

**Rapides Parish Library
Board of Control
May 15, 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., at the 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, Ms. Linda McMahan, Mr. Morris Taft Thomas, Mr. Gregory Walker and Ms. Laura-Ellen Ayres.

Absent was: Mr. Ralph Roach

Mr. Walker welcomed Ms. McMahan and Mr. Thomas. Both had been missed meetings due to health issues. Mr. Walker led the Pledge of Allegiance and offered the invocation.

Mr. Walker reported that he attended a community meeting at the Boyce Branch. The *Summer Reading Program* was the major topic. Suggestions included having programs at the housing project and local churches provide transportation to the Library for children. Mr. Walker said that the new meeting room was a great asset to the community and great strides were made towards a partnership with the town officials.

Agenda

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

Minutes

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

Service Award

Main Library Manager Linda LaFever presented a 20 year service award to Rusty Gaspard. Rusty started with Rapides Parish Library in 1998 as a Reference Specialist. He is currently working as a Substitute Clerk in the Reference Department and is the Interim Director of the Library at LSUA. Rusty said that because of his experience with RPL, he has excelled in other areas.

Mr. Walker congratulated Rusty for his 20 years of service to the Rapides Parish Library.

Financial Report

Business Manager Jimmy Holsomback reported that as expected revenue and income were lower than earlier in the year. Operating Expenses were the usual expenses and are on budget. Account No. 5783 are the reimbursables from the Capital Projects Account. The monthly expenses for April were \$383,067 which is a monthly average.

Account No. 4294 is for movie licenses. Each branch has a licenses to show copyrighted movies during a public session. This is about \$2,000 per branch.

Mr. Holsomback presented the Balance Sheet and the Capital Projects Report. The remaining funds in the capital project account will be spent by the end of the year to improve facilities.

Mr. Fairbanks made a motion to approve the Financial Report. Ms. Arrington seconded, and the motion passed.

Mr. Holsomback said that the annual audit is almost complete and will be presented at the next meeting.

Director's Report

Ms. Laura-Ellen Ayres reported Mr. Fairbanks' five year term will expire in September. He has agreed to serve another five years. Police Juror Joe Bishop presented the renewal to the Police Jury and it has been approved.

Public Relations Officer Suzanne James has resigned due to health issues. A new Public Relations Officer was selected from the recent Substitute Clerk class. Jennifer Hughes has a background in online marketing. ~~She is a wife and mother of four children ages three years to eleven years.~~ The board welcomed Ms. Hughes.

Ms. Ayres reported that she has consulted with Assistant District Attorney Tom Wells regarding the online banking. She will report next month about his decision.

The Police Jury has completed the paperwork to return the Gunter Branch building to the Gunter family.

Ms. Ayres presented the Statistics Report and reported that the Statistics Committee is revamping the report for the board.

A written report was provided concerning the Library Ambassador Program. Since the last day of school is May 22nd, the Library Ambassador program will resume in August, when the new school year begins. The Library Ambassador program goes into neighborhood schools to show teachers and students online resources that are available, present storytimes, attends Family Nights to showcase the library, etc.. This school year, Library Ambassadors:

- 131 visits
- 670 Teachers, parents, etc reached
- 2.754 Students reached

Ms. Ayres will be on vacation from June 11th to June 18th. She will return for the next board meeting on June 19th. Wesley Saunders will be in charge in her absence.

Direct Services

Direct Services Coordinator Lennà Mouton mentioned the community meeting in Boyce that was reported by Mr. Walker. She said that consideration is being given to doing this in other areas of

the parish. This meeting involves the community leaders and shows them the services the Library has to offer.

The *Summer Reading Program* officially kicks off May 23rd. There will be events throughout the summer.

Human Resources

Human Resources Manager Jackie Brown asked that Board Members return the Director's evaluation.

Public Relations

Public Relations Officer Jennifer Hughes said that she is happy to be with Rapides Parish Library. May marketing efforts include promoting the *Summer Reading Program* through print, online and television. Over 8,000 people engaged with our Facebook page. Facebook now cross posts to Twitter. The *Cards 4 Kids* program will take a break during the summer.

