

**Rapides Parish Library
Board of Control
February 18, 2020**

Minutes

The regular meeting of the Rapides Parish Library (RPL) Board of Control was called to order by Board President Linda McMahon at 3:30 p.m., Westside Regional Library, 4616 Provine Place, 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, Mr. Greg Walker and Ms. Celise Reech-Harper.

President Linda McMahon led the Pledge of Allegiance.

Agenda

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

Minutes

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

Financial Report

Business Manager Jimmy Holsomback presented the financial report. He said that a large revenue check was received in January. Another large check has been received in February will be reported next month. Interest earned on the bank accounts has dropped slightly from 1.99% to 1.5%. A grant was received from the Huie-Dellmon trust for \$10,400.

Mr. Holsomback explained that Account No. 4240 and Account No. 4280, which are Automation – Maintenance and Retirement System Statutory Fee respectively, are large yearly expenses paid out in January. Another large yearly expense, the principal and interest payments on the loan for capital improvements will be paid in February.

The balance sheet presented indicated a strong cash position for the Library.

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

Director’s Report

Ms. Celise Reech-Harper presented a written report. The Rapides Parish Library Team have started a cooperative “early spring cleaning.” We are weeding materials that have not circulated in three years, organizing storage and craft areas, and making our branches even more inviting for our patrons. We have also changed the locks on the study room doors at all branches so that they may not be locked from the interior since this posed a potential safety risk.

Several Rapides Parish Library staff members including the Boyce Branch Manager and Administration Team met with architects from Alliance Design Group, LLC to discuss the initial plans for the branch. The group as a whole agreed that the Libuse Branch layout was the closest to what we needed for the new facility. Deborah Boerboom, Boyce Branch Manager, and I visited the Libuse Branch with one of the architects to discuss some of the features we did and did not wish to replicate in the new building. We also consulted with Teri Sullivan, Libuse Branch Manager, regarding which features were most and least useful; any changes she would suggest.

Currently, the Rapides Parish Library holds one staff training day each year on November 11. In the past, an hour-long all staff meeting is held in May as well. I would like the board's approval to hold two staff training days each year beginning in 2020. The first staff training day would be held on May 18, 2020. The second training day for this year would be held on November 11, 2020.

With two staff training days, we would have adequate time to cover a variety of topics ranging from remedial training on services and resources currently offered to best and emerging practices in libraries. Furthermore, I believe intentional, skill-focused team-building is critical to having a unified, informed, and engaged organizational whole.

The mid-May timing of the first training of the year would also provide some final preparation for the summer reading festivities and a chance to encourage staff during this very busy (and important) time.

Mr. Walker made a motion to add the second training day for staff on May 18th and mid-May for future training. Mr. Fairbanks seconded, and the motion passed.

Direct Services

Direct Services Coordinator Lennà Mouton was unable to attend and submitted a written report. Johnson Branch closed January 22nd and 23rd due to plumbing issues at LHS. Martin Library closed one hour earlier (5pm) on February 14th due to the Pineville Mardi Gras Parade. Main Library will be closed from 9am to 1pm on February 22nd for the Children's Mardi Gras Parade in downtown Alexandria. The Library will open from 1-6 that afternoon.

All managers for Direct Services have received their yearly evaluations and goals for 2020. Our 2020 theme is to "*Build on what we do to do it BETTER!*" There are three open positions to fill: Assistant Manager for Robertson Branch and two circulation/reference clerks at the King Branch.

We are currently celebrating Black History Month with several presentations regarding the Buffalo Soldiers by Suzanne Bosarge, Johnson Branch Manager. In March, we will be celebrating Women's History.

Human Resources

No Report

Outreach and Youth Services

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

The Rapides Parish Library has been chosen as one of the libraries to receive a banner that includes images from the Hubble Space Telescope that have never before been seen. This is the 30-year anniversary of the Hubble Telescope, and RPL will receive a banner with the images that will be displayed. We will host a SKYPE presentation with a scientist who worked on the Hubble Telescope. David Britt, CEO of United Way of Central Louisiana's son is an astrophysicist who worked on the Hubble. He has agreed to do a SKYPE presentation with students about the work that the Hubble Telescope did.

