

**Rapides Parish Library
Board of Control
September 18, 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 Community Room of the Johnson Branch Library, located at 1610 Veterans Dr., Lecompte, LA.

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

Absent were: 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 and there were none.

Mr. Walker recognized Dr. Pat Barber for her service to the board from 2010 to 2018 and presented a plaque to her. Dr. Barber is an author, educator, and a researcher. She has written several books and has been part of panel discussions at the Rapides Parish Library. Her service to the Rapides Parish Library is appreciated.

Dr. Barber said that it had been an honor to serve on the Board of Control and she will miss the monthly meetings.

Agenda

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

Minutes

Ms. Havens made a motion to approve the August minutes. Mr. Fairbanks seconded, and the motion passed.

Financial Report

Business Manager Jimmy Holsomback presented the August financial report. Over ninety-nine percent of the ad valorem revenue has been collected for the year. The Library received a bequest from the David Grover Stafford Jr. Estate for \$5,000 which is shown on the financial statement.

Operating expenses were normal. The utility expense has increased due to the hot summer temperatures. Mr. Holsomback noted Account No. 4155 was payment for the annual audit and Account 4158 was the last interest payment for the year.

The balance sheet indicated a strong financial position. The reimburseables from the capital projects account have been paid to the operating account. These items were projects completed at

the Robertson, Libuse and Boyce Branches. The remaining balance in the capital projects account, \$20,831, will be used for other capital projects within the next year.

Mr. Roach made a motion to approve the Financial Report as given by Mr. Holsomback. Ms. Havens seconded, and the motion passed.

Mr. Holsomback reported that the purchase of the property at the corner of 5th and Lee Streets has been approved by the Police Jury. Attorney Brian Thompson is handling the sale and expects the sale to be completed in two to three weeks.

Director's Report

Ms. Laura-Ellen Ayres introduced Johnson Branch Manager Shayne Bertrand. Mr. Bertrand welcomed the board to the Johnson Branch Library. He has been the manager of Johnson for about one and a half years. He said that the Library is a viable and productive part of the Lecompte community with a diverse group of individuals who use the Library.

Ms. Ayres welcomed members of the Johnson Friends' group and members of the Lecompte High School Association.

The statistics reports indicate that print and media usage continue to decline. Programming attendance this summer was lower than the previous year due to the fact that in 2017 the City of Alexandria and the Rapides Parish School Board invited the Library to participate in its summer activities. The Summer Reading Program was well attended and was a great success. Study room usage continues to increase.

Programming continues to grow and is a viable part of the Library system. Ms. Ayres would like to form a committee to create a programming policy. The committee would include board members and staff. Mr. Fairbanks volunteered to be part of the committee.

The State Library of Louisiana has notified the Rapides Parish Library that beginning January 1, 2019, a sexual harassment policy is required and all employees will be required to attend training. A sexual harassment policy is already in place for RPL. A webinar similar to the ethics training will be required for all staff and board members beginning in 2019. Board members will be notified when to take the webinar and the link.

Ms. Ayres commented that with the purchase of the property at 5th and Lee Streets, some staff will be moved from Main Library to the new building. This will create space to house a MakerSpace Lab at Main Library. The area next to the children's area, which is currently two offices, will be renovated to house the MakerSpace technology. It will also be a secure location since much of the technology is expensive. A grant from the Martin Foundation will fund the purchase of the new equipment. Some of the remaining capital projects funds will be used for the renovation.

The building which is being purchased will require some cosmetic upgrades. This will be paid for from the capital projects account.

Smoke detectors will be purchased and installed in all Libraries that do not already have them. Fire drills will begin next month.

Direct Services

Lennà Mouton presented a written Direct Services Report. She summarized that twenty-four children in grades 4th to 6th are participating in coding camps sponsored by CLETA. Electronic camps will be held soon at Libuse and Boyce. Mr. Fairbanks commented that the Libuse Library is busy.

Human Resources

Human Resources Manager Jackie Brown had no report.

Outreach and Youth Services

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

The kick-off for *Rapides Reads* was a “roaring” success! There were over 140 people who attended. Many who attended came in costume. The Bentley Hotel proved to be a great location for celebrating our book selection, The Great Gatsby. We appreciate those from the Board who came out for the kick-off, even though the weather was threatening, there was a play at the Coughlin-Saunders Performing Arts Center, and an LSU game on TV, all at the same time. Dr. Jerry Sanson has given presentations on the historical events of the 1920’s at both Westside and Libuse. Dr. Lillian Purdy will give the keynote at Westside on October 4th. Each library will be hosting a finale during the week of October 15th-22nd. Ms. DiBartolo invited the Board members to attend.

Prime Time for Family Reading program is in its third week at Libuse. This is a program sponsored by the Louisiana Endowment for the Humanities and its mission is to encourage family reading time. Libuse has had great success by having forty-four participants each week. It was also exciting to see so many dads in attendance, too!

Tales Along the Bayou will be held at Kent Plantation House on October 26th. Ms. DiBartolo encouraged all to attend. Promotional information about the event will be coming out soon.

Ms. DiBartolo presented the *Summer Reading Program* statistics. Even though, circulation was down, programming and reading participation was good. Those who participate in the *Summer Reading Program* could use ebooks and other e-resources. In past years, participants were required to check out the books from the Library. This change accounts for the lower circulation statistics.

The partnership with the Vo-Tech continues to encourage and help those who want to take the Hi-Set test. The Library has a new partnership with the City of Alexandria’s Boy and Girl Clubs. Ms. Ayres added that Ms. DiBartolo and Karla Kirby were asked to choose books for the Library at the Boy and Girl Clubs.

Board members commented on the success of the *Rapides Reads* kick-off.

IT

Systems Manager Janie Primeaux presented the IT report. The IT Department is still working on our Windows 10 and Office 2016 update project for all branches. Westside Regional has received new upgraded computers. The King Branch will be the next to receive the upgrades.

The IT Department hosted the North Louisiana Tech meeting last month. Attendees from Webster and Bienville Parishes were invited to use the VR. Ms. Ayres said that a soft opening concluded today. Jennifer Hughes commented that KALB will feature the VR soon on an upcoming segment.

Public Relations

Jennifer Hughes, Public Relations Officer, has been marketing the *Rapides Reads* programs particularly Dr. Purdy's keynote on October 4th. A digital ad produced an above average use of the website. Board members commented that they saw the ad for the kick-off event on TV. Ms. Hughes commented that the event was also publicized on KSYL, talk radio. Discussion about how marketing impacted the kick-off event with many college age and young adults attending.

Tales Along the Bayou promotions will be on Facebook and the television stations.

Unfinished Business

None

New Business

None

The next regular meeting of the Rapides Parish Library Board of Control is scheduled for Tuesday, October 16, at 3:30 p.m., at the Huie-Dellmon House.

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

Respectfully submitted by

Laura-Ellen Ayres
Secretary

Gregory Walker
President