

**Rapides Parish Library
Board of Control
April 18, 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. Le' Anza Jordan, Mr. Ralph Roach, Mr. Gregory Walker and Ms. Laura-Ellen Ayres. Ms. Linda McMahon and Mr. Morris Taft Thomas were absent.

The meeting was called to order by President Michael Fairbanks. Ms. Ayres shared that Ms. Linda McMahon was absent from the meeting today due to the death of her father earlier today. The Board members expressed sympathy. A card was signed by each member to be mailed to Ms. McMahon.

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

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

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

Minutes

Ms. Havens made a motion to approve the March minutes. Mr. Roach seconded and the motion passed.

Financial Report

Ms. Laura-Ellen Ayres gave the Financial Report in the absence of Mr. Jimmy Holsomback. It was a routine month for revenue and expenses. The year-to-date Ad Valorem Tax received exceeds the annual budget amount. Additional tax revenue will be received in December. Account No. 3010 is State Revenue Sharing. This is money distributed to agencies to compensate for the homestead exemption in the parish. The first of four checks were received. Additional payments will be received throughout the year.

The first four accounts under Operating Expenses are the regular monthly expenses for salaries and benefits to employees and is the largest part of expenditures. All other expenditures are normal and on track for the year. Dr. Barber inquired about Account No. 5647, the tree removal at Robertson. Ms. Ayres explained that the fee was paid in February. Since this was not a budgeted expense, funding would come from the Contingency Fund.

Ms. Ayres presented the Balance Sheet, which shows a strong cash balance in our checking account. This is expected early in the year. Five hundred thousand dollars will be paid out for the Libuse Branch from the checking account within the next few months. There have been no changes in the Set-Aside Accounts since December.

The largest expense on the Libuse Branch Budget is the contractor. This will continue to be the largest expense for the project. The Libuse Branch Balance sheet includes \$4,954.37 remaining from the Robertson Renovation Project and can be used for the Libuse Project.

Ms. Ayres reported that Administration met with the architect, contractor and some of the sub-contractors at the Libuse site. The plumbing is roughed in. The studs for the interior and exterior walls are installed. The outside is covered in insulation board. The roof is covered in felt and the shingles are being installed. Administration will meet monthly with the architect and contractor regarding the progress of the building. The board members are invited to follow the progress on the construction blog at www.rpl.org.

Mr. Roach made a motion to accept the financial report. Ms. Arrington seconded and the motioned passed.

Director's Report

Ms. Laura-Ellen Ayres invited all to attend the Garden Party on May 11th to celebrate the addition of the Huie-Dellmon House to the National Historic Register. Main Branch Manager Linda LaFever, the chair of the party committee, explained that the party will be like "stepping back to 1942". The Alexandria Garden Club is providing period-appropriate refreshments. Staff members will be dressed as Ms. Myrtle Dellmon and lead tours through the building. The sign designating the house as on the National Historic Register has been ordered.

The 75th Anniversary of the Rapides Parish Library will be celebrated throughout the year, but especially in November, when the Library was formed in 1942. Each board member received a commemorative pin provided by the Friends of the Library. The pin was designed by Public Relations Officer Suzanne James and purchased by the Friends for the staff, Board, Friends Board and the Police Jury.

As reported last month, the U.S. budget is a concern. Ms. Ayres will send updates by email as information becomes available. She encouraged everyone to contact their congressman regarding the budget as needed.

Ms. Ayres reminded the board members to complete the ethics training and send the certificate in to Jennifer Quebodeaux.

Shelving was purchased from Hasting Bookstore for the Libuse Branch at a substantial savings. The shelving is metal with a wood look, accented in green. The children's area shelving has primary colors. The seller secured a storage building and moved the shelves. The Library will pay the monthly storage fee of \$1,000 per month. The architect has redrawn the plans to incorporate the shelving. The savings will allow for the purchase of better furniture for the new branch.

Direct Services

Ms. Lenná Mouton reported several staffing changes in the public service area. Main Programming Manager Faith Johnson and Westside Regional Library Manager Donna Mangham have each resigned, leaving openings for those positions. Reference Specialist Shayne Bertrand was selected to fill the Branch Manager position at Johnson which was open due to LaKeisha Henton becoming the Branch Manager at the King Branch. Ms. Ayres added that before Mr. Bertrand began working at the Rapides Parish Library, he was the Circulation Desk Manager at the LSU Middleton Library in Baton Rouge. This leaves us with an opening for a Main Reference Specialist.

Ms. Henton led the first ever Easter event at the King Branch. There were over fifty in attendance. There were crafts, a jumper and an Easter egg hunt. Presentations were made by the Forestry Service, local law enforcement and the local fire department.

