

**Rapides Parish Library  
Board of Control  
April 15, 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., at the Huie-Dellmon House located at 430 St. James Street, Alexandria.

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

Absent: Ms. Dana Cox

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

**Agenda**

Mr. Thomas made a motion to approve the agenda. Ms. McMahan seconded and the motion passed unanimously.

Ms. Lennà Mouton introduced Ms. JoEllen Barton and presented a clock for her 25 years of service. Ms. Barton began as a substitute clerk, and has worked at Martin Library and the Robertson Branch. Most of her service has been as a Circulation/Reference Clerk at the Robertson Branch. Ms. Barton has great customer service skills and treats the patrons as family. Ms. Barton thanked the board for the gift and said that she enjoyed her work at the Library.

On behalf of the board, Mr. Walker thanked Ms. Barton for her service.

**Minutes**

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

**Financial Report**

Business Manager Jimmy Holsomback reported that the first quarter's revenue is on track with the budget. Revenue is about \$100,000 more than last year at this time. The first income installment from State Revenue Sharing was received in the amount of \$63,952. The interest earned on the checking account continues to be 2.45%.

Operating Expenses are the typical monthly expenses and well within the budget. Salaries and benefits are about two-thirds of the monthly expenditures. Mr. Holsomback said that the \$2,800 was spent for the required Unfunded Healthcare Report and is indicated in Acct. No. 4155 Professional Fees. The annual audit by Mr. Lee Willis will begin later this month.

The Balance Sheet indicates a solid cash position. The endowment funds is money received in memory of an individual or for a cause. These funds are invested in certificates of deposit at Evangeline and Sabine Banks.

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

### **Director's Report**

Ms. Laura-Ellen Ayres said that two policies are due for revision or creation that require staff and board involvement. She asked for volunteers to revise the Material Circulation Policy and to create the Meeting Room Policy for the Glankler Media Lab and the programming room at Main Library. Mr. Fairbanks and Ms. Havens volunteered to work on the projects. Ms. Ayres said that the process would start in mid-May.

The Rapides Parish Policy Jury recently passed the renewal the lease of the parking lot in Boyce where the annex building is located through February 28, 2020.

Libraries Southwest has invited the Rapides Parish Library to join a consortium of public, academic and specialty libraries. The group meets monthly and Mr. Wesley Saunders has been participating in the meetings. There are many advantages to joining this type of consortium such as training, scholarships and reduce pricing for purchases. The yearly membership fee is \$400.

### **Direct Services**

Direct Services Coordinator Lennà Mouton presented a written report.

The second Community Leader Meeting was held at the annex building in Boyce. The mayor and other leaders shared their ideas on the needs of the community. They expressed a need for more programs to enhance the quality of life like job fairs, an instructor to host a HiSet class, and a place to tutor and tutors for children.

The Library will partner and plan to support these programs starting after the *Summer Reading Program*. Since the last Community Leader Meeting in 2018, the Boyce Branch Library has held an 8-week coding class, the *Read to Soar* Program and given out snacks provided by the Food Bank. The next Community Leader Meeting will be held in the fall of 2019.

The Johnson Branch has partnered with the LSUA Ag center, which will hold a program once a week for ten weeks, focusing on nutrition. At-risk families are the target audience.

Last week, the administration staff visited all the branches and departments in celebration of National Library Workers Day, April 9<sup>th</sup>, to say "thank you" to staff for their loyalty to RPL.

*Summer Reading Program Kick-off* for all branches is May 22<sup>nd</sup>. Branches will have displays and tables set up for the day.

In February, the branches held a total of 75 programs, not including the weekly Storytime at all locations. The *Read to Soar* program will be at Main Library in May and King Branch later in the year.

### **Human Resources**

No Report.

### **Outreach and Youth Services**

Tammy DiBartolo, Outreach Services Coordinator, presented a written report:

I would like to begin my report by thanking the Bookmobile/Homebound staff for their service. April 10<sup>th</sup> was Bookmobile Appreciation Day and we recognized the Bookmobile Staff at our Summer Reading Program training on that day. Bookmobile is an important part of library service and our Bookmobile ladies do a great job tending to the unique requests from these customers.

