

**Rapides Parish Library
Board of Control
October 15, 2019**

Minutes

The regular meeting of the Rapides Parish Library (RPL) Board of Control was called to order by Board Vice-President Linda McMahon at 3:30 p.m., Robertson Branch Library, 809 Tioga High School Road, Ball, Louisiana.

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

Absent: Ms. Dana Cox and Mr. Greg Walker

Ms. McMahon led the Pledge of Allegiance and Ms. Havens offered an invocation.

Agenda

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

Board Member Reports

Ms. McMahon reported that the Director's Search Committee had made a selection and an offer is pending. The committee will notify the board with the names of applicants and offers as soon as possible.

Minutes

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

Financial Report

Business Manager Jimmy Holsomback presented the September Operating Statement. He noted that revenue is low as expected this time of the year. Account No. 4160 was insurance expenses for the property and vehicles in the amount of \$23,000. All other expenses were the normal recurring monthly expenses. Mr. Holsomback reported that the third quarter financial status was good. Expenses are on track to be below budget. The Balance Sheet indicated a strong cash position.

Mr. Holsomback said that he has begun the process of the 2020 budget which will be brought to the Finance Committee and then to the Board of Control in November.

Ms. Havens made a motion to accept the financial report. Mr. Thomas seconded and the motion passed.

Director's Report

Ms. Laura-Ellen Ayres reported that the branches and departments are submitting their Long Range Plan for 2020. The Long Range Committee will receive the report in mid-November. The board will receive and vote on the plan at the December meeting.

The Main Library staff and administration met with a representative from the Extra Mile on Monday, September 23rd to discuss the availability of Narcan in the Library. Tammy DiBartolo shared a sample of the drug and explained how to administer it. She said that 452 people died in Louisiana last year from drug overdoses.

Discussion followed.

- Narcan will only be available at locations where there are volunteers from the staff to administer it.
- Main Library staff has not experienced patrons with drug overdose, but have witnessed people who are drunk or high.
- Narcan will not reverse effects of meth or antidepressants. It will affect those who use opioids only, like oxycodone, heroin, tramadol, fentanyl, etc.
- Narcan will not harm a person suffering from another health issue and it can be administered multiple times until medical assistance arrives.
- Ms. Ayres will contact the Library's attorney and have more information next month.
- Library staff should be aware of mental health issues and obvious behaviors associated with drug use perhaps with some type of workshop. Ms. Ayres will look into having some type of training for Narcan during Staff Development Day in November.

Mr. Fairbanks made a motion to have Narcan available for volunteer staff who are trained to use when necessary, contingent on approval by attorney Tom Wells. Ms. Arrington seconded and the motion passed.

Ms. Ayres and Mr. Holsomback met with Asst. District Attorneys Greg Jones and Tom Wells to consult them on the process of putting a the Boyce property donation before the Police Jury. Later, Mr. Holsomback met with Police Jury President Theodor Fontaine, District E Representative Richard Vanderlick, and Assistant District Attorney Greg Jones to inform them of the prospect. We will call a Properties Committee meeting once the appraisal and survey are received. After that, the Properties Committee will bring a motion to the Board. After the motion passes the board, it will be sent the Police Jury for approval. Board members reported that the public has heard about a new Library in Boyce and are excited about the possibility.

Ms. Ayres reported that King Branch Library was closed on September 21st during the homecoming festivities at Peabody High School. The Martin Library was closed until noon on September 25th due to pest control treatment by the City of Pineville. On October 1st, the Boyce Branch closed a half hour early due to air condition problems that were fixed before opening the following day. The Lecompte High School Committee closed the building which houses the Johnson Branch Library on October 4th and 5th due to the Lecompte Pie Festival; however the Library had a booth at the festival and the Bookmobile offered *Storytime* to the children.

Direct Services

Direct Services Coordinator Lennà Mouton invited the board members to attend a *Meet & Greet Event* at Main Library that will include CLTCC faculty and area businesses on Monday, October 21st at 6:00 pm. Light refreshments will be served.

