

**Bossier Parish Library  
Board of Control  
July 26, 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

**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 Mrs. Cherry.

**III. Minutes**

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

Heather asked that the agenda be amended to include the surplus of discards. Dr. Carleton made a motion and it was seconded by Mr. Morris. Motion passed unanimously.

**IV. Branch Reports**

**Facilities**

**Work in progress:**

An AC unit, still under warranty, at Benton is out. Moon's Heating and Cooling is replacing a bad coil.

Benton's phone system went down due to a recent thunderstorm; the damaged phone board was replaced with a refurbished one.

The Central roof work is back out for bid and will be awarded August 5<sup>th</sup>, 2pm at Bossier Central Library.

The appraisal for the building and land under consideration by the Board to house library administration and support services was presented to the Board. Heather will forward the appraisal to Patrick Jackson, attorney for the parish, and Bill Altimus, Police Jury administrator, for their recommendations before any steps are taken in negotiating the price with the seller.

Mr. Morris made a motion and it was seconded by Mrs. Logan to accept the appraisal as presented and to move forward with sending it to the Parish. Motion passed unanimously.

### **Parish-wide Monthly Statistics Board Report**

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

- Number of Patron Visits 46,301
- Database Usage 27,017
- Total circulation 88,068
- Programs 173
- Total Attendance 3,230
- Outreach Programs 16
- Homebound Patron visits 5

Heather reported that June was a very full month for staff because of the children's, teen, and adult Summer Reading programs. She praised the branches for doing a fantastic job.

## **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. Expenditures for Education, Recreation & Culture are at 73% expended because of the large number of programs offered at branches. The line item amount budgeted for 2017 may need to be increased. Expenditures for Travel and Conferences stands at 68%, because of staff attending conferences at PLA in Denver, ALA in Orlando, and the LLA conference. The ending fund balance is \$16,279,992.

Mrs. Logan made a motion and Dr. Carleton seconded it to accept the Financial Report as presented. Motion passed unanimously.

## **VI. New Business and Other Business**

### **Library Board Officers**

Mrs. Gore resigned as president of the Board, citing personal reasons.

Mrs. Logan currently serves as vice –president.

Mr. Morris made a motion and it was seconded by Mrs. Gore that her resignation as president of the Board be accepted. Motion passed unanimously.

Mr. Morris made a motion and it was seconded by Dr. Carlton that Mrs. Logan step up as president to complete the term. Motion passed unanimously.

Mrs. Logan made a motion and it was seconded by Mr. Morris that Mrs. Cherry continue the term of vice-president. Motion passed unanimously.

### **Public Policies**

Two public policies were presented to the Board:

- **Meeting Room Policy (revised)**
  - Clarifies the old policy, and added an introduction, as all current policies contain, with the mission, stating that the library provides meeting rooms at no charge for public meetings of a civic, cultural or educational nature.
  - Regulations arranged by bullet points. Most are in old policy except:
    - Minors must have an appropriate number of adults present acting as chaperones;
    - Children age 9 and under may not be left alone in the library while parents attend meetings (Appropriate Library Use Policy)
    - The library will not store or be responsible for AV or other equipment belonging to groups using meeting rooms.
  - Reserving a Room. Changes include:
    - Rooms are reserved online now
    - They may be reserved no less than 3 days and no more than 90 days in advance
    - Recurring reservations may be submitted up to 3 months in advance
    - Groups with reservations are required to notify the library or cancellations at the earlier possible date, and failure to do so may affect the right of the group to reserve rooms in the future

- The library has the right to cancel or transfer meeting room locations or dates that conflict with library sponsored programs or for unexpected closures

Mr. Carleton made a motion and it was seconded by Mrs. Cherry to approve the revised Meeting Room Policy. Motion passed unanimously.

- **Child Safety Policy (new)**

- Parts of several different policies –Lost/Missing Child, Unattended Child in Library and Unattended Child at Closing Time--were combined into a new one
- Introduction states that the library is dedicated to providing a safe, welcoming environment for all patrons
- Access to children’s areas is specifically designed to serve the needs of children
- Parent/Caregiver Responsibilities.

The safety of children is clearly spelled out:

- Children age 9 and under may not be left unattended, and must be accompanied by a person 16 or older
- The responsible person must be in the immediate vicinity of the child
- If a child violates the Appropriate Library Use Policy, the child (and caregiver, if present) will be informed of the rules, and if the violations continue they may be asked to leave.
- Mrs. Gore asked about autistic children, and Heather replied that autistic children visit regularly, and staff work well with them. The rules in the policy do not apply to autistic children.
- Staff Responsibilities
  - If a child appears to be alone, staff attempt to locate the caregiver, and will inform them regulations regarding unattended children
  - If unable to locate the caregiver, staff will encourage the child to contact his parent by phone. If no contact is made within 30 minutes, local law enforcement will be contacted.
  - If a child is unattended at closing time, two staff members will stay with them until the parent arrives

- If the child is in the protective care of the police department, a note will be attached to the library entrance stating that “Unattended child is in the care of the police department.” No personal information about the child will be listed on the note.
- Staff are not allowed to drive children from the library

Mrs. Cherry made a motion and it was seconded by Mrs. Logan to approve the Child Safety Policy. Motion passed unanimously

### **Discards**

Heather announced that Tech Services has Children’s and Young Adult (YA) items that are discarded from each location. The library would like to make the books available to the schools in the parish. In order to do so, the Board votes to declare the items surplus.

Mrs. Logan made a motion and it was seconded by Mrs. Cherry to declare the discarded Children’s and YA items surplus. Motion passed unanimously.

### **VII. Adjourn**

Mrs. Cherry made a motion to adjourn the meeting and Dr. Carleton seconded. Motion passed unanimously.

Respectfully Submitted,  
Heather McEntee, Library Director