

**Bossier Parish Library
Board of Control
January 28, 2016 - 1pm
Central Library Meeting Room
Minutes**

Present: Library Board

Mrs. Jack Gore, President
Mrs. Carolyn Logan, Vice President
Dr. Tom Carleton
Mrs. Freddie Cherry
Mr. Elmore Morris

Police Jury Members

Mr. Bob Brotherton
Mr. Doug Rimmer

Staff

Heather McEntee, Library Director
Anne Madison, Assoc. Dir. Of Public Services
William Purdy, Facilities Manager

I. Call to Order

The meeting was called to order by Mrs. Gore.

II. Invocation

The invocation was led by Mr. Morris.

III. Minutes

Mrs. Cherry made a motion and it was seconded by Dr. Carleton for the minutes from the previous meeting to be accepted as recorded. Motion passed unanimously.

IV. Reports

Facilities

- Central
 - The dilapidated brick wall around the library will be taken down once the weather improves. The bid process for a new roof at Central will begin soon.
 - Three proposals for a new air handler to de-humidity the administrative office area were presented. Mr. Morris moved that Payne Mechanical Contractor be granted the job. Motion seconded by Dr. Carleton. Motion passed unanimously.
- Aulds
 - Renovation work will require that the branch be closed for about ten days.
 - Three bids to repair the roof at Aulds were presented. Dr. Carleton moved that Ark-La-Tex Exteriors repair the roof. Motion seconded by Mr. Morris. Motion passed unanimously.
- East 80 and Haughton
 - The gutters at both branches will be redesigned to prevent leaks.

- Plain Dealing
 - Sewer pipe repair is complete.
- Benton
 - Glass was replaced.

The parking lots at Benton and Central need re-striping, preferably with rubberized paint. Tom Carleton moved that Affordable Striping be awarded the job. Motion was seconded by Mrs. Cherry. Motion passed unanimously. Motion passed unanimously.

An electronic surplus list has been compiled. Mrs. Logan moved that the Board declare the inventory surplus and be auctioned. Motion seconded by Mr. Morris. Motion passed unanimously.

Branches and Departments

Parish-wide Statistics Report

The report for January through December 2015 was in each Board member’s binder.

• Number of Patron Visits	445,782
• Meeting Room Usage	1,390
• Computer Usage	64,639
• Database Usage	205,667
• Reference Questions	39,174
• Circulation	738,984
• Programs	967
• Program Attendance	20,766
• Outreach Programs	192
• Homebound Patron visits	48

While the number of patron visits is lower than 2014, the number of circulations increased by 257,195.

Since Tooke started opening Saturdays for six hours, beginning this month, the patron count has ranged from 20-28, with 1-4 new cards made each day.

Compliments

- A letter to Bossier Parish Library was included from patron/new staff member Tara Davis who wanted to work here because of the first-rate customer service she received as a patron: “I have always felt like I am not alone or stupid when I go in the library. The staff is always willing to help and if they can’t they find someone who can.”
- A thank you note was included from Northwestern State College of Nursing and Allied Health for hosting public health students at the library who provided blood pressure checks for the public.

V. Financial Report

The Budgeted Statements of Revenues/Expenditures for December 2015, January - December 2015, and the Library Construction Fund for January - December 2015 were in binders for review.

The 2015 ending fund balance for the library fund was \$12,346,750. This includes the \$1,783,490.70 that was transferred from the construction fund back into the library's general fund.

A motion to accept the Financial Report was made by Mr. Morris and seconded by Mrs. Cherry. Motion passed unanimously.

Mr. Rimmer asked where the library was in planning the renovation of the Central Library. Heather said that in order to give Central the space to expand, it is more cost effective and practical for support services, the non-public areas of the library –Administration, IT, Maintenance and Technical Services—to re-locate from the Central complex. Heather is been discussing this with Bill Altimus, Parish Administrator and Butch Ford, Parish Engineer. Heather and William will look at the required square footage for the building and update the Board at the next meeting.

VI. New Business and Other Business

Longevity Goals

Amanda Cole of the IT Department successfully completed her longevity goals: create a formal social networking policy; successfully pass 2 of 3 A+ Certification Prep courses; organize IT office and storage areas and devise an organization system for current hardware, software, etc.

Kenny Johnson, Maintenance, successfully completed his longevity goals: create a maintenance plan for HVAC systems at all branches; research cost-effective ways to update/renovate older branches; write an emergency Management Guide for entire library system.

Heather recommended that the Board approve for both a two- step pay increase in addition to the one step increase for satisfactory annual evaluations. A motion to accept was made by Mrs. Cherry and seconded by Mr. Morris. Motion passed unanimously.

Bereavement and Educational Assistance Policies

Heather updated the Board on an addition to the bereavement policy approved by the Board in December that would have provided part-time employees bereavement leave. Patrick Jackson, Parish Attorney, advised Heather that giving part-time staff bereavement leave was not feasible.

He also stated that the educational assistance policy as approved by the Board is satisfactory but some wording needed revising. Mr. Jackson will be assisting Heather on the wording.

Petty Cash Policy

Heather received recommendations from an auditor for topics to include in formulating a policy with strict internal controls. They include: one fund for entire library system that is maintained by Purchasing Manager and clarifying the purpose of, managing, safeguarding, replenishing, and reconciling the fund. Heather will write the policy and bring it to the Board at the next meeting.

Borrowing Library Materials and Fines and Fees Policy

Heather recommended that this lengthy policy be split into two, more manageable ones. A motion to accept was made by Mrs. Logan and seconded by Mrs. Cherry. Motion passed unanimously.

Electronic Access Policy

It is a newly revised, streamlined policy based on the State Library's Electronic Access Policy. It is also in compliance with the Children's Internet Protection Act. A motion to accept was made by Mr. Morris and seconded by Mrs. Cherry. Motion passed unanimously.

Miscellaneous

Mr. Rimmer reported that he spoke to an alumni of Princeton High School about memorabilia from five Bossier Parish schools formerly only for blacks: C.H. Irion, Charlotte Mitchell, Carrie Martin, Redmond Spikes, and Princeton. The individual is interested in displaying the materials possibly at the Historical Center, particularly during Black History Month in February. Heather suggested that he contact the director of the Historical Center.

VII. Adjourn

Mr. Morris made a motion to adjourn the meeting. Mrs. Logan seconded the motion. Motion passed unanimously.

Respectfully Submitted,

Heather McEntee, Library Director