

**Bossier Parish Library
Board of Control
July 23, 2015 - 1pm
Central Library Meeting Room
Minutes**

Present: Library Board

Mrs. Freddie Cherry
Mrs. Jack Gore
Mr. Elmore Morris

Absent

Dr. Tom Carleton, president
Mrs. Carolyn Logan

Public Guest

Mr. Verne Foss, observe only

Staff

Heather McEntee, Library Director
Vickie Hardin, Assoc. Dir. of Public Relations

I. Call to Order

The meeting was called to order by Mrs. Jack Gore.

II. Invocation

The invocation was led by Mr. Morris.

III. Minutes

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

IV. Branch Reports

Facilities

Work in progress:

Three proposals for removal of the East 80 branch old wooden back fence and replace with a black chain-link fence. They are Lynch's Lawn and Fence, LLC; Hometown Fence, and Foster Fencing Co.

Lynch is the least expensive of the three. William said their proposal did not have a few of the things the other two had, but he and Kenny called them and they said everything wanted would be included in the bid package. William asked that Lynch

resubmit an amended proposal with all the details listed and signed before awarding the bid to them.

Mr. Morris made a motion and it was seconded by Mrs. Cherry to accept the Lynch's bid. Motion passed unanimously.

The Bossier Central Library roof is in very bad condition with leaks throughout the entire complex including the History Center. William contacted Prevot Design to help ensure the correct roof is selected. After inspecting the roof, Prevot met with the roofer and chose a design, made up a construction fund and a contingency. The total estimate is \$350,000. Prevot would be the designer and help manage the project. They will do the sealed bid process as well.

William asked for approval to move forward with Prevot Design to work with the roofer and manage the project including the sealed bid packet. Prevot Design and William will present it to the Police Jury.

Mrs. Cherry made a motion and it was seconded by Mr. Morris to move forward with the plans as stated. Motion passed unanimously.

The Police Jury is backed up with the flooding repairs in the parish and the work at the Tooke Library and Bossier Central has been delayed. William offered to do the cleanup of limbs and take care of other landscape issues at Tooke if he could get the equipment to do it with.

William is waiting for one more bid to come in for the installation of security cameras at the remaining branches.

Parish-wide Monthly Statistics Board Report

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

Number of Patron Visits—43,197; Computer Usage—4,340; Database Usage—19,061; Reference Questions—2,135; and Total circulation 81,151.

Programs—142; Total Attendance 2,767; Outreach Programs—16; Homebound Patron visits—4.

Sci-Port passes are very popular and difficult to keep them for checkout. The library may purchase additional passes due to the popularity.

Response to the new Tooke Library has been great. Mary is doing a very good job.

V. Financial Report

- Parish Tax collected: \$7,264,920.
- State Revenue Sharing: \$108,476.
- Ending Fund Balance: \$13,068,139.

- Library Construction Fund: The budget will be revised at the end of the year because of the extra expense on furniture for the Tooke Library.

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

VI. New Business and Other Business

Longevity Goals: Rachard Dennis, Central Circ Desk. Special Project—sort and organize the Magazine Room using reports, keeping a log; visited branches to E-80, Benton, and Aulds and wrote reports about visits; took a webinar on “Difficult Patrons” and received a certificate of completion.

Heather recommended 2-step raise in addition to his on top of his evaluation raise. Mrs. Cherry moved and Mr. Morris seconded to award Rachard a 2-step raise in addition to his evaluation raise. Motion passed unanimously.

Unique Management Services

Heather requested the Board table the decision to go with Unique Management Services until next month’s meeting because she would like the entire Board be present to hear about it.

Mr. Morris made a motion and Mrs. Cherry seconded to table the discussion about Unique Management Services to be postponed until the next Library Board meeting. Motion passed unanimously.

Hours of Operation

With the growth of Bossier Parish, it has become necessary to increase hours of operation for several branches.

Beginning September 28, 2015

- Benton Branch hours will be the same as Bossier Central. Monday—Thursday 9a.m.—8p.m.
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January 2016

- Haughton Branch, Plain Dealing, and Tooke Branches hours added on Saturday from 11a.m.—5p.m.

New Library Jobs

Central Library

- Community Librarian—Administration (Part of Heather’s Longevity)
- Reference Assistant—Reference (to help Debbie Adams)
- Cataloging Librarian—Technical Services

Benton Branch

- Night/weekend manager position
- Two part-time positions to accommodate the new service hours

Plain Dealing

- Two part-time positions to accommodate the new service hours

Tooke Branch

- Two part-time positions to accommodate the new service hours.

Mrs. Gore asked what the number one thing libraries are about these days. What do you see in the immediate future of libraries? Heather said that meeting the public at their point of need in the Community is where we are heading.

VII. Adjourn

Mrs. Cherry made a motion to adjourn the meeting and Mr. Morris seconded. Motion passed unanimously.

Respectfully Submitted,

Heather McEntee, Library Director