

**Rapides Parish Library  
Board of Control  
December 10, 2019**

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., Huie-Dellmon House located at 430 St. James St., Alexandria.

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. Greg Walker and Ms. Laura-Ellen Ayres.

President Greg Walker led the Pledge of Allegiance and offered an invocation.

**Agenda**

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

**Minutes**

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

**Financial Report**

Business Manager Jimmy Holsomback presented the financial report. He said that the income and expenses are the typical items for November. He noted that there were three pay periods in November which accounted for a higher salary expense.

He mentioned some accounts that were paid out during the year that were not included in the budget. Most of these are listed at the end of the Operation Statement.

- Account No. 5744, study rooms at Main Library
- Account No. 5756, flooring for the Annex Building
- Account No. 5759, automatic doors at the McDonald Branch

These accounts and others listed on the report will be paid from the contingency fund at the end of the year. This is a common yearly occurrence.

The Balance Sheet indicates a good position on cash and investments.

Mr. Holsomback continued that the Board approved the 2020 budget at the last meeting. As required by law, he published the announcement for the budget on December 1<sup>st</sup> and December 8<sup>th</sup>. Ms. Jordan made a motion to adopt the 2020 budget. Ms. Cox seconded, and the motion passed.

Ms. Havens made a motion to accept the financial report. Mr. Fairbanks seconded and the motion passed.

## **Director's Report**

Ms. Laura-Ellen Ayres reminded the Board that the meeting in January is after the Martin Luther King Jr. holiday. She said that the Committee Preference Forms were mailed with the packets, and she asked members to turn in the completed form to the Administrative Assistant today.

Ms. Ayres presented the statistical reports for July, August and September. Overall, there were increases throughout the Summer Reading Program and the month after.

The Programming Room at Main Library has received a new glass door which will reduce the noise in other areas of the Library.

She reported closures since the last meeting and upcoming planned closings.

- Main Library closed early on December 8<sup>th</sup> at 4:00 pm for the Staff Christmas Party
- Martin Library will close early on December 13<sup>th</sup> at 5:00 pm due to the Pineville Christmas Parade
- Boyce Branch Library will close early on December 14<sup>th</sup> at 12:00 pm due to the Boyce Christmas Parade
- The Library will be closed on December 24<sup>th</sup>, 25<sup>th</sup> and 26<sup>th</sup> for the Christmas holiday; December 31<sup>st</sup> and January 1<sup>st</sup> for the New Year's holiday and on Monday, January 20<sup>th</sup> for the Martin Luther King, Jr. holiday.

## **Direct Services**

Lennà Mouton presented a written report that highlighted the King Branch helping a patron with his education. Mr. David S. recently earned his bachelor degree in Early Education and credits the King staff for helping him achieve the degree. He will begin working on a Master's program in January. Board members suggested that this article be available to the public in some form.

Ms. Mouton announced a donation was received from Fellowship United Methodist Church in Hineston for the amount of \$500 to be used for programming at the Hineston Branch Library.

The IRS kiosk at the Martin Library has had little response but is expected to be busy during the tax season which begins in January. Flyers are in branches to advertise the program which is a partnership with the IRS. Tax forms will be received soon from the IRS and will be distributed to all branches.

Ms. Havens said that her daughter is the librarian at Oak Hill School. Hineston Library Ambassador Jeanette Hayward visits the school and offers help where she can. The school and the librarian appreciate the participation of the Rapides Parish Library.

## **IT**

Janie Primeaux, Systems Manager, listed projects for 2020.

- The older kids' computers will be replaced at Westside, Hineston, Main, Robertson, McDonald and Boyce.
- The older laptops will be replaced at Main and Westside. King Branch will receive an additional five lab laptops.

- The biggest project will be to move to hosting by Innovative which means we will no longer have servers on site. Innovative will manage our servers including upgrades and backups.

### **Outreach and Youth Services**

Tammy DiBartolo, Outreach and Youth Services Manager presented the Outreach and Youth Services Report and upcoming programs in the new year.

*My Community Cares* – Rapides Parish Library is an integral part of this endeavor. *My Community Cares* is a program that is working with Judge John Davidson (9<sup>th</sup> Judicial District) and the Pelican Center for Children. The goal of the project is to work with community leaders and those who offer services to address problems in their neighborhoods, especially those problems that may result in the removal of children from their families by DCFS.