Our annual Black History event, Candied Yams and Cornbread, will be held on February 22, at 2pm at the King Branch. Local favorites Rosa Metoyer and Sylvia Davis will be on hand to tell stories and all are welcome.

Library staff will be riding in the Mardi Gras Children's Parade on February 22! Come out and see what they will be throwing.

The Outreach Staff will participate in the annual Mardi Gras Free Zone sponsored by Tobacco Free Living and other community partners. The library has been a part of this event since its inception. It offers families a safe, alcohol and tobacco-free place to wait for the Krewe Parade to begin. There is free food and fun for all who attend.

The annual Women's History Program, The Cavanaugh Lecture, will be held at Westside Regional on March 12 at 6pm. The lecture will be given by LSU History Professor Alecia Long. The lecture is entitled "What the History of Storyville Can Tell us About the History of Women in Louisiana". The Cavanaugh Lecture is a partnership between Louisiana State University at Alexandria and the Rapides Parish Library.

Author and DNA expert, Shera Broussard LaPointe will be on hand to talk about how to use DNA in genealogy. Mrs. LaPointe has helped many people answer questions about their family trees using DNA results. She has also been involved with law enforcement in solving missing person cases using DNA results and genealogy.

IT

ILS Administrator Trina Kirk gave the IT report.

On March 4th, we will migrate from hosting Sierra and Encore. We are planning to be down all day, but it could take as little as 4 hours.

In January, the ILS team began to offer refresher workshops for the staff. The first one was on Creating the Perfect Patron Record. We held a morning and afternoon session with a total 9 staff I attendance. This month we offered a workshop on weeding that was attended by 5 and an overflow from last month's Patron Record training with 5 attending.

Billy Bissic, Systems Specialist II, is creating an online meeting room calendar. This will allow our customers to make reservations online. Staff will be able to approve the reservation and send a confirmation to the customer. Customers will still have the option of calling a branch and asking if a space is available. Staff can then create the reservation for them.

Ms. Reech-Harper mentioned that Ms. Kirk created a way to automate inventory using Excel, and Ms. Kirk will be presenting her new program at the IUG Conference in April.

Public Relations

Public Relations Officer Jennifer Hughes reported system-wide promotions for Black History Month, author book signings, and the Cavanaugh Lecture Series. On March 17th, there will be a blood drive at the Libuse Branch. Donors can receive up to \$10 in library fine forgiveness for donating. Ms. Hughes submitted a list of media relations that included upcoming appearances.

Ms. Cox mentioned that she uses the library's Libby database for audiobooks. College students use the database as well.

Unfinished Business

Ms. Reech-Harper gave an update about the parking situation at the Libuse Branch Library. Rapides Parish Sheriff's Office will provide services to assist with parking during major events and polling times. They will close the left lane of the highway if the need arises.

New Business

Ms. Reech-Harper presented the Collection Development Policy for renewal without any changes. Mr. Fairbanks made a motion to renew the policy. Ms. McMahon seconded, and the motion passed.

The Sex Offender Policy was presented for renewal without any changes. It was discussed that the policy was based on a policy by the Louisiana Legislature. The matter was tabled until the next meeting, in order to research any changes suggested by the Louisiana Legislature since January 1, 2013.

The Unattended and Disruptive Children policy was presented for renewal without any changes. After discussion, these were the suggested changes:

- Items 2 and 3 be combined
- Items 4 and 9 be reworded

Ms. Cox made a motion to renew the policy with the suggested changes. Mr. Fairbanks seconded, and the motion passed.

Ms. McMahon announced that the next meeting will be on March 17th at the Huie-Dellmon House.

The meeting was adjourned at 4:15 p.m.

Respectfully submitted by

Celise Reece-Harper
Secretary

Linda McMahon
President