

MINUTES

Bossier Parish Libraries Board of Control

Regular Meeting

Administrative Offices

December 2, 2021 – 1 pm

Roll Call: Library Board

Mr. Elmore Morris, President

Mr. Bob Brotherton, Vice President

Mr. Charles Gray

Mrs. Jack Gore, Absent

Mr. Doug Rimmer

Staff

Heather McEntee, Director of Libraries

Mandi Johnson, Associate Director, Community Engagement

William Purdy, Facilities Manager

Visitor

Stephanie Agee, Bossier Parish Registrar of Voters

I. Call to Order

Mr. Morris called the meeting to order at 1:07 pm.

II. Invocation

Mr. Brotherton led the invocation.

III. Minutes

Mr. Morris asked if there were additions or corrections to the minutes from October 28, 2021, regular meeting. There were none.

Motion made by Mr. Brotherton, seconded by Mr. Rimmer, to approve minutes from October 28, 2021, regular meeting. Motion carried unanimously.

IV. Reports

A. Facilities

a. Central Library

The brick wall surrounding the Central Library has significantly deteriorated and has collapsed in one area, presenting a hazard. It was recommended to the Board that the brick wall be removed and a chain link fence put around the chiller.

Motion made by Mr. Rimmer, seconded by Mr. Brotherton, to approve getting quotes to have the brick wall removed and a chain link fence added around the chiller. Motion carried unanimously.

B. Capital Projects

a. Central Complex Update

A progress meeting was held November 18, 2021 at the Library Administration Building.

C. Month in Review

STATISTICS – OCT 2021	
PATRON COUNT	10,990
CIRCULATION	44,407
REFERENCE QUESTIONS	1,393
COMPUTER USAGE	2,407
PROGRAMS	155
PROGRAM ATTENDANCE	3,208
DATABASE USAGE	6,936

Impacting Our Community

A thank you card from a patron to Haughton Branch staff was read to the Board.

The library will be subscribing to NorthStar Digital Literacy in order to teach and promote digital literacy in Bossier Parish. Those interested in learning a new digital skill or enhancing current skills will have access to self-guided instruction and practice, and track their progress online. Certificates and badges will be awarded when classes are successfully completed.

D. Financial Report

October 2021 Operating and Construction Funds

As of October 31, 2021, the Operating Fund revenue was \$7,599,199, and expenditures were \$7,997,541. It was noted that the expenditures include \$2 million transferred at the beginning of 2021 to the Construction Fund. The ending fund balance was \$5,374,138.

As of October 31, 2021, the Construction Fund revenue was \$2,017,293 and expenditures were \$388,122. The ending fund balance was \$9,839,576.

Motion made by Mr. Rimmer, seconded by Mr. Gray, to accept the October 2021 Operating Fund and Construction Fund reports. Motion carried unanimously.

Proposed 2021 Amended Budget

The board was presented with the proposed 2021 Amended Operating and Construction Budgets for review and consideration.

Motion made by Mr. Brotherton, seconded by Mr. Gray, to accept the proposed 2021 amended Operating and Construction Budgets. Motion carried unanimously.

E. Director's Report

Appointment of 2022 Board Officers

The president took nominations for the 2022 Board President.

Motion made by Mr. Rimmer, seconded by Mr. Morris, to nominate Mr. Brotherton for the 2022 Board President. Motion carried unanimously.

The president took nominations for the 2022 Board Vice-President.

Motion made by Mr. Brotherton, seconded by Mr. Gray, to nominate Mr. Rimmer for the 2022 Vice-President. Motion passed unanimously.

V. Addition to Agenda

Mr. Rimmer asked to add Stephanie Agee to the agenda to speak about the new library as it relates to early voting.

There was a discussion regarding the space in the new library for early voting. Mr. Brotherton stated that further discussions would need to be brought to parish officials before any final decisions are made.

VI. Adjourn

There being no further business, Mr. Rimmer motioned to adjourn, seconded by Mr. Brotherton. Motion carried unanimously. The meeting adjourned at 1:50 pm.

Respectfully submitted,

Heather McEntee
Board Secretary/Director of Libraries