

**Bossier Parish Library
Board of Control
July 26, 2018- 1pm
Administrative Offices – Conference Room
Minutes**

Roll Call: Library Board

Dr. Tom Carleton, President
Mrs. Sally Namie, Vice-President
Mrs. Jack Gore
Mrs. Carolyn Logan
Mr. Elmore Morris

Police Jury Members

Mr. Bob Brotherton, Absent
Mr. Doug Rimmer

Staff

Heather McEntee, Library Director
Anne Madison, Assoc. Dir. Of Public Services
William Purdy, Facilities Manager
Mandi Johnson, Associate Director, Community Engagement
Kristen Edson, Manager, Central Library

I. Call to Order

The meeting was called to order by Dr. Carleton.

II. Invocation

The invocation was led by Mr. Morris.

III. Minutes

Mr. Morris made a motion and it was seconded by Mrs. Namie for the minutes from the previous meeting to be accepted as recorded. Motion passed unanimously.

IV. Reports

Facilities:

East 80

Carpet and new roof are being installed. Most gutter work is completed. The parking lot will be re-done in August. A new ADA compliant entrance will be at the front of building.

Security Cameras and Keyless Entry

William and Heather met with Purtle Engineering to ask that a study be done in order to recommend the number and placement of security cameras at all nine locations of the library system. Each camera maintains 60 days of storage, in compliance with state retention law, and feeds may be viewed by William or Heather in the administration building. Purtle also gave an estimate of the cost for installing keyless entries at all locations. The total cost projected by Purtle for cameras and keyless entry is approximately \$250,000.

A motion to take the steps necessary to start the bidding process for keyless entry devices and for surveillance cameras for all buildings was made by Mrs. Gore and seconded by Mr. Morris. Motion passed unanimously.

Tooke

The Tooke Library wooden exterior needs re-staining. It needs to be done every two – three years, because of fading by sunlight. A motion to take proposals on re-staining the exterior was made by Mrs. Logan and seconded by Mrs. Gore. Motion passed unanimously.

Plain Dealing

Four new air condition units were installed at Plain Dealing, but air isn't flowing out evenly, leaving some spaces cool and others warm. William recommended the ac system be checked by a test and balance company at an estimated cost between \$1,000 and \$1,500.

A motion was made by Mr. Morris and seconded by Mrs. Gore to hire a test and balance company to check the ac system. Motion passed unanimously.

Library Statistics and Happenings:

The complete report for June 2018 is in each Board member's binder for review.

Patron visits	31,160
Patron Computer Usage	5,071
Patron Wi-Fi Usage	741
Meeting Room Usage	71 (groups)
Database Usage	7,711
Reference Questions	1,028
Total circulation	87,225
Children's Programs	103
Young Adult Programs	23
Adult Programs	66
Total programs	192
Children Attendance	2,925
YA Attendance	136
Adult Attendance	1,431

Total program attendance	4,492
Outreach programs	20
Homebound patrons	1

Although patron visits were down from May, circulation, wi-fi and computer usage are up from the previous month.

A writer for *Forbes* magazine recently wrote an article arguing that public libraries aren't a good investment of taxpayers' funds and Amazon should take them over. There was an immediate outcry on social media and *Forbes* removed the post. Heather showed the Board some of the many positive responses in response to the article by the library's Facebook users. The next tax renewal is in 2024, and Heather and her team are strategizing. One tactic the library has implemented is a library value calculator, that prints on each patron's date due receipt the amount of money they saved by using library materials. Heather showed the Board the American Library Association's Library Value Calculator. If a patron used each of the listed library services just one time during the year, the total cost savings would be approximately \$243/year.

V. Financial Report

The June 2018 Budgeted Statement of Revenues and Expenditures was in each binder for review.

The library has collected 93% of the amount originally budgeted for 2018. The Library has received more interest than the \$38,000 that was budgeted. 60% of the marketing budget is expended, because of a re-branding project. The library will purchase window wraps with the library logo for the branches, and eventually would like to wrap our vehicles and a city bus. The ending fund balance is \$11,675,560.

