

**Minutes of the Meeting of the  
Bossier Parish Library Board of Control  
Police Jury Meeting Room, Bossier Parish Courthouse  
Benton, LA, November 15, 2023--11:00 AM**

The Library Board of Control met in regular and legal session on the 15th day of November 2023 in the Police Jury Meeting Room, Bossier Parish Courthouse, Benton, Louisiana.

**Call to Order**

President Doug Rimmer called the meeting to order at 11:03 pm.

Roll Call: Doug Rimmer, Glenn Benton, Bob Brotherton, Juliana Parks and Charles Gray.

The invocation was given by Mr. Benton. Mr. Gray led the audience in the Pledge of Allegiance.

**Others Present:**

Felesha Sweeney, Stacie Fernandez, Lisa Wilson, Monica Grappe, Megan Ramos, Julie Gill, Keith Sutton, Jimmy Cochran, Butch Ford, Jerome Darby, Patrick Jackson, Marisa Richardson, Metra Ardoin, Jim Firth, Teresa Rice, Connie Dickerson, Eric Hudson, Tom Salzer, Mac Plummer, Pam Glorioso, William Purdy, Audra Bartholomew, Heath Lyles, Clara Anne Madison.

**Public Comment**

*None*

**I. Approval of Minutes, Regular Meeting of the October 18, 2023 Library Board of Control Meeting**

Mr. Rimmer asked if there were any objections or comments regarding the previous Regular Board meeting minutes. There were none.

**Mr. Brotherton moved and Mr. Benton seconded the motion to approve the October 18, 2023 Regular Board Meeting Minutes as presented. Motion passed unanimously.**

## **II. Month in Review**

- **October 2023 Statistics, Clara Anne Madison**

Patron Count: 27,243;

Circulation (includes e-circulation and physical): 59,284

Computer Usage: 1,930; Programs: 272; Program Attendance: 8,164

Database Usage: 8,144

13,974 physical items checked out at a savings of \$268,603.55

- **Outreach**

Outreach participated in 2 events and engaged with 262 patrons.

BPL Delivers checked out 111 items to 24 patrons.

- **Technical Services, Teresa Rice**

At the end of September, 88% of the annual materials budget was spent. 1,211 items were added to the library collection, Usage of streaming services Hoopla and Overdrive continue to grow. The Board received a flyer of new titles added that may also be viewed on the library website.

- **Facilities, William Purdy**

- A new compressor and chiller are being installed at Central.
- Painting will start soon at Benton, and includes replacing expansion joints and repairing EFUS.
- Parish Engineer Eric Hudson reported that the last pay estimate was \$8.7 million for construction of the new Central Complex. Close to \$1,000,000 is remaining. Substantial

completion is almost finished and relocation into the new library is expected in early December.

- Jim Firth, who is coordinating the move, has carefully planned it in three distinct stages:
  - The first phase is scheduled November 27<sup>th</sup>.
  - December 4<sup>th</sup> the second phase starts, a 12-day install.
  - The last phase is December 18<sup>th</sup> – January 10<sup>th</sup>, when the largest order—shelving—is delivered and installed.
  - Jim and Heath have worked closely with Jaketha Farmer, head of I.T. at the library, to schedule the transition with EM3 for internet connectivity. ATT will deliver 2 gigabyte service to the building to support internet and wireless use.
  - A new phone system will be installed, but the telephone lines and internet service will continue at the History Center because it will stay open until their new facility is built at the new complex, and afterwards since because early voting will take place there.
- The staff move is scheduled for four days, and with the transfer of books and other items in the collection, Jim anticipates about a week or less to move staff and collection.
- Patrick Jackson defined “substantial completion” as a new build ready to be used for its intended purpose. Mediation over some major issues with the contractor will take place afterwards, hopefully on December 15<sup>th</sup>.
- Construction is moving quickly now since the company is in liquidated damages, although further delays are possible.

### III. Financials

#### Operating and Construction Funds

##### Library Fund

Revenues	\$8,717,018.09
Expenditures	\$5,290,298.25
Ending Fund Balance	\$6,796,794.59

**Glenn Benton moved and Charles Gray seconded the motion to approve the Library Fund report. Motion passed unanimously.**

##### Construction Fund

Revenues	\$217,136.51
Expenditures	\$4,087,160.54
Ending Fund Balance	\$3,323,735.79

**Charles Gray moved and Bob Brotherton seconded the motion to approve the Construction Fund report. Motion passed unanimously.**

### IV. Director's Report

- East 80 Branch Report

The timeline for the Healthy Community mini-grant received from LSU Ag Center is moving along swiftly and smoothly through the partnership with them to provide health-related services and programs.

The Board saw photos of a recent outdoor stencil project hosted by Louisiana Ag Center staff and volunteers. Library volunteers for the project were Mardo Hubilla, Valerie Tucker, Nicole Kempf, and Christina Joseph, and included patrons who helped with the activity. The grant also

provided funds for a seed garden.

The Board viewed photos from the recent East 80 Fall Fest.

- **Collection Development Policy**

A revised policy was presented, in compliance with Louisiana Act 436 that restricts minors' access to library materials considered sexually explicit, unless they have parental permission. The law requires to have the policy in effect by January 1, 2024.

**Julianna Parks moved and Glenn Benton seconded the motion to approve the revised Collection Development Policy. Motion passed unanimously.**

- **New Staff:**

Tonya Oswalt, Benton

Sharen Smith, Central

The next Board meeting is January 10, 2024.

**Doug Rimmer adjourned the meeting at 11:33 A.M**