In June, the library will host Dr. Temple Grandin. This a partnership among the Rapides Parish Library, The Louisiana Beef Council, and the Rapides Parish Cattlemen’s Association. Dr. Grandin is a professor at Colorado State University and has written several books on the ethical treatment of animals, particularly large farm animals. Dr. Grandin, who is on the autism spectrum, has written extensively about the disorder. Her story will inspire students, teachers, and families, and will shed light on the fact that everyone learns differently.

Beginning in March, the library is partnering with the Alexandria Museum of Art for their Childhood Classics exhibit. The exhibit will include artwork from various children’s books and Outreach/Youth Services staff will be on hand to help with programming.

In April, the library will celebrate the 30<sup>th</sup> anniversary of the Hubble Telescope. We will host an outdoor event at night complete with telescopes for attendees to look up at the night sky. We will have a SKYPE presentation from someone who worked on the Hubble Project. We will also share some of the Hubble images to be displayed in all library locations.

### **Public Relations**

Public Relations Officer Jennifer Hughes reported that the new website will be completed soon. She said that branches are hosting special storytimes during the month of December, and the King Branch will have a *Christmas Storybook Walk* where families will have an area to walk and pause to read.

### **Human Resources**

No Report

### **Unfinished Business**

None

### **New Business**

Mr. Roach reported that the Nominating Committee, of which he is the chair, nominated Ms. McMahon for President, Mr. Fairbanks for Vice-President and Ms. Jordan for Treasurer. Mr. Walker asked for nominations from the floor and there were none. He announced that the officers were elected by acclamation.

Mr. Roach reported that the Properties Committee met on November 22<sup>nd</sup> with the representatives of the Wettermark Family, the Mayor of Boyce and attorney Tom Wells to discuss the donation of property by the Wettermark family for a new Boyce Library. On behalf of the Properties Committee, Mr. Roach made a motion to request that the Rapides Parish Police Jury accept on behalf of the Rapides Parish Library a donation of land from Wettermark LLC, being described as : 1.5 acres on Tract 13 (Post Office Tract South), 1.5 acres located in Section 4, Township 5 North, Range 3 West of the Louisiana Meridian, Southwestern District, Southeast of the Town of Boyce, Rapides Parish, Louisiana for the purposes of constructing a library and to instruct the legal counsel of the Rapides Parish Police Jury to order a title abstract of the property to be paid by the Rapides Parish Library. The motion passed unanimously.

Ms. Ayres explained that the family has requested that the name of the library be “Alfred Boyce Wettermark Library.”

Ms. McMahon is the chair of the Long Range Planning Committee. She said the committee met and discussed the 2020 Long Range Plan. Both the long form and short form of the plan were mailed to Board members in their meeting packets. Ms. McMahon said that the committee approved the plan with no changes. Mr. Walker called for a vote, and the motion passed unanimously.

Mr. Walker asked Ms. Ayres to explain the Religious Accommodation Policy and the Travel Expense Mileage Rate Policy which are due for review. Ms. Ayres said that administration staff reviewed both policies, and there were no recommended changes. The board discussed revising the first sentence in the third paragraph of the Religious Accommodation Policy. Ms. McMahon made a motion to renew the policy with the modified language. Mr. Fairbanks seconded, and the motion passed.

Ms. Havens made a motion to renew the Travel Expense Mileage Rate Policy with no changes. Mr. Fairbanks seconded, and the motion passed.

Mr. Walker recognized Ms. Ayres for thirty-eight years of service to the Library and the citizens of Rapides Parish. He said that the board is proud of the job that she has done as director to advance the Library. Rapides Parish Library is considered a model library. He mentioned that Ms. Ayres was instrumental in contacting Mr. Wettermark and beginning the discussion of the acquisition of the property in Boyce. Mr. Walker presented Ms. Ayres with a plaque on behalf of the board.

Ms. Ayres thanked the board for volunteering to serve on committees and attend functions of the Library. She thanked the Library staff for following her toward to the future.

Mr. Walker said that this was his last meeting as Board President, and it was a pleasure and honor to serve. He said that the leadership of the Board will be in capable and willing hands.

Ms. Jordan reported that she had received information from one of the applicants for the Director position that an anonymous call had been received by them indicating that they did not receive the position before the board voted on the matter. Ms. Jordan said that this was unprofessional, and she

was disappointed. Members of the board agreed that this was appalling and reflected poorly on the Library.

Mr. Walker announced that the next meeting will be on January 22<sup>nd</sup> at the Huie-Dellmon House.

The meeting was adjourned at 4:40 p.m.

Respectfully submitted by

Laura-Ellen Ayres  
Secretary

Gregory Walker  
President