

**Rapides Parish Library
Board of Control
March 19, 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 McDonald Branch Library located at 1075 Hwy 497, Glenmora, LA.

Board members present were: Ms. June Arrington, Ms. Dana Cox, Mr. Michael Fairbanks, Ms. Le'Anza Jordan, Ms. Lana Havens, Mr. Gregory Walker, and Ms. Laura-Ellen Ayres.

Absent: Ms. Linda McMahon, Mr. Ralph Roach and Mr. Morris Taft Thomas

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

Ms. Gail Goldberg, McDonald Branch Manager, welcomed the Board to the J.W. McDonald Memorial Branch Library. She said that the community appreciates the Board visiting the Glenmora community.

Ms. Havens thanked the Board for the card and well wishes during her recent surgeries.

Agenda

Mr. Walker presented an additional item to add to the agenda. There was no objection to adding item 15 b., Donation of Art, under new business. Mr. Fairbanks made a motion to amend the agenda. Ms. Cox seconded and the motion passed unanimously.

Minutes

Ms. Jordan made a motion to approve the February minutes. Ms. Havens seconded, and the motion passed.

Financial Report

Business Manager Jimmy Holsomback presented the financial report. As expected, a large amount of revenue was received in February from the Ad Valorem Tax. Account No. 3075 is revenue in which 80% of the internet cost is reimbursed as part of erate. This revenue will be received as credits from AT&T.

The Operating Expenses for the month, which included the yearly payment on the principal of the loans, is the highest in recent years. The new study rooms and managers' offices were completed at Main Library and the expenses associated with these projects are report on the February financial statement.

The Balance Sheet indicates a solid cash position. The checking accounts continue to earn 2.45% interest.

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

Director's Report

Ms. Laura-Ellen Ayres explained that the art in the meeting room and mural the foyer of the McDonald Branch was provided by area artists. Most of the art was painted by Margie Tate.

She presented the art donated by Mr. Morris Taft Thomas to the King Branch Library. The pencil drawing, entitled "The Eyes of Dr. King", will replace the current portrait that is displayed in the foyer of the King Branch with the same name. Mr. Thomas felt that the original drawing did not represent the name of the piece. The original drawing will be returned to Mr. Thomas and it will be presented at an auction in New York City. The proceeds will be donated to the King Branch Library. A motion will be presented later in the meeting, under new business, for the Board of Control to authorize the change.

Ms. Ayres presented the 2018 Annual Report. The cover is a graphic that was created by a staff member for Staff Development Day. The motto was "We are all Part of Something Bigger."

Ms. Ayres highlighted several sections in the Annual Report.

- The purchase of the new Administrative Annex building and parking lot.
- Louisiana Library Association held its annual conference in Alexandria after many years of being in other locations.
- The Hotel Bentley donated space twice during the year for Library programs and events. First for a Louisiana Maneuvers discussion which included author Curt Isles and secondly for the Great Gatsby kick-off event.
- There was a decrease in the yearly circulation statistics, but the transactions for the year increased. Transaction statistics include reference questions, in-house software programs and other items.
- Healthy Blue provided grants and donations to fund several programs at Main Library including *For the Love of Food*, *As Young As You Feel*, and the school supplies giveaway.
- Other grants and donations noted were the Junior League, Martin Foundation, CLECO, the Art Council, the Lyons Club, the United Way, Institute of Powerline Construction and the Huie-Dellmon Foundation.
- The Friends of the Library provided over \$10,000 for various programs.
- E-resources transactions were larger than Main Library and it is like an additional Library Branch.
- Four locations added longer hours during the week. These locations are King, Libuse, Robertson and Westside Regional. Parents are appreciative of the later hours during the week.
- The Library partnered with the Orchard Foundation for the *Read to Soar* program at King, Boyce and Johnson Branches. Many local businesses supported the *Back 2 School Bash* at the Pineville Community Center.
- Windows 10 and Office 2016 were installed on public computers at all locations. The One and Done software was updated which is very useful to staff.
- IT provided 140 training sessions for the public and over 1,000 people attended the training.

- About 25% of the selections budget was spent on digital resources including the *New York Times* and *Hoopla*. *Hoopla* is known as the Netflix of Public Libraries.
- Rapides Parish Library is part of a consortium with other parish Libraries to provide over 40,000 e-books through *Cloud Library*.
- Outreach Services offered many successful programs which included old and new programming. The *Easter Basket Read-off*, *Creative Con* and the *Summer Reading Program* were successful. New programs included a bi-lingual storytime at the McDonald Branch and *Pawsitively Reading*.

