

**Rapides Parish Library
Board of Control
March 21, 2017**

Minutes

The regular meeting of the Rapides Parish Library (RPL) Board of Control was called to order by President Michael Fairbanks at 3:30 p.m., in the meeting room of the Huie-Dellmon House located at 430 St. James St., Alexandria, LA.

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

Mr. Fairbanks asked for public comments. There were none.

Mr. Fairbanks led the Pledge of Allegiance, and the Board observed a moment of silence.

Agenda

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

Mr. Fairbanks asked for Board Member reports. There were none.

Minutes

Ms. Havens made a motion to approve the February minutes. Ms. McMahon seconded and the motion passed.

Service Award

Assistant Director for Support Services Wesley Saunders presented a 40-year service award to Judy Skluzacek. Ms. Skluzacek is a Processing Specialist in the Technical Services Department. She prepares the mass market paperback books for circulation to the branches. Mr. Saunders says that Ms. Skluzacek is the "mother hen" of the department. She is loved by all those who work with her. Mr. Saunders commented that the environment at the Rapides Parish Library is such that employees stay for many years.

Ms. Skluzacek thanked the board for the honor. She said that the Library is a wonderful place to work. Her coworkers, supervisors and the Librarians are great people to work with.

Financial Report

Mr. Jimmy Holsomback presented the Financial Report. The revenue received to date is \$5,249,185 which is close to the budgeted amount of \$5,300,000. Operating Expenses are within budget. With the change in healthcare carriers, the Library saves \$14,000 a month as shown in Account No. 4015. Mr. Holsomback reminded the Board that the Rapides Parish Library pays 80% of an employee's premium for healthcare coverage. The employee pays the remaining 20%.

There were two unbudgeted expense items. Removal of the pine trees at the Robertson Branch is shown on Account No. 5647. These trees were close to the parking area and needed to be removed for safety. Account No. 5741 reports additional flooring at the Martin Branch. The flooring in the computer area was replaced. These expense will be paid from the contingency fund.

The Balance Sheet shows a very strong cash balance. Mr. Holsomback noted that \$500,000 from the checking account will be paid to the Libuse Branch Construction Account. Mr. Holsomback presented the financial reports for the Libuse Branch Construction. The contractor is making good progress on the project. The foundation has been poured and cured. Framing has been completed and the trusses will be installed this week.

Mr. Thomas made a motion to approve the Financial Report. Dr. Barber seconded and the motion passed.

Director's Report

Ms. Laura- Ellen Ayres reported that there was an involuntary termination of the Branch Manager at the Martin Luther King Jr. Branch. Johnson Branch Manager LaKeisha Henton has taken the role as Acting Manager at the King Branch while continuing her duties at the Johnson Branch.

Ms. Ayres explained that the proposed federal budget would eliminate the IMLS (Institute of Museum and Library Services). This would greatly impact the State Library of Louisiana and many of programs that are offered through it. Some of programs affected could be InterLibrary Loans Services, Talking Books for the Blind, the Louisiana Library Connection Databases and Homework Louisiana. Thus, RPL will be affected if this happens. While the Rapides Parish Library budget is strong, if this passes, it would certainly impact our budget. Ms. Ayres told the Board that she would be sending them an email later in the week as to how to contact their congressmen and what to say.

Board Member Dr. Pat Barber is featured in the March edition of the *Cenla Focus*. The article was written by Friends of the Library Board President Mike Wynne.

Ms. Ayres reported that the rafters are being installed at the Libuse Branch. She invited the Board Members to follow the progress on the construction blog at www.rpl.org. Ms. Havens shared that she had visited the site and was impressed with the location. It will be a great asset to the community.

The Huie-Dellmon House has received approval from the National Historic Register committee. A copy of the *Town Talk* featuring an article about the Huie-Dellmon House and Mrs. Myrtle Dellmon was given to the Board Members.

Ms. Ayres reminded the Board to complete the Ethics Training and send a copy of the certificate for the files.

Next month, there are three policies that are due for revision. The Credit Card Policy, the Distribution of Non-Library Materials Policy, and the 3D Policy. The 3D Policy may be postponed, due to the recent absence of the employee who works with the 3D printers the most.

A plaque showing the National Historical Register status will be purchased for the Huie-Dellmon House. Attorney Paul Smith has suggested wording for the plaque. A reception will be planned for May. The house received the status due to the communication contributions of Mrs. Myrtle Huie Dellmon. The Huie family were co-founders of the *Town Talk*. Mrs. Dellmon served as President of the Board of the *Town Talk* for about 30 years.

