

**Rapides Parish Library
Finance Committee of the Board of Control
March 19, 2024**

Minutes

A meeting of the Finance Committee of the Rapides Parish Board of Control was held at the Westside Regional Library located at 5416 Provine Place, Alexandria, LA.

Present were Ms. June Arrington (Chair), Ms. Le’Anza Jordan, Library Director Celise Reech-Harper, Business Manager Stacy Dubrock, and Administrative Assistant Kendra Bertrand.

The meeting was called to order at 2:30 p.m.

Ms. Jordan motioned to approve the agenda. Ms. Arrington seconded, and the motion passed.

Ms. Dubrock informed the committee that the 2023 audit is complete, and the library’s finances are in good standing. In order to meet a new requirement, the library will keep an up-to-date Sexual Harassment Report on file, which will include proof of annual certification for staff and board members and details of any complaints filed within the reporting year.

Ms. Jordan motioned to approve the auditor’s report and bring it before the Board. Ms. Arrington seconded, and the motion passed. A copy of the audit will be provided by the auditing team at the regular meeting.

Ms. Dubrock reviewed the adjusted 2024 budget. With no further amendments proposed, Ms. Jordan motioned to present the budget to the Board. Ms. Arrington seconded, and the motion passed.

Ms. Dubrock explained that a portion of the funds allocated for staff salaries went unused in the first quarter of the year due to unfilled positions. That amount could be used to provide a 1% cost of living adjustment for existing staff (with the exception of the Director), while still allowing open positions to be filled. The 1% adjustment would only be applied in this fiscal year, and would be in addition to the 3% annual step increase that staff receive annually.

Ms. Dubrock emphasized that the adjustment would not be an allocation of new funds towards salaries, but use of the budgeted amount that currently exists. The 1% increase for all staff will total approximately \$36,000.

Ms. Jordan motioned to accept and recommend the allocation of an additional 1% cost of living increase for staff in addition to the 3% step increases, for a total of 4% for 2024. Ms. Arrington seconded, and the motion passed.

Ms. Arrington motioned to adjourn, seconded by Ms. Arrington. The meeting was adjourned at 2:50 p.m.

Respectfully submitted by

Celise Reech-Harper
Secretary

June Arrington
Committee Chair