

MINUTES

Bossier Parish Libraries Board of Control
Regular Meeting
Administrative Offices – Conference Room
July 25, 2019 – 1 pm

Roll Call: Library Board

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

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

I. Call to Order

The meeting was called to order by Mrs. Namie.

II. Invocation

The invocation was led by Mr. Morris.

III. Minutes

Mr. Morris made a motion and it was seconded by Mrs. Gore to approve the minutes from the previous Regular Meeting. Motion passed unanimously.

IV. Reports

A. Facilities

a. Central

A repair was made on the chiller, and it is running well now.

The Department of Environmental Quality gave a good report on the land designated for construction of the new Central Library. The next step is for the Police Jury to approve the purchase, and then the closing. After the project goes out for bids, construction could begin as soon as January-February 2020.

b. Plain Dealing

Repairs to the air conditioning are almost complete.

c. Tooke

Mr. Warlick will begin removing dead trees on the property Friday. The task was delayed due to rain. Then he will trim trees at Aulds and mulch tree roots.

d. Benton

The parking lot has been repaired.

e. Haughton

William showed the Board a sign on a lot in Haughton announcing that the future home of the new Haughton Branch Library will be built there. The lot is approximately five acres, with 326 feet of road frontage and the design of the building will be simple and functional, with the brick exterior matching nearby buildings such as the middle school. After Central’s building project is finished, the library will focus on Haughton’s future library. The size of the structure will be between 6,000 and 8,000 square feet, allowing space for further expansion of the building and parking lot.

B. Statistics and Happenings

a. June 2019 statistics:

Patron visits	30,178
Patron computer usage	5,485
Database usage	17,309
Reference questions	920
Total circulation	84,192
Children’s programs	149
Young Adult programs	25
Adult programs	68
Community Engagement programs	13
Total programs	255
Children attendance	3,408
YA attendance	150
Adult attendance	601
Community Engagement attendance	426
Total Program attendance	4,585

Heather noted that the number of patron visits, database usage, and reference questions were down in June, compared to May. This is common most likely due to families going on vacation. However, there was an increase in patron computer usage. June saw a 16% increase in circulation, due to usage of e-materials, and children, teens, and adults participating in summer reading programs. There were

255 programs and events in June, and while the total number attending was down from May, the number of young adults and adults going to the programs nearly doubled.

b. Non-Traditional Item

Heather highlighted tablets at this month's meeting. There are ten that will soon be ready for checkout. Wi-fi is built in the tablet, they have an anti-fingerprint coating and are secured inside a case. When returned, they are wiped clean so that no personal information is left from previous users.

C. Financial Report

The library has collected 97% of revenues budgeted for the Operating Budget. The ending fund balance is over \$9.4 million.

The ending fund balance for the Construction Fund was slightly over \$5.3 million.

Next week Heather will start planning meetings with department heads and branch managers for the 2020 budget.

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

V. Director's Report

a. Cash Handling Policy (Internal)

Heather showed the Board current Cash Handling Procedures and a new Cash Handling Policy. The board reviewed the policy as presented.

A motion to approve the policy was made by Mrs. Gore and seconded by Mrs. Logan. Motion passed unanimously.

VI. Adjourn

A motion to adjourn was made by Mrs. Gore and seconded by Mr. Morris. Motion passed unanimously.

Respectfully submitted,

Heather McEntee
Director of Libraries