

MINUTES

Bossier Parish Libraries Board of Control

Regular Meeting

Administrative Offices

January 28, 2021 – 1 pm

Roll Call: **Library Board**

Mr. Elmore Morris, President

Mr. Bob Brotherton, Vice President

Mr. Charles Gray

Mrs. Jack Gore

Mr. Doug Rimmer

Staff

Heather McEntee, Director of Libraries

Anne Madison, Associate Director, Public Services

William Purdy, Facilities Manager

I. Call to Order

The meeting was called to order by Mr. Morris at 1:05 pm.

II. Invocation

The invocation was led by Mrs. Gore.

III. Minutes

Mr. Morris asked if there were additions or corrections to the minutes from December 3, 2020, regular meeting. There were none.

Motion made by Mr. Brotherton, seconded by Mr. Rimmer, to approve the minutes from the December 3, 2020 regular meeting. Motion carried unanimously.

IV. Reports

A. Facilities

a. Aulds Branch

Proposals had been sought from contractors for repaving of the Aulds Branch parking lot. Only one quote was received from Dale's Paving as follows:

- Quote – \$92,000 (repave the front half of the parking lot, build a handicapped ramp, and reseal back half of the lot)
- No alternates

Motion was made by Mr. Brotherton, seconded by Mr. Rimmer, to accept Dale's Paving quote to repave the Aulds Branch parking lot at the cost of \$92,000. Motion carried unanimously.

b. Plain Dealing

There will be three proposals for carpet installation at Plain Dealing presented at the next Board meeting.

B. Capital Projects Report

a. Central Complex Design

Design for the new Central Complex is 90% complete. Design documents were presented to the Board.

Motion was made by Mrs. Gore, seconded by Mr. Rimmer, to move forward with the design as presented. Motion carried unanimously.

b. New Central Complex Land Concrete Removal

Three proposals were received to remove concrete at the design site:

- Strong’s – \$73,000
- FJ Burnell – \$72,000
- Specialty Trackhoe – \$71,000

Motion was made by Mrs. Gore, seconded by Mr. Brotherton to accept Specialty Trackhoe’s quote to remove concrete at the new Central Complex design site at the cost of \$71,000. Motion passed unanimously.

C. Year in Review

2020 was a unique year due to the global pandemic. Comparing 2020 and 2019 statistics is not like comparing “normal” years to each other. It was emphasized to the Board that statistics do not tell the entire story and it is the impact library staff and the services they provide that are the most important. An impact story and the creative ways library staff are serving the public were presented.

STATISTICS	2020	2019
PATRON COUNT	114,662	313,593
CIRCULATION	542,089	872,384
REFERENCE QUESTIONS	6,225	9,261
COMPUTER USAGE	22,353	51,703
PROGRAMS	990	2,051
PROGRAM ATTENDANCE	22,916	45,942
BORROWERS ADDED	25,143	4,200
DATABASE USAGE	121,144	153,369
MEETING ROOM USAGE	256	1,037
LAPTOP CHECKOUT	104	79
WI-FI USAGE	7,549	10,597

D. Financial Report

The November and December 2020 Operating and Construction Funds were presented to the Board.

At year-end 2020, the Operating Fund revenue was \$7,782,842 and expenditures were \$7,527,040. The ending fund balance was \$5,711,550.

At year-end 2020, the Construction Fund revenue was \$4,038,717 and expenditures were \$170,950. The ending fund balance was \$8,235,405.

Motion made by Mr. Brotherton, seconded by Mr. Rimmer, to accept the November and December 2020 Operating Fund and Construction Fund reports. Motion carried unanimously.

E. Director's Report

a. Tooke Branch Operating Hours

A community survey was conducted when Tooke Branch staff noted a low number of patrons visiting the library on Saturdays. Sixty-nine (69) percent of surveys received on a proposed change in operating hours to Monday – Friday, 9 a.m. – 6 p.m. were in favor of changing the hours. The library would open occasionally on Saturdays for special programs or events.

Motion made by Mr. Brotherton, seconded by Mr. Rimmer, to close the Tooke Branch on Saturdays effective February 6, 2021. Motion passed unanimously.

b. Collection Development Policy

The revised Collection Development Policy was presented to the Board for review.

Motion was made by Mr. Rimmer, seconded by Mr. Gray, to approve the revised Collection Development Policy. Motion passed unanimously.

c. Diversity, Equity and Inclusion Policy

A Diversity, Equity and Inclusion Policy was presented to the Board for review.

Motion made by Mr. Gray, seconded by Mr. Rimmer, to approve the Diversity, Equity and Inclusion Policy. Motion carried unanimously.

d. 2021 – 2025 Strategic Plan Update

The Administrative Team is visiting branches to hear staff responses that address concerns expressed by respondents to the town hall questionnaires. The next step in the process will be for the Administrative Team to write the strategic plan and present to the Board at the February meeting.

V. Adjourn

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

Respectfully submitted,

Heather McEntee
Board Secretary/Director of Libraries