

# MINUTES

Bossier Parish Libraries Board of Control  
Regular Meeting  
Administrative Offices – Conference Room  
February 27, 2020 – 1 pm

**Roll Call:**     **Library Board**

Mrs. Jack Gore, President  
Mr. Elmore Morris, Vice President  
Mrs. Carolyn Logan  
Mrs. Sally Namie, Absent  
Ms. Debbie Teague

**Police Jurors**

Mr. Bob Brotherton, Absent  
Mr. Doug Rimmer, Absent

**Staff**

Heather McEntee, Director of Libraries  
Anne Madison, Associate Director, Public Services  
William Purdy, Facilities Manager

**Guest**

Ellen Fillippino

**I. Call to Order**

The meeting was called to order by Mrs. Gore at 1 p.m.

**II. Invocation**

The invocation was led by Mr. Morris.

**III. New Board Member**

A welcome was extended to the new Board member Ms. Debbie Teague, who is finishing out Dr. Tom Carleton's term that expires October 1. To continue to serve on the Board after October 1, the Bossier Parish Police Jury will need to appoint her to another term.

**IV. Minutes**

Mrs. Gore asked if there were additions or corrections to the minutes from the January 23, 2020. There were none. Motion made by Mr. Morris, seconded by Ms. Teague to approve the minutes from the January 23, 2020 regular meeting. Motion passed unanimously.

## V. Reports

### A. Facilities

#### a. Administrative Offices

The new generator has been delivered and installed. Some wiring is required before it is operational. In the event of a power outage the generator will supply electricity to the building, including the network hub that provides internet access to all library locations. Internet service to patrons and staff at branches will not be interrupted as a result of outages at the administrative office building, as has occurred in the past.

#### b. Surveillance and Keyless Entry System

A pre-bid meeting will be held for a new surveillance and keyless entry system at 2 p.m., February 27<sup>th</sup>. Bids will be opened March 5 at 10 a.m.

#### c. Construction Report

Prevot Design is cutting projected design and construction expenses for the new Central Library/History Center, and will hold meetings to discuss how the adjustments fit into the library's budget of \$9 million.

Museum Arts Design in Dallas is creating the concept and design of the new History Center exhibit. The firm also produces and installs exhibits. Since the library adheres to public bid law, Mark Prevot has sought the opinion of the State Attorney General's office to see if the company may produce and install the exhibit.

Motion made by Mr. Morris, seconded by Ms. Teague to accept the design by Museum Arts as presented. Motion passed unanimously.

### B. January in Review

#### a. Statistics:

Patron visits	26,780
Patron computer usage	5,022
Database usage	13,360
Reference questions	721
<b>Circulation</b>	<b>61,635</b>
Children's programs	94
Young Adult programs	12
Adult programs	49
Community Engagement programs	7
<b>Total programs</b>	<b>162</b>
Children attendance	1859
YA attendance	58
Adult attendance	593
Community Engagement attendance	375
<b>Total Program attendance</b>	<b>2,510</b>

**b. January Highlights**

Crystal Berrian, Business Office Assistant, coordinated a successful performers' showcase January 28<sup>th</sup> at the Bossier Arts Council for the purpose of giving parish libraries the opportunity to meet and evaluate a variety of children's performers who may be booked for summer reading programs. Twelve performers from four states showed their talents, and 17 parish libraries were represented at the event.

**C. Financial Report**

Update on 2019 Revenue - previously reported Interest - \$191,573; Corrected Interest - \$200,424; Difference - \$8,851.

For the month ending January 2020 the library collected \$7,452,135 and expended \$1,068,211 from the Operating Budget. Four million dollars was transferred to the Construction Budget. The ending fund balance for the operating budget was \$11.8 million.

The ending fund balance for the Construction Fund was \$8.2 million.

Motion was made by Mrs. Logan, seconded by Mr. Morris, to accept the January 2020 financial reports. Motion passed unanimously.

**D. Director's Report**

**a. Reaffirm Board of Control Bylaws**

The bylaws were reviewed and accepted as presented.

Motion was made by Mr. Morris, seconded by Ms. Teague, to approve the revised bylaws for the Board of Control. Motion passed unanimously.

**b. Privacy Policy (Public)**

The Board reviewed the Privacy Policy as presented. This policy superseded the Confidentially Policy (revision 2010).

Motion was made by Mrs. Logan, seconded by Mr. Morris to approve the new Privacy Policy as proposed. Motion passed unanimously.

**V. Adjourn**

There being no further business, motion was made by Mrs. Logan, seconded by Mr. Morris, to adjourn. Motion passed unanimously. The meeting was adjourned at 1:42 pm.

Respectfully submitted,

Heather McEntee  
Board Secretary/Director of Libraries