

**Rapides Parish Library  
Board of Control  
June 18, 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., at the Huie-Dellmon House located at 430 St. James Street, Alexandria.

Board members present were: Ms. June Arrington, Ms. Dana Cox, 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: President Greg Walker

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

**Agenda**

Mr. Fairbanks made a motion to add item 16d to the agenda. Ms. Havens seconded and the motion passed unanimously.

**Acknowledgement**

Ms. Ayres introduced LaKeisha Henton, Branch Manager of the Martin Luther King Branch Library. Ms. Henton presented Ms. Shirley Hawkins with a 30-year service award. Ms. Henton said that Ms. Hawkins is a dedicated employee who displays love and passion for the Library and the patrons. She knows the collection, the customers, and the public of the King Branch. Ms. Henton said that it is an honor to work with Ms. Hawkins.

Ms. Hawkins said that she has patrons that she helped as children returning to the Library with their children and it is an honor to serve them.

**Board Members Report**

Mr. Fairbanks reported that the Personnel Committee had met early in the day to review the director's evaluation. Ms. Ayres scored above expectations. The committee recommends the normal 3% pay increase. Ms. McMahon called for a vote and the motion passed unanimously.

**Minutes**

Ms. Havens made a motion to approve the May minutes. Mr. Thomas seconded, and the motion passed.

**Financial Report**

Business Manager Jimmy Holsomback reported that revenue for May is low as expected. The second one-third of the State Revenue Sharing was received and shown on the Operating Statement as Account No. 3010.

There were three pay periods in the month of May which accounts for the higher than usual salaries expense. There will be three pay periods in November. All items are on target with the budget.

The Balance Sheet indicates a strong financial position.

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

### **Director's Report**

Ms. Laura-Ellen Ayres reported that yesterday she attended her last quarterly Executive Board meeting for Louisiana Library Association. She represented public libraries as chair of the Public Section for the last year. She informed the board that Robertson Branch Manager, Shayne Bertrand, will serve on the Executive Board as the Support Staff Representative.

### **Outreach and Youth Services**

Tammy DiBartolo, Outreach Services Coordinator, presented the Outreach and Youth Services Report.

*Summer Reading Program* is in full swing and participation is going well. The next performer week will be June 24<sup>th</sup> to 28<sup>th</sup> with magician, David LeBoeuf. In between the performer weeks there are many activities for everyone at all library locations.

Outreach staff, as well as staff from some of the branches, has gone out to participate in the Rapides Parish School Board's literacy camps. These "camps" are set up at various schools to help struggling readers. The library participates by reading to the students and talking about good books.

The Kick-Off for the *2019 Rapides Reads* will be September 28<sup>th</sup> and will be held on the 3<sup>rd</sup> floor of the Alexandria Airport. There is a large meeting space and we will have the entire observation deck to use, as well. It is a great space and it is free of charge to the Library. Other *Rapides Reads* activities will be held through October 31<sup>st</sup>. This year's book choice, chosen by staff, is Frankenstein and we hope to involve local high schools and colleges. A meal and dance lessons will be part of the kick-off event. Book discussions are already scheduled and free copies of the book will be available to the public.

### **IT**

Systems Manager Janie Primeaux reported that one of the projects for the year was to replace the servers at all locations. The new server has been installed at Main Library and the others should be completed by mid-July. After the servers are replaced, SharePoint will be rebuilt. SharePoint is the staff site with forms, procedures and other information for staff. The older circulation staff computers will continue to be replaced.

### **Public Relations**

Public Relations Officer Jennifer Hughes gave the Public Relations Report. Alexandria Museum of Art passes are available at every branch for patrons to check out. This is a partnership with the Museum to allow patrons to visit the museum free of charge.

Ms. Hughes has been working on promotions for the annual Friends Book Sale in August, back to school promotions, *Rapides Reads* and *Tales Along the Bayou*. She provided a list of guest media appearances.

### **Direct Services**

Ms. Ayres presented the Direct Services report on behalf of Direct Services Coordinator Lennà Mouton. Pictures from the recent electronics classes at Main Library were shared with the board. Ms. Ayres said that is exciting that that these types of classes can be offered at the Library.

A copy of the *Cenla Focus* article highlighting the contributions of Mr. Morris Taft Thomas was presented. The article was written by Mr. Michael Wynne, Friends of the Rapides Library Board President.

Classes for the HiSet will be offered at the Boyce Branch Library meeting room. These classes are hosted and taught by CLTCC. The Town of Boyce is providing security and port-a-johns during the classes. The Library is not only providing the meeting space, but also three computers with Wi-Fi. An informational meeting for the public will be held on June 27<sup>th</sup> at Julius Patrick Civic Center. This program will continue as long as there is a need and a grant to CLTCC is available.

### **Human Resources**

No report.

### **Unfinished Business**

None.

### **New Business**

Ms. Ayres presented the Art Display policy for renewal with no suggested changes. Ms. Arrington made a motion to renew the policy. Mr. Fairbanks seconded and the motion passed.

Ms. Ayres presented the 3-D Printer policy for renewal with no suggested changes. Unlike most other policies, the 3-D Printer policy has a renewal term of two years. Ms. Jordan made a motion to renew the policy with the change in the renewal term to three years which is in line with other policies. Mr. Fairbanks seconded and the motion passed.

Mr. Roach was agreed to renew his term on the Board of Control for five years. The Rapides Parish Police Jury has approved the renewal. Mr. Roach read the oath and Mr. Holsomback notarized the document.

Ms. McMahon reported that the Director's Search Committee had met. The search will be statewide and nationwide. The job description and announcement have been finalized and will be posted from July 1<sup>st</sup> to August 1<sup>st</sup> on all the Louisiana library websites, the American Library Association, and the *Library Journal*. Ms. Brown said that posting the ad on Indeed.com is being considered. The resumes and applications received will be screened for minimum requirements. The ad will also be posted on the Rapides Parish Library's website.

Ms. McMahon presented a copy of the selection policy to each board member. This is the guidelines to follow in pursuing a new director.

Ms. Jordan mentioned a recent news story that highlighted social workers in the Library. Many come to the Library not just for information but also for comfort, shelter and attention.

The next regular meeting of the Rapides Parish Library Board of Control will be held on Tuesday, August 20, at 3:30 p.m., at the Glankler Media Lab at Main Library.

The meeting was adjourned at 4:05 p.m.

Respectfully submitted by

Laura-Ellen Ayres  
Secretary

Linda McMahon  
Vice-President