

**Bossier Parish Library  
Board of Control  
March 24, 2016 - 1pm  
Central Library Meeting Room  
Minutes**

**Present: Library Board**

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

**Staff**

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

**Guests**

Diane Bundy, Central Library manager  
Jessica McCart, Children's Librarian  
Lisa Barrett, Assistant Manager, Children's Services

**I. Call to Order**

The meeting was called to order by Mrs. Gore.

**II. Invocation**

The invocation was led by Mr. Morris.

**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; they are dilapidated.
  - Administrative air handler will be replaced with a reheat unit for humidity control

- East 80 and Haughton
  - Prevot Design will look at redesigning gutters and roof at East 80 to replace the current leaky one. They designed a roof for Haughton that William has approved.
- Aulds
  - Aulds has re-opened but there is some work still needing to be done in the meeting room
- Tooke
  - Tooke is a community outreach center for those affected by the recent flooding in Bossier Parish. The Red Cross, FEMA and other organizations are present. Many residents who arrive for assistance end up getting library cards. Gene Barratini and Bill Altimus expressed appreciation to the Library Board and staff for the opportunity to serve residents in south Bossier Parish at the Tooke Branch.
- Bossier Central
  - Maintenance is ready for bids on the new roof, and hope to have it installed this summer.

### **Parish-wide Monthly Statistics Board Report**

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

- Number of Patron Visits—37,867
- Meeting Room Usage—155
- Computer Usage—5,905
- Database Usage—35,248
- Reference Questions—936
- Total circulation 60,957
- Programs—130
- Adult Programs—22
- Total Attendance 1,779
- Outreach Programs—16; Homebound Patron visits—6

### **V. Financial Report**

The Budgeted Statement of Revenues and Expenditures for February 1- February 29, 2016 was in each binder for review.

- State Revenue Sharing
  - Since the State of Louisiana has a budget deficit, Dr. Carleton asked if funding the library receives from the State Revenue Sharing program might be eliminated. Heather replied that it was a possibility; however, the library completes an annual report to the state to show that the funds are needed. Each year the Louisiana Library Association represents public libraries at the State Capitol and meets with legislators. Diane Bundy will let the Board know when the 2016

Legislative Day will take place. Mrs. Cherry moved that the Board notify our legislator of the importance of State Revenue Sharing. The motion was seconded by Dr. Carleton. Motion passed unanimously.

The ending fund balance February 29, 2016 is \$17,682,744.00.

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

## **VI. New Business and Other Business**

### **Longevity Goals**

Laurie Dyche, Library Assistant III at the Historical Center, successfully completed her three longevity goals. She visited three departments –Technical Services, IT, and Maintenance, which allowed her to see the inner workings of the library. She also began going through the Central Adult Fiction books and determined which books are in a series. Laurie organized and labeled the series books, making it easier for staff and public to locate. Laurie started her project at Bossier Central, when she worked at circulation, before moving to the Historical Center. Laurie completed Adult Fiction through the Bs, and set up the project so that Central staff could complete it. Her third goal was to take a webinar relevant to her position at the library and to write a description of the webinar. A motion to accept was made by Mrs. Logan and seconded by Mr. Morris. Motion passed unanimously.

### **Registration Policy –Expanded Card Types**

In order to offer library services to a greater variety of users, new card types may be offered for the following types, providing they meet basic library eligibility requirements:

- Electronic Access only—library public computers, wi-fi, databases, downloadables
- Child Only Card—new applicants age 12 and under may have a card without parental/guardian consent or signature. Limited to three children's print books, no due date, and no overdues.
- Teen Only Cards— youth ages 13-17 may receive a teen only card for maximum 3 young adult books, no due date and no overdues. Once the child/young adult reaches the age of 18, they must apply for an adult card. If unreturned books sent to lost are on their records, fees must be paid.
- Homebound Services—for individuals who cannot visit the library in person due to a disability.
- Complimentary—provides access to the library's electronic resources for 2 weeks; to be used by Community Engagement Services.

Mrs. Logan made a motion with the stipulation that the lengthy time limits allowed for overdue books with the Child Only and Teen Only cards be studied further. The was seconded by Dr. Carleton. Motion passed unanimously.

**VII. Adjourn**

Mrs. Cherry made a motion to adjourn the meeting and Dr. Carleton seconded. Motion passed unanimously.

Respectfully Submitted,

Heather McEntee, Library Director