

**Rapides Parish Library  
Board of Control  
March 20, 2018**

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., in the meeting room of J.W. McDonald Branch Library, 1075 Hwy 497, Glenmora, Louisiana.

Board members present were: Ms. June Arrington, Dr. Pat Barber, Mr. Michael Fairbanks, Ms. Lana Havens, Ms. Le'Anza Jordan, Mr. Ralph Roach, Mr. Gregory Walker and Ms. Laura-Ellen Ayres.

Absent: Ms. Linda McMahon and Mr. Morris Taft Thomas.

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

Mr. Walker asked for public comments. Ms. Havens reported that her husband attended the *Trust and Wills* workshop at the Hineston Branch led by Mr. Walker. The workshop was informative and enjoyable.

Mr. Walker reported that he attended the *Louisiana Maneuvers* Program that was held at the Hotel Bentley on March 7<sup>th</sup>. Dr. Barber was a panelist. The event was well-attended and many in Alexandria have a connection to World War II. Two WWII veterans were in attendance.

**Agenda**

Mr. Fairbanks made a motion to approve the agenda. Mr. Roach seconded and the motion passed.

There were no board member reports.

**Minutes**

Mr. Roach made a motion to approve the February minutes. Ms. Havens seconded, and the motion passed.

**Financial Report**

Business Manager Jimmy Holsomback reported that in February over two million dollars was received in Ad Valorem Taxes. Only \$250,000 is needed to meet the budget for the year. The checking and savings accounts are earning 1.4% interest.

Account No. 4158 is the annual payment of principal on the capital projects loans and Account No. 4159 is the first payment of the interest. The second payment of interest will be in September. The normal reoccurring expenses are reported on the Financial Statement.

The Balance Sheet shows a very strong cash position which is expected this time of the year. The Libuse Capital Transfer is listed under assets. This is required for auditing purposes. The Set-Aside Accounts are reported at the bottom of the Balance Sheet.

The Libuse Branch Balance Sheet shows the expenses for the Libuse project. The remaining balance in the Capital Projects Account must be used for items to improve or add to facilities. Listed on the report is projects and costs that are underway.

- Installation of automatic door in the lobby at Libuse
- Tint glass in lobby at Libuse
- Tint glass in lobby at Robertson
- Move annex building from Gunter to Boyce with estimated cost

Ms. Ayres explained that the plaque from the Gunter Branch has been installed on the outside of the Libuse Branch along with a new plaque. This will show that the Libuse Branch Library is a continuation of the Gunter Branch.

Ms. Havens made a motion to accept the financial report. Ms. Jordan seconded and the motion passed.

### **Director's Report**

Ms. Laura-Ellen Ayres thanked the Board for allowing her time to chair the LLA Conference Committee. The conference was a resounding success. Out of town guests enjoyed visiting Alexandria. A trolley tour of the downtown area included a stop at the Huie-Dellmon House. The conference was a chance to showcase the skills of many of the Rapides Parish Library staff. Chester Mealer headed the IT needs for the conference. Suzanne James took care of the publicity. Lisa Salard catered food and coffee breaks. Gail Goldberg and retired Gunter Branch Manager Brenda Manning were co-chairs of the Local Arrangements Committee which took care of decorations and entertainment. Jennifer Quebodeaux served as secretary at the committee meetings. Mr. Holsomback noted that all money that was spent on the LLA Conference will be reimbursed from the Louisiana Library Association.

The lease for the parking lot at Boyce has been signed. The building will be moved as soon as the ground is dry enough to do so. It should be moved by March 31<sup>st</sup> and the keys to the Gunter building turned over to the Police Jury. The bookshelves will be left in the building. The Library has no place to store the shelving. The other option is to send them to auction. Our experience is that furniture is often left outside for these auctions and ruined before the auction is held. They cannot be donated. The best option is to leave them in the building.

Surprisingly, patrons are biking to the Libuse Branch. A bike rack has been ordered and will be installed soon.

The Annual Report is in the packets. Every branch and department has a written report. Circulation statistics were down for the year. This is a national trend, however a committee is working to study this and make any necessary recommendations.

Mr. Walker complimented Ms. Ayres on the LLA Conference. He said that having the conference in Alexandria is good for the city and for Rapides Parish Library.

### **Direct Services**

Direct Services Coordinator Lennà Mouton said that even though circulation numbers are down, traffic has been steady for the late hours at the Westside Regional and Robertson locations. A study will be conducted as to the usage of the branches during the later hours. She expects the time may be adjusted to closing at 7:00 pm as opposed to the current 8:00 pm closing. The study will include the possibility of extending the hours at the King Branch and the Libuse Branch for next school year. A report will be submitted next month.

All branches will have an *Easter Egg Hunt* the last week in March. In April, the featured databases will be *Flipster* and *Zinio* which allows access to magazines online. *Lynda.com* is being featured in March.