Ms. Ayres noted that every manager has a written report about their branch in the 2018 Annual Report. She encouraged the Board members to take time to read the report. Mr. Walker acknowledged the staff for the opportunities offered to the public. He also said that he was proud of the accomplishments of the Library.

Public Relations

Public Relations Officer Jennifer Hughes gave the Public Relations Report. A social media video campaign will be part of National Library Week. The *Easter Basket Read-off* started on Monday.

A link on the website is being developed that will connect *Summer Reading Program* participants to all resources about the program.

Ms. Dibartolo and Ms. Hughes are working with the Alexandria Museum of Art to provide passes to the Art Museum.

Direct Services

Direct Services Coordinator Lennà Mouton reported that she had met with Mr. Morris Taft Thomas earlier in the day and he has offered to host several summer camps at the King Branch that will offer art and writing instruction. He would like to have parental involvement and offer the camps to all ages.

Ms. Mouton reported that the branch managers met for the first Table Talk Day in which managers discussed their plans for the upcoming year. Managers were encouraged to offer ideas for “Libraries of the Future.” Training will be available for staff on different subjects throughout the year provided by Human Resources and Direct Services Departments.

The branches are preparing for the *Summer Reading Program*. The theme this year is “A Universe of Stories.” King Branch is hosting a coding class sponsored by CLEDA which begins today. CLEDA will also sponsor advanced coding class sponsored at Main Library. There will be three camps provided throughout the year.

The theme for National Library Week is “Libraries = Strong Communities.” April 19th is Library Workers Day.

Human Resources

Human Resources Manager Jackie Brown presented Facilities Specialist William Gunn for ratification. Ms. Cox made a motion to ratify William Gunn. Mr. Fairbanks seconded and the motion passed.

Outreach and Youth Services

Tammy DiBartolo, Outreach Services Coordinator, was not able to attend the meeting and presented a written report.

We are winding down a successful *Prime Time* program at the Martin Branch. We hope to host the program next in one of the branches where it has not been held before. Those are Robertson, Johnson, and Hineston. This program is funded by a grant from the Louisiana Endowment for the Humanities.

Through a partnership with The Strong Neighborhood Project, through United Way, the library was asked to place an IRS kiosk in one of the library locations where people who may not have transportation could benefit. Since the first target area of The Strong Neighborhoods Project is downtown Pineville and the Wardville area, the decision was made to place the kiosk at the Martin Branch. The public will be able to schedule an appointment and speak with an IRS employee through "Skype".

Plans are underway for the library to co-host, with Kent Plantation House, a French Food and Music Festival in May. It will be a day of Cajun music and storytelling, food, and demonstrations. It will be free and family-friendly.

We are already gearing up for *Summer Reading* and the Outreach Staff will be doing more out in the community with the Alexandria Housing Authority, the City of Alexandria Recreation Department and Rapides Parish School Board.

IT

Systems Manager Janie Primeaux reported that we have started to replace older staff computers with new computers. We replaced the computers in the staff-training lab and are currently working on Martin's circulation computers.

Samantha Dusza and Ms. Primeaux attended the Louisiana Staff Day in Ruston. Chester Mealer was in charge of the audio and visual equipment at LLA Conference in Baton Rouge this year. It was a lot of work for him, but he was happy to do it.

Samantha Dusza is working on the training for the new Cricut Makers. She will train the staff at the branches. In the future, she may offer classes to the customers. Ms. Primeaux presented examples of items created by the Cricut. The locations receiving a Cricut machine are McDonald, Boyce, Westside Regional, Main Library, Libuse and Robertson.

Unfinished Business

None.

New Business

Ms. Ayres presented the new Cricut Policy. The service is free and users will provide their own materials. The machine will be helpful for the branches to make items for programming and decorating. Several different materials can be used, such as cardstock, felt and fabric.

Ms. Jordan made a motion to approve the policy. Mr. Fairbanks seconded and the motion passed.

As discussed earlier in the meeting, Ms. Havens presented a motion to accept the donation by Mr. Thomas of a portrait of Dr. Martin Luther King Jr., to be hung in the foyer of the Martin Luther King Jr. Branch, replacing the portrait by Mr. Thomas which is now hanging there. That portrait would be returned to Mr. Thomas to be sold, with the proceeds going to the King Branch. Mr. Fairbanks seconded and the motion passed.

The next regular meeting of the Rapides Parish Library Board of Control will be held on Tuesday, April 16, at 3:30 p.m., at the Huie-Dellmon House.

The meeting was adjourned at 4:25 p.m.

Respectfully submitted by

Laura-Ellen Ayres
Secretary

Gregory Walker
President