

**Bossier Parish Library
Board of Control
June 23, 2016 - 1pm
Central Library Meeting Room
Minutes**

Present: Library Board

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

Police Jury Members

Mr. Bob Brotherton
Mr. Doug Rimmer

Staff

Heather McEntee, Library Direct
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. Branch Reports

Facilities

Work in progress: William had a few updates. He is getting prices for two roof projects in 2017. The Bossier Central roof project is not out for bid, although he mistakenly believed it was. The project was pulled temporarily due to a paperwork error. The appraiser for the possible new administrative building should have the appraisal ready next week. Not much else is going on; the facilities are running smoothly.

Police Juror Bob Brotherton reported that he spoke to Matt Kinney, who cares for the grounds at the Tooke library about cutting down the tall grass around the library and walking trail once the ground dries up. Highway crews cut a swathe near the road, like they previously have done. Mr. Brotherton also reported that only one light is on

at Tooke after dark, with sign and driveway lights out. William will replace burned out lights and when the ground is sufficiently dry will bush hog it.

Parish-wide Monthly Statistics Board Report

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

- Number of Patron Visits 39,815
- Database Usage 29,720
- Total circulation 67,824
- Programs 65
- Total Attendance 1,121
- Outreach Programs 16
- Homebound Patron visits 5

Heather reported that the Sci-Port passes are widely used by patrons since first offered in May 2015. Due to increases in circulation, including Green Gold patrons at Tooke, the library bought four more passes.

V. Financial Report

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

The library has collected 95% of budgeted revenues for 2016. The ending fund balance is \$16,727,445. Some of the ending fund balance will be used for renovation of Bossier Central and the new administrative building. If the appraisal is under \$800,000 we will negotiate with the seller.

Mr. Morris made a motion and it was seconded by Mrs. Logan to accept the Financial Report as presented. Motion passed unanimously.

VI. New Business and Other Business

Public Trustee Workshop

Heather announced that several LLA-sponsored public trustee workshops are scheduled. The nearest ones to Bossier City are in Natchitoches and Ruston. Heather needs to know if Board members are interested in attending no later the last week in June.

Open House

Heather gave members a flyer for an Open House at Bossier Central on August 9th, sponsored by the Reference Department.

Public Policies

Three public policies were presented to the Board: two amended, current policies and one new one.

- **Sex Offender Policy (revised)**
 - Offenders may use the library (except for Haughton) any day of the week, but are prohibited from going during peak hours in the summer and school year when children are most likely to be present. The peak hours are clarified in the policy: during the school year 3pm-7pm; during the summer, 10am-4pm.
 - Koran's name is changed to Tooke.

- **Borrowing Library Materials (revised)**
 - Household blocks are removed
 - Maximum number of DVDs allowed on hold is five (5) per household
 - Maximum number of DVDs allowed to be checked out is five (5) per household
 - Deposit Books
 - The procedure for checking out/in deposit books has not changed, but is included in the Borrowing Library Materials Policy.

- **Reference Services Policy**

A new policy reference librarian Debbie Adams composed detailing the philosophy and services offered by the reference department.

Dr. Carleton made a motion seconded by Mr. Morris to accept the revised and new policies as written and presented. Motion passed unanimously.

2016-2020 Strategic Plan

Heather was pleased to share the library's 2016-2020 Strategic Plan to the Board. The one-page plan reveals what the library is going to do for the community in the next few years. The strategic focus will promote informed, educated and entertained communities, which tie to the library's mission, vision and values. The resources to accomplish the mission are technology, organizational health, facilities, public awareness, relevant collections, and aged-based services and programs. Outcomes will be measured by how everyone benefits, by collecting data and gathering stories of how lives are changed as individuals reach their full potential. Heather signed the library up with ALA's Project Outcome to gather data that will measure the effectiveness of the strategic plan.

The branches' proposals for achieving the goals of the strategic focus in the next five years were submitted to the Board for approval. Among them were entrepreneur/small

business support, workforce readiness, digital literacy, academic achievement for all ages, user friendly spaces, community engagement and responsive programs and services. Specific methods for fulfilling goals included providing community gardens, more computer classes, reading therapy dogs for struggling readers, and free lunches to needy children in the summer, in cooperation with the Food Bank of NW Louisiana and other community agencies.

Mr. Rimmer complimented the library for its reputation as a well-run establishment in the community. Taxpayers do not mind paying for services they consider a good value, he said, and the strategic plan should show to voters that the library benefits the community. Heather agreed that purpose of the plans is to show taxpayers that the library remains relevant and strengthens the community.

Diane Bundy, manager at the Central library, in her plans communicated the necessity of renovating Central. She justified the recommendation with facts and figures. The library has not been renovated since it was built in 1986, and the number of patrons served has jumped as the parish has grown in population. Heather would like her to continue to collect statistics to support the project, in order to acquire and maintain approval for the undertaking.

The Haughton Library needs a meeting room for patrons but space is an issue. It is the only location that does not have one. Audra Bartholomew, manager, and her staff have a strong and loyal following. Within the next five years, Audra would like to expand to have a meeting room. Mr. Rimmer and Mr. Brotherton volunteered to talk to town officials in Haughton to ask if they can assist the library in finding space. Haughton City Hall is next door to the library.

After the Board reviews and approves the 2016-2020 Strategic Plan, Heather said the branches' plans will be re-formatted for consistency and be placed on the library's website. Printed copies will be available to the public.

The Board enthusiastically endorsed the Strategic Plan. A motion to accept the recommendation was made by Mr. Morris and seconded by Dr. Carleton. Motion passed unanimously.

Trailblazer

Mr. Brotherton shared information with the Board about Trailblazer, an organization that serves rural areas in the parishes of NW Louisiana. It provides information and programs about resources, conservation and development, and presenters speak on diverse topics such as water quality, leases and pipelines, wills, forestry, rural development and feral hogs. Olivia Ward is in charge of water quality programs to schools and libraries. Mary

Sanders, Tooke branch manager, has invited Olivia to speak at Tooke. Heather asked Mr. Brotherton for her contact information so she can pass it on to other managers

VII. Adjourn

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

Respectfully Submitted,
Heather McEntee, Library Director