The next Board of Control Meeting will be held at Westside Regional Library. Hineston and McDonald Branches will host meetings later in the year.

The Johnson Branch will be closed on Friday and Saturday this week due to the Pie Festival. Ms. Mouton spoke with Mr. Roberts, the President of the Lecompte High School Association, while visiting the Johnson Branch. He says that the Association appreciates the Library being located in the old schoolhouse. He was excited about the recent renewal of the lease. He offered any assistance that the Library or the new branch manager may need.

Human Resources

Ms. Jackie Brown reported applications are being accepted for Branch Manager III, Programming Manager and Reference Specialist as already explained by Ms. Mouton.

By May 3rd, the Board members will receive packets to complete for Ms. Ayres' annual evaluation. The paperwork is due at the next board meeting.

Outreach and Youth Services

Programming Manager, Karla Kirby presented the Outreach and Youth Services report in the absence of Ms. Tammy DiBartolo. Ms. Kirby reminded everyone that May 4th is the Special Needs Workshop at the Pineville Community Center on Main St. This is an all-day event that focuses on programs in the Library. A representative from the State Library of Louisiana will attend and focus on Talking Books and other services offered by the State Library. Scheduled to speak are Rhonda Gould and Robert Wright. Rhonda Gould is executive director of the Walla Walla County Rural Library District in Washington State and an advocate for special needs services in Libraries. Robert Wright, Ph.D, BSBA-D, LBA, works for the Louisiana Autism Center (LAC) which exists to provide diagnostic and treatment services to individuals and families. Dr. Wright is also an associate professor of Psychology at LSU-A. The event is free to all Libraries in the state.

On May 5th, Ms. DiBartolo will make a presentation on Library Services at the Save the Children Headstart Readiness Fair.

Ms. Kirby presented a flyer with the Summer Reading Program entertainment. The theme this year is “Build A Better World” and will focus on construction and architecture. She explained that this is the first year that participants have the option to register and log books online. All circulation staff have been trained on the new software. Paper logs will be available to patrons who prefer to use them.

IT

Ms. Janie Primeaux reported that the projector and laptop in the meeting room at the McDonald Branch will be replaced. The equipment is at least five years old and the projector is dim. McDonald Branch will also receive an I-Pad for Branch Manager Gail Goldberg to use during Storytime.

Wireless printing is now available at all locations. Branch Managers report that customers are thrilled.

Ms. Primeaux presented the May computer class schedule. New classes beginning in May are *Beginning Pinterest*, *Understanding the Cloud* and *Be Your Own Travel Agent*.

Public Relations

Ms. Suzanne James was unable to attend and submitted a written report. Ms. Ayres reported that last week was National Library Week. On Tuesday of that week, the Staff Association provided lunch for the entire staff, which was grilled hamburgers and hot dogs. The Friends of the Library provided the 75th Anniversary pins for the staff. Staff also received candy and a “Star” certificate with their name on it to celebrate National Library Worker’s Day. Throughout the month, staff and patrons are encouraged to submit pictures to Ms. James to create READ posters to be displayed in our branches.

The design for the National Historic Register sign for the Huie-Dellmon House was presented on the written report.

Card 4 Kids is currently on hold due to testing and the end of the school year. Summer school will focus on reading this year and hopes are that the summer schools get involved as they did last year.

The Bookmobile was featured on *Good Day Cenla* last week during National Library Week.

Unfinished Business

None

New Business

Ms. Ayres presented the Credit Card Policy for renewal in the absence of Business Manager Jimmy Holsomback. He regularly reviews the policy to stay in compliance. There was discussion about submitting receipts. Ms. Ayres explained that staff must turn in receipts to Mr. Holsomback and that staff comply.

Ms. Jordan made a motion to renew the Credit Card Policy. Dr. Barber seconded and the motion passed.

Ms. Ayres presented the 3D Policy for review. There were a few grammatical changes suggested. The 3D Policy has been reviewed and revised annually since the installation of the 3D printers. Ms. Ayres suggested that the policy be reviewed bi-annually (every other year). Most policies are reviewed every three years.

Ms. Havens made a motion to revise the 3D Policy as presented and review the policy bi-annually. Mr. Roach seconded and the motion passed.

Ms. Jordan commented that she has received two emails from Michael Fairbanks requesting authorization of payment. Since the Library does not approve payments in this way, she did not open the email. She wanted other board members to be aware of the scam.

The next regular meeting of the Rapides Parish Library Board of Control is scheduled for Tuesday, May 16, 2017, at 3:30 p.m., at Westside Regional Library.

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

Respectfully submitted by

Laura-Ellen Ayres

Secretary

Michael Fairbanks

President