

**Rapides Parish Library
Board of Control
November 14, 2023**

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 President Le'Anza Jordan.

Board members present were Ms. Jordan, Ms. June Arrington, Ms. Lana Havens, Ms. Irene Hobbs, Ms. Suelynne Mickey, Mr. James Morgan, Mr. Ralph Roach, and Mr. Morris Taft Thomas. Ms. Dana Cox was absent.

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

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

Agenda

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

Minutes

Ms. Arrington motioned to approve the minutes of the September meeting, seconded by Ms. Hobbs. On unanimous vote, the motion passed.

Financial Report

Business Manager Stacy Dubrock presented the September and October financial report. Internet speed upgrades were reflected in the temporary suspension of e-rate refunds during the changeover period; they will resume once all new circuits are activated and the old ones are disconnected. Maintenance and repair expenses were offset by increases in interest rates across library accounts.

Ms. Havens motioned to approve the financial report, seconded by Ms. Arrington. On unanimous vote, the motion passed.

Director's Report

Ms. Reech-Harper reported on facilities updates, upcoming changes to staff insurance policies, and the launch of the Vega online events calendar. She also regretfully informed the board of the passing of Rapides Parish Police Juror Mr. Theodore Fountaine, III.

Human Resources Reports

Human Resources Manager Jackie Brown presented two employees for ratification:

- Mr. Roach motioned to ratify the appointment of Public Relations Manager Sandie Buller. Ms. Mickey seconded, and on unanimous vote, the motion passed.

- Mr. Roach motioned to ratify the appointment of McDonald Branch Circulation/Reference Clerk Brandon Green. Ms. Havens seconded, and on unanimous vote, the motion passed.

The Director's annual evaluation form and related documents were distributed to the Board, to be completed and returned to the Human Resources department by December 18.

Programming & Outreach Report

Adult Services and Outreach Manager Karen Riley Simmons reviewed the library's fall events and promoted the inaugural Ripple on the Red literary festival and the library's adult literacy initiative.

IT Report

Systems Manager Janie Primeaux reported on Vega calendar training and upcoming training for staff on the use of telehealth kiosk equipment.

Public Relations Report

Public Relations Manager Sandie Buller has been working to coordinate a branded social media presence for the library and overseeing the rollout of the Vega calendar. QR codes and in-branch computer stations will be provided in the coming months to further assist patrons in the use of the calendar.

Old Business

A discussion was held on the accuracy of the July minutes. Mr. Morgan asserted that, while an initial motion went unrecognized on the floor and was not recorded, a second motion advanced as recorded. Mr. Morgan motioned to accept the July minutes without amendment. Mr. Roach seconded, and the motion unanimously passed.

New Business

Finance Committee Chair June Arrington stated that it was the opinion of the committee that the proposed 2024 budget be adopted. Business Manager Stacy Dubrock then provided an overview of the budget to the Board.

Mr. Morgan expressed concern that the budget was not made available to all board members in advance, which led to discussion of how future budget proposals will be presented. Ms. Havens submitted that the current proposal had been reviewed by the Director and the Finance Committee, and motioned to accept it. Ms. Hobbs seconded the motion, which passed by majority vote.

Ms. Reech-Harper presented an updated schedule of 2024 holiday observance and closure dates. Ms. Arrington motioned to approve the schedule, seconded by Ms. Havens. On unanimous vote, the motion passed.

Ms. Reech-Harper advised the Board of her objective to add a Resource Coordinator position to the library staff in the coming year. The Personnel Committee will be asked to consider the matter in the new year.

Policies & Reconsideration of Materials Committee Chair Irene Hobbs reported that the committee met twice in October to draft updated Collection Development and Materials Circulation Policies. To ensure

the drafts meet the requirements of Act 436 (R.S. 25:225), the committee has requested that they be sent to the Attorney General's office and the State Library for review before submitting them to the Board for approval.

Ms. Reech-Harper distributed 2024 committee assignments for review. Ms. Mickey motioned to accept the assignments, seconded by Ms. Arrington, and the motion unanimously passed.

Ms. Jordan called for a motion to schedule a special meeting of the Board on Tuesday, December 12 to be held at Westside Regional Library at 3:30 p.m. The purpose of the meeting will be to hear the recommendations of the Nominating Committee and to review any feedback given on the policy drafts sent for review. Ms. Havens so moved, seconded by Ms. Mickey, and the motion unanimously passed.

Ms. Jordan requested that further discussion of the annual budget proposal timeline be added to the January meeting agenda.

The next Library Board of Control meeting will be held on Tuesday, December 12, 2023 at the Westside Regional Library.

The meeting was adjourned at 5:00 p.m.

Respectfully submitted by
Celise Reech-Harper
Secretary

Le'Anza Jordan
President