

**Rapides Parish Library
Board of Control
March 19, 2024**

Minutes

The regular meeting of the Rapides Parish Library (RPL) Board of Control was called to order at 3:30 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, auditors Mr. Lee Willis and Ms. Precious Goins, and six members of library staff.

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

Agenda

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

Minutes

Mr. Morgan motioned for amendments to be made to the January minutes to denote the Director's salary increase as "contractually required" and striking "Based on these scores, positive feedback comments, and discussion with the Director" from the related paragraph. Mr. Roach seconded the motion, and on unanimous vote, the revised minutes were accepted.

Auditor's Report

Mr. Willis introduced Ms. Goins, who presented the 2023 auditor's report to the Board. She stated that no issues were found in the audit, and the library's financials were strong throughout the year. Ms. Arrington motioned to accept the auditor's report. Ms. Mickey seconded, and the motion unanimously passed.

Financial Report

Ms. Dubrock reported that, due to new requirements, the library will keep a Sexual Harassment Report on file to be reviewed as part of the annual audit. She presented the December financial report, which matched the auditor's report, and the January and February financials, which showed the addition of a line item for the opening of the African American Cultural Heritage Center and the completion of principle loan payments.

Mr. Morgan motioned to approve the financial report, seconded by Ms. Hobbs. On unanimous vote, the motion passed.

Director's Report

Ms. Reech-Harper reported on the recent LLA Conference, facilities updates, and the progress of the new juvenile card initiative.

Direct Services Report

Direct Services Coordinator Lenna Mouton reported on the hiring of new staff and spring cleaning at all branches. She will highlight individual branches in her future reports.

Human Resources Report

Human Resources Manager Jackie Brown presented two employees for ratification:

Ms. Mickey motioned to ratify the employment of Floating Circulation/Reference Clerk Michael Snow. Ms. Arrington seconded, and the motion unanimously passed.

Mr. Thomas motioned to ratify the employment of Floating Circulation/Reference Clerk River Byrne. Ms. Mickey seconded, and the motion unanimously passed.

Programming & Outreach Report

Programming & Outreach Supervising Librarian Karla Kirby reviewed recent programs. Spring community events, as well as planning and promotion of the Summer Reading Program, are underway.

IT Report

Ms. Reech-Harper shared information on the library's new printing software.

Public Relations Report

Public Relations Manager Sandie Buller reported that LPB's coverage of the opening of the African American Cultural Heritage Center will be shared on the library's social media platforms. National Library Week is April 7-13, and the library will be creating related video content.

Old Business

Ms. Dubrock reviewed the revised 2024 budget that was presented in January. No further changes were proposed. Ms. Arrington motioned to approve the revised budget, seconded by Mr. Roach. On unanimous vote, the motion passed.

New Business

Ms. Jordan asked that Ms. Dubrock, Ms. Brown, and the Chairs of the Finance and Personnel Committees address the Board regarding a cost of living adjustment for staff.

Ms. Brown and Ms. Dubrock explained that a one-time increase of 1% could be added to the existing 3% for a total of 4% for 2024. The \$36,581 cost of the adjustment would come from funds already allocated for staff salaries, but unused in the first quarter of the year due to unfilled positions. If approved, the 1% increase would be effective April 1, with the remaining 3% given as usual over the course of the year.

Ms. Arrington stated that the Finance Committee voted to recommend the approval of the increase. Mr. Morgan reported that the Personnel Committee also recommends the approval.

Mr. Thomas motioned to approve the additional 1% cost of living adjustment for staff for 2024. Ms. Arrington seconded, and on unanimous vote the motion passed.

The next Library Board of Control meeting will be held on Tuesday, May 21, 2024 at the Westside Regional Library.

Mr. Morgan motioned to adjourn, seconded by Ms. Arrington. On unanimous vote, the meeting was adjourned at 4:30 p.m.

Respectfully submitted by
Celise Reech-Harper
Secretary

Le'Anza Jordan
President