

**Rapides Parish Library  
Board of Control  
May 16, 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 Westside Regional Library located at 5416 Provine Place, Alexandria, Louisiana.

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

Mr. Fairbanks asked for public comments. Ms. Havens commented on the recent Garden Party celebrating the induction of the Huie-Dellmon House to the National Historic Register. She said that the celebration was exceptional and she enjoyed the event.

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

**Agenda**

Ms. McMahan 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**

Mr. Roach made a motion to approve the April minutes. Dr. Barber seconded and the motion passed.

**Auditor Report**

Mr. Lee Willis of Rozier, Harrington and McKay presented the 2016 Financial Audit. Mr. Willis reported that his findings were consistent with the monthly financial reports presented by Business Manager Jimmy Holsomback. Mr. Willis said that there are new state requirements for the next audit. He will send suggestions to the Library and there may be a need to revise some of policies to prepare for the changes.

**Financial Report**

Business Manager Jimmy Holsomback presented the April Financial Report. The Ad Valorem revenue is an all-time high and has exceeded the budgeted amount. The Operation Expenses were the normal expenses for the month. Account No. 5787 was the purchase of shelving for the Libuse Branch from Hastings Book Store at a substantial savings.

The Balance Sheet will reflect a few adjustments next month from the annual audit. Mr. Holsomback reported the Set-Aside Accounts were strong.

The Libuse project is progressing on schedule. The bricks are being installed, the parking lot will be completed next month and the inside work will begin soon. The landscape drawings are in the process and bids will be taken near the end of the project. Projected completion date is September 15, 2017. The shelving has already been purchased from Hastings and is being stored in Pineville. Extra shelving was purchased to accommodate any changes. Mr. Holsomback presented the Balance Sheet for the project. He reminded the board that one million dollars was borrowed and \$500,000 would come from the Fund Balance to complete the project. The contract is \$1.19 million.

Dr. Barber made a motion to accept the financial report. Mr. Roach seconded and the motion passed.

### **Director's Report**

Ms. Laura-Ellen Ayres presented the interior finishes for the Libuse Branch. The colors were picked by the architect, Branch Manager Pam Martin and Direct Services Coordinator Lenná Mouton.

Ms. McMahon commented that the Westside Regional Library was beautiful and the restrooms were especially nice.

Ms. Ayres will be out-of-state beginning May 17<sup>th</sup> and will return May 21<sup>st</sup>. She will be attending her niece's graduation from military training.

Plans for the 75<sup>th</sup> Anniversary celebration are underway. On November 8<sup>th</sup>, branches and the Bookmobile will celebrate with a party at each location. The Police Jury is expected to declare November at Rapides Parish Library Month.

The Garden Party to celebrate the induction of the Huie-Dellmon House to the National Historic Register was a success. Ms. Ayres thanked the board members for attending and being a part of the celebration.

Payroll and Benefits Administrator Stacy Dubroc has been working with IT to change the payroll system from the ABRA System to EBS Pay Suite. The ABRA system works with Windows 7 and will be obsolete in the future. The EBS Pay Suite is compatible with the EBS Timekeeper that is already used at the Library. The new program will save time and be more accurate. Staff will be able to view their leave time, print pay stubs, and change withholding information. The cost for this new program is \$25,080 and will be paid from the Contingency Fund. The new system will go into effect July 1, 2017, which is the beginning of a quarter.

Ms. Ayres presented the statistics for January, February and March. The moving average has increased each month. Ms. Ayres noted the increase in January for the King Branch and Online Resources. She reminded the board that the Robertson Branch was closed during January 2016 for renovation which accounts for the very large increase in circulation. Ms. Ayres noted that Lenná Mouton, Direct Services Coordinator, has been working with managers to increase circulation. The managers recently attended a meeting that featured a marketing webinar.

Charlotte Bourg, for the State Library of Louisiana, attended the May 11<sup>th</sup> Garden Party. She said the Rapides Parish Library is known as a leading Library in the state.

Next month, the Customer Privacy Policy will be reviewed.

### **Direct Services**

Ms. Lenná Mouton introduced new Branch Managers and each shared their goals for their respective branches. Shayne Bertrand has recently become the Johnson Branch Manager from Main Reference. LaKeisha Henton, who previously was Branch Manager at the Johnson Branch, has moved to the Martin Luther King Jr. Branch as Branch Manager. Pam Bennett will be the Martin Library Branch Manager effective May 29<sup>th</sup>. Pam was the Assistant Manager at the Robertson Branch. Sonya Jeter will move from the Martin Library as Branch Manager to the Robertson Branch Manager position beginning May 29<sup>th</sup>. Elizabeth Parish is the Westside Regional Library Branch Manager, coming from the Robertson Branch.

