

**Bossier Parish Library
Board of Control
March 22, 2018- 1pm
Administrative Offices – Conference Room
Minutes**

Roll Call: Library Board

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

Police Jury Members

Mr. Bob Brotherton
Mr. Doug Rimmer
Bill Altimus, Parish Administrator

Staff

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

Guest

Mark Prevot, Prevot Design Services, APAC

I. Call to Order

The meeting was called to order by Dr. Carlton.

II. Invocation

The invocation was led by Mr. Morris.

III. Minutes

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

IV. Reports

A. Facilities

Haughton Land

The landowner of the lot the library is considering for purchase to build a new Haughton library rejected the initial option the Board approved. The reason is that a portion of the lot behind the library would be hard to sell because of size and lack of access. Heather stated that the best choice would be to purchase five acres, and

to place the new building further back. She showed the Board the plans for the option.

Mr. Pullig, the landowner, hired an appraiser who set the price at \$45,000 per acre while the appraiser used by the Police Jury, David Volentine, recommended \$30,000 per acre. \$75,000 is a substantial difference in price. Mr. Altimus recommended two approaches that Butch Ford, Parish Engineer, may present to the landowner:

1. Offer Mr. Pullig \$150,000 and recommend that he donate \$75,000 to the library as a tax write-off.
2. Since there are two appraisals with greatly varying amounts, ask the seller to hire a MAI (Member Appraisal Institute) or industrial/business appraiser since the one he used is residential. Because MAI appraisers such as David Volentine require extensive training, and follow similar indicators in their assessments, they will likely arrive at similar amounts.

A motion was made by Mrs. Gore and seconded by Mr. Morris for Mr. Ford, to offer the seller the two options. Motion passed unanimously.

Central Renovation/Expansion

The library consultant, Dick Waters, compiled feedback from the community on what they like to see in the remodeled/expanded library. Heather showed the Board the present floor plans for the Central Library and the Historical Center (HC). She stated that the HC is underutilized and unfamiliar to most library patrons, in large part because it is housed in a separate building. It is connected to the library through a door in children's that leads to a covered walkway. She recommended that the HC be moved to the vacated Technical Services department, in the oldest part of the library. Square footage there is approximately the same as the HC. This section would be connected to the library through an inside walkway, with prominent signage that will be easily visible with lower shelving. The main entrance to the HC, at the corner of Benton Road bypass and Beckett Street also would have a large sign. The new location would provide greater visibility for the HC and hopefully will be a big draw for the community, with offerings like its popular historical programs and interactive educational activities for children.

Children's Services would move into the HC building and have their own meeting room for story time and other activities. William said the renovation plans would enclose and extend the walkway between the current Children's services and HC, to make a café/indoor/outdoor area and a large meeting room space that can be partitioned into several small ones.

When questioned by the Board about cost for a relocated History Center and the renovation of Bossier Central, Architect Mark Prevot stated that the current budget is set at \$8 million but may change. He would break the project into phases, to minimize closures and disruption of service. He estimated it will take six (6) months

to renovate the new History Center, four (4) months to ready the new Children's services, and six (6) months and longer for the main library.

Mrs. Namie inquired about security issues and operating hours at Central. Heather responded that since the main library contracted with BPSO's deputies to provide security at the library, patrons and staff feel safer because potential dangerous situations have decreased greatly. William added that we are looking at security cameras for branches. As far as current hours of operation, Heather indicated that the public appears to be satisfied with current hours. Heather stated that the library plans to start the renovation of Central and purchase the land for the new Houghton library in 2018. Construction of the future Houghton library will be after the completion of Central's renovation, as funds need to be built up first to pay for construction.

Mr. Morris moved and Mrs. Logan seconded a motion to move forward with plans to relocate the History Center in the old section of the Central library. Mark Prevot will make drawings and arrive at a cost estimate to bring to the April meeting. Motion passed unanimously.

Library Statistics and Happenings

The complete report for February 2018 is in each Board member's binder for review. Heather described "Outreach" programs as community engagement events.

Patron visits	27,660
Patron Computer Usage	3,767
Patron Wi-Fi Usage	788
Meeting Room Usage	91(groups)
Database Usage	4,455
Reference Questions	815
Total circulation	72,782
Children's Programs	80
Young Adult Programs	14
Adult Programs	44
Total programs	138
Children Attendance	1,171
YA Attendance	48
Adult Attendance	708
Total program attendance	1,927
Outreach programs	11
Homebound patrons	1

V. Financial Report

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

The library has collected 88% of the amount budgeted for 2018. Most of the revenue is from parish taxes, which is received early in the year; also interest rates are high, and as a result the library has collected 92% of the projected amount.

For expenditures, 36% is expended for library marketing. The library hired a marketing company to re-evaluate our brand. Drug testing expenditures are at 56% because the library has added more full-time employees.

Total expenditures are 41%, which isn't completely accurate, since an initial \$3 million was transferred to a construction budget from the Library's ending net assets, in order to have funds for the start of the renovation of Central and to purchase land at Haughton.

A motion to accept the Financial Report was made by Mrs. Gore and seconded by Mrs. Logan. Motion passed unanimously.

VI. New and Other Business

A. New Library Board Member

Heather welcomed Sally Namie, to the Board. On March 7, 2018 the Police Jury approved her to the Board. Mrs. Namie is a retired educator with Bossier Parish Schools and also has a master's in library science. All present introduced themselves to our newest member.

B. April Board Meeting

Since at least two members will be unable to attend the April 26 meeting, Heather asked if they would be willing to have the April meeting on the third Thursday, the 19th. All agreed, and Heather will mail everyone reminders.

VII. Adjourn

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

Respectfully Submitted,

Heather McEntee, Library Director