

**Rapides Parish Library
Board of Control
May 21, 2019**

Minutes

The regular meeting of the Rapides Parish Library (RPL) Board of Control was called to order by Board President Gregory Walker at 3:30 p.m., at the Huie-Dellmon House located at 430 St. James Street, Alexandria.

Board members present were: Ms. Dana Cox, Mr. Michael Fairbanks, Ms. Lana Havens, Ms. Linda McMahon, Mr. Ralph Roach, Mr. Morris Taft Thomas, Mr. Gregory Walker, and Ms. Laura-Ellen Ayres.

Absent: Ms. June Arrington and Ms. Le'Anza Jordan.

Mr. Walker led the Pledge of Allegiance and offered the invocation.

Agenda

Mr. Fairbanks made a motion to approve the agenda. Ms. McMahon seconded and the motion passed unanimously.

Minutes

Ms. Havens made a motion to approve the April minutes. Ms. Cox seconded, and the motion passed.

Financial Report

Business Manager Jimmy Holsomback introduced Mr. Lee Willis of Rozier, Harrington and McKay who presented the board with a draft report of the annual financial audit. Mr. Willis said that a final report would be available in a few weeks after a review process within the firm, but he is expecting no changes. He reported that there were no findings or criticisms that the board should be concerned about. Mr. Willis said that Ms. Ayres, Mr. Holsomback, and the staff do a good job reporting the financial information to the board. His contact information was made available for any board member who had questions or comments for him.

Mr. Holsomback presented the financial report. As expected, the collection of revenue is low this time of the year. Expenses were the normal operating expenses for the month and are within the budgeted perimeters.

The balance sheet indicates a strong account balance and cash position. Mr. Holsomback reported that \$50,000 will be added to the set-aside accounts later in the year.

Mr. Fairbanks made a motion to accept the financial report. Mr. Roach seconded and the motion passed.

Director's Report

Ms. Laura-Ellen Ayres presented the annual Library Ambassadors' report. Library Ambassadors are assigned staff members from each library branch and the Bookmobile who visit at least two assigned schools throughout the school year. At the monthly meetings, the Outreach Services Department teaches the Library Ambassadors a new resource to highlight. The LEAP test was administered during March in Rapides Parish so the Library Ambassadors did not make as many visits. The list of schools that are visited by the Library Ambassadors includes public and private schools, schools with special needs students, and HeadStart programs. Hicks High School is included in this list and is a Kindergarten to 12th grade school in Vernon Parish. This school is located near the Hineston Branch Library and many of the students use the Rapides Parish Library.

Ms. Ayres presented the statistical reports for January, February and March. Two of the three months indicated an increase in print and media resources. In March, six public computers at Robertson were down which accounts for at least part of the drop in other transactions which includes internet and office suite usage.

As part of the Long Range Plan, announced and planned fire drills are taking place throughout the system. The first was at the Martin Library and was successful. All locations will have two fire drills a year.

Human Resources

Human Resource Administrator Jackie Brown presented three employees for ratification:

- Craig Jones, King Circulation/Reference Clerk
- Karen Simmons, Substitute Clerk
- Melanie Jacobs, Substitute Clerk

Mr. Fairbanks made a motion to ratify the named individuals. Ms. Havens seconded and the motion passed.

Ms. Brown reminded the board to return the director's evaluation.

Outreach and Youth Services

Tammy DiBartolo, Outreach Services Coordinator, presented the Outreach and Youth Services Report.

Summer Reading Program begins on May 22nd. T-shirts and tote bags are available for purchase at the branches. This year's theme is "*A Universe of Stories*" and revolves around a space theme. Programming Manager Karla Kirby shared that corporate sponsors Jimmy Johns and Panda Express will offer free sandwiches and kids meals to children who read at least 10 and 35 books respectively. Four Seasons Bowling Center is offering weekly prizes for teens and Quick Print is furnishing the printed items to the Library at cost.

On June 16th, FBI Special Agent, Randy Deaton, gave a great presentation on the Clementine Hunter art forgeries. The program was very well-attended with 63 people in attendance. Special Agent Deaton brought some of the forgeries for everyone to look at and pointed out some of the differences in the real paintings.

The Friends of the Rapides Library, the Rapides Parish Library and Kent Plantation House held the first annual *French Heritage Fest* on May 18th. There was a Cajun band, Cajun dance lessons, authors who wrote books that had a Cajun connection, a traiteur, and percussionist, Elizabeth Vidos, who taught the children all about the Zydeco washboard. The Alexandria Zoo was on hand with Louisiana animals and lots of people learned to play Bourré. Attendance was around 250 and there was a thunderstorm right in the middle of the day. Next year we hope for better weather and a bigger crowd.

The Bookmobile participated in the *Touch A Truck* event at Buhlow Lake last week. Ms. DiBartolo will participate in the *Community Day* in Wardville with the United Way this Saturday. The *Community Day* encourages neighbors to get to know each other.

IT

Systems Manager Janie Primeaux reported that Chester Mealer and Samantha Dusza attended the IUG conference in Phoenix this month.

The Square Reader at Main was replaced. In 2014, Main was the first location that started accepting credit and debit cards. This was the first time that a Square Reader and iPad had to be replaced. We have very few problems with the equipment. Mr. Holsomback said that the Square has decreased the number of nsf checks that the Library receives.

Samantha Dusza and Ms. Primeaux installed the Cricut Makers at Main, McDonald, Robertson and Libuse. In the next few weeks, Cricut Makers will be installed at Boyce and Westside. She showed a picture of a group that used the Cricut Maker at Main to make t-shirts.

Public Relations

Public Relations Officer Jennifer Hughes gave the Public Relations Report. She has been focusing on the *Summer Reading Program* promotions and provided a list of promotions for the event. Future promotions include the *Back to School Bash* in Pineville and the *Back to School Giveaway* Main Library. The programs and events are being promoted on the area community calendars.

In the fall, the *Card 4 Kids* initiative will be reaching out in the fall to private schools as well as the public schools.

Direct Services

Direct Services Coordinator Lennà Mouton thanked Mr. Thomas who will be offering Creative Art Classes in June and July at Main Library and the King Branch.

There have been some changes in managers before *Summer Reading Program*.

- Sonya Jeter has moved from Robertson Branch Manager to be the Main Library Manager.
- Shayne Bertrand will move from Johnson Branch Manager to Robertson Branch Manager.
- Teri Sullivan who is the Assistant Manager at Libuse will be the Johnson Interim Manager through the end of *Summer Reading Program*.

Unfinished Business

None.

New Business

Mr. Walker presented the Code of Ethics for renewal. No changes were suggested by staff. Ms. Cox made a motion to re-approve the Code of Ethics. Mr. Fairbanks seconded and the motion passed.

Mr. Walker announced the Board members who have agreed to serve on the Director's Search Committee. They are: Linda McMahon (chair), June Arrington, Michael Fairbanks, Le'Anza Jordan and Greg Walker. Ms. Havens made a motion to approve them for the committee. Ms. Cox seconded and the motion passed.

The next regular meeting of the Rapides Parish Library Board of Control will be held on Tuesday, June 18, at 3:30 p.m., at the Huie-Dellmon House.

The meeting was adjourned at 4:00 p.m.

Respectfully submitted by

Laura-Ellen Ayres
Secretary

Gregory Walker
President