Direct Services

Ms. Lenna' Mouton reported that work is underway to widen the drive-thru at the Robertson Branch. The cement will be poured soon making the drive-thru easier to navigate for patrons.

The Branch Manager position is open at the Martin Luther King Jr. Branch. LaKeisha Henton is acting Manager, along with her regular duties at the Johnson Branch.

National Library Workers Week is in April. The staff will be celebrating that week.

Ms. Mouton presented the schedule for the Board Meetings. April will be at the Huie-Dellmon House; May at Westside Regional; August at Hineston Branch; October at Libuse; and November at McDonald Branch. The Board Members were in agreement. Ms. Mouton noted that transportation will be provided to the locations.

Ms. Mouton stated that there is a continued increase in circulation and staff are preparing for the Summer Reading Program.

Dr. Barber reported that the Branch Manager and her assistant at the Johnson Branch are fantastic and helpful.

Human Resources

Ms. Jackie Brown reported that the Branch Manager position at the King Branch is open. She presented the following employees for ratification: Reference Specialist Tara Williamson, Facilities Specialist William Blalock, Substitute Clerks Victoria Cienfuegos, Cory Miller, and Marilyn Marien and ILS Clerk Leah Rodney. Ms. Havens made a motion to ratify those presented for ratification. Ms. McMahon seconded and the motion passed.

Outreach and Youth Services

Ms. Tammy DiBartolo gave the Outreach and Youth Services Report. February was a busy month! Outreach Services participated in the Tobacco Free Living Mardi Gras Free Zone, the teen book club at Renaissance, and the Louisiana Teenage Librarians Association Conference. *Creative Con* and *Candied Yams and Cornbread* which are annual events were held during the month of February.

The annual Easter Basket Read Off began on March 13 and will end on April 10. Each library location participates in this event.

The big Eggstravaganza will be held at Main on April 12 at 9:00 AM. Anyone interested should call Ms. Karla Kirby.

The Cavanaugh Lecture sponsored by LSUA and the Rapides Parish Library will be held on March 23 at 6:00 PM at Westside. The guest speaker is V. Elaine Thompson, Ph.D., Assistant Professor of History at Louisiana Tech University. Dr. Thompson is the author of Clinton, Louisiana: Society, Politics and Race Relations in a Nineteenth-Century Southern Small Town. The event is free and open to the public.

The Summer Reading Program is just around the corner and community promotions are beginning. This year there is one theme for children, teen and adults. The theme is “Build A Better World.” There will be more information to come in the upcoming weeks about Summer Reading Program.

Ms. DiBartolo presented a “Save the Date” flyer for May 4. A workshop about special needs programming in the Library will be held at the Pineville Community Center. The public is invited.

Ms. Havens complimented Ms. DiBartolo and Ms. Karla Kirby on their speech at LLA. Author Curt Iles attended and had passed word to Ms. Havens that he was impressed with their presentation.

IT

Ms. Janie Primeaux reported Beanstack software had been purchased for the Summer Reading Program. This new program will allow patrons to log books or minutes online. Karla and Tammy will be able to run reports at the end of the program. Our computer savvy customers will love to be able to log their own children’s books and even keep up with the titles they have read. There is a mobile app and more teens may participated in the Summer Reading Program. Staff will be trained on the new software next week.

The Library will begin offering wireless printing at the beginning of April. This will allow customers to print from their laptops or devices from inside the Library or from home. They will be able to print from our website, from an app called PrintOn or by simply emailing the branch.

Public Relations

Ms. Suzanne James presented the Public Relations Report. National Library Week is April 9th – 15th and Rapides Parish Library will be celebrating all month. Staff and patrons can pose for the celebrity READ posters until the end of April. A staff member created a poster of her dog and his favorite book.

Social Media continues to grow.

Unfinished Business

Mr. Walker presented three proposed changes to the employee handbook as recommended by the Personnel Committee. Each Board Member received written changes to the handbook. The first

change brings the handbook in line with the life insurance policy. The second change pertains to the donation of vacation leave by an employee to another employee or to the bank. The last change relates to the continued training and education of employees. An employee who receives paid leave time for educational purposes, must reimburse the library for any incomplete courses or failing grade in the course.

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

New Business

None

The next regular meeting of the Rapides Parish Library Board of Control is scheduled for Tuesday, April 18, 2017, at 3:30 p.m., at the Huie-Dellmon House.

The meeting was adjourned at 4:10 p.m.

Respectfully submitted by

Laura-Ellen Ayres

Secretary

Michael Fairbanks

President