

**Rapides Parish Library
Board of Control
February 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 Huie-Dellmon House, 430 St. James St., Alexandria, LA.

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. There were none.

Agenda

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

There were no board member reports.

Minutes

Ms. Jordan made a motion to approve the January minutes. Ms. Havens seconded, and the motion passed.

Presentations

Ms. Ayres presented a 25-year service award to Assistant Director of Support Services Wesley Saunders. Ms. Ayres listed Mr. Saunders' many accomplishments including graduation from LSU in 1989, Reference Librarian and Reference Coordinator at Rapides Parish Library, and serving various committees. Mr. Saunders is the former director of Evangeline Parish Library and works part-time there as a cataloger. He recently served as interim Evangeline Parish Library Director while continuing his duties at the Rapides Parish Library. In addition to his Library service, he was an Army Reserve Serviceman.

The staff who work with Mr. Saunders' describes him as the "Energizer Bunny". The departments under his supervision are: Technical Services, Acquisitions and Interlibrary Loans. In addition, Wesley selects materials for purchase and manages the materials budget line. A patron recently said that "Mr. Wesley Saunders is one of the greatest people at the Library."

Mr. Saunders said that the people he works with makes his job possible. He mentioned that he spent many hours at the Library as a child, since his mother was a librarian.

The Board thanked Mr. Saunders for his service to the Library.

Financial Report

Business Manager Jimmy Holsomback reported that a large part of the revenue for the year is collected in January. Mr. Holsomback noted that over half of the yearly revenue has been received.

There were also large yearly expenditures in January. The Automation Maintenance account includes payments for maintenance contracts on software and programs which many are paid in January. Other large payments made in January were Account No. 4280 Retirement System Statutory Fee and salaries and benefits. The total expenses for the month were about \$615,000.

Mr. Holsomback explained that the Sabine Bank Checking Account listed on the balance sheet is actually three accounts: a deposit account, a payroll account, and an expense account. Funds are transferred from the deposit account into the other accounts. The set-aside accounts have been updated on the balance sheet.

Mr. Holsomback presented the Libuse Branch project report which indicates a balance of about \$48,000 in the capital projects account. The final Libuse Branch project budget report was presented. There is one item remaining for the Libuse Branch which is the automatic door leading from the lobby into the Library. This was omitted from the original plans.

Dr. Barber made a motion to approve the Financial Report. Mr. Fairbanks seconded and the motion passed.

Director's Report

Ms. Laura-Ellen Ayres reported that Ms. McMahan is still recovering and provided a card for the board to sign. Mr. Thomas is also on the mend from a recent surgery.

The Police Jury approved leasing the parking lot at Boyce for the portable building to be moved from the Gunter Branch. The lease is from March 1, 2018 to February 28, 2019. The building is scheduled to be moved by the end of March. The individual moving the building is also taking down the awning and the wooden walkway. A right-of-way must be temporarily obtained from the adjacent land owner so that the building can be moved through the property.

The schedule for the Rapides Parish Library's Annual Report is about two weeks behind. Ms. Ayres will present the report to the Police Jury and the Board of Control in March.

March 7th to 9th is the LLA Conference in Alexandria. Ms. Ayres will be off the week following the conference.

Direct Services

Direct Services Coordinator Lennà Mouton announced that Ms. Joy Luttrell began as the new Branch Manager at the Hinston Branch on February 12th.

On March 2nd, all branches will have a program from 4:00 – 5:00 PM celebrating Dr. Seuss' birthday. Beginning March 5th, Mr. Walker will present seminars at all branches about trusts, wills, and power of attorneys. A flyer was provided.

The Lynda.com database will be featured during the month of March. Ms. Janie Primeaux explained that the database has over 6,000 courses in a variety of areas such as photography, sound recording and the Microsoft programs. There are instructions to help teachers make lesson plans. The database is for all ages. Mr. Walker agreed that the database offers good learning opportunities that are available to the public twenty-four hours a day. A Library card and PIN, which are free and easy to get, are necessary to access the database.

Ms. Mouton reported that the two openings in Direct Services are a Circulation/Reference Clerk at Westside Regional and an Assistant Manager who will join the rotation to different branches.

Human Resources

Human Resources Manager Jackie Brown announced that three Substitute Clerks and two Facilities Specialists have been hired and are in training. She also presented HR Tidbits which are sent out weekly to managers to encourage and develop their leadership skills.

