

**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 Linda McMahon at 3:30 p.m., Huie-Dellmon House located at 430 St. James St., Alexandria.

Board members present were: Ms. June Arrington, Mr. Michael Fairbanks, Ms. Lana Havens, Ms. Linda McMahon, Mr. Ralph Roach, Mr. Morris Taft Thomas, Mr. Greg Walker, and Ms. Celise Reech-Harper.

Absent: Ms. Dana Cox and Ms. Le'Anza Jordan.

President Linda McMahon led the Pledge of Allegiance and a moment of silence.

Agenda

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

Minutes

Mr. Roach made a motion to approve the December minutes. Ms. Arrington seconded, and the motion passed.

Financial Report

Business Manager Jimmy Holsomback presented the Financial Report. He reported that in 2019 revenue was more than the budgeted amount and expenditures were less than the budgeted amount. He noted that Account No. 3020 is interest earned on checking accounts which is 2%. Ad Valorem revenue was \$147,000 over budget. The remaining amount at the end of the year was \$590,591, most of which will be added to the fund balance.

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

Mr. Holsomback presented the amended 2019 budget. Expenditures that were over 5% were highlighted on the written report. Most of these items were not budgeted. He noted that Account No. 4030 was for unemployment benefits. The Library does not pay unemployment monthly; it is paid when the need arises as it did in 2019. Reports showing Ad Valorem and salary history were presented.

Ms. Havens made a motion to approve the amended budget. Mr. Roach seconded and the motion passed.

Director's Report

Ms. Celise Reece-Harper, Library Director, reported that she was evaluating processes and services to ensure that the Rapides Parish Library is best utilizing our resources to serve our communities. The administration team will resume monthly meetings and look at some options to better communication and workflow. We are also considering changes to our training process.

A safety concern regarding vulnerability of individuals in our annex/ IT building and the employees at the rear of the Huie-Dellmon House was brought to her attention. Our facilities manager is implementing options to make our staff members safer including installing a few panic buttons in strategic areas and a call box for the rear door, so that individuals can be safely, remotely allowed entrance.

We are looking for opportunities and avenues for growth of our community outreach and programming. There may be some staff restructuring necessary in the future to better facilitate this type of growth.

We intend to make a large force staff effort to participate in the *Together Tuesday* (first Tuesday) at under-supported schools during the month of April (before National Library Week). Ms. Reece-Harper invited the board members to join the Library in these efforts. All schools in the parish are participating in this effort. Ms. Havens reported that she participates at a school during *Together Tuesday*, and the response has been positive.

The 2020 Louisiana Library Association Annual Conference will be held on March 25-27, 2020 in Lafayette, Louisiana. Ms. Reece-Harper is the Conference Chair, Shayne Bertrand (Robertson Branch Manager) is the LaSSAL Section Chair, our bookmobile and Outreach department will be participating in the bookmobile round-up, and several staff members will be actively participating in the conference as volunteers. Ms. Reece-Harper encouraged board members to attend if they are able to do so.

Ms. Reece-Harper has been asked to serve as Conference Chair again next year, and the LLA President and First Vice President have agreed to host the 2021 Conference in Alexandria.

Direct Services

Lennà Mouton reported that the Direct Services department kicked off the new year with the “Back to Basics” of getting organized. The branches are removing holiday decorations, decluttering public and private areas, adding new displays about current events, and creating displays for upcoming holidays.

All branches and staff fared well in both storms on December 16th and January 10th.

Ms. Mouton presented information about the Library Support Staff Certification Program (LSSCP). Four managers have registered to complete the program within five years.

- Pamela Martin, Westside Regional Manager
- Sonya Jeter, Main Library Manager
- LaKeisha Henton, King Branch Manager

- Teri Sullivan, Libuse Branch Manager

McDonald Branch Manager Gail Goldberg and Ms. Mouton completed the program last year.

Ms. Mouton said she is reviewing repositioning of staff to better accommodate the customers and branches. There are four open positions.

Human Resources

No Report

Outreach and Youth Services

Tammy DiBartolo, Outreach and Youth Services Manager, presented the Outreach and Youth Services Report and upcoming events.

Bookmobile and POP staff will attend the Louisiana Library Association Conference in March to participate in a Bookmobile Roundup. Outreach staff from other libraries in the state will be in attendance to share ideas and problem solve.

The warden at the Pollock Prison has once again asked the library to facilitate some training for their staff. The training will be held in Glankler Media Lab at Main Library. The time and date is to be determined.

Ms. DiBartolo has been attending the My Community Cares meetings. These meetings include the RPSB School Superintendent, staff from DCFS, Judge Davidson (Juvenile Court), members of faith-based community and many others. The goal of this project is to connect people in communities that need services with agencies that can help them.

The Library will once again participate in the *Mardi Gras Free Zone* to be held on February 23. The Free Zone is comprised of many groups in the community and is a smoke-free and alcohol-free place for families to join in activities while they wait for the Mardi Gras parade. There will be bouncy houses, music, games, free food and snacks. All are welcome to attend. This event is paid for by a grant from Etna.

