

**Bossier Parish Library
Board of Control
August 25, 2016 - 1pm
Central Library Meeting Room
Minutes**

Present: Library Board

Mrs. Carolyn Logan, President
Mrs. Freddie Cherry, Vice-President
Mrs. Jack Gore
Dr. Tom Carleton
Mr. Elmore Morris

Police Jury Members

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 Mrs. Logan.

II. Invocation

The invocation was led by Mr. Morris.

III. Minutes

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

IV. Branch Reports

Facilities

Work in progress:

Bids were received for the roof at Central. Three were disqualified for technical reasons, leaving Industrial Roofing with the best base bid at \$437,205.00. Three alternates had much higher bids. Mr. Morris made a motion and it was seconded by Dr. Carleton to accept the base bid only from Industrial Roofing. Motion passed unanimously.

William next will call Jim Firth, Purchasing Agent for the Police Jury. The Central Library will stay open while the roof is replaced. A 20-year warranty for hail damage comes with the new roof. It will be a multi-layered flat roof with large overflow drains. The 16 skylights at Central will be removed and replaced with decorative art designed by patrons.

The possible new administrative building appraised at \$725,000 but the owner is asking for \$800,000. Heather reported that Patrick Jackson will get with the realtor's office and submit the appraised value as the counter offer. If it is rejected, the library will begin looking at other options.

Maintenance discovered a leak in the roof at Benton. When the air conditioning was replaced three years ago, foam was sprayed on the roof. In the northeast corner, where the reading garden is, a non-treated wood gutter is leaking that is actually runs into the building beneath the roof. William and Kenny are trying to take care of the leak themselves. Mr. Morris observed that there have been structural issues at Benton since construction.

Parish-wide Monthly Statistics Board Report

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

- Number of Patron Visits 44,891
- Total circulation 82,325
- Total programs 151
- Total attendance 2,813

Heather reported that all branches, except one, had skyrocketing numbers for programs and attendance. A majority of the large number for attendance is due to the Summer Reading Program. Librarians visited the Bossier schools, gave goodie bags to students and encouraged them to participate in the SRP. It was a productive but exhausting summer.

V. Financial Report

The July 2016 Budgeted Statement of Revenues and Expenditures was in each binder for review.

The library has collected 95% of budgeted revenues for 2016. The ending fund balance is \$15,911,688.

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

VI. New Business and Other Business

2017 Proposed Budget and Budget Notes

Revenues: No change
Revenues proposed for 2017 are \$7,540,000.

Expenditures: Most did not change, but there are several decreases, such as library marketing and vehicle and heavy equipment purchases. Budget line items increased for several categories, including contract labor (deputies at Bossier Central),

Education, Recreation & Culture, and Architect & Engineering Fees. The purpose of Bossier Parish Sheriff's Office is to ensure the safety and security of our staff and patrons. Salaries increased 11% due to annual and longevity raises, and also because of new positions being added.

A motion to accept the Proposed 2016 Budget and Notes was made by Mr. Morris and seconded by Mrs. Gore. The motion was passed unanimously.

Public Policies

- **Video Visitation Policy**

The Bossier Parish Sheriff's Office asked the library to work with them in providing a laptop and a space for video visitation at Bossier Central for the families of inmates at its correctional facility in Plain Dealing. The facility offers visitation privileges for inmates in Plain Dealing, but many family members are unable to travel the distance there. Offering visitation at Central makes it more accessible for the families of the incarcerated. The Corrections Division monitors the visitation and will deal with problems, if they occur. The library will regularly evaluate this service for its effectiveness.

A motion to accept the Video Visitation Policy was made by Mrs. Cherry and seconded by Mr. Morris. The motion was passed unanimously.

- **Library School Reimbursement Request**

East 80 employee Rachel McGee is pursuing her Master's Degree in Library Science at LSU. She requested reimbursement for successfully completing her first course, maintaining at least a B average. The library would like to add a stipulation to the current policy reimbursing students in the library science program that would require them to stay at Bossier Parish Library for a minimum four years. However, Parish Attorney Patrick Jackson has expressed reservations about the stipulation so Heather will speak to him about re-wording the proposed change to the policy.

VII. Adjourn

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

Respectfully Submitted,
Heather McEntee, Library Director