

**Rapides Parish Library  
Board of Control  
August 16, 2022**

Minutes

The regular meeting of the Rapides Parish Library (RPL) Board of Control was called to order at 3:35 p.m. at the Westside Regional Library, 5416 Provine Place, Alexandria by Vice President Le'Anza Jordan.

Board members present were Ms. Le'Anza Jordan, Mr. Gregory Walker, Ms. Irene Hobbs, Ms. Lana Havens, Mr. Morris Taft Thomas, Mr. Ralph Roach, Ms. June Arrington, and Ms. Dana Cox. President Michael Fairbanks arrived at 3:45 p.m.

Also present were auditor Lee Willis, Library Director Celise Reech-Harper, and nine members of staff.

Ms. Jordan led the Pledge of Allegiance and a moment of silence.

**Agenda**

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

**Recognition of Mr. Gregory Walker**

Mr. Gregory Walker has served on the Board of Control since 2011 and will be ending his second term on September 1. Director Celise Reech-Harper thanked him for embodying the spirit of community service and presented him with a plaque in appreciation of his dedication to the Rapides Parish Library. Mr. Walker said it was a pleasure to have worked with current and past Board members and gave special thanks to library staff.

**Minutes**

Mr. Roach moved to approve the June minutes, seconded by Mr. Thomas. On unanimous vote, the motioned passed.

**2021 Audit**

Mr. Lee Willis of Rosier, McKay and Willis presented a copy of the 2021 audit and reported that the Library's financial affairs are in good order, financial trends for the year were favorable, and no corrective actions are required.

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

**Director's Report**

Library Director Celise Reech-Harper reported the following:

- Permanent storywalks are being installed at the McDonald and King branches.
- The Friends of the Library Book Sale will be held August 25-27 at Main Library.
- The RPL Board of Control Bylaws are up for review. Since this requires thirty days of notification beforehand, discussion will take place at the next regular meeting in September.

- The Director will be attending the Louisiana Broadband Summit on August 31 and will be traveling to California in October to deliver a session at the Internet Librarian Conference.

### **Direct Services Report**

Direct Services Coordinator Lenna Mouton announced that four new floating clerks are currently being trained and that she will be conducting a Manager's Meeting later in the week.

### **Human Resources Report**

Human Resources Manager Jackie Brown explained that the floating clerk positions were created as full-time entry positions, as opposed to the traditional part-time substitute clerk entry positions.

### **Outreach and Youth Services Report**

Programming & Outreach Supervising Librarian Karla Kirby said the Summer Reading Program was well-attended this year, with patrons excited to see live programming back in the branches. The final reports are being processed now, and numbers will be available soon. Rapides Reads is set for September and will feature *The Book of Lost Friends* by Lisa Wingate.

### **IT Report**

Systems Manager Janie Primeaux reported that new staff training in Sierra is going well, and the IT department is replacing switches and cables at several branches to improve PC performance.

ILS Administrator Trina Kirk was recognized and congratulated by the Board for receiving her ALA Library Support Staff Certification.

### **Public Relations Report**

Public Relations Officer Jennifer Smarr said summer and back-to-school events were successful, and she is now focusing on promoting student resources. The Library's job application is being updated, and social media numbers continue to steadily increase.

### **Old Business**

None.

### **New Business**

Ms. Reech-Harper proposed revisions to the Materials Circulation Policy to correct previous oversights and bring the policy in line with the Library's current fines-free status. Suggestions were made to clarify some phrasing in the proposal. Upon revision of the draft, Ms. Jordan moved to approve the revised Materials Circulation Policy as amended. Mr. Thomas seconded, and the motion unanimously passed.

Suggested revisions to the Board of Control Bylaws were presented for review, including changing the regular meeting schedule from monthly to bi-monthly and adding an Article that would codify public comment procedure. A full discussion and vote on the proposed revisions will be held at the September meeting after thirty days of public notice is given.

As Mr. Walker will soon be leaving the position of Treasurer, a new Treasurer must be appointed to continue his term. Ms. Jordan nominated Ms. June Arrington for the office. Ms. Cox so moved, seconded by Ms. Jordan, and the motion unanimously passed.

Ms. Reech-Harper requested that the annual Fall Staff Day training, originally scheduled for October, be moved to November 7 due to scheduling conflicts. Ms. Jordan motioned to approve the change. Mr. Roach seconded, and the motion unanimously passed.

The 2023 Holiday Observance and Training Closures schedule was presented for review. Ms. Cox motioned to accept the document as written, and Ms. Arrington seconded the motion. The schedule was unanimously approved.

Ms. Reech-Harper requested that the October 2022 regular meeting of the Board, originally scheduled for October 18, be moved to October 11 due to scheduling conflicts. Ms. Jordan so moved, seconded by Mr. Roach, and the date change was unanimously approved.

The next meeting will be on Tuesday, September 20, 2022 at the Westside Regional Library.

The meeting was adjourned at 4:40 p.m.

Respectfully submitted by

Celise Reech-Harper  
Secretary

Michael Fairbanks  
President