

MINUTES

Bossier Parish Libraries Board of Control

Regular Meeting

History Center

July 28, 2022 – 1 pm

Board Members Present: President Bob Brotherton, Vice-President Doug Rimmer, Jacqueline “Jack” Gore, Charles Gray, Elmore Morris

Staff Present: Heather McEntee, Leslie Ivy, Amy Robertson, Mandi Johnson, Teresa Rice, Jaketha Farmer, Clara Anne Madison, William Purdy, Charmetra Ardoin, Marisa Richardson, Mary Sanders, Lamont Pearson, Karen Hinson

Board Members Absent: None

Public Present: 1

Guest

Patrick Jackson, Parish Attorney

I. Call to Order

Mr. Brotherton called the meeting to order at 1:03 pm.

II. Public Comment: None

III. Invocation

Mrs. Gore led the invocation.

IV. Minutes

Mr. Brotherton asked if there were additions or corrections to the minutes from the June 9, 2022, regular meeting. There were none.

Motion made by Mr. Gray, seconded by Mr. Rimmer, to approve minutes from the June 9, 2022, regular meeting. Motion carried unanimously.

V. Reports

A. Facilities – presented by William Purdy

1. Branches

Safety Report

Staff observe standard safety practices. For instance, a minimum of two employees are always inside the building, and at closing, staff leave as a group. The maintenance department ensures parking lots are well-lit, especially when days are short and staff leave when it's dark.

The Board was presented with copies of system-wide, spiral-bound Emergency Guides, easily accessible for staff at all locations, outlining procedures and numbers to call for potentially dangerous, unexpected situations. Additionally, branch managers provide quarterly training for staff, where drills based on emergencies found in the manuals are rehearsed. Administration keeps documentation of all drills.

Plain Dealing

Change Order #1: Re-Roofing Bid

While removing chip edges as part of the original construction project, it was discovered that roofing shingles were old and falling apart.

Motion made by Mrs. Gore, seconded by Mr. Gray, to approve Change Order #1, recommending that MJ Roofing install a new roof on the Plain Dealing library for \$22,399.02. Motion carried unanimously.

Central –Brick Wall

The following bids were received for the removal of the brick wall and construction of a new wooden fence at the back of the History Center and library, and by the dumpster adjacent to Benton Spur Road.

Company Name	Base Bid	Alternate One	Total
N.E. Crager Blds., Inc.	\$195,700.00	\$34,040.00	\$229,740.00
Boggs & Poole Contracting Group	\$237,000.00	\$37,517.00	\$274,517.00
Blocker Builders LLC	\$139,800.00	\$14,400.00	\$154,200.00

Motion made by Mr. Gray, seconded by Mrs. Gore, to award the bid for the removal of the brick wall and construction of a new wooden fence at the Central Library/History Center to Blocker Builders, LLC, low bidder meeting bid specifications in accordance with bids received July 22, 2022. Motion carried unanimously.

2. Capital Projects

Central Complex Update

The Board was presented with a revised estimate and expense breakdown from American Testing Lab for consideration. If approved, a change order would be processed. The Board was informed that there would be a deductive change order to the project in the amount of \$8,660.00.

Motion made by Mr. Rimmer, seconded by Mrs. Gore, to accept the new contract with American Testing Lab not to exceed \$50,000. Motion carried unanimously.

Completion of construction is currently expected in May 2023 because roofing membrane delivery dates have been delayed.

B. Month in Review – presented by Clara Anne Madison

STATISTICS	May 2022	June 2022
PATRON COUNT	12,224	15,692
CIRCULATION	55,915	68,609
CURBSIDE SERVICE	27	22
REFERENCE QUESTIONS	1,427	1,391
COMPUTER USAGE	2,108	2,446
PROGRAMS	204	221
PROGRAM ATTENDANCE	5,453	4,712
DATABASE USAGE	5,879	5,243

C. Impacting Our Community – presented by Clara Anne Madison

Board members were shown a thank-you card Sonja Bailes, Public Relations Liaison, Bossier Parish Schools, wrote to Community Engagement librarians Kristin Kennedy and Annie Gilmer. Ms. Bailes expressed appreciation for their invaluable participation in the annual i3 Art Expo.

D. Information Technology (IT) – presented by Jaketha Farmer

Board members were presented with a report on IT statistics.

The number of public computers in labs has been reduced, and those remaining are being updated with newer ones.

E. Technical Services (TS) – presented by Teresa Rice

Board members were given a Tech Services report that 2,299 new titles were added to the collection in May and 2,121 were added in June. 57% of the collection budget has been expended.

Kovel's, a well-known source for prices and information on collectibles and antiques, is now available on the Libby app.

F. Community Engagement (CE) – presented by Mandi Johnson

In May and June, Community Engagement reached 862 people at 21 events, made 23 homebound visits, checked out 187 books, and reached 52,238 on social media.

Mandi recently returned from a summit in Washington D.C., where she was the only representative from a Louisiana library on a national committee sponsored by the American Library Association (ALA) and the San Francisco Public Library. The committee's purpose is to update and establish standards for library services to incarcerated individuals.

G. Financial – presented by Amy Robertson

June 2022 Operating and Construction Funds

As of June 30, 2022, the Operating Fund revenue was \$7,894,063, and expenditures were \$5,562,115. \$2,000,000 was transferred to Construction Fund. The ending fund balance was \$6,681,495.

As of June 30, 2022, Construction Fund revenue was \$22,235 and expenditures were \$1,910, 133. The ending fund balance was \$9,493,280.

Motion made by Mrs. Gore, seconded by Mr. Morris, to accept the June 2022 Operating Fund and Construction Fund reports. Motion carried unanimously.

H. Director’s Report – presented by Heather McEntee

Summer Experience Report (As of July 19)

Registrations	1,578
Completions (full goal earned)	421
Time Read (in hours)	11,363.46
Raffle Participation (tickets purchased with points earned)	5,191
Programs (all branches)	207
Program Attendance	4,351

Next Board Meeting

The next Board meeting will be scheduled for August 25, 1 pm, at Tooke Branch.

VI. Adjournment of Regular Meeting and Motion to Enter Executive Session

There being no further business, Mr. Morris motioned to adjourn the regular meeting and to enter an Executive Session requested by an employee to discuss a personnel matter, seconded by Mr. Rimmer. Motion carried unanimously. The regular meeting adjourned at 1:54 pm.

VII. Return to Open Session

Motion made by Mrs. Gore, seconded by Mr. Morris, to return to open session.

Motion was made by Mr. Rimmer, seconded by Mrs. Gore, to uphold the decision made by Administration regarding the personnel matter. Motion carried, with the following votes recorded:

Ayes: Rimmer, Gore, Morris, Brotherton

Nays: Gray

Abstain: None

Absent: None

VIII. Adjourn

There being no further business, Mr. Morris motioned to adjourn, seconded by Mr. Rimmer. Motion carried unanimously. The meeting adjourned at 2:45pm.

8-25-22
Date Approved

Heather M. Miller
Board Secretary/Director of Libraries

Bob Brotherton
Board President (or Representative)