The June 2018 Budgeted Statement of Revenues/Expenditures in the Library Construction Fund has an ending balance of \$2,937,296. Bids will go out for contractors for the Central renovation early in 2019.

A motion to accept both Financial Reports was made by Mrs. Namie and seconded by Mrs. Gore. Motion passed unanimously.

VI. New Business

Public Policies Updates

Heather presented several proposed changes to streamline current policies. The Registration Policy changes card renewals from one year to three; the Child only

and Teen only cards combine into the Student Success Cards, that are issued through schools by the Community Engagement Department to all students, kindergarten – grade 12; the institutional card changes to an Organizational card and would serve Shreveport-Bossier organizations with an educational purpose; the new Educator card type, allows one month book checkouts; a name change for Electronic Access card to e-Card; and name change for Homebound Services card to BPL Delivers.

A few Board members were concerned about the Student Success Cards due to some logistics. Heather recommended that the proposed new card type be taken off of the policy until Administration and Community Engagement can get more information for the Board.

A motion to adopt the proposed changes for public policies except for the Student Success Card was made by Mr. Morris and seconded by Mrs. Logan. Motion passed unanimously.

A new Lending Policy was presented in easy-to-read format with tables that combine and update the Borrowing Materials Policy and Fines & Fees Policy. Costs are lower for some items, to reflect the actual cost to the library to purchase them and to streamline charges in order to make the process of paying for overdues easier for staff and patrons alike. For example, playaways, audiobooks, books and magazines have a maximum fine of \$4.00 and the price of copies for black/white and color are reduced to 10 cents. Also, patrons with a block of \$10 or more on their accounts will be allowed to use the internet; they are currently blocked.

A motion to accept the proposed changes to the Lending Policy was made by Mrs. Gore and seconded by Mrs. Logan. Motion passed unanimously.

Heather brought up the subject of credit cards, that the library would like to accept, since patrons have asked for years to pay their accounts with them. She and Theresa Allen will meet with the Parish Treasurer to discuss possible arrangements.

Heather introduced a timely topic that is being implemented in public libraries across the nation—going fine-free. She has taken two webinars on it and discussed it with Louisiana library directors and her Administrative Team. Eliminating fines expands access for library services to groups that otherwise are unable to use them. After a short exchange among Board members and Heather, Mrs. Logan made a motion for the library to go fine -free, and for overdue items to go to lost in 45 days. Patrons still will pay replacement costs for materials lost or damaged. The motion was seconded by Mr. Morris. Motion passed unanimously. Although surprised by the sudden decision of the Board to approve going fine free, Heather said the library would take care of the logistics involved in making the transition and make the necessary changes on the Lending Policy.

Longevity Goals

Mary Sanders, Manager, Tooke Library

- **Goal #1 Special Project**
Mary started a little free library in the community, at a church on Johnson-Koran Road. The book exchange box was constructed by the Maintenance Department. It will need to be registered, and the books will be supplied from donated and discarded library books.
- **Goal#2 Visit Two Libraries**
Mary spent a day at the Webster Parish Library, Springhill Branch, and at the North Caddo Branch, in Vivian, of Shreve Memorial Library gathering information and ideas about their programs and practices that can be applied at Tooke. One she has already has implemented is monthly computer classes.
- **Goal #3 Webinar on Leadership**
Mary took a webinar entitled “Incubate Leadership at Your Library” and wrote a short paper describing the course and how she can use the information in her job.

A motion to approve a two-step raise for Mary based on successful completion of goals was made by Mrs. Gore and seconded by Mr. Morris. Motion passed unanimously.

VII. Adjourn

Mrs. Logan made a motion to adjourn the meeting and it was seconded by Mr. Morris. Motion passed unanimously.

Respectfully Submitted,

Heather McEntee, Library Director