

BOSSIER PARISH
LIBRARY BOARD OF CONTROL
BENTON, LOUISIANA
MINUTES
February 15, 2023

The Library Board of Control met in regular and legal session on the 15th day of February, 2023, in the Police Jury Meeting Room, Bossier Parish Courthouse, Benton, Louisiana. The President, Mr. Doug Rimmer, called the meeting to order. The invocation was given by Mr. Glenn Benton. Board members present are as follows:

Mr. Bob Brotherton
Mr. Doug Rimmer
Mr. Charles Gray
Mr. Glenn Benton
Ms. Julianna Parks

Mr. Butch Ford, Interim Director of Libraries, Ms. Sandy Long, Ms. Stacie Fernandez, Ms. Julie Gill, Ms. Rachel Hauser, Mr. Pat Culverhouse, Mr. Eric Hudson, Mr. Patrick Jackson, Mr. Jim Firth, Mr. Heath Lyles, Mr. Jerome Darby, Mr. Chris Marsiglia, Mr. Philip Rodgers, and various employees from the Bossier Parish Libraries were present.

Motion was made by Mr. Gray, seconded by Mr. Brotherton, to adopt the minutes of the January 18, 2023, board meeting.

The President called for public comment. There being none, **votes were cast and the motion carried unanimously.**

Ms. Jaketha Farmer, Bossier Parish Library I.T. Director, provided an update on the Bossier Parish Library cash policy. She stated that meetings have been held with all Library

February 15, 2023

Branch Managers to discuss costs for copies, prints, and faxes to determine if the prices need to be increased. She further stated that it is the recommendation that costs for copies, prints, and faxes be increased to match the costs for these items at Shreveport Memorial Libraries.

Ms. Farmer stated that the cost of black and white copies will remain at \$.10 per page, color copies will increase to \$.40 per page, and a cost of \$1.00 per page will be established for ledger size copies. She stated that it is recommended that adults, children/teen, and library eCard holders be allowed free copies at the libraries.

Ms. Farmer stated that the Bossier Parish Libraries already have AAM services. She provided additional information regarding the systems needed for credit card services and costs.

Mr. Jackson confirmed that implementing option number 3 as previously discussed will remove all cash from the libraries.

Mr. Firth stated that option number 3 is recommended which will create an AAM account with the libraries for patrons to pay online for needed copies, and that the hardware and software be purchased to implement the new system in order to alleviate cash payments at Bossier Parish Libraries.

After further discussion, **motion was made by Mr. Benton, seconded by Mr. Gray, to authorize the purchase of hardware and software to create an AAM account with the libraries for patrons to pay online for needed copies in order to alleviate cash payments at Bossier Parish Libraries.**

The President called for public comment. There being none, **votes were cast and the motion carried unanimously.**

February 15, 2023

Mr. Eric Hudson, Parish Engineer, stated that a progress meeting is scheduled tomorrow at 9:00 a.m. at the Bossier Parish Library Administration Office to discuss the new Central Library project. He stated that the new Central Library project is a \$9.2 million project and approximately \$5.2 million worth of work has been completed to date. He further stated that a request for additional contract days due to weather and delay in receiving roofing material has been requested, but not approved at this time.

Mr. Hudson stated that the current schedule for completion is April 3, 2023, but it is anticipated that the project will not be complete by that date.

There was additional discussion on the additional contract days requested.

Mr. Ford stated that interviews for the applicants for the Library Director position need to be scheduled next week. He stated that all resumes have been reviewed and a short list has been created from those resumes to proceed with interviews. He recommended that the interviews be scheduled in the evening.

Mr. Gray requested that an applicant that has not been included in the short list be added to the list to be interviewed. Mr. Jackson stated that due to a list of applicants that met the minimum requirements for the Library Director position having already been created, a motion and second will be required in order to add an applicant who was not originally included in the qualified list of applicants. **Motion was made by Mr. Brotherton, seconded by Mr. Gray, to authorize the addition of an applicant to the existing list of qualified applicants to be interviewed for the Library Director position.**

The President called for public comment. There being none, **votes were cast and the motion carried unanimously.**

February 15, 2023

Mr. Ford provided the board with a general ledger from the Library Fund for January, 2023. He stated that payroll for January of 2023 totaled \$226,000.00 with 70 to 72 library employees. He further stated that the projected payroll of \$3.2 million will decrease for the 2023 year.

Mr. Ford stated that funds for purchasing have been reduced to \$350,000.00 annually. He stated that it is anticipated that the Library Fund will have a surplus for 2023.

Motion was made by Mr. Benton, seconded by Ms. Parks, to accept the finance report as presented.

The President called for public comment. There being none, **votes were cast and the motion carried unanimously.**

Mr. Ford stated that several chairs need to be replaced at the libraries. He stated that new chairs were not included in the 2023 Bossier Parish Library budget.

Mr. Heath Lyles, Operations Coordinator, stated that several chairs need to be replaced at the libraries. He stated that approximately 26 different types of furniture need to be purchased at a cost of approximately \$14,000.00. He further stated that there is additional furniture that needs to be replaced, but the recommendation is to amend the budget for the Library Fund to include \$7,000.00 for 2023 to replace various furniture items for the Bossier Parish Libraries, and the needed additional furniture be budgeted for 2024 to be replaced.

