

**Rapides Parish Library
Board of Control
June 19, 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 Boyce Branch Library, 500A Ulster St., Boyce, LA.

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

Absent was: Mr. Morris Taft Thomas

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

Agenda

Mr. Walker asked that Mr. Lee Willis be added to the agenda to report about the yearly audit. Mr. Fairbanks made a motion to add Mr. Willis to the agenda. Ms. Havens seconded and the motion passed unanimously.

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

Minutes

Dr. Barber made a motion to approve the May minutes. Ms. Jordan seconded, and the motion passed.

Financial Report

Business Manager Jimmy Holsomback reported some revenue was received. With the revenue reported and additional revenue received since June 1st, the revenue budget is at 99%. Branch income has gradually increased over the last few years due to the installation of the card machines. There have been no NSF checks in over eighteen months.

Salaries and benefits are about two-thirds of the operating expenses. Account No. 4155 is the expense for the evaluation of the retiree health insurance report. Account No 4199 is the reimbursement from the State Library for expenses incurred during the conference in March. All accounts are in line with the budget.

The balance sheet indicates a strong cash position. The capital projects income statement shows the remaining balance in the capital projects account.

Mr. Lee Willis presented a draft of the yearly audit and reported a favorable audit with no findings or criticisms. He said that the report indicated that the accounting was exactly as reported by the

business manager in the monthly reports to the Board of Control. Mr. Willis explained that the differential, as shown on page 4 of the report, was down significantly due the lower insurance rates. In previous years, the rate had been as much as two million dollars. With the recalculation, the rate is one million, seventy-two thousand dollars.

Mr. Willis noted that the report was longer than previous years, due to the additional content required by the legislative auditor. He reported that no corrective action was suggested.

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

Director's Report

Ms. Laura-Ellen Ayres welcomed everyone to the annex building at the Boyce Branch. The first program in the building was the *Summer Reading Program* entertainment that was last week. Ms. Ayres introduced Boyce Branch Manager Deborah Boerboom. Ms. Ayres invited the Board Members to tour the Boyce Branch. The annex must be used during Library hours since there is no restroom in the building.

Ms. Ayres handed out a copy of an article announcing Margie Mealer as new director of the Evangeline Parish Library. Ms. Mealer worked at Rapides Parish Library and was a branch manager at the Boyce Branch before she moved to the Ruston Parish Library as their Children's Librarian. RPL Webmaster Chester Mealer is the son of Ms. Mealer.

A memo was emailed to the Board members with information about online banking. Assistant District Attorney Tom Wells provided online resources, available from Ms. Ayres to any Board member, that seem to say that any financial institution used by the Library should have a branch located in the parish. Ms. Ayres reminded the board that Mr. Holsomback takes yearly bids to secure the best possible interest for the Library's accounts. Mr. Holsomback reported that the most recent statement indicated 1.7% on the checking account. Therefore, the Library will not pursue online banking. The board concurred.

Ms. Ayres presented the revised statistics report for April 2018. Ms. Ayres said the new report provided more information in a broader way. Print and Media, which is circulation, was down as expected. This has been a national trend for libraries. Programming Attendance was also down, probably due to Easter falling on April 1st. The Easter Egg Hunts and other programs were held and reported in March. Ms. Ayres reported that eBooks and eAudio had increased over 100% from April of 2017. Meeting room and study room usage had also increased.

The Board approved the new form saying it was a great presentation that was concise and easy to understand. Ms. McMahon commented that more groups were using the meeting rooms since many of the community centers were limiting their hours in order to cut expenses.

An air condition unit at Westside Regional had to be replaced. The unit was nine years old and the warranty was expired. The replacement cost of \$12,000 will be paid out of the set aside account.

The Alexandria Lions Club donated \$1,000 that will be used to purchase large print books. The Lions Club would like to partner with the Library for a service project to benefit children this spring.

Virtual Realty equipment has been purchased with funds from the RoyOMartin Foundation. The equipment is located at the Reference Department at Main Library and Ms. Ayres invited the Board members to stop by and test the machine. A committee consisting of staff members will create a policy and a procedure that will be presented at the August Board of Control Meeting. Ms. Ayres asked for a Board Member volunteer to be a part of the committee. Mr. Fairbanks volunteered to work with the committee.

Mr. Walker asked if the Board of Health required any type of disinfectant. Ms. Mouton explained that a disposable sleeve is available to cover the headset. The headset fits on the face of the user.

