

MINUTES

Bossier Parish Libraries Board of Control

Regular Meeting

Administrative Offices

Jun 24, 2021 – 1 pm

Roll Call: Library Board

Mr. Elmore Morris, President

Mr. Bob Brotherton, Vice President, Absent

Mr. Charles Gray

Mrs. Jack Gore, Absent

Mr. Doug Rimmer

Staff

Heather McEntee, Director of Libraries

Anne Madison, Associate Director, Public Services

Amy Robertson, Research Assistant, History Center

William Purdy, Facilities Manager

I. Call to Order

Mr. Morris called the meeting to order at 1 pm.

II. Invocation

Mr. Gray led the invocation.

III. Minutes

Mr. Morris asked if there were additions or corrections to the minutes from May 27, 2021, regular meeting. There were none.

Motion made by Mr. Gray, seconded by Mr. Rimmer, to approve minutes from May 27, 2021, regular meeting. Motion carried unanimously.

IV. Reports

A. Facilities

a. East 80 Branch

Proposals had been sought from contractors for exterior finish renovations at the East 80 Branch. Only one quote was received from Blocker Builders, LLC as follows:

- Quote - \$27,700 for exterior finish renovations
- No alternates

Motion was made by Mr. Rimmer, seconded by Mr. Gray, for Blocker Builders, LLC to renovate the exterior finish at the East 80 Branch. Motion carried unanimously.

b. Haughton & Plain Dealing Branches

The aluminum fascia and soffit at both branches is damaged and needs replacing. Newman Marchive, Inc. will be in charge of both projects.

c. Administrative Offices

The upgrades to the A/C equipment in the server room has been completed.

B. Capital Projects

a. Central Complex

Bid documents for the Central Complex project have been reviewed by Parish officials and should be advertised soon.

C. Month in Review

STATISTICS – MAY 2021	
PATRON COUNT	9,968
CIRCULATION	28,694
REFERENCE QUESTIONS	721
COMPUTER USAGE	2,003
PROGRAMS	115
PROGRAM ATTENDANCE	2,544
DATABASE USAGE	15,203

A Summer Experience program at the Tooke Branch was highlighted.

An impact story revealing how the History Center is serving the public in Bossier Parish and beyond was presented.

D. Financial Report

The May 2021 Operating and Construction Funds were presented to the Board.

As of May 31, 2021, the Operating Fund revenue was \$7,499,534 and expenditures were \$5,151,746. The expenditures include \$2 million transferred to the Construction Fund. The ending fund balance was \$8,058,830.

As of May 31, 2021, the Construction Fund revenue was \$2,007,846 and expenditures were \$245,329. The ending fund balance was \$9,965,972.

Motion made by Mr. Rimmer, seconded by Mr. Gray, to accept the May 2021 Operating Fund and Construction Fund reports. Motion carried unanimously.

Federal Grants

The State Library of Louisiana was allocated funds from both the 2020 CARES Act/IMLS and 2021 American Rescue Act (ARPA)/IMLS to be used for expanding digital network access, purchasing internet accessible devices and addressing digital inclusion. These funds were evenly distributed to all public libraries in the state.

Our library received \$6,775.13 from the 2020 CARES Act/IMLS in June 2020. The funds were spent on a Library Document Station (LDS) from Envisionware. The LDS is a self-service product that allows library users to scan their documents locally and then fax, print, email, send to a mobile device or save to a portable drive. An audio transcription which transcribes text into 60 different languages and audio into 10 different languages is available with the LDS. There are currently 4 out of 7 library branches with an LDS.

The library received \$47,064.84 from the 2021 ARPA/IMLS in May 2021. These funds will be used as follows:

- Retro-fitting the Community Engagement van with Wi-Fi in order to bring free, accessible Wi-Fi out into the community at various events
- Four additional Wi-Fi Access Points (Aulds, E80, Haughton, History Center)
- Two 6-tablet (Samsung) stations that will allow patrons to check tablets out themselves and use while on library Wi-Fi

Any additional plans to use the ARPA funds will be brought to the Board.

The 2021 ARPA includes \$7.17 billion for the Emergency Connectivity Fund (ECF). The ECF will provide funding for public and tribal libraries and K-12 schools to purchase connected devices and broadband internet connections for use off of library and school grounds by library patrons, students and teachers and staff who otherwise don't have internet access. There is 100% reimbursement of costs for eligible equipment and services.

There is an application process similar to the e-Rate program. Libraries and schools can apply for funding for the purchase of eligible equipment and services made between July 1, 2021 and June 30, 2022. The application window is from June 29-August 13, 2021.

We are currently looking into eligible equipment and services that would benefit our patrons and community. Once we identify what needs to be purchased, quotes will be obtained and the ECF application will be completed.

E. Director's Report

a. Internship Programs

Library Administration is currently researching an internship program for high school students. The Brooklyn Public Library has a "Librarians of Tomorrow" program that we would like to model our program after. Once the program and all logistics have

been thoroughly researched, a proposal will be brought to the Board for review. Anticipated start date would not be until Summer 2022.

The current internship program for college students is being reviewed and updated by Administration and will be brought to the Board for approval upon completion.

b. Volunteer Policy

There was a discussion regarding volunteering and a decision was made for Administration to send the policy to the Parish legal counsel for review and approval.

Motion made by Mr. Rimmer, seconded by Mr. Gray, to table the motion until the next regular meeting upon review and approval of the Parish legal counsel. Motion carried unanimously.

V. Adjourn

There being no further business, Mr. Gray motioned to adjourn, seconded by Mr. Rimmer. Motion carried unanimously. The meeting adjourned at 2:30pm.

Respectfully submitted,

Heather McEntee
Board Secretary/Director of Libraries