

MINUTES

Bossier Parish Libraries Board of Control
Regular Meeting
Administrative Offices – Conference Room
January 23, 2020 – 1 pm

Roll Call: Library Board

Mrs. Jack Gore, President
Mr. Elmore Morris, Vice President
Mrs. Carolyn Logan
Mrs. Sally Namie, Absent
Vacant

Police Jurors

Mr. Bob Brotherton
Mr. Doug Rimmer

Staff

Heather McEntee, Director of Libraries
Anne Madison, Associate Director, Public Services
William Purdy, Facilities Manager
Mandi Johnson, Associate Director, Community Engagement
Jasmine Carr, Aide, Plain Dealing Branch

I. Call to Order

The meeting was called to order by Mrs. Gore.

II. Invocation

The invocation was led by Mr. Morris.

III. Minutes

Mrs. Gore asked if there were additions or corrections to the minutes from the December 5, 2019, and since there were none, declared the minutes approved as read.

Motion made by Mrs. Logan, seconded by Mr. Morris to approve the minutes from the December 5, 2019 regular meeting. Motion passed unanimously.

IV. Reports

A. Facilities

a. Administrative Offices

The new generator should be delivered and installed by the first week of February.

b. Haughton

The roofing project is complete and Haughton reopened on January 21.

c. East 80

The library is currently taking bids to move three condensers due to their location being prohibitive if any repairs are needed.

d. New Construction

Projected cost for the new Central Complex exceeds the construction budget. Further meetings will be held to discuss how the design and construction can fit into the library’s budget.

Motion was made by Mrs. Logan, seconded by Mr. Morris to not move forward with new construction until costs are brought down. Motion passed unanimously.

B. Year in Review

a. 2019 statistics:

Patron visits	313,593
Patron computer usage	51,730
Database usage	*153,369
Reference questions	9,261
Total circulation	872,384
Children’s programs	
Young Adult programs	
Adult programs	
Community Engagement programs	138
Total programs	2,051
Children attendance	
YA attendance	
Adult attendance	
Community Engagement attendance	14,194
Total Program attendance	45,942

*Does not include December 2019 State Library statistics.

b. 2019 Highlights:

- Land purchased in Haughton to construct a new, larger facility
- Began curbside pick-up service for delivery of books to patrons at all branches
- New library logo launched and new wraps installed on windows at all branches
- Inclusion of new non-traditional items to collection including a DVD player, iPads, and more backpacks and hotspots. The Plain Dealing branch plans to add a fishing pole to its collection.

- Started new hire orientation
- Land purchased in Bossier City to build new Central Library/History Center

C. Financial Report

For the year ending 2019 the library collected \$7,935,776 and expended \$7,231,780 from the operating budget. The remaining balance for 2019 was \$703,996. The ending fund balance for the operating budget was \$6.4 million.

The ending fund balance for the Construction Fund was \$4.3 million.

Motion was made by Mr. Morris, seconded by Mrs. Logan to accept the December 2019 financial reports. Motion passed unanimously.

D. Director's Report

a. Plain Dealing Operating Hours

Ninety-five (95) percent of surveys received on the proposed change in operating hours to Monday – Friday, 10 a.m. – 7 p.m. were in favor of changing the hours. The library would open occasionally on Saturdays for special programs or events.

Motion was made by Mrs. Logan, seconded by Mr. Morris to change the operating hours of the Plain Dealing Branch to Monday – Friday 10 a.m. to 7 p.m., effective February 10, 2020. Motion passed unanimously.

b. Lending Policy

The Board reviewed the current Lending Policy and the proposed revisions.

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

c. Unique Management Live Chat Service

Available at the library website since January 15, 2020 patrons are using the service to ask about their accounts and library services, even when the library is closed. Chat transcripts are reviewed each day to ensure answers given are accurate and comprehensive. There have been 18 chat questions to date.

d. Announcements

Board members were reminded to take mandatory annual ethics training and prevention of sexual harassment training.

Next board meeting will be Thursday, February 27, 2020.

e. Comments

Mr. Rimmer and Mr. Brotherton expressed praise for the accomplishments of the library.

V. Adjourn

There being no further business, motion was made by Mr. Morris, seconded by Mrs. Logan to adjourn. Motion passed unanimously. The meeting was adjourned at 2:04 pm.

Respectfully submitted,

Heather McEntee
Board Secretary/Director of Libraries