

**Rapides Parish Library  
Board of Control  
April 17, 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 Glankler Media Lab at the Main Library, 411 Washington St., Alexandria, LA.

Board members present were: 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 were: Ms. June Arrington, Ms. Linda McMahon and Mr. Morris Taft Thomas.

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

Mr. Walker asked for board members reports. There were none.

**Agenda**

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

**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 tax collection for 2018 is about \$20,000 less than last year at this time. Mr. Holsomback recalled that 2017 was an unusual year where more taxes were collected than in previous years. He is confident that the budget revenue will be met. The first of three State Revenue Sharing funds have been received. There will be two more received by the end of the year. The Interest Earned on accounts is far exceeding the expected amount since the interest rate being paid on the checking accounts is 1.5%. Last year, the interest rate was 0.3%.

Salaries, retirement and health insurance are within budget. The final rebate of about \$1,500 was received from the City of Alexandria in March for the former Fuhrer Branch and the King Branch when it was located on Lower Third St. Operating expenses were the normal expected amounts.

Account No. 5643 is the replacement of the security gate at Main Library. Account No. 5743 is the expenses to move the annex building to the Boyce Branch from the Gunter Branch. Account No. 5783 is the expense to install the automatic door in the lobby at the Libuse Branch. These expenses will be reimbursed from the Capital Projects account.

Account No. 5054, Fill the Fridge, is expenses associated with a contest sponsored by the Friends of the Library in which each branch decorates for the Christmas holiday and Administration staff

judge the decorations. There are three winning branches which receive snacks and lunch items for their refrigerator and break room.

Mr. Fairbanks mentioned that on-line banks are paying higher interest rates than traditional banks. They are FDIC insured and are paying about 3.8% interest on savings accounts. Laura-Ellen will check with the District Attorney for the legality of using an on-line bank. There may be a stipulation that the Library must use banks in Rapides Parish.

Mr. Holsomback presented the Balance Sheet which indicated a strong cash position which is expected early in the year. The Capital Projects report shows a remaining balance of \$48,286. These funds must be spent on improving or building new facilities before June 2019. Mr. Holsomback listed four projects that are underway or completed.

- Automatic door opener at Libuse Branch
- Tint glass in lobby at Libuse Branch
- Tint glass in lobby at Robertson Branch
- Move annex building from Gunter Branch to Boyce Branch

Mr. Holsomback noted that moving the annex building will exceed the estimated \$10,000 that was reported to the Board. The cost to move the building was \$6,800. To install the ramp and canopy will cost an additional \$6,000 to \$7,000.

The annual audit will begin in the next few weeks. Due to new requirements at the State level, three new policies will be presented at the next board meeting. The new policies will be written based on procedures that are already in place. Because of these new requirements, the audit will cost more than in past years.

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

### **Director's Report**

Ms. Laura-Ellen Ayres reported that Public Relation Officer Suzanne James is ill and unable to attend the meeting. IT Administrator Janie Primeaux is out due to her father's illness. Work in Public Relations and IT is business as usual.

Ms. Ayres and other staff toured the bank building in front of the Boyce Branch. There is no roof on parts of the building and it contains mold and mildew. The building could not be refurbished and demolition would probably involve asbestos removal. This is not a viable option for a Library in Boyce.

Libuse Branch Manager, Pam Martin, applied for and received a \$500 grant from the Junior League of Alexandria. She will be presented with the grant this evening at the Junior League meeting.

Mr. Thomas has an exhibit at the Thomas Peyton Memorial Arts Festival at First United Methodist Church in Alexandria. Ms. Ayres provided information about the exhibit.

## **Direct Services**

Direct Services Coordinator Lennà Mouton introduced Main Library Manager Linda LaFever, Main Programming Manager Tara Williamson, Circulation/Reference Clerk Cynthia Rodriguez and Reference Specialist Felicia Harris. Ms. LaFever pointed out a patron learning to read in the Teen Section of the Library and two people filling out applications in the Reference area. Paintings from the recent *Art is Life* program were displayed on the tables.

