

**Bossier Parish Library  
Board of Control  
September 25, 2014 - 1pm  
Bossier Central Library Meeting Room  
Minutes**

**Present: Library Board**

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

**Staff**

Heather McEntee, Library Director  
Vickie Hardin, Assoc. Dir. of Public Relations  
William Purdy, Facilities Manager

**Absent**

Mrs. Freddie Cherry

**Guest**

Mr. Ken Latin, Director of Membership & Sales, Sci-Port

**I. Call to Order**

The meeting was called to order by Mr. Morris.

**II. Invocation**

The invocation was led by Mrs. Gore.

**III. Guest**

Mr. Ken Latin proposed the library purchase family/group passes to Sci-Port for patrons to check out in order to visit Sci-Port. Discovery for 5, guests \$125; Family + for 7, guests \$150; Friends of Sci-Port for 8, \$175. They would return the passes the same way they return books. The library can design their cards with the graphic artist at Sci-Port. They will also help promote it. If the pass is lost or is not return call Sci-Port to cancel the pass and they will bring another to replace it. They are good for 1 year from the time they are purchased.

Passes would be purchased with library funds. Mrs. Gore suggested purchasing 2 passes for the larger branches and 1 for each of the smaller branch. A new policy will have to be created for checking out the passes. No renewals would be allowed.

Dr. Carleton asked about liability concerning the patrons who check out the passes.

It was decided that the Policy Committee would first write the policy for the tickets and present it to the Board for approval.

**IV. Minutes**

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

## **V. Branch Reports**

### **Facilities**

#### Work in progress:

##### Haughton Roof:

Haughton Library's roof put on last year is in very bad condition. It was installed incorrectly by Port City Builders. We are now working with Certainty to get names of contractors and proposals for the work. William wants to wait on putting up sheetrock until the roof is repaired.

1. Bossier Remodeling Company, Inc. submitted a bid for \$12,160.
2. Bonomo Builders, Inc., \$15,670.
3. Cochran Construction Company, \$15,244 with addition \$1,263.00 for ceiling insulation.

##### Carpet:

For carpet: Henson's, Fisher's, Ivy's put in a bid to replace the carpet in the conference room, and quiet room at Central, the meeting room at Aulds, and East 80 where there is wear and tear on the carpet. William wants to use the same type carpet squares that have been used in the Plain Dealing Library.

1. Fisher's is \$11, 690.51
2. Henson's is \$17, 818.00
3. Ivy's proposal has not yet been received.

There was a discussion on the price difference between Fisher's and Henson's. A motion was made by Mrs. Logan, seconded by Dr. Carleton for approval to move forward on this project but to wait on a third bid. Motion carried unanimously. William will email the third bid to Heather when it comes in and then she will pass along to the Board.

##### Parking Lot:

The following bids are for parking lot restoration for Aulds, East 80, and Haughton libraries.

1. Trinity Striping \$2,450.
2. Affordable Striping \$1,762.50
3. Clean Sweep Parking Area Maintenance, Inc. \$2,850.

A motion was made by Mrs. Gore, seconded by Mrs. Logan to allow William Purdy to choose the contractor for this project.

#### Completed work:

Changed out 5 AC units at several branches in the last 2 weeks.

### **Outreach Services**

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

Commended the Friend of the Library for the success of their Garden Party. New memberships and great programming. They are putting out 400 yard signs to promote the Tax Renewal in November, and printed 2000 bookmarks to help raise awareness.

### **History Center**

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

## **VI. Financial Report**

Heather explained what she looks at on the Financial Report to help the Board better understand how she finds out where the library stands financially.

Under Revenues the library has \$660,000 more than budgeted.

Transfer to Sinking Fund will be paid up in March of 2015.

Construction Fund: Expended \$736,866 as of the end of August.

The Anna P. Tooke Memorial Library is coming along very well. It is beautiful.

## **VII. New Business**

### **Mr. Elmore Morris reappointed to Library Board**

A letter from the Police Jury officially approved the reappointment of Mr. Elmore Morris to the Bossier Parish Library Board of Control for another 5 year term, which expires on October 1, 2019.

### **Surplus books**

Teresa Rice, Associate Director of Technical Services requested the Board declare surplus for 3,080 children and young adult materials that have been discarded to this date for 2014.

A motion was made by Mrs. Logan, seconded by Mrs. Gore to declare these items surplus. Motion carried unanimously.

