

**Bossier Parish Library
Board of Control
February 25, 2016 - 1pm
History Center Meeting Room
Minutes**

Present: Library Board

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

Staff

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

Absent

Mrs. Carolyn Logan

I. Call to Order

The meeting was called to order by Mrs. Gore.

II. Invocation

The invocation was led by Mrs. Cherry.

III. Minutes

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

IV. Branch Reports

Facilities

- Central
 - Brick walls surrounding Central will eventually be torn down when the weather improves.
 - We are waiting on a start date from the company that will replace the Administrative wing's air handler.
 - Parking lot was re-striped.
 - Paperwork sent to Police Jury for new roof.
- Aulds
 - The damage caused by a water leaks is being repaired at Aulds. More damage was found, caused by vents that were not insulated. Humidity caused the vents to sweat. A water leak in the mechanical room also led to damage in the sheet rock. Aulds will be closed about two weeks

for repairs. Kenny and William will power wash the library, change light bulbs and do other tasks during the closure.

- Roof repair complete.

- Haughton
 - Prevot sent a new roof design for Haughton, to replace the current leaky one, and William informed them to proceed.
- East 80
 - Prevot is working on a new roof design for East 80, to replace the current leaky one.
- Benton
 - Parking lot was re-striped.

Parish-wide Monthly Statistics Board Report

The complete report is in each Board member's binder.

- Number of Patron Visits 38,513
- Meeting Room Usage 154
- Computer Usage 6,214
- Database Usage 28,784
- Reference Questions 1,149
- Total circulation 60,504
- Programs 134
- Total Program Attendance 1,529
- Outreach Programs 16
- Homebound Patron visits 6

Heather was contacted by BPPC to request that the library provide space for high school equivalency (HiSet) prep classes to be taught here. The college was interested in the databases the library offers, and will use them with students.

V. Financial Report

The Budgeted Statement of Revenues and Expenditures for January 1- January 31, 2016 was in each binder for review.

The ending fund balance January 31, 2016 was \$17,443,870.00

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

VI. New Business and Other Business

Longevity Goals: Delila Hamiter, manager at Plain Dealing, successfully completed her three longevity goals. She visited three libraries –Aulds Branch, Shreve Memorial Library, and Webster Parish Library. She also worked with Brittainy Pope, Central Library YA coordinator, and the Plain Dealing High School and Middle School librarian to encourage use of the library by students. Her third goal was to

watch a Glen Shepherd DVD on assertive skills for managers. A motion to accept was made by Mrs. Cherry and seconded by Mr. Morris. Motion passed unanimously.

Unique Management Services

The library has worked with Unique Management Services (UMS) on a trial basis for three months in order to evaluate the effectiveness of the collection agency. UMS' sole customers are libraries. They politely ask patrons to return overdue materials and pay outstanding charges. Bossier Parish Library collected \$8,050.15 in materials and cash. The total cost to the library during the trial period, if the service is retained, is \$4,555.55. The library finished ahead by \$3,494.60.

Because the response from patrons has been strong, Heather recommended that the Library continue to employ the services of UMS in order to recover items (or payment for them) that ordinarily would be lost.

A motion to accept was made by Mr. Morris and seconded by Dr. Carleton. Motion passed unanimously.

Laptop Computers- to be added to the Borrowing Library Materials Policy and Fines and Fees Policy

The library has purchased laptops for each branch. The policy is similar to the widely used BTOP laptop program that was part of a grant obtained by the State Library of Louisiana. The differences in the new policy reflect the prices paid for accessories and the laptops by the library, and the loan period has increased to five days.

A motion to accept was made by Dr. Carleton and seconded by Mr. Morris. Motion passed unanimously.

Miscellaneous

Mr. Morris announced after a recent visit to Tooke Library that he was impressed with the entire staff, and especially Mary Sanders' professionalism. He encouraged Board members to go to branches, which are all offering excellent customer service. Heather similarly encouraged members see what branches are doing; "They would love to see you."

Mrs. Gore expressed the need to create a new generation of library users by appealing to children, who will grow up to become adults who support libraries. Heather stated that Bossier Parish Library has formed new children's coordinator positions at Benton, East-80 and Plain Dealing with this objective in mind.

Central Library Expansion Plans

Attending a Bossier Parish Police Jury meeting in early February, Heather explained to jurors about the need for an administrative building. The BPPJ motioned and approved the library to move forward with plans.

VII. Adjourn

Mr. Morris made a motion to adjourn the meeting and Dr. Carleton seconded. Motion passed unanimously.

Respectfully Submitted,

Heather McEntee, Library Director