

**Bossier Parish Library
Board of Control
April 19, 2018- 1pm
Administrative Offices – Conference Room
Minutes**

Roll Call: Library Board

Dr. Tom Carleton, President
Mrs. Sally Namie, Vice-President
Mrs. Jack Gore, Absent
Mrs. Carolyn Logan
Mr. Elmore Morris

Police Jury Members

Mr. Bob Brotherton, Absent
Mr. Doug Rimmer

Staff

Heather McEntee, Library Director
Anne Madison, Assoc. Dir. Of Public Services
William Purdy, Facilities Manager

I. Call to Order

The meeting was called to order by Dr. Carlton.

II. Invocation

The invocation was led by Mr. Morris.

III. Minutes

Mrs. Namie stated that when she asked at the March meeting about library security and opening hours, she wasn't intending to question the library's operating hours.

Mrs. Namie 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. Reports

A. Facilities

Roof-East 80

The Notice to Proceed for the roofing project at East 80 is May 1, and will last approximately 60 calendar days. There may be additional time for any weather delays or change orders. During this time new carpet will be installed. On April 23rd the library will begin requesting bids for the carpeting. At the end of the project the parking lot will be repaired.

Social media, the library website and newspapers are informing the public that East 80 will close. The contractor will place a barricade in the parking lot to block people from using the book drop to return items.

Roof Leak - Central

William is waiting on Industrial Roofing to provide a solution for a small leak. They repaired it once, but the leak began again. Since the company lost money on the job, they may not be in a hurry to fix it. If it doesn't get down in a timely manner, the library may pay for another company to repair it, and forward the bill to Industrial. Parish officials are aware of the issue and if we continue to have a problem with the leak getting fixed or with the bill, the parish attorney will be getting involved.

Carpet – Aulds

Bids for replacing worn carpeting in the computer lab at Aulds are in and were presented to the Board. William recommended that the low bid, \$2,989, from Henson's, be approved by the Board.

Mr. Morris made a motion and it was seconded by Mrs. Logan to accept the low bid of \$2,989. Motion passed unanimously.

Painting – Plain Dealing

Painting is scheduled in the children's area at Plain Dealing before the Summer Reading Program starts.

Central Renovation/Expansion

Administration and Central Library staff continue to meet with architects from Prevot Design to identify space needs for the Central renovation/expansion.

Water Well - Tooke

William reported that last winter with weather in the teens, the insulated water well froze at Tooke. He recommended that a closed-in space be built with a roof line matching the library's, and that a light fixture for a heat lamp be installed.

A motion was made by Mrs. Namie and seconded by Mrs. Logan to build a closed-in space for the water well at Tooke, add a roof that matches the library's, and install a light fixture to be used as a heat lamp. Motion passed unanimously.

B. Library Statistics and Happenings

The complete report for March 2018 is in each Board member's binder for review. Heather described "Outreach" programs as community engagement events.

Patron visits	33,109
Patron Computer Usage	5,313
Patron Wi-Fi Usage	769
Meeting Room Usage	111 (groups)
Database Usage	5,457
Reference Questions	1,019
Total circulation	73,231
Children's Programs	123
Young Adult Programs	25
Adult Programs	52
Total programs	200
Children Attendance	1,673
YA Attendance	116
Adult Attendance	1,176
Total program attendance	2,965
Outreach programs	10
Homebound patrons	3

Community Engagement will participate the Bossier Parish version of Art Break in Shreveport called I3 Art Expo. The event will promote the Summer Reading program to all second graders in the parish and takes place at the Civic Center May 3-5. Associate Director of Community Engagement, Mandi Johnson, and her team have prepared 1800 goodie bags to pass out to the second graders.

V. Financial Report

The March 2018 Budgeted Statement of Revenues and Expenditures was in each binder for review.

The library has collected 90% of the amount budgeted for 2018.

Total expenditures are 41%, which isn't completely accurate; \$3 million was transferred to the library's construction budget out of the ending net assets in order to have funds for the renovation of Central and to purchase land in Haughton to build a larger branch. The ending fund balance is \$12,992,317.

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

VI. New and Other Business

A. Public Policy Revision

Revision of Registration Policy, Temporary Card Type

Heather proposed changes to temporary cards, in order to better serve those in our parish without permanent addresses, such as transient patrons.

The following are the recommended revisions:

- Remove \$10 fee for card
- Allow 3 DVDs to be checked out
- Allow renewals of materials
- Temporary cards expire after 90 days of inactivity

A motion to accept the proposed language of the Registration Policy was made by Mrs. Namie and second by Mr. Morris. Motion passed unanimously.

B. Surplus – Children/Teen Items

Heather requested that children and teen books ready for discard be declared surplus. Once the Board approves the move, because of the library's partnership with parish schools, the books are available for teachers to use in their classes.

No one in the school system gets priority; memos are sent to principals who send memos to faculty notifying them of the availability of the books.

A motion to declare the discarded items surplus was made by Mr. Morris and seconded by Mrs. Logan. Motion passed unanimously.

VII. Adjourn

Mr. Morris made a motion to adjourn the meeting and it was seconded by Mrs. Logan. Motion passed unanimously.

Respectfully Submitted,

Heather McEntee, Library Director