

**Rapides Parish Library
Board of Control
February 19, 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, 430 St. James Street, Alexandria, LA.

Board members present were: Ms. June Arrington, Ms. Dana Cox, Mr. Michael Fairbanks, Ms. Le'Anza Jordan, Ms. Linda McMahon, Mr. Ralph Roach, Mr. Morris Taft Thomas, Mr. Gregory Walker, and Ms. Laura-Ellen Ayres.

Absent: Ms. Lana Havens

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

Agenda

Mr. Walker presented an additional item to add to the agenda. There was no objection to adding item 15 b., waiving of fines for RPL blood drives, under new business. The motion passed unanimously.

Minutes

Ms. Thomas made a motion to approve the January minutes. Ms. McMahon seconded, and the motion passed.

Financial Report

Business Manager Jimmy Holsomback presented the financial report. As expected, a large amount of revenue was received in January from the Ad Valorem Tax. The Huie Dellmon Grant was received and interest on the checking accounts is 2.45%.

Expenses include regular payroll expenses, a large expense for automation maintenance and automation equipment. Account No. 4280 is the yearly payment for the retirement system statutory fee.

The balance sheet reflects the January revenue. Mr. Holsomback noted the balance on the set aside accounts and reminded the group that additional funds will be added in 2019.

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

Director's Report

Ms. Laura-Ellen Ayres explained that Ms. Havens was out due to a recent surgery. An updated contact sheet for the board members was included in the packet. The list has the updated committee assignments.

The Virtual Reality Policy is scheduled for review this month; however the VR has had little use and Ms. Ayres requested that the review be postponed until the MakerSpace Lab is completed and the Virtual Reality Equipment is used more.

Copies of the Public Libraries in Louisiana Statistical Report for 2017 was provided. This report has information and statistics about other Libraries in the state.

Main Library will be closed on March 2nd until 12:00 due to the Annual Alexandria Children's Parade. The Library will have a float in the parade.

Ms. Ayres reported that the remodeling at Main Library is progressing quickly. The new flooring has been installed in the programming room and the MakerSpace Lab. The new circulation/reference desk has been installed and the old circulation desk will be removed this week. Construction of the three new study carrels and offices will begin within the next few weeks.

Ms. Ayres said that the schools closed recently in anticipation of icy weather. The Library did not close since the predicted weather did not occur. Ms. Ayres said that generally the Library will close when area bridges and overpasses close.

The October, November and December Statistical Reports indicate an increase in print and media services. Programming attendance and meeting room usage also continue to increase. The e-resources circulation data has comparable statistics of a small branch.

The 2018 Annual Report will be provided at the next meeting.

IT

Systems Manager Janie Primeaux reported that the Windows 10 project is complete. All public computers at all branches have Windows 10 and Office 2016. We will soon start replacing older staff computers with new computers.

Chester Mealer, Samantha Dusza, and Ms. Primeaux worked at *Creative Con*. Chester ran Artemis gaming event; Samantha had a table for 3D printing, and Janie helped with a photo booth. The Virtual Reality equipment was very popular and had a waiting list all day. All of our booths stayed very busy throughout the day.

We have had some issues with our electricity and network in the Admin Annex building. After several attempts by Turner Telco to fix our network, they decided that it was a power problem. There was a problem with the electrical grounding of the building which has been corrected.

Public Relations

Public Relations Officer Jennifer Hughes reported that about five hundred attended *Creative Con*. Upcoming promotions include National Library Week which will honor volunteers and partners, the Cavanaugh Lecture Series, Clementine Art Forgery Program and Homework LA.

Direct Services

No Report.

Human Resources

Human Resources Manager Jackie Brown presented the following employees for ratifications: Maegan Dubrock, Haley McDonald, Sophia Pierre-Louis, Sonja Spahn and Michelle Kovacs. Mr. Fairbanks made a motion to ratify all those presented. Mr. Roach seconded and the motion passed.

Outreach and Youth Services

Tammy DiBartolo, Outreach Services Coordinator, presented a written report. Prime Time Family Reading Time is going on now at Martin Library and will continue for the next four Thursdays.

Upcoming events:

- *Mardi Gras Free-Zone* along with other community partners on March 3rd, at the Alexandria Mardi Gras Parade.
- *Easter Basket Read-Off* at all library locations - March 18th through April 15th
- *Unity in the Park* on March 16th from 2 to 6 pm at Frank O. Hunter Park

Our 6th annual *Creative Con* was a great success! There was over five hundred in attendance, not counting staff and vendors. We received lots of positive feedback from those who attended. Thanks to POP/BKM clerk, Lauren Leistmann who was the “go to” person this year for *Creative Con*! IT also participated and we were able to showcase the Virtual Reality and the 3-D printer. We also had a very popular Escape Room! Some of our newer staff members were able to sign teens up for an Anime Club. We are always looking for ways to hook teens and this seems to be the way to go! Thanks to Meagan Dubroc and Haley McDonald who came up with the idea!

We appreciate the promotion that Public Relations Officer Jennifer Hughes did to get the word out. We got great coverage by the *Town Talk* and guest Christie Atwood shared video and photos on social media all through the day.

The venue was moved from the Alexandria Mall to the Best Western. We were hoping to move to a larger venue, and the Best Western seemed best, due to the low cost of the facility as well as parking was closer to the entry of the event. Ms. DiBartolo noted that the Escape Room will be replicated at all branches this summer.

Mr. Walker complimented the Outreach Services staff for a successful event that included all age.

Unfinished Business

None.

New Business

Ms. Ayres presented the Rules of the Rapides Parish Library for renewal. Other than a grammatical error correction, a clause about sagging pants was added to the inappropriate clothing item. Ms. Ayres said that managers will decide when things such as sagging pants and offensive personal odor should be addressed with the patron.

Mr. Fairbanks made a motion to renew the policy with the noted changes. Ms. Cox seconded and the motion passed.

Administrative Assistant Jennifer Quebodeaux explained that the Library will be hosting blood drives with LifeShare at all the branches throughout the year. She asked that fines up to \$10 be waived for patrons who give and up to \$3 for patrons who attempt to give but are unable to due to medical reasons. The LifeShare Bus will be at Martin Library on March 25th from 9:00 am – 12:00 pm.

Ms. Cox made a motion to approve the waiver of fines. Ms. Fairbanks seconded and the motion passed.

Ms. Jordan complimented Wesley Saunders on his acquisition of a book that she had requested.

The next regular meeting of the Rapides Parish Library Board of Control will be held on Tuesday, March 19, at 3:30 p.m., at the McDonald Branch Library.

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

Respectfully submitted by

Laura-Ellen Ayres
Secretary

Gregory Walker
President