IT

Janie Primeaux, Systems Manager, presented the IT report.

With the Ransomware problems that the State has been having, Systems Administrator Bill Huffman made more changes to our exchange server by adding an extra line of defense using SonicWall Email Security. It uses a multi-layer defense approach to catch both known and unknown threats. It keeps ransomware from entering our network by stopping it if email is recognized as spam or Ransomware. SonicWALL will then send these emails to their cloud and filters it through. It never reaches our exchange server.

Our ILS Administrator, Trina Kirk, is going to be a presenter at the IUG conference this year. Her topic will be “Paperless Inventory – Sierra & Excel.”

Innovative will start hosting Sierra and Encore for us. Plans are to have this project completed by the end of February.

Westside and Main’s labs will receive new laptops. King’s lab will receive five additional laptops. These should be in place by the end of March.

Ms. Primeaux said that laptop computers will be set-up in the Glankler lab for the training with the Pollock Prison. Staff will teach the prison staff basic excel and word. Our on-line resources will also be presented. She noted that on the RPL website is a database named Pronunciator which helps individuals learn another language. This is helpful with the large Hispanic population. This class was held at the prison, but the Internet was not adequate, and the RPL staff was also limited in what kinds of equipment they could bring.

Public Relations

Public Relations Officer Jennifer Hughes presented a written report that listed system-wide programs that the Public Relations Department is promoting. She announced that Mr. Morris Taft Thomas has art on display at Main Library.

Ms. Hughes previewed the new website for the board. She said that the staff will have the opportunity to use the website before it launches to the public. Staff will receive the link next week.

Associate Director Wesley Saunders explained that the *Town Talk* and other local newspapers are being digitized and available to view on the website. He said that from the beginning of the newspapers through 1966 has been completed and able to be viewed on the website. This is an ongoing project for the last ten years and will conclude with newspapers in 1970. Copyright issues prevent the digitization after 1970. The *Town Talk* is available online for staff to research but is not available to the public since it is password protected. The *New York Times* and *News Bank* are available online to the public.

Unfinished Business

None

New Business

Ms. McMahon presented the Meeting Date Memo for the dates and locations of the board meeting.

- January 21 at Huie-Dellmon House
- February 18 at Westside Regional Library
- March 17 at Huie-Dellmon House
- April 21 at Hineston Branch Library
- May 19 at Huie-Dellmon House
- June 16 at Huie-Dellmon House

- August 18 at Huie-Dellmon House
- September 15 at King Branch Library
- October 20 at Huie-Dellmon House
- November 17 at Huie-Dellmon House
- December 8 at Huie-Dellmon House

Mr. Thomas made a motion to accept the dates and locations. Mr. Roach seconded, and the motion passed.

Ms. Reech-Harper presented the Investment Policy for renewal with no changes. Mr. Fairbanks made a motion to approve the policy. Ms. Havens seconded, and the motion passed.

Mr. Walker present the Social Media Policy on behalf of the Personnel Committee. Ms. Havens made a motion to approve the policy. Ms. Arrington seconded, and the motion passed.

Ms. Reech-Harper said that the proposed official grand opening of the Makerspace Lab at Main Library will be during National Library Week in April. She suggested that the lab be named in recognition of former director Laura-Ellen Ayres who worked over the last year to create the lab. Mr. Walker made a motion to name the Makerspace Lab at Main Library in recognition of Laura-Ellen Ayres. Mr. Fairbanks seconded, and the motion passed.

Mr. Holsomback said that the name on the Capital One CD should be changed to reflect the new director. No vote was necessary.

Ms. Reech-Harper reported that there is not enough parking at the Libuse Branch during Summer Reading Program events and when the branch is used as a voting station. Many people park on the shoulder of the highway, but it is a busy roadway and safety is a factor. Ten parking spaces can be added to the rear of the property for a cost of \$65,000; however, this will not alleviate the parking situation. The current solution is to hire deputies to direct traffic on the busy days of Summer Reading Program entertainment and for the Policy Jury to do the same during elections.

Ms. Mouton mentioned that the Library had been hosting Hi-Set classes at the Boyce Branch with the CLTCC. The instructor had a conflict and was not able to continue the classes. The school is close to finding a replacement and classes will resume soon.

Mr. Walker made a motion to add a motion from the Personnel Committee to the agenda. Mr. Fairbanks seconded, and the motion passed. Mr. Walker said that the Director's salary did not fall within the ranges of the current pay scale. He made a motion on behalf of the Personnel Committee to bringing her salary up to the minimum according to the pay scale. Ms. McMahon seconded, and the motion passed.

Ms. McMahon announced that the next meeting will be on February 18th at the Westside Regional Library.

The meeting was adjourned at 4:45 p.m.

Respectfully submitted by

Celise Reece-Harper
Secretary

Gregory Walker
President