Friends of the Rapides Parish Library, the Rapides Parish Library and Kent Plantation House will host a *French Heritage Fest* at Kent Plantation House on May 18<sup>th</sup> from 10 AM to 3 PM. There will be French music, crafts, Cajun dance lessons, Bouree' lessons, and food! Admission is free and we hope to make this an annual event.

Outreach staff will participate in the upcoming summer events promotion at the Alexandria Mall as well as the *Party for the Planet* at the Alexandria Zoo. Both events are on April 27<sup>th</sup>. We will be promoting Summer Reading 2019 and encouraging families to read during the summer.

The Outreach staff has been asked to give a presentation on the challenges of mentally ill customers in public libraries at the Evangeline Parish Library on April 24<sup>th</sup>. It is always exciting to partner with other libraries and share ideas. We have also been asked to present at the Louisiana State Library this fall. They have asked us to give a presentation on reaching out to underserved teens. These could include teens that are in foster care, incarcerated, have special needs and more. This is a group that is sometimes overlooked but really could benefit by using the library and its services.

For those who love art, mysteries and local history, local FBI agent, Randy Deaton, will be at Westside Regional to talk about how he solved the Clementine Hunter art forgeries. We are excited that Agent Deaton was able to fit the library into his schedule.

Finally, everyone is gearing up for *Summer Reading*. The theme for 2019 is "A Universe of Stories" and incorporates space travel, astronomy, STEM activities and more.

### **IT**

Systems Manager Janie Primeaux reported that the IT staff closed 87 tickets in the month of March. Many of our tickets can be closed remotely. All of the IT staff has access to remote into any staff or public computer using TightVNC. We can also remote into the servers at each branch.

Here are some examples of remoting in to fix problems:

- MC self check out - not coming on
- BC -Cannot print from public computers.

- BC -1-Up Printer not working.
- MN - Sierra not opening.

Then sometimes if the staff just restarts the computer, the problem resolves itself:

- MN -Microfilm scan pro 1100 not functioning – Ticket closed: Reference restarted and everything worked.

In May, Samantha Dusza and Chester Mealer will attend the IUG conference. Last week, Bill Huffman, Chester Mealer and Matt Martin attended the *TechFest* in Baton Rouge.

### **Public Relations**

Public Relations Officer Jennifer Hughes gave the Public Relations Report. Last week was National Library Workers week. Videos were on social media and on the digital billboards at the branches.

The *Easter Basket Read-off* concluded today. A landing page has been created for the *Summer Reading Program*. It can be viewed by going to [www.rpl.org/srp](http://www.rpl.org/srp). Yard signs will be posted at schools near the areas where parents pick up the children. After school dismisses for the summer, the signs will be moved to other strategic locations throughout the parish.

The *Clementine Hunter Art Forgery Program*, the *French Heritage Fest* and *Summer Safety Event* will be featured on KLAX in May.

In the fall, *Cards 4 Kids* applications will be distributed to private schools in the parish.

### **Unfinished Business**

None.

### **New Business**

Ms. Ayres presented the Weapons Policy for renewal. Mr. Fairbanks made a motion to approve the policy. Ms. McMahon seconded and the motion passed.

Ms. Ayres announced her retirement effective December 31, 2019. She said that she has enjoyed working with the Board during her five and one-half years as director. At the end of 2019, she will have worked at the Rapides Parish Library for thirty-seven years. She said that these have been wonderful years. She said that her husband plans to open a used bookstore in the area, and she plans to support him in that effort. Ms. Ayres said that she leaves with a strong and capable administration and Library staff.

Mr. Walker said that he appreciated her time as director. He will contact all the board members before the next meeting and appoint a search committee. He commented that he was the chair of the last search committee and can give pointers and help when needed.

The next regular meeting of the Rapides Parish Library Board of Control will be held on Tuesday, May 21, at 3:30 p.m., at the Huie-Dellmon House.

The meeting was adjourned at 4:00 p.m.

Respectfully submitted by

Laura-Ellen Ayres  
Secretary

Gregory Walker  
President