem taxes. He explained that every year the Police Jury adopts our millage as a matter of legal formality, and they did so this year as well at their May meeting.

### **DIRECTOR'S REPORT**

Mr. Steve Rogge reported that circulation statistics were down 3.6% from 2010, and transactions were only up by 0.56%. He explained that these numbers follow a trend we have seen in the past several months where the Library has not been used as much as it had been previously. Mrs. McMahan asked whether this drop was affected by the change in hours. Mr. Rogge explained that there was no change in hours between January and April even though the statistics continue to drop. Dr. Barber asked how our numbers compared to other libraries across the nation, and Mr. Rogge said for a while, we had been going against the trend because our internet service was still new. Now, however, we are falling in line with the national trend of a reduction in usage by many libraries.

He next reported that Mrs. Heath was due to renew her Board membership, and she has gladly agreed to do so. The Police Jury approved her renewal at their April meeting. He said Dr. Barber and Mrs. McMahan were also due to renew their memberships later in the year, and they had both agreed to continue their service as well. Mr. Rogge also mentioned that he was in the process of applying to the Martin Foundation for a grant to replace the air conditioning and heating units. He was pleased to find the entire heating and cooling systems could be replaced for under \$20,000, which would be within the Foundation's grant range. He initially thought it would cost \$18,000 to replace the air conditioners only, so he was pleased with these estimates. Mr. Rogge reminded the Board that because the City of Pineville owns the building, it was really their responsibility to pay for this; however, since the city doesn't have money available for that venture, we will be looking to the Martin Foundation for that project's funding. On a personal note, he mentioned he and his family would be taking a vacation the week of June 12<sup>th</sup> through 17<sup>th</sup>.

Mr. Rogge also mentioned a problem patron who caused five incidents in the last three months. He had recently exhibited lewd and threatening behavior to both staff and customers. He let the Board know the man would be barred from the Library for six months. After Mr. Rogge described the man's behavior, Mrs. McMahan expressed a concern regarding people with mental health deficiencies. Discussion ensued, and everyone expressed concern for those with mental health problems.

### **ASSISTANT DIRECTOR FOR DIRECT SERVICES**

Ms. Laura-Ellen Ayres said the State Library of Louisiana had received a grant to present day-long classes through the public libraries. From now until December 2012, RPL will be hosting approximately eight classes per month at Main Library, the Huie-Dellmon House, and the

Westside Regional Library. She explained that these classes include instruction in Microsoft Office 2007 applications, job seeking skills and beginning computer skills. She invited Board members to attend classes. Ms. Ayres informed the Board that we had formed a committee to look at the possibility of working with the schools to have them help us to register school children for library cards. She said they hoped to have a pilot project ready in a few schools for the start of the school year next fall, and she promised to keep the Board apprised of its progress.

Ms. Ayres said that we were in the midst of replacing the wood siding with vinyl siding at the Robertson Branch. She said we would be closing the Main Library on Tuesday, June 14<sup>th</sup>, from 9 a.m. to 1p.m., to allow the sheriff department's prisoners to do a deep cleaning. The last time we did this was two years ago, and it really made a significant difference. Ms. Ayres said the Library would like to hold the next Board meeting at the Martin Branch. That way, we could hold a reception from 3 to 3:30 p.m. in honor of the Martin Foundation's contributions to that branch, such as the new landscaping and recent interior face-lift. Finally, she told the Board she was in the process of hiring and training five new circulation/reference clerk substitutes to help fill gaps this summer when staff members want to take vacations.

## **HUMAN RESOURCES**

Human Resources Manager Beverlee Lueder presented Deborah Boerboom for ratification. Mrs. Lueder explained that even though Mrs. Boerboom had previously worked for RPL, she was rehired, and thus needed a new ratification. Mrs. Lawton moved to ratify Mrs. Boerboom, and Mrs. Smith seconded. The motion passed.

## **ASSISTANT DIRECTOR FOR OUTREACH SERVICES**

Kelly Kingrey-Edwards said May was the month of preparation for summer reading program. The children's theme this year is "One World, Many Stories." She said RPL would also be conducting a teen program and an adult program once again. In adult programming, the Library will be kicking off a series of seminars on basic financial literacy for working families on June 7 at Westside Regional Library. She explained her department's goal to provide practical instruction in life skills through these programs. Mrs. Kingrey-Edwards said she had received official notification of \$7,500 of funding from the Big Read Project for our community-wide reading initiative on Mark Twain's *Adventures of Tom Sawyer*. She expressed her excitement to host the Library's 3<sup>rd</sup> annual community-wide reading initiative this fall. She also said she appreciated the National Endowment for the Arts and Arts Midwest, who fund this initiative.

## **NEW BUSINESS**

Red Carpet Manager and Volunteer Coordinator Londa Price presented the Volunteer Policy she and Ms. Ayres had drafted. Mrs. Price explained the need for a volunteer policy and that the Library did not have such a policy as yet. President Rechs suggested forming a committee to discuss the particulars of the policy in depth. He asked Mrs. Price and Ms. Ayres to be on the committee, and he extended the invitation any Board member who wished to join them. Mrs. Lawton asked what the volunteer application looked like, and Mr. Rogge said we would send it to the Board before the next meeting. Mrs. Story suggested the Library do a press release on Library volunteers to inform parents that it's one way to get children involved in the community during the summer. Mrs. Kingrey-Edwards explained that Mrs. Price had prepared a brochure which they have been distributing at various programs and community events. Mr. Rechs suggested she develop three categories of volunteers, with the first category made of very literate volunteers who could do virtually anything the branch manager would need. Mrs. Price agreed to develop the volunteer categories.

Mrs. Smith said after the Personnel Committee met to review Director Rogge's performance, they recommended the Board give him a 3% pay increase. Mrs. Smith moved to approve this recommendation, effective June 1<sup>st</sup>. The motion passed unanimously.

Dr. Barber said the proposed 2011 Update of the Long Range Plan was divided into seven sections. She said she appreciated all the work that went into preparing the plan. Mr. Rogge reviewed some of the highlights of the plan. Included was planning for the upcoming tax election in 2013. He recommended either spring or fall of that year because the current tax cycle will end in 2013, and our use of those funds would end in December 2014. If the tax passes in 2013, the funds would be collected in 2014, and begin distribution in 2015. Thus a 2013 tax election would best protect our cash flow. Should the tax fail, we would have enough time to regroup. Mr. Rogge asked the Board to read over this proposed update of the Long Range Plan and be prepared to vote on its approval at the June Board meeting.

**The next meeting is scheduled for June 21, 2011, at the Martin Branch Library. The meeting will be preceded by a short reception at 3:00 p.m.**

The meeting was adjourned at 4:35 p.m.

Respectfully submitted by

Steve Rogge  
Secretary

Glenn Rechs  
President

May 2011