

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

**Present:**     **Library Board**  
Mrs. Carolyn Logan, president  
Dr. Tom Carleton  
Mrs. Freddie Cherry  
Mrs. Jack Gore  
Mr. Elmore Morris

**Police Jury Members**  
Bob Brotherton  
Doug Rimmer

**Staff**  
Anne Madison, Assoc. Dir. Of Public Services  
Theresa Allen, Business Manager  
William Purdy, Facilities Manager

**Absent**  
Heather McEntee, Library Director

**I.     Call to Order**

The meeting was called to order by Mrs. Logan.

**II.    Invocation**

The invocation was led by Mr. Morris.

**III.  Minutes**

Mrs. Cherry 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:** Start date for roofing of Central is set for later in December. The roof will consist of three layers of protection. Delays are expected because when the temperature is 40 degrees or lower or the chance of rain is at least 20%, they cannot work.

Prevot is working on the renovation design for the new Admin building. The Central server will be housed there, along with offices and storage of files in a climate-controlled attic. Bids will go out in January. The maximum budget is \$200,000. The

anticipated completion date is March or April. When telephones are installed in the new admin building, the antiquated phone system for all branches will be upgraded.

After the completion of this project, a library consultant will evaluate the space in the Central Library in order to plan for its expansion and renovation. Current Space will be maximized and made more functional, security cameras installed inside and improved lighting outside.

Some branches still have roof leaks, particularly Haughton and East 80.

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

The complete report for September and October 2016 is in each Board member's binder.

#### September

• Number of Patron Visits	40,207
• Meeting Room Usage	127
• Computer Usage	6,731
• Database Usage	24,020
• Reference Questions	1,400
• Total circulation	74,715
• Programs	113
• Total Attendance	4,327
• Homebound Patron visits	4
• Outreach programs	16

#### October

• Number of Patron Visits	41,664
• Meeting Room Usage	112
• Computer Usage	6,645
• Database Usage	25,994
• Reference Question	1,288
• Total Circulation	75,397
• Programs	129
• Total Attendance	4,611
• Homebound Patron visits	4
• Outreach programs	16

**V. Financial Report**

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

The library has collected 96% of budgeted revenues, \$7,244,383 and spent 46,329,126, 84% of total 2017 budgeted revenues.

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

**VI. New Business and Other Business**

**2016 Proposed Revised Operating Budget**

Some revenues are increased due to actual amounts received. Adjusted 2016 expenditures and revenues:

Revenues	\$9,095,300
Expenditures	\$7,146,600
Net Revenues/Expenditures	\$1,924,700

A motion was made by Mr. Morris and seconded by Mrs. Cherry to approve the 2016 Revised Operating Budget. The motion was passed unanimously.

**Holiday Closures**

The Police Jury is observing the Christmas holiday on Friday, December 23<sup>rd</sup> and Monday, December 26<sup>th</sup>, and New Year's Monday, January 2<sup>nd</sup>. In order to give time off to weekend staff to be with their families during the holidays, the Board was asked to authorize the library to close Saturday, December 24<sup>th</sup>, Sunday, December 25<sup>th</sup> and Sunday, January 1<sup>st</sup>. Closing for those days is not a library holiday. A motion was made by Mrs. Gore and Seconded by Mrs. Cherry to approve the closures over Christmas and the New Year.

**Longevity Goals**

Two Aulds library assistants, Karen Hinson and Melanie Cooper, successfully completed three longevity goals. They wrote a narrative of what was learned by accomplishing the goals.

Karen cleaned and re-labeled the children's picture books and the bins they are shelved in. She visited three branches and for continuing education, studied the Boopsie app, a system that builds websites in a mobile format. Karen wrote that the children's area at Aulds is more welcoming and user friendly after the relabeling project.

Melanie weeded and re-labeled books in children's non-fiction, visited three branches or departments, and attended an Interlibrary Loan webinar on Loan Shark, Louisiana's interlibrary loan system. Melanie states that she enjoys her job as a result of fulfilling her longevity goals.

A motion was made by Dr. Carleton and seconded by Mrs. Cherry to approve the two step raise for Melanie Cooper and Karen Hinson. Motion passed unanimously

**VII. Adjourn**

Mrs. Gore made a motion and it was seconded by Dr. Carleton to adjourn the meeting. Motion passed unanimously.

Respectfully Submitted,  
Heather McEntee, Library Director