Mr. Michael Wynne and Dr. Henry Robertson will promote the Historical Book Talk on Jambalaya on May 22nd. Other appearances during June and July will promote our *Summer Reading Program* entertainment, and will include the *Didgeridoo Down Under* and *Matthew Noel the Magic Yo-Yo*.

Outreach and Youth Services

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

Outreach staff has been out and about promoting summer reading as well as other Library services. Most recently, they attended *Party for the Planet* at the Alexandria Zoo, the Junior League's *Annual Touch a Truck* at Lake Bulow and *Reading on the Red* sponsored by the United Way. They brought the Bookmobile out to the *Touch a Truck* event. They ~~and~~ are always surprised that some people still don't know that we have a Bookmobile. They plan to make the service more visible to the public over the summer.

At these events, they did a hands-on activity with the children while other staff members talked to parents about summer reading, library locations and programs. These outreach events are so important, as this is the time of year parents are looking for things to keep children engaged and busy over the summer. Talking with parents one-to-one is the best way to "invite" them to come and to answer any questions they may have about the Library.

We have a new clerk in Outreach! Lauren Leistman has joined our team. She will work 20 hours in Bookmobile and 20 hours with our Preschool Outreach Plus service. We are excited to have Lauren on board.

Once again, the Rapides Parish School Board will be holding summer camps. Outreach Services will participate in these camps. We are also finalizing our schedule with the City of Alexandria's *Rec 2 U* program. Both programs reach out to the underserved children around Rapides who may be "at-risk".

PAWSitively Reading with Pets and People is continuing to be a hit. On June 2, the dogs will be at Westside, Libuse and Robertson from 10 am to 12 pm.

We are continuing our partnerships with others in the community who work with those who may want to get their high school equivalency diploma. You will hear more about this in August near the time school starts.

Tammy applied for and received a grant from the Louisiana Endowment for Humanities for *Prime Time*. The grant is for a family reading program, and pays for a scholar, a storyteller and provides food and materials for the program. *Prime Time* will be held at the Libuse Branch. Previous locations were Main, Westside Regional, McDonald, Boyce and King.

IT

Systems Manager Janie Primeaux reported that this month trainer Samantha Dusza created two new workshops, Photo Upload and Cloud Storage. The Photo Upload workshop will be at Boyce and the Cloud Storage workshop will be at Hineston.

This week, we will replace the current system that we use to call customers when they have overdue items. Janie reported about this project last year. The new system, iTiva, will be very similar to the old system. The new system will condense calls for one family and we will be able to run reports.

The IT Department is working with Youth Services Manager Karla Kirby to train new staff on Beanstack, the *Summer Reading Program* software that we used last year. This year, Beanstack has an app for our customers to use.

Other projects IT is working on:

- Upgrading the public computers to Windows 10 and Office 2016
- Installing iPad online catalogs for HN, WR, BC and JN
- Installing a TV and DVD player for BC
- 5 Laptops for KG

Unfinished Business

None

New Business

Ms. Ayres presented the revised Display Case Policy. There are display cases at Main and Libuse. Tabletop displays are located at Martin and Main. Other suggested changes were discussed. Mr. Fairbanks made a motion to revise the Display Case Policy as presented with the suggested changes. Ms. Arrington seconded and the motion passed.

The Agreement for Display Case Exhibitors was presented. After discussion, it was decided that the changes to the form was a procedure and the Board of Control would not vote on forms.

Ms. Ayres presented the Display or Distribution of Non-Library Informational Materials Policy for renewal. She explained that after consulting staff, no changes were suggested. This policy states the acceptable materials that can be posted on the community bulletin boards at the branches.

Ms. Jordan made a motion to reapprove the policy. Ms. Havens seconded and the motion passed.

The next regular meeting of the Rapides Parish Library Board of Control is scheduled for Tuesday, June 19, at 3:30 p.m., at the Huie-Dellmon House.

The meeting was adjourned at 4:20 p.m.

Respectfully submitted by

Laura-Ellen Ayres
Secretary

Gregory Walker
President