

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

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

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

**Agenda**

Ms. McMahan made a motion to approve the agenda. Ms. Cox seconded and the motion passed.

**Minutes**

Ms. Havens made a motion to approve the September minutes. Ms. Cox seconded, and the motion passed.

**Financial Report**

Business Manager Jimmy Holsomback reported that revenue and expenses are on target for the year. He noted that Account No. 3038 was interest received for the checking account and Account No. 3130 was a grant received from the United Way.

Outreach Services Coordinator Tammy DiBartolo explained that the United Way Venture Grant will be used to facilitate a *Relatives As Parents (RAP)* program. The program will offer information to individuals who are rearing children of family members. A light meal will be served. Activities will be provided for children while adults attend sessions about services, legal issues and other relevant topics. The first meeting will be on December 6<sup>th</sup> at 11:00 am at Westside Regional.

Mr. Holsomback said that Account No. 4160 was payment for insurance for the buildings and vehicle insurance. Account No. 5640 through 5783 was for reimbursables from the capital projects account.

The balance sheet is a summary of assets and set aside accounts. Mr. Holsomback noted that on the capital projects report that about \$27,000 was reimbursed to the Library operating account. There is \$20,873 remaining in the capital projects account.

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

Mr. Holsomback reported that healthcare premiums will increase 2% in the coming year. In 2017, the increase was 2.5%. He reminded the Board that the healthcare provider was changed to Vantage Healthcare in 2017. Premium increases before 2017 had been much larger.

The closing for the purchase of the property at 4<sup>th</sup> and Lee Streets is scheduled for Thursday, October 18<sup>th</sup> at 2:00 pm.

### **Director's Report**

Ms. Laura-Ellen Ayres mentioned that some the remaining capital projects funds will be used to tile the children's area and adjacent foyer area at Main Library. The offices that are located in the foyer area will be moved after the purchase of the new property and the foyer area will be used as a MarkerSpace Lab which will include the 3D printer and other technological equipment. The children's area is often used for programming, so tile flooring is a better alternative to carpeting.

Staff Development Day is on Monday, November 12<sup>th</sup> from 8:00 to 4:30 at Westside Regional Library. It is a day of training and networking for staff. The Library Board voted several year ago to close the Library on Veteran's Day to allow for this training. Tammy DiBartolo, Karla Kirby and Trina Kirk are serving as the committee planning the day. Ms. Ayres invited the Board of Control to attend all or part of the day.

The staff are preparing the reports for the Long Range Plan. The Long Range Plan Committee consists of Ms. Havens (chair), Ms. Cox, Mr. Thomas and Mr. Walker. The committee will meet on Friday, November 30<sup>th</sup> at 3:30 at the Huie-Dellmon House.

### **Direct Services**

Direct Services Coordinator Lennà Mouton reported three closures last week. The Johnson Branch was closed for three hours on October 9<sup>th</sup> due to a power outage. The King Branch was closed twice. The first time was due to a waterline breakage in the foyer area. The Library opened later the same day. The second was during an active shooter incident in the area. Arthur F. Smith and Peabody schools were on lockdown and the streets surrounding the Library were blocked off by law enforcement. The Library closed until the lockdown at the schools was lifted.

An electronics camp was held last week at the Boyce Branch for 5<sup>th</sup> to 9<sup>th</sup> graders. Mr. Terrell Holt led the children in constructing a flashlight from an empty plastic M&M tube. He will host the program for seven to eight children monthly until the end of the school year. An electronics camp will begin at King Branch in November. The Libuse Branch is hosting another electronics camp on Tuesdays for six weeks.

### **Human Resources**

Human Resources Manager Jackie Brown reported that three new substitute clerks are in training. Currently there are eighty-seven employees including nine substitute clerks.

### **Outreach and Youth Services**

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

A successful *Prime Time Family Reading Time* at Libuse ended last week. Each week there were over forty participants and everyone enjoyed storyteller Sylvia Davis and scholar Dr. Linda Peavy. They also received free books to take home. This was a great session in part because so many fathers attended. The staff at Libuse did a great job of organizing and hosting the sessions. The next *Prime Time* will probably be hosted by the Martin Library in the spring.

The Outreach Department has been working with the City of Alexandria Recreation Department to set up a sort of pop-up library at the City Park Boys and Girls Club. They have also requested our help with programs. They have computers available for teens to use and we will show them *Homework LA* and *Learning Express*. The children can also sign up for Library cards.

*Tales Along the Bayou* will be held on October 26<sup>th</sup> at Kent House. This is always a well-attended event with sometimes over 1,000 people in attendance. There are some great storytellers lined up this year. In case of increment weather, the event will be moved to the Westside Regional Library.

## **IT**

Systems Manager Janie Primeaux reported that the Windows 10 and Office 2016 projects are continuing. All the public computers at the King Branch have been updated. The public computers at Johnson will be replaced with new computers that have been updated with Windows 10 and Office 2016. McDonald Branch will be the next location to receive the updates.

The ticket system, which was implemented almost a year ago, is working well. All staff are using the system. From January through September, 522 tickets were closed. These tickets include simple fixes such as changing out a keyboard or mouse to more complicated repairs such as rebuilding a computer.

## **Public Relations**

Public Relations Officer Jennifer Hughes reported that the Virtual Realty usage has increased in the last week. Marketing is beginning for the VR on-line and in social media.

*Rapides Reads* participation has exceeded goals. This is the final week and final participation numbers will be calculated for the next meeting. Current promotions include *Tales Along the Bayou* and *Camp Out With A Book*. The VR and *Homework Louisiana* will be promoted next. Social media posts reached over 57,000 people in the last 28 days.

## **Unfinished Business**

None.

## **New Business**

Mr. Walker presented the new Library Programs Policy. He said that this is a new policy with guidelines for Library-sponsored programs. Ms. Ayres explained that a committee, which included staff members and Mr. Fairbanks, looked at examples of policies from other Libraries to create the policy for the Rapides Parish Library. This new policy is similar to the Display Policy in that the Director has the discretion of approving a program based on criteria listed in the policy. Mr. Walker said that this policy is not a tool to prohibit a certain type of program and no policy can ever

discriminate against specific individuals. The policy gives guidelines to employees who plan the programs.

Ms. Havens made a motion to approve the Library Programs Policy. Ms. Cox seconded and the motion passed.

Ms. Ayres presented the renewal of the Mission Statement without changes. Ms. McMahon made a motion to reapprove the policy. Mr. Roach seconded and the motion passed.

The next regular meeting of the Rapides Parish Library Board of Control was rescheduled to Tuesday, November 13, at 3:30 p.m., at the Huie-Dellmon House. This change was made due to the Thanksgiving holiday.

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

Respectfully submitted by

Laura-Ellen Ayres  
Secretary

Gregory Walker  
President