

**Rapides Parish Library
Board of Control
September 17, 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., Huie-Dellmon House located at 430 St. James St., 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, Greg Walker and Ms. Laura-Ellen Ayres.

Absent: Mr. Morris Taft Thomas

President Greg Walker led the Pledge of Allegiance and offered an invocation.

Agenda

Mr. Fairbanks made a motion to amend the agenda by adding item “Director Search Committee Report” in new business. Ms. Havens seconded and the motion passed.

Minutes

Mr. Fairbanks made a motion to approve the August minutes. Mr. Roach seconded, and the motion passed.

Financial Report

Business Manager Jimmy Holsomback reported that income was low in August as expected. The Martin Grant was received in the amount of \$10,400. Expenses were the regular recurring expenses for the month. He noted Account No. 4158 as the interest paid for the year. The Balance Sheet indicates a strong cash position which will carry the budget until the end of the year.

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

Director’s Report

Ms. Laura-Ellen Ayres mentioned that the term of Mr. Roach has been renewed until 2024. She sent an email to the Board members updating them on the progress of the purchase of property in Boyce. After further information is received, the Properties Committee will meet in October. Motions will be presented to the Board for a vote and the outcome will be sent to the Police Jury for approval.

Ms. Ayres reminded the board that she had reported in August about the drug Narcan and a program through Central Louisiana Prevention Services that asked the Library to consider having volunteer employees who can administer the drug which is used for opioid overdoses. A representative will

meet with Main Library Staff to discuss the possibility. If there are volunteers, the next step will be to consult our attorney. Decisions regarding this program will require Board approval.

A new employee class will begin on Monday, September 23rd. Three Substitute Clerks and a Delivery Driver have recently been hired and will begin training on Monday.

The Library Ambassador program is recommencing after the summer break. Ms. Ayres reported that the schools are working with the Library Ambassadors from each Library branch and the Bookmobile to learn about *Homework Louisiana*, free Library cards and other programs that are beneficial to students.

September is *Library Card Sign-Up Month*. *Rapides Reads* kick off in September and the Lecompte Pie Festival is scheduled for October.

All Library locations were closed on Labor Day. The Martin Luther King Jr. Branch Library will closed during the annual Peabody High School Homecoming activities this coming weekend. The Lecompte High School Committee closes the building which houses the Johnson Branch Library during the Lecompte Pie Festival on October 4th and 5th.

Public Relations

Public Relations Officer Jennifer Hughes reported that September is *Library Card Sign-up Month*. Everyone signing up for a card will be entered in a drawing for a Tamp and Grind gift card.

The *Rapides Reads* landing page is up and running. Other promotions are several book signings at Westside Regional, *CLTCC* welcome reception, *Tales Along the Bayou*, and fall festivals at the branches. There is also a Bookmobile campaign and a ribbon cutting for the MakerSpace Lab in the next month.

Cards 4 Kids applications have been sent out to the schools and we are expecting the applications to begin coming in. Social media gained four hundred new followers last month.

Direct Services

Lennà Mouton reported that the Customer Service Survey has been distributed to the branches. Patrons are asked to rate and comment on the service provided by the Library. This is happening until October 7th. Branches are beginning the inventory process after a break during the summer.

Jonathan Westbrook, Assistant Manager at Main Library has resigned as of September 13, 2019. He has been with RPL for 15 years and served in several positions during his tenure. Jonathan became known as the Reference guru and will be greatly missed. He is relocating to Florida with his family and will continue his career as a Reference Librarian.

The current Libuse Manager Pam Martin will relocate to Westside Regional as the Branch Manager. Pam has been with RPL for over nine years. She began her career with the Library as the Assistant Manager at the Gunter Branch and moved into the manager position quickly. Pam was instrumental in advocating for the new Libuse Branch.

Positions open in the Direct Services Department:

- Manager, Libuse Branch
- Manager, Johnson Branch (Teri Sullivan is currently interim manager)
- Assistant Manager, Main Library
- Circulation Reference Clerk, King Branch

These positions are posted internally until October.

The Sankofa Cultural Collective will present a four part series and discussion marking the 400th anniversary of the first slaves in America and their contributions. This is a *New York Times Magazine* program called *1619 Project*. Teachers are introduced to the program, which they can take back to their schools and students. The King Branch will host the event on September 14, September 28, October 5 and October 12.

Westside Regional will begin a monthly Homeschoolers' Art Class beginning September 20th.

September is *Library Card Sign-up Month*. Branches are encouraging study room users who do not have a Library card to sign-up. October is Health month. All libraries will have displays on health related books with posters and tips for health wellness.

The 4th Annual Fall Festival will be held on October 31st from 4 – 5 pm at each location except Boyce and Hineston. Boyce and Hineston will host their events on October 30th.

The Friends of the Library will sponsor a booth during the Lecompte Pie Festival. The Bookmobile will be onsite and offering Storytime for the children on October 3rd and 4th.

On October 21st, Main Library will host an open house and reception for the faculty of CLTCC. The reception is after hours and area businesses are supporting the event by offering incentives.

Mr. Walker welcomed Pam Martin to Westside. Pam said that she was looking forward to working at Westside Regional, although she will miss being at the Libuse Branch.

Human Resources

No Report

Outreach and Youth Services

Youth Programming Manager, Karla Kirby, presented the Outreach and Youth Services Report. She said that the *Rapides Read* kick-off event will be September 28th on the 3rd floor of the Alexandria International Airport. The event will feature period dancers and food as well as boxes of artifacts from the life of Mary Shelly.

Ms. Kirby presented the *Summer Reading Program* report. She said that the branches had more adult programs as part of the *Summer Reading Program* than in past years. She noted that the circulation numbers were down, but e-resource usage had increased from last summer. This is

consistent with current trends. The entertainers were educational and fun. Attendance during the entertainment increased over last year.

IT

Systems Manager Janie Primeaux reported that a second exchange server license was purchased and began running a backup of our email server on a virtual server. This will help with the downtime of our email server when updates are needed. Sometimes the updates take a long time and the email server is not up and running by 8:00 a.m. when the staff comes in. This was very inexpensive to do.

Roland Rodrigue and Matt Martin are continuing to replace circulation computers. They have completed most of the branches. McDonald, Westside and Libuse are the last ones to update. This project will be completed by the end of the year.

Chester Mealer will be one of the presenters at the LaSSAL Conference in October in Alexandria. His presentation will be on *Stress Free A/V Planning*.

Unfinished Business

None.

New Business

Chair of the Search Committee, Ms. McMahon, reported that there are three candidates for the Director's position. One is local, one from Texas and another from Louisiana. Interviews will be held on October 7th and the committee will have a report next month.

Mr. Walker announced that the next meeting will be on October 15th at the Robertson Branch Library.

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

Respectfully submitted by

Laura-Ellen Ayres
Secretary

Gregory Walker
President