

**Rapides Parish Library
Board of Control
September 15, 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 Mr. Michael Fairbanks, Ms. Lana Havens, Ms. Linda McMahon, Ms. Le’Anza Jordan, Mr. Ralph Roach, Mr. Greg Walker, and Ms. Celise Reece-Harper.

Board member present by phone was Ms. Dana Cox.

Ms. June Arrington and Mr. Morris Taft Thomas were absent.

President Linda McMahon led the Pledge of Allegiance.

Agenda

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

Minutes

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

Financial Report

Business Manager Stacy Dubrock reported that due to the closure associated with Hurricane Laura the financial reports for August and September would be reported at the next Board of Control meeting.

Director’s Report

Ms. Celise Reece-Harper reported about the following services.

- **Curbside Services**

All branches will continue to offer curbside services as part of our general offerings.

- **Closures**

All branches of the Rapides Parish Library were closed at noon on August 26, 2020 and reopened on September 10, 2020 due to Hurricane Laura. The Glenmora branch sustained damage to the rear fence; the Hineston branch sustained gutter and minor window damage. Minor water intrusion, fell trees, and other issues were remediated by the RPL facilities team. No long term or extensive damage was found.

- **Reopening of Physical Facilities**

All branches of the Rapides Parish Library will be opened with patron access to the physical facilities on a limited basis beginning on September 21, 2020. Protocols are in place for safe distancing and continual cleaning. Each location will receive a set of numbered cards to keep the number of people below the maximum number safely allowed in the buildings. Working computer stations will be spaced over six feet apart. Additional laptops will be available for in-house check outs.

- **Staff Satisfaction Survey Results**

Overwhelmingly, staff expressed desire for increased communication, interest in developing their skills, and appreciation for administration's guidance in this very trying year.

Direct Services

Direct Services Coordinator Lennà Mouton reported that she is visiting each branch to determine spacing and social distancing guidelines. There are policies and procedures that will be followed to allow for safe use of our facilities. Computer usage will be limited to one hour; however staff will monitor the computer usage and those applying for services will be allowed extra time as needed.

Signage will be posted and markings on the floor will indicate the six foot distancing requirements. Masks will be available for those who do not have one.

Human Resources

Jackie Brown, Human Resources Manager, reported that staff began participating in one hour per month of professional development related to their particular jobs. Many have already completed the training for the month of September.

Outreach and Youth Services

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

The *Hope for Cenla* event in partnership with the Central Louisiana Human Services District will be held on September 18th from 10:00 am until 3:00 pm. This is going to be exciting. Ms. DiBartolo encouraged all to share about the event.

Youth Services Programming Manager Karla Kirby reported that the annual Tales on the Bayou event will be held on October 30th. This year, it will be a virtual event beginning at 6 pm. Guests include Judy Caplan Ginzberg and Sylvia Davis who tell "less scary" stories and songs. The "scary" stories will be told by musician and storyteller Mike Anderson. The virtual program will be available on the Library's Facebook page and each of the branches individual pages.

There will also be a ghost story contest for middle-school students in grades 6 to 8. The contest will include those who are homeschooled. Video or typed entries can be submitted electronically. Submissions must be sent in by October 19th. More information about the contest will be forthcoming.

Public Relations

Public Relations Officer Jennifer Hughes reported that there are 9,134 followers on social media. About 1,000 followers were added last month. Social media posts and events have reached over 49,000 people in the community in the last 28 days.

Ms. Reech-Harper noted that there is a statistics report in the packets and the numbers reported indicate the trends of e-resources and digital programming increasing in the future.

IT

ILS Administrator Trina Kirk reported that we are receiving two to four requests for virtual library cards daily. The IT and ILS departments are beta testing an on-line patron registration form. The on-line registration allows patrons to immediately access electronic resources by issuing a barcode and pin. The patron can later come to one of our locations and receive a regular Library card which will allow them to check out physical items.

An update of Sierra is scheduled for September 23rd. The Encore and Sierra systems will be unavailable between 2:00 am to 4:00 am.

New Business

None

Old Business

None

Ms. McMahon announced that the next meeting will be on October 20th at the Westside Regional Library.

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

Respectfully submitted by

Celise Reech-Harper
Secretary

Linda McMahon
President