

**Rapides Parish Library
Board of Control
January 18, 2022**

Minutes

The regular meeting of the Rapides Parish Library (RPL) Board of Control was called to order at 3:40 p.m. at the Westside Regional Library, 4616 Provine Place, Alexandria by President Michael Fairbanks.

Board members present were Mr. Fairbanks, Ms. Irene Hobbs, Ms. Dana Cox, Mr. Ralph Roach, and Mr. Greg Walker. Mr. Morris Taft Thomas and Ms. Lana Havens were absent. Ms. Le'Anza Jordan and Ms. June Arrington attended virtually by phone.

Also present were Library Director Celise Reech-Harper and six members of staff.

Mr. Fairbanks led the Pledge of Allegiance and a moment of silence.

Service Award

Assistant Director of Support Services Wes Saunders presented a service award to Loans Manager Angela Lee in recognition of thirty-five years of service to the Library.

Agenda

Ms. Cox moved to approve the agenda, seconded by Mr. Roach. On unanimous vote, the motion passed.

Minutes

Mr. Roach moved to approve the December minutes, seconded by Ms. Hobbs. On unanimous vote, the motioned passed.

Financial Report

Business Manager Stacy Dubrock presented the financial report, stating that end-of-year financials were still in the process of being completed. Due to unforeseen plumbing problems and global supply cost increases, the final Boyce branch cost is expected to be \$75,000 over budget.

Ms. Cox moved to approve the financial report, seconded by Mr. Roach. On unanimous vote, the motion passed.

Director's Report

Library Director Celise Reech-Harper reported the following:

- The Library recently partnered with the Health Unit to distribute COVID home testing kits to the public
- Due to incompatibility with the rural water system, the bathroom fixtures installed at the Boyce branch are being replaced.
- ARPA funds have been used to replace old copiers at some branches with new machines equipped with scanning and faxing capabilities.

Outreach and Youth Services Report

Ms. Reech-Harper presented the Outreach report in Youth Programming Manager Karla Kirby's absence.

- Livingston Parish librarians recently toured RPL's Preschool Outreach Plus facility.
- Outreach to Cherokee Elementary resulted in a large number of returned Cards 4 Kids applications.
- Main Library hosted a well-attended signing of the book "How We Got Over: Growing up in the Segregated South" by Dr. Helen Benjamin.

Public Relations Report

Public Relations Officer Jennifer Smarr will be promoting Black History Month programs in February, as well as working to ensure the Library's business listing profiles are accurate across all web browsing platforms.

New Business

Regular monthly meeting dates for 2022 were presented for review. Mr. Walker motioned to adopt the dates, seconded by Mr. Roach. On unanimous vote, the motion passed.

Conflict of Interest forms were distributed to Board members, with instructions that they be completed and returned by February 15.

The Library Director presented a proposal to revise the staff Conflict of Interest policy. While the existing policy requires an annual form be submitted by employees in specified roles, the revised policy would extend the requirement to all staff. Ms. Jordan motioned to adopt the revised Conflict of Interest policy, seconded by Ms. Cox. On unanimous vote, the motion passed.

Director's Evaluation

Mr. Walker addressed the Board on behalf of the Personnel Committee, which met one week prior. Based on the Director's positive evaluation results, the Committee recommended a 3% raise for Ms. Reech-Harper, which is the standard percentage for other Library staff. Upon vote, the Committee's recommendation was unanimously adopted by the Board.

The next meeting will be on February 15, 2022 at the Westside Regional Library.

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

Respectfully submitted by

Celise Reech-Harper
Secretary

Michael Fairbanks
President