After further discussion, **motion was made by Mr. Brotherton, seconded by Ms. Parks, to amend the 2023 Library Budget to purchase various furniture items for the Bossier Parish Libraries in the amount of \$7,000.00.**

February 15, 2023

The President called for public comment. There being none, **motion carried with the following votes recorded:**

AYES: Mr. Benton, Mr. Brotherton, Mr. Gray, Ms. Parks, Mr. Rimmer
NAYS: None
ABSTAIN: None
ABSENT: None

Ms. Marissa Richardson, Manager of the Central Library Branch and History Center, provided a report of events held at the Central Library Branch and History Center. She requested that the library hours for Central Library Branch be publicized so that citizens are aware that while some library branches are closing earlier, the Central Library Branch is open until 8:00 p.m. Monday through Thursday and 6:00 p.m. on Fridays.

Mr. Gray stated that February is Black History Month and he does not see any books listed for recommendation in recognition of Black History Month at the Bossier Parish Libraries. Ms. Richardson stated that there are displays for Black History Month and books are being recommended in recognition of Black History Month and provided additional information of events celebrating Black History Month.

Ms. Richardson provided a circulation, patron visit, and computer usage report for each library branch.

Mr. William Purdy, Facilities Manager, provided a report on several library branches.

Mr. Firth stated that Mr. Purdy is now attending meetings held every Monday at 8:00 a.m. to discuss maintenance of parish library facilities. He stated that discussions have been held to add the library facilities to the Parish Preventive Maintenance Program.

February 15, 2023

Mr. Ford stated that efforts are being made to determine how many patrons are using each library branch. He stated that an existing system is in place to count the number of patrons and work is being done to make that system operational.

Mr. Ford requested that each branch manager provide a list of groups/organizations utilizing rooms at the library branches to hold meetings.

Mr. Ford stated that the Benton Library Branch is seeing a growth in usage of the library facility and it has been requested that an additional employee be hired. He stated that the Benton Library Branch currently has eight employees and he has approved the hiring of one additional employee, but there will be no overtime allowed.

Mr. Ford stated that the Central Library Branch has requested that three positions that are currently vacant be filled.

Mr. Ford stated that a request has been made that an additional employee be hired at the Central Library Branch to monitor the new computer lab that will be located in a separate room at the new Central Library Branch. He stated that a job description and salary is currently being created for the employee in the Central Library Branch computer lab.

Mr. Ford stated that a request has been made for a Makerspace Specialist at the Central Library Branch. Ms. Richardson stated that there will be a new Makerspace area in the new Central Library Branch which will have audio, visual, different computer technologies, crafting, and various other activities.

Ms. Jakeetha Farmer stated that a grant was received last year which purchased a 3-D printer, keyboard with a synthesizer, video camera, and various other equipment that is not common in libraries. There was additional discussion on this matter.

February 15, 2023

Ms. Parks requested that the hours of operation for the Benton Library Branch be extended at least one day per week to 8:00 p.m. to accommodate working parents.

Mr. Ford stated that the Benton Library Branch currently closes at 6:00 p.m., but there are days that groups/organizations request to use the library for meetings. He stated that overtime pay is required to accommodate those groups/organizations for meetings held after 6:00 p.m.

Mr. Ford stated that hours of operation will likely be extended during the summer months for library branches. He stated that it has been brought to his attention that tutors use the library facilities to tutor students and are charging for those services at the library facilities.

Mr. Benton stated that he has no issues with the library facilities being utilized during hours of operation as long as library employees are not staying after hours and being paid overtime for someone to use the facilities.

Ms. Charmetra Ardoin, Benton Library Branch Manager, stated that the Benton Library Branch needs nine employees. She stated that hours of operation at the Benton Library Branch have been extended on Tuesdays in order to allow the Girl Scouts continued use of the facilities. She further stated that the American Legion uses the facilities every third Thursday. Ms. Ardoin stated that even with the hours of operation from 9:00 a.m. to 6:00 p.m., overtime is required for every Tuesday and third Thursday of each month. Ms. Parks asked if it was feasible for the employee to come in later on those days so that overtime is not necessary. Ms. Ardoin stated that she could rearrange the employee's schedule to work 10:00 a.m. to 6:00 p.m. on those dates, but she needs at least three employees staying late on those dates.

Ms. Parks stated that there are several tax paying citizens who work and are unable to

February 15, 2023

utilize the libraries because the library branch closes at 6:00 p.m. She stated that hours of operation of the libraries needs to be adjusted to allow for working parents to be able to utilize the libraries and requested that the hours of operation be extended to 8:00 p.m. at least one night per week.

Ms. Ardoin stated that she is willing to change the hours of operation at the Benton Library Branch to Monday through Friday 9:00 a.m. to 8:00 p.m., but she would need additional staff members.

The hours of operation were further discussed. It was recommended that the hours of operation of all library branches be publicized.

There being no further business to come before the Library Board of Control in regular and legal session on this 15th day of February, 2023, meeting was adjourned.

May 18, 2023
DATE APPROVED

MR. DOUG RIMMER, PRESIDENT
BOSSIER PARISH LIBRARY BOARD
OF CONTROL