Outreach and Youth Services

Tammy DiBartolo, Outreach Services Coordinator, reported that the year is off to a great start. The 5th Annual Creative Con was held at the Alexandria Mall on February 17th. There was press coverage from KALB, KLAX and The Town Talk. We received positive feedback from those who attended. Over 360 people attended, mostly families who came and spent the day. Next year will be even bigger and better.

March 3rd will be the first *PAWSitive Reading* event. This program is for children in first through fourth grade who may have difficulty with reading. They can schedule a time to read to one of the therapy dogs provided by People and Pets. This is a trial run for *PAWSitive Reading*. We hope to grow the program so that we can host it at other library locations.

March 3rd is also the day we will participate in the City of Alexandria Parks and Recreation Department's *Unity in the Park Day* at Frank O. Hunter Park. Alexandria native, Demar Dotson of the Tampa Bay Buccaneers will be there along with other community partners. We are also working with Alexandria Parks and Recreation on their Friday night events. We will go out and talk with the 17 to 24 year olds about how the library might help them find a job, get their High School diploma or simply read for enjoyment.

March 5th is an exciting day. We are holding our first community-wide meeting that will let the community know how to get their HiSet and some of the resources available to help them. CLEDA, AmericaHealth Caritas, City of Alexandria, Central Louisiana Community College, Goodwill, Louisiana Workforce, Volunteers of America and Reentry Solutions have committed to be a part of the program. We are hopeful that the Alexandria Housing Authority will join in the efforts. We have received positive feedback about this program and Ms. DiBartolo will keep everyone posted on the results.

IT

Systems Manager Janie Primeaux presented the IT report. Trainer Samantha Dusza and Ms. Primeaux attended the Staff Day workshop held in Ruston. This is a workshop held by the State Library every year. Their favorite topic was tips and tricks using Publisher. The instructor had some very useful handouts that will be duplicated for our Publisher classes.

For the last several months, Nick Dubrock has been job shadowing our IT department for his senior project. He worked with Roland Rodriguez on troubleshooting and repairing hardware at several different branches. He spent time with Bill Huffman learning about our Virtual Servers. Chester Mealer gave him a coding project using Python. Nick wrote a script that Samantha will use, making her job easier. We were very happy to have him work with the IT Department.

Public Relations

Public Relations Officer Ms. Suzanne James reported that Facebook boosts are an inexpensive alternative to advertising. She reported that for \$20 a Facebook boost was purchased for *Creative Con*. A Facebook boost will be purchased for the upcoming *How Louisiana Helped Win the War* program at the Hotel Bentley on March 7th. Relations with KALB, KLAX and the Town Talk continue to be good.

Unfinished Business

None

New Business

Mr. Walker presented the committee nominations.

Finance Committee:

Le'Anza Jordan, Chair
June Arrington
Lana Havens

Long Range Plan Committee:

Lana Havens, Chair
Pat Barber
Morris Taft Thomas

Personnel Committee:

Michael Fairbanks, Chair
June Arrington
Linda McMahan

Properties Committee:

Linda McMahan, Chair
Michael Fairbanks
Ralph Roach

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

Unscheduled New Business – Added by Unanimous Consent

Mr. Walker proposed adding the Consideration of Purchase of Director’s and Officer’s Insurance to the agenda. Ms. Havens made a motion to add the item to the agenda. Ms. Arrington seconded and the motion passed unanimously.

Mr. Holsomback presented a proposal for Director’s and Officers’ Liability Insurance through Brown and Brown of Cenla. Since the Travelers’ Casualty and Surety Company has the crime policy for the Library, they were able to quote a lower price than other insurance companies. Yearly premiums for a \$1 million dollar policy with a \$10,000 retention will be \$4,100. The premiums decrease slightly with a higher retention. Premiums will remain the same for three years. This insurance will cover things such as financial mismanagement, wrongful termination, FMLA violations and wrongful employment practices.

Director’s and Officers’ Liability Insurance was purchased up until about fifteen years ago when a wrongful termination settlement was reached. Afterward, the premiums increased substantially and the insurance was not renewed.

Mr. Fairbanks made a motion to purchase the \$1 million dollar policy with a \$10,000 retention. Mr. Roach seconded and the motion passed.

The next regular meeting of the Rapides Parish Library Board of Control is scheduled for Tuesday, March 20, at 3:30 p.m., at the J.W. McDonald Branch.

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

Respectfully submitted by

Laura-Ellen Ayres
Secretary

Gregory Walker
President