

Bossier Parish Library

Board of Control

July 24, 2014 - 1pm

Bossier Central Library Meeting Room

Minutes

Present:

Library Board

Mr. Elmore Morris, President

Mrs. Freddie Cherry

Mrs. Jack Gore

Dr. Tom Carleton

Absent

Mrs. Carolyn Logan

Police Jury Members

Mr. Bob Brotherton

Staff

Heather McEntee, Library Director

Vickie Hardin, Assoc. Dir. of Public Relations

Guest

Hayden Barrett, Digital Services Assistant

I. Call to Order

The meeting was called to order by Mr. Morris.

II. Invocation

The invocation was led by Mrs. Gore.

III. Guest

Hayden Barrett Digital Services Assistant is winner of the new logo contest. Heather presented a certificate of appreciation and an award for 8 hours off.

IV. Minutes

Mrs. Gore made a motion and it was seconded by Dr. Carleton for the minutes from the previous meeting to be accepted as recorded. Motion carried unanimously.

V. Branch Reports

Facilities

Work in progress:

The keyless entry system has been ordered and we are waiting for installation. Staff will use cards instead of keys to enter the building.

Two branches, Central and the Tooke Libraries will have the keyless entry system.

Completed work:

All branches have handicap doors installed and are ADA compliant.

Outreach Services

The Outreach Services Report was in each Board member's binder.

Vickie attended Sign Up Saturday again this year. Candace's School of Dance had a table directly in front of the library table with the theme of "Geek." We took photos of their dancers with our Geek the Library display.

BPL is the first Weather-Ready Nation Ambassador in the Ark-La-Tex. We are working with the National Weather Service in Shreveport to help save lives and property by providing information on weather hazards and promoting weather awareness activities in the community. Debbie Adams and Diane Bundy were interviewed on Channel 12 News about the library's partnership with the National Weather Service.

History Center

The History Center Report was in each Board member's binder.

VI. Financial Report

Heather reported Revenues collected \$6,812,623 to date.

The Ending Fund Balance is \$11,265,372.

VII. New Business

House Bill No. 614

Heather explained a new law that will require the Library to post its Board Meeting minutes on our website as soon as they are approved by the Board. Because the previous month's minutes are approved at each Board Meeting, we will always be a month behind.

R.S.42:21 states: (2) If the public body has a website, the public body shall post on its website a copy of the minutes made available pursuant to Paragraph (1) of the Subsection and shall maintain the copy of those minutes on the website for at least three months after the posting. If the public body is required to publish its minutes in an official journal, the public body shall post its minutes on its website as required by this Paragraph within ten days after publication in the official journal. If the public body is not required to publish its minutes in an official journal, the public body shall post its minutes on its website as required by this Paragraph within a reasonable time after the meeting. The inability of the public to access the public body's website due to any type of technological failure shall not be a violation of the provisions of this Chapter.

New Scanning Service

Addition to the Public Service Policy: This is a new and free service whereby patrons can scan personal documents to a USB Flash Drive or to an Email address.

Mrs. Cherry suggested it would be promoted by word of mouth. Dr. Carleton suggested keeping a tally of how often this service is used.

A motion was made by Dr. Carleton and seconded by Mrs. Cherry to accept the new scanning service. Motion carried unanimously.

Heather will review the Fax Policy and make amendments as needed.

Acceptable Payment Methods

Amendment to the Public Services Policy: Patrons must be *in good standing* with correct name, address, and telephone number, and a picture ID *to be able to use a check as a payment method*.

Checks are accepted only in U.S. dollars and drawn on a U.S. bank. Checks must have a valid, nine-digit bank routing number (ABA code) MICR-encoded and the account number on the bottom of the check. The library cannot accept starter checks or checks with names and /or addresses handwritten or typed in.

A valid, legal form of photo identification must be provided for verification purposes.

Charges for the amount of original payment will be added back to a patron's account when a check is returned from the bank for any reason. *Borrowing and other library privileges may be suspended until payment is made to the library in accordance with this policy.*

Bossier Parish Library reserves the right to refuse a check as payment method if a previous check has been returned unpaid.

A motion was made by Mrs. Gore and seconded by Mrs. Cherry to accept changes to the Acceptable Payment Methods/ Insufficient Check Policy. Motion carried unanimously.

Update on the Anna P. Tooke Memorial Library:

Emails concerning the progress at the site of the Anna P. Tooke Memorial Library are in each Board member's binder. Jerry Kilgore with Beast Engineering sent Heather an email with a photo of the progress at the site. The photo in the binder shows SIP wall panels around the office area. He also stated that after the SIP roof panels are installed they will begin installing the panels of the laminated beams.

Library Love Letters

Heather presented photos of the displays from the branches for the Library Love Letters. The Board voted on their favorite and selected Plain Dealing as the winner for best display. Amanda Cole in IT has been posting a question of the week giving patrons a chance to win an iPad. Those with correct answers had their names put in for a drawing to win the iPad.

VIII. Adjournment

At this time, being no further discussion, it was moved by Mrs. Gore and seconded Mrs. Cherry the meeting be adjourned. Motion carried unanimously.

Respectfully Submitted,

Heather McEntee
Director