National Library week is April 9<sup>th</sup> to April 15<sup>th</sup>. On April 10<sup>th</sup>, we will celebrate National Library Workers' Day. Administration staff will visit each branch with a gift for the staff, donated by the Friends of the Library. The Staff Association will provide lunch for each staff member.

There are two assistant manager positions and a circulation/reference clerk at Westside Regional open.

Dr. Barber mentioned that she meets with a book club at the Martin Library. She says that the staff are wonderful hostesses and it is a great place to meet.

Ms. Mouton introduced McDonald Branch Manager Gail Goldberg. Ms. Goldberg commented that she began her work at the Library in the Technical Services Department of the Rapides Parish Library with as Ms. Ayres as her supervisor. She became a stay-at-home mother. Seventeen years later, she came back to the Library as the Branch Manager in Glenmora.

Ms. Goldberg explained that there is much history at the current location. The property was donated by the J.W. McDonald family. The McDonald Branch has an active Friends of the Library group that provides many resources. Two of the members were present at the Board meeting. Ms. Goldberg complimented her staff for the good service that they provide to the community. Ms. Goldberg thanked the Board for the opportunity to be the Branch Manager at the McDonald Branch Library.

Mr. Walker thanked Ms. Goldberg for hosting the meeting and McDonald Friends for their support of the Library.

### **Human Resources**

Human Resources Manager Jackie Brown presented Substitute Clerk Jennifer Hicks, Main Circulation/Reference Clerk Kyle Franklin and Westside Regional Circulation/Reference Clerk Jared Clark for ratification.

Mr. Fairbanks made a motion to approve the ratifications and Ms. Arrington seconded and the motion passed.

Ms. Brown reported that there are eighty-eight on staff at the Library. There are 11 substitute clerks, 10 part-time staff, and 68 full-time positions. She also presented a copy of the monthly *HR Tidbits* that she shares with managers.

### **Outreach and Youth Services**

Tammy DiBartolo, Outreach Services Coordinator, presented photos of some of March activities.

The first *PAWSitive Reading* program was wonderful. This is a partnership with Pets and People, the local therapy dog group. This was a great program because the children actually warm up to the dogs and want to read books to them. They also bond with the dogs, which is a big part of what makes this program a success. Pets and People benefits, too. Our customers were coming over and asking what we had going on and of course, asked us if the library was “going to the dogs”. The event raised interest in the group, animal rescue and therapy dogs which is what Pets and People is striving to do. We have plans to host the program at various branches throughout the year.

Ms. DiBartolo and POP Manager Keisha White participated in *Unity in the Park* on March 3<sup>rd</sup>. Alexandria native, DeMar Dotson, now with the Tampa Bay Buccaneers came home to Alexandria to spend the day with a few hundred friends and family at Frank O. Hunter Park. It was a great day with food, music and family fun.

Finally, the panel discussion on the *Louisiana Maneuvers during World War II* was a great success. Our own board member, Dr. Patsy Barber, was a panelist and offered a unique perspective of Louisiana’s part in the war effort. There was so much interest in the subject that there are talks of having a second discussion on prisoners of war during World War II. We were honored to have several veterans in attendance including a World War II veteran who was pictured with the program moderator, author, Curt Iles.

### **IT**

Ms. Ayres presented the IT report since Systems Manager Janie Primeaux was unable to attend the meeting. Chester handled all of the audio/video equipment for LLA this year. IT staff and ILS staff helped him with the setup and troubleshooting during the conference.

This week, IT will begin working every week upgrading the public computers to Windows 10 and Office 2016. We are starting with the laptops at Main, Robertson and Westside. Other branches will follow until all public computers have been upgraded. Many of the public computers are five years old and will need replacing. We expect to have the majority of this project done by the end of July.

A schedule for April computer classes was included in the packet. Mr. Walker said that the computers are always in use at every Library where he has held the *Trust and Will Program*.

### **Public Relations**

Public Relations Officer Ms. Suzanne James reported that a Facebook ad was purchased for the *Louisiana Maneuvers* program for \$30 with a huge response. Facebook is a good marketing approach. Lamar Advertising ran billboards for a special price to promote the event. Curt Iles was featured on *Good Day Cenla*.

This April will be the third year to create READ posters featuring staff and patrons. Last April, about sixty new posters were featured at the branches.

**Unfinished Business**

None

**New Business**

Ms. Ayres presented the revised Meeting Room Policy. The revision adds the meeting rooms at the Libuse and Boyce Branches. No other wording was changed. The revision passed by unanimous consent.

The next regular meeting of the Rapides Parish Library Board of Control is scheduled for Tuesday, April 17, at 3:30 p.m., at the Glankler Media Lab at Main Library.

The meeting was adjourned at 4:15 p.m.

Respectfully submitted by

Laura-Ellen Ayres  
Secretary

Gregory Walker  
President