

**Bossier Parish Library
Board of Control
April 28, 2016
Central Library Meeting Room
Minutes**

Present: Library Board

Mrs. Carolyn Logan
Mr. Elmore Morris
Dr. Tom Carleton

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. Logan.

II. Invocation

The invocation was led by Mr. Morris.

III. Minutes

Mr. Morris 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. Branch Reports

Facilities

- Central
 - Dilapidated brick walls surrounding Central will eventually be torn down.
 - The roof project will go out to bid soon
 - The air handler unit for the administrative offices has been replaced
- East 80 and Haughton
 - Prevot will redesign gutter at East 80 and roof at Haughton to prevent leaks

Parish-wide Monthly Statistics Board Report

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

- Number of Patron Visits 35,756
- Meeting Room Usage 140
- Computer Usage 5,420
- Database Usage 30,539
- Reference Questions 1,060
- Total circulation 58,710
- Programs 115
- Total Attendance 1,632
- Outreach Programs 6
- Homebound Patron visits 6

V. Financial Report

The March 2016 Budgeted Statement of Revenues and Expenditures was in each binder for review.

The Library has received 91% of budgeted funds for 2016. Net revenues/expenditures March 31 was \$5,108,618, with 23% of the budget expended. Mr. Rimmer asked Heather about reserve funds. She said they are all earmarked, dedicated funds for certain projects such as building projects.

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

Hayden Barrett, Digital Services Assistant at Central, successfully completed his three longevity goals. Hayden described what he learned accomplishing the goals and how they can be applied to the library. First, he visited three branches/locations: Technical Services, Aulds and East 80. Hayden also attended an overdrive conference, Digipalooza, in Cleveland. He described it as the most informative conference he has ever attended and provided many photos of the conference. For his third project, he placed QR codes in popular children's and young adult titles. The codes take the reader to overdrive, so they can become aware of the library's digital collection. He then made a list of the titles with the codes.

A motion to accept the longevity goals and the two-step pay increase for Hayden was made by Mr. Morris and seconded by Mr. Carleton. Motion passed unanimously.

Registration Policy – Expanded Card Types

Expanded card types were put forward at the March meeting. However, due to a concern that possibly years could pass with unresolved lost book charges, a Board decision was delayed. Two card types were revised so that applicants must be between ages 9-12 for Child Only Cards and 13 and 17 for Teen Only Cards, shortening the time when overdue book fees are addressed, from at the most 4-5 years, instead of 10 years.

Mr. Rimmer recommended that due dates be included for Child Only and Teen Only cards for increased accountability. Heather said that two-week due dates, the regular check out period, could be added to TLC for these card types.

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

Petty Cash Policy

The library has only had guidelines up to the present, with each branch managing their individual petty cash funds. With the proposed policy, the fund will be kept and managed by the purchasing manager, Therita Williams. Strict guidelines are given for what the funds can be used for. Purchases must be pre-authorized by Therita. The purpose of the policy is to give more accountability to petty cash procedures.

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

Social Media

An updated social media policy was presented to the Board. This is a recent policy since social media has expanded in the last five years. Mandi Johnson maintains the library Facebook page, and its popularity has soared since Mandi condensed all separate pages into one. There are 1745 likes on the Facebook page now. It went up after the flood, when Mandi posted information from Homeland Security, the Police Jury and other public agencies. Mandi posts events and programs and viewers are sharing her information. The library needs a policy in order to make sure we are in compliance with the law and that posts are appropriate. The new policy allows authorized staff to delete posts based on content guidelines from *the Code of Ethics of the ALA*.

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

Potential Administrative Building

Attendees at the Board meeting then visited a building for sale, located at the corner of Hazel Jones and Shed Road. The purpose was to consider purchasing it for a new administrative building for support staff –administration, Technical Services and IT.

By re-locating from Central, the Central Library could then begin a much needed renovation, creating more space for programming, materials and meetings, such as makerspaces and robotics.

A motion to move forward with the appraisal, environment survey and other items necessary to possibly purchase the building was made by Mr. Morris and seconded by Dr. Carleton. Motion passed unanimously.

VII. Adjourn

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

Respectfully Submitted,

Heather McEntee, Library Director