

**Minutes of the Meeting of the
Bossier Parish Library Board of Control
Police Jury Meeting Room, Bossier Parish Courthouse,
Benton, LA, October 18, 2023--11:00 AM**

The Library Board of Control met in regular and legal session on the 18th day of October 2023 in the Police Jury Meeting Room, Bossier Parish Courthouse, Benton, Louisiana.

Call to Order

President, Mr. Doug Rimmer, called the meeting to order at 11:01 pm. The invocation was given by Mr. Benton. Mr. Rimmer led the audience in the Pledge of Allegiance.

Roll Call: Doug Rimmer, Glenn Benton, Bob Brotherton.

Absent: Mr. Gray (A-excused) and Ms. Parks.

Others Present:

Butch Ford, Jim Firth, Jerome Darby, Tom Salzer, Mac Plummer, Patrick Jackson, Eric Hudson, Brian Lofton, Luke Jackson, Stacie Fernandez, Megan Ramos, Julie Gill, Rachel Hauser, Lisa Wilson, Felesha Sweeney, Teresa Rice, Jaketha Farmer, Clifton Mandygo, Charmetra Ardoin, Rod White, William Purdy, Joy Creasong, Karen Hinson, Mary Sanders, Connie Dickerson, Crystal Berrian, Marisa Richardson, Clara Anne Madison.

Public Comment

None

**I. Approval of Minutes, Regular Meeting of the September 20, 2023 Library
Board of Control Meeting**

Mr. Rimmer asked if there were any objections of comments regarding the previous Regular Board meeting minutes.

Mr. Benton moved and Mr. Brotherton seconded the motion to approve the September 20, 2023 Regular Board Meeting Minutes as presented. Motion passed unanimously.

II. Month in Review

- **September 2023 Statistics, Clara Anne Madison**

Patron Count: 23,981

Circulation: 39,914

Computer Usage: 2,248

Programs: 219

Attendance: 3,694

Database Usage: 3,938

e-Circulation: 23,470.

- **Outreach, Joy Creasong**

- 30 patrons reached.

5 new cards issued.

111 check-outs

- Town Square Media is broadcasting 30-second advertisements for the library for the tax renewal campaign on KISS country, 93.7 A recording from a recent one was played for the Board.
- Board members were shown recent photos from Fall Festivals at Aulds and East 80. Bossier Central will hold fall events daily for the next two weeks, and on Friday, October 27th a Trunk or Treat celebration is scheduled in the Central parking lot. October 26th Benton will host a fall fest celebration; Plain Dealing, Oct. 27th, and Haughton, October 31st.

- **Technical Services, Teresa Rice**

At the end of September, 85% of the annual materials budget was spent.

1945 items were added to the library collection averaging 97 per day.

Usage of streaming services Hoopla and Overdrive continue to grow. The Board received a flyer of new titles.

- **Facilities, William Purdy**

- Painting and staining at Tooke is finished, except for a sign by the road.
- New window installation completed at Benton
- Contractor soon will paint exterior of Benton
- A recent water/well issue at Tooke was resolved
- Contractor is pouring the north slab of the new Central Complex; it will be at least six inches thick to accommodate trash trucks.
- Contractor gives the end of October as completion date, and the site is bustling with activity.
- Floors are laid and will need cleaning.
- Eric Hudson report that the last pay estimate was \$8.4 million paid out of a \$9.3 million project, with over \$900,000 remaining. The company is

105 days into liquidated damages, costing them \$2,500/day. He believes they will be finished by Thanksgiving. Some remaining issues: fire suppression system.

- Jim Firth is taking the lead on the move. Three deliveries scheduled: November 27, December 4, a 13-day install, and December 18 – January 10.
- Items at Central will be moved to the new building on a weekend, with help from employees at Highway Department
- Eric Hudson announced that the new Central complex should be completed before Thanksgiving, and the move is in the planning stages. Delivery for installing furnishings are November 8, December 14 and December 18– January 10. Highway Department employees will help with the move A ribbon cutting ceremony is estimated to be held in mid-January.
- The contractor has requested mediation for some issues.

III. Financials

Operating and Construction Funds

Library Fund

Revenues	\$8,682,260.14
Expenditures	\$4,715,624.90
Ending Fund Balance	\$7,336,709.99

Glenn Benton moved and Bob Brotherton seconded the motion to approve the Construction Fund report. Motion passed unanimously.

Construction Fund

Revenues	\$200,894.79
Expenditures	\$3,460,361.80
Ending Fund Balance	\$3,934,282.81

Bob Brotherton moved and Glenn Benton seconded the motion to approve the Construction Fund report. Motion passed unanimously.

IV. Director's Report

- Staffing
 - Two new full-time staff at Tooke: Sarah Thomas and Devin Bridges.
 - Aulds is hiring a new full-time circulation assistant.
 - Central is hiring for a part-time circulation assistant.
- Certification of Librarians by State Library of Louisiana
 - Two on the State Library Board are meeting to set up testing dates for certification.
 - Four employees are planning to take the exam: Teresa Rice, Connie Dickerson, Joy Creasong, and Clara Anne Madison.
- The Board was shown photos of Haughton Branch Library staff participating in the Haughton High School Homecoming Parade October 5.
- Annual Staff Day was held October 9th at the Louisiana Tech Student Success Center adjacent to BPC. Homeland Security Officer Robert Elliot spoke on gun safety, and Katherine Dunne, representing Hoopla, and Brittainy Pope, Bossier Regional Art Council, were available to answer questions and discuss how they can assist the library.
- Since branches close at 6 p.m., the Board was asked at what time staff may begin shutting down since patrons sometimes arrive at 6 p.m. The Board asked Ms. Sweeney for her recommendation. She suggested that staff begin shutting down two-three minutes before 6 p.m. so doors may be locked at 6 o'clock.

Motion to allow staff to begin shutting down a few minutes before 6 p.m. and lock doors at 6 pm. was made by Mr. Benton and seconded by Mr. Brotherton.

Motion passed unanimously.

V. Benton Branch Report

Manager Metra Ardoin shared some 2023 statistics at the Benton Branch and presented a fast-paced video with music, featuring staff and patrons enjoying programs, checking out books and having a good time at the library
At the end of the video, the audience applauded and extended many compliments.

- VI. Mr. Benton asked if funds are being saved for construction of the new Haughton Branch Mr. Ford replied that \$1,000,000 soon would be moved to the construction fund from the budget. The estimated cost is \$3-\$4 million. The current plan is to move administrative staff to the old Central Complex and to sell the present the administrative building. The proceeds from the sale will be used to for building the new Haughton Library. A start date is expected in spring 2024.

The next Board meeting is November 15th.

Doug Rimmer adjourned the meeting at 11:36 A.M.