### **Longevity Goal, Heather McEntee**

2014—2015 Longevity Goal for Heather McEntee. Anniversary date is September 3. Heather has been with the library for 7 years. The goal is for her 8<sup>th</sup> year.

Goal 1: To Chair the 2015 Louisiana Library Association Conference to be held in Shreveport. She will recruit a conference committee, conduct meetings, plan and implement the conference. To be completed by March 27, 2015.

Goal 2: To conduct a feasibility study on the expansion of the Central Library and History Center. She will research Bossier Parish statistics, costs of renovations and construction and present her findings to the Library Board. To be completed by June 30, 2015.

Goal 3: To research the Community-Let Service Philosophy for libraries. She will conduct research and write a report on whether this philosophy will or will not work for the Bossier Parish Library. To be completed by July 31, 2015.

A motion was made by Dr. Carleton, seconded by Mrs. Logan to accept the longevity goals as stated for Heather McEntee. Motion passed unanimously.

Included in each Board member's binder is a copy of a revised and updated copy of the Vision, Mission, Values and Our Future Statement.

### **Remote lending libraries**

Remote lending libraries are one of the projects that Heather would like to pursue in 2015. The goal is to work more with the Bossier Sheriff's Office to provide reading materials to the Bossier Parish Maximum Security Prison population possibly in the form of a vending machine filled with books. Topics would cover life and job skills. It may be possible to eventually expand this service to the medium security prison and Johnny Gray Jones facilities as well.

Heather asked if it would it be feasible for the library to purchase books for the remote lending libraries rather than discarded books? Mr. Morris suggested testing it out first with the discarded books.

Heather will contact the Bossier Sheriff's Office to find out if this would be a program the prison system might be interested in.

**Bossier Parish Library 2015 Proposed Budget is \$7,146,000.**

Note A: There is an \$875,000 increase to the Parish Tax line based on Bossier Parish Police Jury's Treasurer Sheryl Thomas' reports.

Note B: State Revenue Sharing was increased 18% based on trends from previous years.

Note C: Photocopy Machine was increased 9% based on trends from previous years.

Note D: Library Fines was increased 1% based on trends from previous years.

Note F: Sale of Material/Property was increased 15% based on trends from previous years.

Note G: State Aid Grant 100% increase due to grant reinstated in the State budget for public libraries, which will be used for technology upgrades.

**Expenditures:**

Note J: Salaries increased 12% to cover annual raises, and new positions due to the growth of the library.

Note K: Contract Labor was increased 42% to cover the cost of sheriff deputies to work from open to close at the Central Library.

Note L: A new item for screening to cover background checks for potential employees working with children.

Note M: Increased 33% associated with new positions.

Lines O and P: Increased due to the new Anna P. Tooke Memorial Library expenses.

Note R: Building Repairs increased to cover major repairs and the replacement of the roof at the Central Library.

Note S: Insurance was increased 12% due to anticipated costs associated with the new library.

Note T: Education, Recreation & Culture costs increased 15% due to additional patron programs and services.

Note W: 100% increase to Vehicle Purchase to cover the cost of a new vehicle for the Maintenance Department and a vehicle for Administrative use.

Note X: Purchase—27% increase for books due to the new library and to purchase new databases for patrons.

Note Z: 7% increase for Retirement based on trends from previous years.

Note CC: State Aid Grant was increased 100%.

Note DD: Central Expansion Reserve was increased 401% due to planning for the future of Central and the History Center.

Note HH: Construction Reserve was increased 100% to cover construction and maintenance projects that may come up throughout the year.

Other items either decreased or stayed the same.

**The Bossier Parish Library 2015 Construction Fund**

The fund currently has \$3,483,347.

\$150,000 has been transferred to the fund to cover furniture costs for the Anna P. Tooke Memorial Library.

Expenditures for the construction will be over 1 million by the end of the 2014 year, with \$140,000 for furniture and fixtures.

The 2015 budget estimates \$750,000 for construction on the Anna P. Tooke Memorial Library plus \$10,000 more for furniture and fixtures making a total of \$760,000.

The total projected construction cost for the Anna P. Tooke Memorial Library being: \$1,936,861.

Motion was made by Dr. Carleton, seconded by Mrs. Gore to accept the Bossier Parish Library 2015 Proposed Budget. Motion passed unanimously.

**VIII. Adjournment**

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

Respectfully Submitted,

Heather McEntee  
Director