Ms. LaFever said that Main Library stays busy with programming. Mr. Randy Smith, Ms. Ayres' husband, was the featured chef at the cooking class in April. He demonstrated how to prepare Vietnamese dishes. Mr. David Sproles, who is retired from CLECO, has presented circuitry classes for teens. CLECO is sponsoring the event. The circuitry class will be offered again in the summer on Monday to Thursday and classes are filling up already. Ms. LaFever invited Board members to attend any of the programs.

Ms. Ayres mentioned that Main Library is the "tech hub" for the Library system. Mr. Walker commented that the artwork was gallery quality. Ms. Williamson explained that two of the art pieces were painted by a patron who has Parkinson's disease and is a regular participant in the painting classes.

Ms. Mouton thanked the Main managers and staff for the increase in programming in the last year. She said that her long-term goal is to have a programming manager at each location.

On Friday, April 13<sup>th</sup>, there were plumbing problems at the King Branch. The branch closed at 5:00 pm on Friday and was closed all day on Saturday. The issue was corrected by the City of Alexandria on Monday morning. The branch opened at regular time on Monday.

Since the school year is ending, beginning May 21<sup>st</sup>, the hours will return to 9:00 am to 6:00 pm for Westside Regional and the Robertson Branch. The extended hours at these branches has been a successful test. Ms. Mouton will present a report in June and propose the extended hours at these two plus additional branches during next school term.

## **Human Resources**

Human Resources Manager Jackie Brown reported no new developments in the Human Resources Department.

## **Outreach and Youth Services**

Tammy DiBartolo, Outreach Services Coordinator, was unable to attend the meeting due to the passing of her mother. She presented a written report.

There is a lot of activity in the Outreach Department this month! We are preparing for our annual *Summer Reading Program*. This year the theme is "Libraries Rock" and many fun activities are planned to get folks into the library and read during the summer. If a child does not read during the summer, he may fall behind in the upcoming school year. But research shows that if he reads six books during the summer, in most cases, he will start the next school year at or above the expected reading level. Research also tells us that if a child is behind in reading in third grade, it is unlikely

that he will catch up to his peers who are more proficient in reading. This is why the *Summer Reading Program* is very important and we continue to find ways to get children and families into the library.

We will be promoting summer reading at the *Party for the Planet* on April 21 at the Alexandria Zoo and the Bookmobile will be at the Junior League's *Touch a Truck* event on April 28<sup>th</sup>.

Our *PAWSitive Reading* Partnership with Pets and People has met twice at Westside Regional Library. At our last session, we had ten children who read to five dogs. The Pets and People group has expressed an interest in bringing dogs to other library locations. We will be setting up a schedule for this in the near future.

On May 3<sup>rd</sup>, author Charles DeGravelles, who wrote *Billy Cannon: A Long, Long Run* will be at Westside Regional to talk sign and talk about his book. He will also present a video interview with Dr. Billy Cannon.

The partnership with the Central Louisiana Community Technical College, Volunteers of America, Workforce – Rapides Parish Business and Career Solutions Center, AmeriHealth Caritas, City of Alexandria, and CLEDA is going great. We are working together to encourage people to earn their high school equivalency diplomas.

The bi-lingual storytime at McDonald Branch continues to grow. It is held the third Thursday of each month and is led by Dianna Hobbs. She reads a story in both English and Spanish for participants. This month the CLTCC will be on hand to promote their new free Citizenship and ESL classes.

### **Unfinished Business**

None

### **New Business**

Ms. Ayres presented the revised Art Display Policy. There was discussion about the possibility of an out-of-parish resident displaying art at the branches. The policy states that “art exhibits are open to artists from the Central Louisiana area.” Since there were no changes and the policy had been re-approved in April, 2017, Ms. Jordan made a motion to table to policy and research the necessity to re-approve it at this time. Most policies are on a three year revision cycle. The revision was tabled.

The next regular meeting of the Rapides Parish Library Board of Control is scheduled for Tuesday, May 15, at 3:30 p.m., at the Huie-Dellmon House.

The meeting was adjourned at 4:05 p.m.

Respectfully submitted by

Laura-Ellen Ayres  
Secretary

Gregory Walker  
President