

**Rapides Parish Library
Board of Control
December 11, 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: Mr. Michael Fairbanks, Ms. Lana Havens, Ms. Le'Anza Jordan, Ms. Linda McMahan, Mr. Ralph Roach, Mr. Gregory Walker and Ms. Laura-Ellen Ayres.

Absent: Ms. Dana Cox, Ms. June Arrington and Mr. Morris Taft Thomas

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

Board Member Reports

Mr. Fairbanks reported that he and his wife attended the *For the Love of Food* cooking demonstration program at Main Library. They enjoyed the program and would be preparing the eggnog cake that was demonstrated.

Agenda

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

Minutes

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

Financial Report

Business Manager Jimmy Holsomback reported that, as expected, the month of November was a very lean month for revenue. There were three pay periods in the November which accounts for the increase in salaries. Account No. 5070 was the expense to replace the carpet at Westside Regional Library which will be paid from the contingency fund. Some of the carpet at Main will be replaced and paid from the contingency fund as well.

Account No. 5755 is the expenses associated with preparing the Annex building for staff. Furniture, security system, phones and internet are some of the expenses. These items will be paid from the capital projects fund. Six people who currently have offices at Main Library will be moved to the Annex building. Five are from the IT department and one from Public Relations.

The Balance Sheet indicates that the accounts are in good standing. There was no activity on the capital projects account; however, the reimbursement for the new flooring at Main will be reimbursed before the end of the year.

Ms. Jordan made a motion to approve the financial report. Ms. McMahon seconded and the motion passed.

The 2019 budget was approved at the November Board of Control Meeting. Mr. Holsomback presented the legal announcement in the *Town Talk*. Mr. Fairbanks made a motion to adopt the 2019 budget. Ms. Havens seconded and the motion passed.

Director's Report

Ms. Laura-Ellen Ayres shared a Christmas card that was received from former board member Pat Barber. She asked that members return the committee preference checklist for 2019.

Ms. Ayres presented the statistic reports for July, August and September. She reported decreases in databases due to decline in usage of Ancestry and WorldBook. She noted that in September a large increase in off-site events. The Library Ambassador program was busy with family nights and kick-off events at the area schools.

Ms. Ayres will be off from December 22nd to January 2nd for the holidays. Facilities and Technical Services Departments will assist IT and Public Relations as they move to the Annex on Friday. Ms. Ayres invited the board members to tour the building after the meeting.

Human Resources

Human Resources Manager Jackie Brown expressed appreciation for the board members and provided a Rapides Parish Library umbrella which was purchased by the Friends of the Library and a certificate.

Outreach and Youth Services

Tammy DiBartolo, Outreach Services Coordinator, reported that an ALA grant has been received for the *The Great Stories Club*. The Library will partner with the City of Alexandria's Rec 2 U Department to have book discussions for youth at their facility near Bringhurst Field. The facility has been renovated and is a safe place for young people. They have a "pop-up" library there and offer tutoring and other programs each day after school. It is a great program that is an asset to the city.

This is the time of year when Outreach/Youth Services slows down a little. We spend this time looking to next year and planning projects. Our goal in 2019 is to find better and new ways to serve our veterans of war. We are very excited about this and welcome your suggestions and input on this project.

We had our first meeting of *RAPP (Relatives as Parents)* program. There were ten people in attendance, all of whom were raising the children of family members. Derrick Carter, from the Department of Child and Family Services spoke to the group about resources that they may be able to take advantage of to help them. Representatives from CASA were also there to answer questions. We had gumbo and dessert. The attendees visited with each other and exchanged information. This is a program that was funded by a grant from the Venture Fund managed by the United Way of Central Louisiana.

Our department would like to wish each of you and your family a happy holiday season. Thank you for all that you do for Rapides Parish Library.

IT

Systems Manager Janie Primeaux reported that the IT Department finished upgrading the public computers at Robertson to Windows 10 and Office 2016. They will finish the project next year with Boyce and Hineston as the final two locations to be upgraded. Both branches will get new computers.

The rest of the month, IT will spend time moving into the new Admin Annex building. All of the IT staff will move into the new space.

Next year, one of the first projects will be to replace older staff computers and all of the servers at the branches. We will also replace the Sierra Database Server. We will use money that we have set aside the last two years to pay for this server.

We also have plans to replace the existing hardware used for the public Wi-Fi at the branches. After having a few complaints over the year about the slow speed of the public Wi-Fi, we will try new hardware at King, Westside Regional and Main Library. If we are successful, we will install this hardware at the rest of the locations.

Public Relations

Public Relations Officer Jennifer Hughes presented a written report. Ebooks will be promoted during December. Future promotions with local media will be the *RAPP Program*, the partnership with CLTCC, and the MakerSpace.

Direct Services

Direct Services Coordinator Lennà Mouton reported that due to the Pineville Christmas Parade, the Martin Library closed one hour early on Monday. The parades at Boyce and Glenmora did not interfere with the Library's regular schedule.

The Administrative Staff will be visiting all branches this week to view their holiday decorations and wish staff a happy holiday season. Main Library set up a selfie station during the *Camp Out With A Book* promotion in November and has redecorated it for the Christmas season.

The *Read to Soar* program is a partnership with the Orchard Foundation. The eight-week program emphasizes early literacy for children and targets families with children ages one to five years old. The program is held every Tuesday from 3:00 – 5:00 PM at the Boyce Branch. Children receive eight books a week for a total of thirty books by the end of the eight-week program. The Orchard Foundation has contacted the Johnson Branch Manager for a future location for the program.

Unfinished Business

None.

New Business

Ms. Ayres highlighted the 2019 Long Range Plan which had been approved by the Long Range Plan Committee.

New ceramic tile will be installed in the children's room at Main Library. The children collection will be moved to another area of the Library so that the room can be returned to the original use as a meeting room. After the first of the year, the staff will discuss the possibility of this being a public meeting room and re-evaluating the Meeting Room Policy for this meeting room and the Glankler Media Lab.

Next year, the possible creation of a Library Foundation that can solicit funding from sources other than tax money will be researched. The formation of such a foundation will require the vote of the Board of Control.

Ms. Ayres noted the following points on the long form of the Long Range Plan:

- The collection at the King Branch will be rearranged and many of the out dated items will be replaced with a new collection.
- Under Westside Regional, heading II Personal, item i under a. Maintenance is repeated and will be removed.
- In the future, we will begin to begin to consider the best approach to improve the housing of the Outreach Department.

Ms. Havens, the Long Range Plan Chair, thanked the staff for an excellent and thorough 2019 Long Range Plan.

Mr. Walker called for a vote to approve the 2019 Long Range Plan and the motion passed unanimously.

Mr. Fairbanks announced the officers recommended by the Nominating Committee.

- Greg Walker, President
- Linda McMahan, Vice President
- Le'Anza Jordan, Treasurer

Mr. Walker called for a vote and the motion passed unanimously.

The next regular meeting of the Rapides Parish Library Board of Control will be held on Tuesday, January 15, at 3:30 p.m., at the Martin Library.

The meeting was adjourned at 4:25 p.m.

Respectfully submitted by

Laura-Ellen Ayres
Secretary

Gregory Walker
President