Ms. Mouton introduced Robertson Branch Manager Shayne Bertrand. Mr. Bertrand has been with the Rapides Parish Library for about four years and was previously the manager at the Johnson Branch Library in Lecompte.

Human Resources

No Report

Outreach and Youth Services

Tammy DiBartolo, Outreach Services Coordinator, reported that October was a busy month with *Rapides Reads* activities. The kick-off that included 58 Tioga High School students had a total attendance was a little over 110 people and by all accounts successful. Vintage dancers were on hand to entertain and teach the attendees dances of the time period.

There were 25 people in attendance at Gina Crawford's presentation on Frankenstein and there will be a presentation by Dr. Lillian Purdy on October 17th at Westside Regional. At the next Board of Control meeting, Ms. DiBartolo will report on other 2019 *Rapides Reads* programs.

Recently, on a Friday afternoon, Kyle Franklin from Main Circulation called Ms. DiBartolo. A man wanted to speak to her about *Rapides Reads*. The man drove from Main Library to Westside Regional with the *Rapides Reads* Kick-Off flyer in order to ask questions about how we plan and conduct this event. He took notes and asked her to email him photographs of some of the events. He stayed about an hour and before he left he told her that his name was Dennis Hays, and that he was a career member of the United States Foreign Service and was once the Ambassador to Suriname. He said that part of his job now included visits to Fort Polk and he dropped by the library because he had some free time. He said that he was on the Board of the Friends of the Fairfield Library in Washington D.C. He took the information with him and said that he would like to replicate the program at the Fairfield Library. Thanks to Kyle for following through with this customer!

Ms. DiBartolo also participated in the Louisiana Forestry Association's 75th Birthday Party for Smokey Bear. Children made birthday cards for Smokey at the RPL table and gave them to Smokey himself. The Louisiana Forestry Association considers their partnership with the library a valuable one and we feel the same.

Upcoming Events:

- *Reptile Day* (Oct. 19) at Kent House
- *Trunk or Treat with Strong Neighborhoods* with the United Way in Wardville (Oct. 30)
- *Tales Along the Bayou* (Oct. 25) at Kent House
- *Sugar Day at Kent House* (Nov. 9) at Kent House

Ms. Jordan reported that she was wearing the *Rapides Reads* button at a meeting recently and it sparked interest in the upcoming events.

IT

Systems Manager Janie Primeaux reported that there was a problem with printing our hold slips. Five years ago, we purchased a program that allowed us to print out hold slips as labels that are placed on the items called "*One and Done*". The problem started as we upgraded the circulation computers. The old print driver is not supported with the new computers and the vendor may not upgrade this product. We are looking into other options which includes creating our own template to print the hold slips.

Westside is our last branch to upgrade the circulation computers. All other branches have been upgraded. Roland Rodrigue and Matt Martin will complete this by the end of November.

Samantha Dusza will begin to offer an evening computer class at King Branch starting in January. The class will be from 5:30 to 6:30.

A self-check machine has been installed at the Martin Branch. This is the last branch that will receive one.

Public Relations

In the absence of Public Relations Officer Jennifer Hughes, Director Ayres highlighted some items on the written report. Promotions for *Rapides Reads* includes several book clubs that are reading Frankenstein. Electronic billboards are advertising the various programs.

Publicity for *Tales Along the Bayou* at the Kent House and the *Monstera-Fall Festival* at all Library Branch locations continues.

Unfinished Business

None.

New Business

Mr. Holsomback announced that the Finance Committee will meet on Tuesday, November 12th at 3:30 pm at the Huie-Dellmon House. (The meeting has been changed to November 12th at 1:00).

The board congratulated Ms. Arrington's daughter, who is also Mr. Roach's daughter-in-law, on the completion of her doctorate.

Ms. McMahon announced that the next meeting will be on November 19th at the Huie-Dellmon House.

The meeting was adjourned at 4:20 p.m.

Respectfully submitted by

Laura-Ellen Ayres
Secretary

Linda McMahon
Vice-President