

**Rapides Parish Library  
Board of Control  
March 15, 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. Le'Anza Jordan, Mr. Greg Walker, Ms. Dana Cox, Ms. Irene Hobbs, Ms. June Arrington, Mr. Ralph Roach, and Mr. Morris Taft Thomas. Ms. Lana Havens was absent. Also present were Library Director Celise Reech-Harper and eleven members of staff.

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

**Agenda**

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

**Minutes**

Mr. Walker moved to approve the February minutes, seconded by Ms. Hobbs. On unanimous vote, the motion passed.

**Financial Report**

Business Manager Stacy Dubrock presented the February financial report, and stated that slow mail delivery has led to delays in completing some monthly financial tasks. The mail is expected to remain slow, so she will be setting up online accounts where possible. Supply chain shortages and price increases have led to higher costs on equipment maintenance, which may lead to a tightening of the budget near the end of the year.

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

**Director's Report**

Library Director Celise Reech-Harper reported the following:

- The new Programming and Outreach Department will begin work on March 28.
- The restrooms at Boyce are now functional. There are other issues that need to be addressed, such as a cracked counter and missing outlet covers.
- The covered seating area at McDonald branch has been rebuilt after storm damage.

**Direct Services Report**

Direct Services Coordinator Lenna Mouton announced that staffing changes will be coming to several branches. She will report more details next month.

**Human Resources Report**

Human Resources Manager Jackie Brown presented an updated version of the Employee Handbook for Board review. In addition to reflecting the several new policies approved by the Board over the last two years, the new Handbook has a more modern and accessible design and layout.

**Outreach and Youth Services Report**

Programming & Outreach Supervising Librarian Karla Kirby introduced the Programming and Outreach Department (POD) staff members who were in attendance. The new team is excited to get to work.

**IT Report**

Systems Manager Janie Primeaux reported that IT staff will attend the virtual Innovative user conference again this year, with hopes that in-person conferences can resume next year. The department continues to work toward a solution to the slow internet. The possibilities have been narrowed down to firewall or filtering software issues.

**Public Relations Report**

Public Relations Officer Jennifer Smarr was absent but sent in a report detailing her department's current promotions and projects, which include Women's History Month, the French Heritage Festival, branded video tutorials for digital services, an online community resources list, and a newly designed Patron Handbook.

**Old Business**

None.

**New Business**

Mr. Fairbanks opened the floor to questions or comments regarding the Employee Handbook. Hearing none, he called for a motion to approve and adopt the updated version. Ms. Cox so moved, seconded by Mr. Roach, and the motion unanimously passed.

The next meeting will be on April 19, 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