The Staff Association is sponsoring a picnic for staff and Board Members on Saturday, August 25 from 4:00 pm to 7:00 pm, at the park in Forest Hill. On behalf of the Staff Association, Ms. Ayres requested that all branches close at 3:00 pm on August 25 so that staff can attend the picnic. The rural branches close at 1:00 pm on Saturdays, so this would only effect the in town locations. Signs will be posted in advance.

Ms. Jordan made a motion to close the branches at 3:00 pm on August 25 for the picnic. Ms. McMahon seconded and the motion passed.

Direct Services

Direct Services Coordinator Lennà Mouton presented a written report. She said that the *Summer Reading Program* entertainment was exciting last week. Westside Regional hosted their *First Annual Summer Safety Event*. A bicycle shop owner attended to share bicycle safety and a local law firm provided bicycle helmets to the first fifteen children. The local police and fire departments attended to offer safety tips.

There is a waiting list of about sixty children for the *Summer Electronics and Python Coding Camp* at Main Library. The Sankofa Collective is sponsoring a coding class for kids at the King Branch on July 11th and July 12th. A volunteer from a local computer company will teach the class at King. Classes are planned for Libuse and Robertson in the fall.

In August, Ms. Mouton will report on the change in the hours of operation during the last school year. Since this was the first year to have the extended hours during the school year, there are no statistics to compare from previous years. Customers' comments were supportive although some disagreed in changing back to the earlier hours after school dismissed for the summer.

There are two open positions that will be filled after the *Summer Reading Program*.

Ms. Boerboom thanked the members for visiting the new annex building. She shared photos of the recent *Didgeridoo Down Under* program that was held in the building. There were thirty-nine children and eleven adults in attendance. All had a great time.

Human Resources

Human Resources Manager Jackie Brown asked that Board Members ratify King Circulation/Reference Clerk Suzanne Bosarge and Reference Specialist Felicia Harris. Mr. Fairbanks made a motion to approve both candidates. Ms. Havens seconded and the motion passed.

Outreach and Youth Services

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

The Department of Wildlife and Fisheries set up a display at Westside Regional today. Ms. DiBartolo shared pictures of the display and said that it was very popular. The display will be shared with other branches. This is the first attempt for the Department of Wildlife and Fisheries to share the display at a Library.

Ms. DiBartolo is working with the Food Bank of Central Louisiana to provide snacks to children at the Boyce and Johnson Branches. These packaged snacks will be items such as fruit juices and crackers and will not include peanut butter. This will encourage children to come to the Library in the afternoon. The Food Bank is considering setting up a food pantry in Boyce. Another community meeting may be organized in the near future since the Library has experience working with the Town of Boyce officials.

IT

Systems Manager Janie Primeaux was unable to attend the meeting. Ms. Ayres said that everything was going smoothly for IT and no problems to report.

Public Relations

Public Relations Officer Jennifer Hughes said that she was focusing on the *Summer Reading Program* and *Library Card Sign-up Month* which is in September. There have been several guest appearances on local media and more planned in the next month.

Interest and engagement in social media is above average. The largest group reached are women ages 24 to 54. Ms. Hughes plans to add content geared toward men.

A marketing committee will meet tomorrow to begin planning promotions for upcoming events and programs.

Unfinished Business

None

New Business

Ms. Ayres presented the revised Wireless Access Policy. Even though the policy was revised less than three years ago, changes in the Library have made it necessary to update it. Under the "What is needed to connect?" heading, a revision was added to the type of equipment needed to connect. The bullet point stating that wireless printing is not available was removed from the "Limitations

and disclaimers:” heading. Wireless printing is available at all Library locations. Mr. Fairbanks made a motion to approve the revision. Ms. Hayes seconded and the motion passed.

Personnel Committee Chairman Michael Fairbanks presented the updated Personnel Policy. He stated that a bullying policy was added. The changes were to the wording of the heading of Section 5.02 and adding a paragraph under the same section.

Ms. Jordan asked for an explanation of “environmental harassment” that was referred to in Section 5.02. Mr. Walker explained that this was to prevent a hostile work environment. Ms. Ayres added that the wording of this policy was written by a team of lawyers in about 2010.

Mr. Walker called for a vote on the changes recommended by the Personnel Committee and the motion passed.

Mr. Fairbanks said that Ms. Ayres’ recent evaluation showed an overall approval rating of 89% which exceeds expectations. The evaluation included a self-evaluation by Ms. Ayres as well as comments and scores from staff and the Board of Control. The Personnel Committee recommended a 3% increase for Ms. Ayres. Mr. Walker called for a vote on the recommendation and the motion passed.

The next regular meeting of the Rapides Parish Library Board of Control is scheduled for Tuesday, August 21, 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