Ten staffing hours will be added to the McDonald Branch. This was added to a 30-hour position at McDonald, creating a 40-hour position. The Branch Manager at McDonald represents the Rapides Parish Library at the state level. The extra hours will help the branch continue to function smoothly.

### **Human Resources**

Ms. Jackie Brown presented Teri Sullivan for ratification. Ms. Mahon made a motion to ratify Ms. Sullivan. Ms. Havens seconded and the motion passed.

Ms. Brown reminded the board members that the director's evaluation is due. She will send an email to those who have not completed the evaluation.

Ms. Brown read part of a letter that was received from Historic Preservation Consultant Paul Smith praising the Garden Party and the use of the Huie-Dellmon House. Mr. Smith acknowledged the commitment of Ms. Ayres and staff to preserve the history of the house and offering the best Library services to the community.

### **Outreach and Youth Services**

Ms. Tammy DiBartolo presented the Outreach and Youth Services Report. The *Special Needs Workshop* on May 4<sup>th</sup> was a great success, in spite of the bad weather the day before. Library staff from Rapides as well as from other parishes attended and learned about the need for serving library customers with special needs. Special needs is a broad term and includes many mental, emotional and physical differences in an individual. The workshop offered ideas, solutions and incentive for library staff to better serve this part of our community. The library has received positive feedback for offering this kind of program to other public library staff members. The State Library of Louisiana attended to explain the services offered to the blind and disabled.

Summer Reading is right around the corner and we are taking every opportunity to get the word out into the community. On May 5<sup>th</sup>, Ms. DiBartolo attended the Head Start School Readiness Fair at the Martin Community Center. She encouraged parents to sign their children up for summer reading. Library staff will once again participate in the Rapides Parish School Board's

Literacy Camps. We will be reading and interacting with first through third graders on various days during the summer.

The Bookmobile (along with staff from the King branch) will be at the Frank O. Hunter Park on June 24<sup>th</sup> from 1 to 4 PM. The event is a Kid's Fun Day sponsored by Cenla Juvenile Officer's Association. Plans are underway for the library to offer fun activities for the kids.

Summer Reading is for everyone; children, teens and adults. Ms. DiBartolo encouraged everyone to take advantage of the opportunity to participate.

## **IT**

Ms. Janie Primeaux reported that two new public computers were added at the Martin Library making a total of eight computers available to the public. A link for the Summer Reading Program online software is on the website for customers to use. Virtual servers are in place, eliminating the need for hardware.

## **Public Relations**

Ms. Suzanne James presented Facebook statistics. The posts that were most viewed were the article about a 3D printer and a post about the recent severe weather. A beak was printed on a 3D printer for an injured bald eagle. The new beak allowed the bird to eat and sustain itself normally. The only local publically available 3D printer is at the Rapides Parish Library. Ms. James tied in the severe weather with renewing items online or calling the Library.

Advertising for the *The Coding 4 Kids* program in June on Facebook has been successful. The ads are inexpensive and are instrumental in bringing in customers to the Library. Another ad on Facebook for the book talk with author Bill Nash will run through on May 24<sup>th</sup>.

Tent cards for the 75<sup>th</sup> Anniversary were presented. The cards will be in the branches at the circulation desks and throughout the branches.

Ms. McMahon offered event guides that she had received while visiting East Baton Rouge Parish Library. Ms. Jordan mentioned passing out the tent cards at the Police Jury and area banks.

Ms. James reported the next promotion for the 75<sup>th</sup> Anniversary will be window clings and banners for all buildings.

## **Unfinished Business**

Ms. McMahon expressed appreciation for the prayers and thoughtfulness during the time of her father's passing.

## **New Business**

Ms. Ayres presented the 3D Policy for review with suggested changes. Ms. McMahon made a motion to reword the 3D Policy. Dr. Barber seconded and the motion passed.

Mr. Ralph Roach, Chair of the Properties Committee, reported that the Properties Committee met and discussed the purchase of property next to the Huie-Dellmon House. The property has a

building and thirty-five parking spaces. Since the property cannot be purchased without an appraisal, the committee agreed to proceed with the appraisal and meanwhile conduct more research on available parking in the area. The committee tabled the discussion until more information is obtained.

The next regular meeting of the Rapides Parish Library Board of Control is scheduled for Tuesday, June 20, 2017, at 3:30 p.m., at the Huie-Dellmon House.

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

Respectfully submitted by

Laura-Ellen Ayres

Secretary

Michael Fairbanks

President